



## PRINCIPAL'S RECONCILIATION FORM

	Names of College Campus Sites and Campus EMIS numbers (Not Satellites)	CAMPUS EMIS NUMBER
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

### 1 GENERAL INFORMATION (Complete ONLY the blocks where particulars have changed, are incorrect or are missing)

1.1	Campus name	
1.2	Province 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]
1.3	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
1.4	Educational region	
1.5	Educational district	
1.6	Circuit (If applicable)	
1.7	Email	

**NOTE:** If a particular programme is NOT offered at your school, place an X in the NOT APPLICABLE area for that programme. Do not enter any learner numbers or total for a programme not offered at your school.

If your school does offer a particular programme, but there are no learners for either the Male or Female gender, then enter 0 for the relevant gender. e.g. If your school has only Female learners in N5 then enter 0 under the Male row in the N5 column and the correct number of Female learners in the Female row for N5. Include the total.

### 2 STUDENT INFORMATION

**ABET:** Adult Basic Education and Training

**NC (V):** National Certificate Vocational

**NIC:** National Intermediate Certificate

**REPORT 191:** Programmes accredited by the DoE through the REPORT 191.

**Non-REPORT 191:** Programmes offered by the college, but not accredited by the DoE through REPORT 191.

**NQF:** National Qualifications Framework

**SNE:** Special Needs Education

**NSC:** National Senior Certificate

2.1	GRAND TOTAL headcount student enrolment in REPORT 191 at the campus on the survey date according to gender and programme. EACH STUDENT MUST ONLY BE COUNTED ONCE.				Phased out REPORT 191 programmes (self funded)						
	Gender	N5	N6	Other	Total	NSC	NIC	N1	N2	N3	N4
Not Applicable											
Male											
Female											
Total											

**Not Applicable** = the programme is not offered at your college



Total headcount student enrolment in <b>REPORT 191</b> at the campus on survey date according to year of birth, gender and programme. <b>EACH STUDENT MUST ONLY BE COUNTED ONCE.</b> (If a student takes subjects in more than one group, indicate that student in the column where he/she takes the most subjects)						Phased out <b>REPORT 191</b> programmes (self funded)						
Year of Birth	Gender	N5	N6	Other	Total	NSC	NIC	N1	N2	N3	N4	Age in years
≥1994	Male											≤16
	Female											
1993	Male											17
	Female											
1992	Male											18
	Female											
1991	Male											19
	Female											
1990	Male											20
	Female											
1989	Male											21
	Female											
1988	Male											22
	Female											
1987	Male											23
	Female											
1986	Male											24
	Female											
1985	Male											25
	Female											
1984	Male											26
	Female											
1983	Male											27
	Female											
1982	Male											28
	Female											
1981	Male											29
	Female											
1980	Male											30
	Female											
1979	Male											31
	Female											
1978	Male											32
	Female											
1977	Male											33
	Female											
1976	Male											34
	Female											
1975	Male											35
	Female											
1974	Male											36
	Female											

Note: Age groups must be calculated from the verified birth year of the learner recorded in the learner profile or on the learner registration form.



2.2 Total headcount student enrolment in <i>REPORT 191</i> at the campus on survey date according to year of birth, gender and programme. <b>EACH STUDENT MUST ONLY BE COUNTED ONCE.</b> (If a student takes subjects in more than one group, indicate that student in the column where he/she takes the most subjects)						Phased out <i>REPORT 191</i> programmes (self funded)						
Year of Birth	Gender	N5	N6	Other	Total	NSC	NIC	N1	N2	N3	N4	Age in years
1973	Male											37
	Female											
1972	Male											38
	Female											
1971	Male											39
	Female											
≤1970	Male											≥40
	Female											
Total	Male											
	Female											

The totals for 2.1 should equal the totals for 2.2

Note: Age groups must be calculated from the verified birth year of the learner recorded in the learner profile or on the learner registration form.

