

1 GENERAL INFORMATION										
(Complete <i>ONLY</i> 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 (<i>EXCLUDING SNE learners</i>) 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									



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.

