



LEGAL NAME OF COLLEGE

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Date of return of electronic dataset: 30 APRIL 2010 to Directorate: Private FET Colleges

The Annual Survey for Colleges is the most important source of information regarding the situation at your college. The information collected will contribute to the Education Management Information System (EMIS) nationally and will be of value for the quality assurance of education and training delivery.

I,, principal/CEO of
fully understand the provision made in the Further Education and Training Colleges Act (No.16 of 2006) which stipulates that every college **must** supply information about the college as is reasonably required by the Registrar.

I certify that the information provided on this form is to the best of my knowledge and belief correct and complete.

College Principal/CEO:
Surname and Initials

Signature: **Date:**

Please ensure that the following information is completed and captured in the electronic dataset. Please note that all sections are **compulsory to complete and return**.

COLLEGE PACK	
A	College information and contact details
B	Site information and contact details (NOTE: Only compulsory to complete where multiple sites apply)
C	Survey FET College staff
D	Student information for registered qualifications
E	Achievement data survey
F	Additional information survey

ACRONYMS	
DBE: Department of Basic Education	NCOR: National Certificate: Orientation
DHET: Department of Higher Education and Training	NIC: National Intermediate Certificate
DoL: Department of Labour	NSC: National Senior Certificate
EMIS: Education Management Information System	NC(V): National Certificate (Vocational)
EMS: Education Management System	NQF: National Qualifications Framework
FET: Further Education and Training	NSF: National Skills Fund

A – COLLEGE INFORMATION AND CONTACT DETAILS	
1	NAME OF COLLEGE
2	ADDRESS
3	CITY
4	STATE
5	ZIP
6	PHONE
7	FAX
8	EMAIL
9	WEBSITE
10	ADMISSIONS OFFICER NAME
11	ADMISSIONS OFFICER PHONE
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14	

PROVINCIAL CODE *(Please select the applicable code provided below)*

CODE	PROVINCE	CODE	PROVINCE
1 =	Western Cape	6 =	North West
2 =	Eastern Cape	7 =	Gauteng
3 =	Northern Cape	8 =	Mpumalanga
4 =	Free State	9 =	Limpopo
5 =	KwaZulu-Natal		

1	COLLEGE INFORMATION
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2	GENERAL INFORMATION
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2.1	Postal Address
	Enter the postal address under the relevant Address Type in either Section A or B .
	Section A: <i>Post Office address- Complete if either PO Box, P/Bag or SAPO village is used.</i>
	Section B: <i>Only complete Section B: 2.1.7 to 2.1.10 if the physical street address is the postal address.</i>

A. Post Office as Postal Address
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2.1.1	SAPO* Village																		
2.1.2	PO Box																		
2.1.3	Private Bag																		
2.1.4	Post Office (P/O)																		
2.1.5	Town or City																		
2.2.6.	Postal Code																		

B. Physical Address as Postal Address	
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2.1.7	Building																		
2.1.8	Street Address																		
2.1.9	Town or City																		
2.1.10	Postal Code																		

SAPO = South African Post Office

[illegible]

2.3	Fax Number																		
2.4	College's Website																		
2.5	College's E-mail address																		
2.6	Name of Principal/CEO																		
2.7.1	Tel number																		
2.7.2	Tel Number2																		
2.8	Fax number																		
2.9	Cell phone Number																		
2.10	E-mail Address																		

EMIS officer - The College official responsible for the data collection at the college

2.11	Name of College's EMIS Officer*																		
2.12	Tel Number																		
2.13	Fax number																		
2.14	EMIS officer's E-mail Address																		
2.15	Does the college have a Management Information System (MIS)? [1=yes; 2=no]																		
2.15.1	If the answer to question 2.15 is YES , please indicate the program Please specify the name of the software product in the blocks below																		
2.15.2	If the answer to question 2.15 is YES , specify the version of the product, e.g. 051=Version 5.1																		
2.15.3	When was the system introduced at your site? (Please give the year)																		

