

INSTRUCTIONS FOR ANNUAL SURVEY 2010

Note: Consider the instructions carefully before proceeding.

- ❑ Print a hard copy of the **Annual Survey: Private FET Colleges 2010** to use for data collection from the CD provided or from the files downloaded from the Internet. The survey can be downloaded from the Thutong Education Portal:

Thutong South African Education Portal

<http://www.thutong.doc.gov.za>; click on *Curriculum and Examination*, under the item *Higher Education* click on *FET Colleges Learning Space*, then click on *Private Colleges*. It is advisable to register as a user on this portal.

- ❑ Install the 2010 Private FET College survey **capturing tool** from the CD provided or from the files downloaded from the Internet. Full installation instructions are included in the **Guide** on the CD.
- ❑ You will see the following icon in your desktop:



Private FET Annual Survey.Ink

- ❑ Date of the return of the dataset as **captured on the CD** is **30 APRIL 2010**.
- ❑ The CD should be returned to the **Directorate: Private FET Colleges** by mail OR via courier OR hand delivered.

Postal Address: Private Bag X174, PRETORIA, 0001

Courier/Delivery: Department of Higher Education & Training, ROOM 629, Sol Plaatje House, 123 Schoeman Street, Pretoria.

- ❑ **DECLARATION** section on the first page of the **Annual Survey form** must be signed by the Principal/CEO acknowledging the validity of the captured information. **Print or copy ONLY this page and submit together with the captured dataset on the CD.** Furthermore, there is a **CLEARANCE AND VERIFICATION** section on pages 21 & 22 of the **Annual Survey form** that must be completed, signed and stamped to verify the validity of the captured information. **These pages must be printed or copied as well and returned together with the captured dataset on the CD.**

- ❑ **Note:** Should the **main site or head office of the college** be the ONLY site, then skip to complete **Section B: Site/s of Delivery Information and Contact Details**.
- ❑ **Student Information for registered qualifications:**
 - **Control Total:** This is where the total number of students enrolled for each registered qualification is recorded.
 - **Tables 1 - 3** are only applicable to colleges that are offering **Report 190/191 (NATED)**.
 - If Report 190/191 is not offered by your college, skip to **Tables 4 - 6 [NC(V) qualifications and programmes]** or **Tables 7 - 9 [Occupational Qualifications]**.
- ❑ The **Annual Survey** form should be completed and captured using the Guide available on the CD.

Queries: Contact Details

For any queries regarding how to **complete the Annual Survey form or EMIS numbers**, please contact:

Enos Sello: **012 357 3670**

Khabo Skosana: **012 357 3667**

For any queries that are **system or capturing tool related**, please contact:

Khathu Nkhumeleni: **012 357 3653**

Jeffrey Mokwebo: **012 357 3789**