EMIS NUMBER										

education
Department:
Education
REPUBLIC OF SOUTH AFRICA

SNAP SURVEY
ABET Centres
2008

CENTRE NAME

ONE FORM TO BE COMPLETED BY EACH ABET CENTRE

4 March 2008

Please read the headings and instructions carefully before completing the survey form.

I,……,centre manager of ……..……
fully understand the provision made in the Adult Basic Education and Training Act, No. 52 of 2000, regarding the duty of centres to provide information.
*This Act provides that every centre **must** supply such information about the centre as is reasonably required by the Head of Education.*

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

Centre Manager: .....……..... …….....…… .....
Please print surname and initials Signature Date

Checked by the Education Manager:

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

……..... …….....…….....
Please print surname and initials Signature Date

…….....
Designation

Please use the following table when completing the survey form.

Provincial codes:		
Code		**Province Name**
1	=	Western Cape
2	=	Eastern Cape
3	=	Northern Cape
4	=	Free State
5	=	KwaZulu-Natal
6	=	North West
7	=	Gauteng
8	=	Mpumalanga
9	=	Limpopo

ACRONYMS
ABET: Adult Basic Education and Training
FET: Further Education and Training
NQF: National Qualifications Framework
SNE: Special Needs Education
SASL: South African Sign Language

NEMIS001B ABET SNAP08-1

EMIS NUMBER										

1 GENERAL INFORMATION

(Complete *ONLY* the blocks where particulars have changed, are incorrect or are missing)

1.1	**Centre name**	
1.2	**Province code**	**(Codes on the cover page)**
1.3	**Type of centre**	[**1**=Public Centre; **2**=Private Centre]
1.4	**Ownership of land**	**[1**=State; **2**=Church;**3**=Mine;**4**=Farm;**5**=Hospital;**6**=Trust;**7**=Company;**8**=Private individual;**9**=Factory; **10=**Other: **specify**
1.5	**Educational region**	
1.6	**Educational district**	
1.7	**Circuit** (If applicable)	
1.8	**Municipality**	
1.9	**Nearest town/city**	
1.10	**Distance to nearest town/city (Km)**	
1.11	**Email**	

LOOK ***NOTE: PLEASE LEAVE THE BLOCKS BLANK WHERE THERE IS NO INFORMATION IN SECTION 2 AND 3. DO NOT USE LEADING ZEROS, ZEROS OR DASHES TO INDICATE THE ABSENCE OF DATA.***

2 LEARNER INFORMATION

2.1 GRAND TOTAL of number of LEARNERS (2.2 + 2.3) enrolled at the centre on the survey date according to age, gender and level. EACH LEARNER MUST ONLY BE COUNTED ONCE.

Gender	*ABET Level 1	ABET Level 2	ABET Level 3	ABET Level 4	**FET Grade 10 (NQF 2)	FET Grade 11 (NQF 3)	FET Grade 12 (NQF 4)	***Other	Total
Male									
Female									
Total									

2.2 Total number of LEARNERS (*EXCLUDING SNE learners*) enrolled at the centre on the survey date according to age, gender and level. EACH LEARNER MUST ONLY BE COUNTED ONCE.

Age	Gender	*ABET Level 1	ABET Level 2	ABET Level 3	ABET Level 4	**FET Grade 10 (NQF 2)	FET Grade 11 (NQF 3)	FET Grade 12 (NQF 4)	***Other	Total
Under 15	Male									
	Female									
15-19	Male									
	Female									
20-24	Male									
	Female									
25-29	Male									
	Female									
30-34	Male									
	Female									
35-39	Male									
	Female									
40-44	Male									
	Female									
45-49	Male									
	Female									
50-54	Male									
	Female									
55+	Male									
	Female									
Total	Male									
	Female									

EMIS NUMBER										

2.3 Total number of LEARNERS (*SNE learners ONLY*) enrolled at the centre on the survey date according to age, gender and level. EACH LEARNER MUST ONLY BE COUNTED ONCE.

Age	Gender	*ABET Level 1	ABET Level 2	ABET Level 3	ABET Level 4	**FET Grade 10 (NQF 2)	FET Grade 11 (NQF 3)	FET Grade 12 (NQF 4)	***Other	Total
Under 15	Male									
	Female									
15-19	Male									
	Female									
20-24	Male									
	Female									
25-29	Male									
	Female									
30-34	Male									
	Female									
35-39	Male									
	Female									
40-44	Male									
	Female									
45-49	Male									
	Female									
50-54	Male									
	Female									
55+	Male									
	Female									
Total	Male									
	Female									

3 STAFF INFORMATION

All staff employed at the centre on the survey date must be indicated on the survey form. Staff members who are on leave must be indicated even if they have been replaced by substitutes. Private centres must indicate their staff under the heading "governing body". NO STAFF MEMBER SHOULD BE COUNTED MORE THAN ONCE.

3.1 Number of STAFF remunerated by the STATE
(Do not include employees paid by the governing body/Private Service provider.)

CATEGORY	Permanent				Temporary				Substitutes				Total
	Full-time		Part-time		Full-time		Part-time		Full-time		Part-time		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Educators													
Prof. non-teaching staff													
Admin. Staff													
Support staff													
Hostel staff													

3.2 Number of STAFF remunerated by the GOVERNING BODY/Private Service provider
(Do not include employees paid by the state.)

CATEGORY	Permanent				Temporary				Substitutes				Total
	Full-time		Part-time		Full-time		Part-time		Full-time		Part-time		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Educators													
Prof. non-teaching staff													
Admin. Staff													
Support staff													
Hostel staff													

Educators *= Staff working in a teaching position including the principal, remedial educators and specialist educators.*
Prof. non-teaching staff = *Personnel who are classified as paramedics, social workers, caregivers, therapists and psychologists.*
Admin. Staff *= Personnel who are classified as secretaries, typists and administrative clerks.*
Support Staff *= Personnel who are classified as laboratory assistants, cleaners, kitchen staff, gardeners, caretakers, messengers.*
Hostel Staff *= Personnel appointed at the hostel. Educators supervising at the hostel must not be included.*
Substitutes = *An educator who is filling in for another educator who has been included in the permanent or temporary column.*
Full-time = *appointed in a full-time substantive post who works a full week.*
Part-time *= appointed to work fewer hours than a full-time employee.*