B – SITE/S OF DELIVERY INFORMATION AND CONTACT DETAILS

1	SITE OF DELIVERY INFORMATION																		
1.1	Name of private FET College																		
1.2	Name of site of delivery																		
1.3	Provincial code [1 = Western Cape; 2 = Eastern Cape; 3 = Northern Cape; 4 = Free State; 5 =KwaZulu-Natal; 6 = North West; 7 = Gauteng; 8 = Mpumalanga; 9 = Limpopo]																		

2	GENERAL INFORMATION																		
2.1	Postal Address Enter the postal address under the relevant Address Type in either Section A or B . Section A: Post Office address- Complete if either PO Box, P/Bag or SAPO village is used. Section B: Only complete Section B: 2.1.7 to 2.1.10 if the physical street address is the postal address.																		
A.	Post Office as Postal Address																		
2.1.1	SAPO* Village																		
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2.1.4	Post Office (P/O)																		
2.1.5	Town or City																		
2.2.6	Postal Code																		
B.	Physical Address as Postal Address																		
2.1.7	Building																		
2.1.8	Street Address																		
2.1.9	Town or City																		

C – SURVEY OF FET COLLEGE STAFF	
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Temporary staff:	<i>Staff employed on a limited contract.</i>
Permanent staff:	<i>Staff employed on a permanent contract.</i>
Full-time staff:	<i>An employee appointed in a full-time substantive post working a full week, i.e. 35 to 40 hours per week.</i>
Part-time staff:	<i>An employee appointed to work fewer hours than a full-time employee, i.e. less than the usual 35 to 40 hour working week.</i>
*Lecturing staff:	<i>Any person, who teaches, educates or trains others or who provides professional educational services at any college.</i>
**Management staff:	<i>The principal/CEO and any other person responsible for the management of the company/college.</i>
***Support staff:	<i>All other staff members, who are not Teaching or Management staff, and include staff that may render academic or student support services; those employed in human resource or financial management or administration; those responsible for maintenance of the buildings and gardens, catering or security services for example.</i>

1	CONTROL TOTALS –Enrolment for Qualifications and Programmes
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1.1	Headcount Student Enrolment				
					N/A
1.1.1	Headcount student enrolment for REPORT190/191 Programmes (Table D1)				
1.1.2	Headcount student enrolment for NC(V) Programmes (Table D4)				
1.1.3	Headcount student enrolment for Occupational qualifications (Table D7)				

Tables 1 - 3: Student Enrolment for Report 190/191

REPORT 190/191 – NATED curriculum with a list of instructional programmes traditionally offered by FET Colleges

1	Headcount student enrolment for REPORT 190/ 191 students by vocational field (Students should not be double-counted in the control table)															Phased out REPORT 190/191 programmes														
	Vocational field		N4		N5		N6		Other		TOTAL		NIC			NSC		N1		N2		N3								
	1.1	Agriculture																												
	1.2	Art and Music																												
	1.3	Business Studies																												
	1.4	Educare and Social Services																												
	1.5	Engineering																												
	1.6	Utility Studies																												
	TOTAL																													

2	Headcount student enrolment for REPORT 190/191 programmes by population group, gender and vocational field. (Students should not be double-counted in the control table)																														
	Vocational fields	Black African			Coloured			Indian			White			Other			TOTAL														
		Male	Female		Male	Female		Male	Female		Male	Female		Male	Female																
2.1	Agriculture																														
2.2	Art and Music																														
2.3	Business Studies																														
2.4	Educare and Social Services																														
2.5	Engineering																														
2.6	Utility Studies																														
TOTAL																															



COLLEGE EMIS NUMBER									
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3	Headcount student enrolment in REPORT 190/ 191 programmes by year of birth and vocational field (Students should not be double-counted)							
Year of Birth	Agriculture	Art and Music	Business Studies	Educare and Social Services	Engineering	Utility Studies	Total	Age in years



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