2.3 GRAND TOTAL headcount student enrolment in <i>NC (V)</i> at the campus on the survey date according to gender and programme. <b>EACH STUDENT MUST ONLY BE COUNTED ONCE.</b>												
Gender	Level 2			Level 3			Level 4			Total		
Male												
Female												
Total												

2.4 Total headcount student enrolment in <i>NC (V)</i> at the campus on the survey date according to year of birth, gender and programme. <b>EACH STUDENT MUST ONLY BE COUNTED ONCE.</b> (If a student takes subjects in more than one group, indicate that student in the column where he/she takes the most subjects)												
Year of birth	Gender	Level 2			Level 3			Level 4			Total	Age in years
≥1994	Male											≤16
	Female											
1993	Male											17
	Female											
1992	Male											18
	Female											
1991	Male											19
	Female											
1990	Male											20
	Female											
1989	Male											21
	Female											
1988	Male											22
	Female											
1987	Male											23
	Female											
1986	Male											24
	Female											
1985	Male											25
	Female											
1984	Male											26
	Female											
1983	Male											27
	Female											

Note: Age groups must be calculated from the verified birth year of the learner recorded in the learner profile or on the learner registration form.



2.4 Total headcount student enrolment in NC (V) at the campus on the survey date according to year of birth, gender and programme. EACH STUDENT MUST ONLY BE COUNTED ONCE. (If a student takes subjects in more than one group, indicate that student in the column where he/she takes the most subjects)																	
Year of birth	Gender	Level 2			Level 3			Level 4			Total			Age in years			
1982	Male													28			
	Female																
1981	Male													29			
	Female																
1980	Male													30			
	Female																
1979	Male													31			
	Female																
1978	Male													32			
	Female																
1977	Male													33			
	Female																
1976	Male													34			
	Female																
1975	Male													35			
	Female																
1974	Male													36			
	Female																
1973	Male													37			
	Female																
1972	Male													38			
	Female																
1971	Male													39			
	Female																
≤1970	Male													40			
	Female																
Total	Male																
	Female																

The totals for 2.3 should equal the totals for 2.4  
**Note:** Age groups must be calculated from the verified birth year of the learner recorded in the learner profile or on the learner registration form.

2.5 GRAND TOTAL headcount student enrolment in REPORT 550 at the campus on the survey date according to gender and programme. EACH STUDENT MUST ONLY BE COUNTED ONCE.													
Gender	Grade 10			Grade 11			Grade 12			Total			
Male													
Female													
Total													

2.6		Total headcount student enrolment in <i>REPORT 550</i> at the campus on the survey date according to year of birth, gender and programme. <b>EACH STUDENT MUST ONLY BE COUNTED ONCE.</b> (If a student takes subjects in more than one group, indicate that student in the column where he/she takes the most subjects)												
Year of birth	Gender	Grade 10			Grade 11			Grade 12			Total			Age in years
≥1994	Male													≤16
	Female													
1993	Male													17
	Female													
1992	Male													18
	Female													
1991	Male													19
	Female													
1990	Male													20
	Female													
1989	Male													21
	Female													
1988	Male													22
	Female													
1987	Male													23
	Female													
1986	Male													24
	Female													
1985	Male													25
	Female													
1984	Male													26
	Female													
1983	Male													27
	Female													
1982	Male													28
	Female													
1981	Male													29
	Female													
1980	Male													30
	Female													
1979	Male													31
	Female													
1978	Male													32
	Female													
1977	Male													33
	Female													
1976	Male													34
	Female													
1975	Male													35
	Female													
1974	Male													36
	Female													
1973	Male													37
	Female													
1972	Male													38
	Female													
1971	Male													39
	Female													

Note: Age groups must be calculated from the verified birth year of the learner recorded in the learner profile or on the learner registration form.



<b>2.6</b>	<b>Total headcount student enrolment in REPORT 550 at the campus on the survey date according to year of birth, gender and programme. EACH STUDENT MUST ONLY BE COUNTED ONCE. (If a student take subjects in more than one group, indicate that student in the column where he/she takes the most subjects)</b>											
Year of birth	Gender	Grade 10			Grade 11			Grade 12			Total	Age in years
≤1970	Male										≥40	
	Female											
Total	Male											
	Female											

The totals for 2.5 should equal the totals for 2.6

Note: Age groups must be calculated from the verified birth year of the learner recorded in the learner profile or on the learner registration form.

<b>2.7</b>	<b>GRAND TOTAL headcount student enrolment in Occupational Qualifications at the campus on the survey date according to gender and programme. EACH STUDENT MUST ONLY BE COUNTED ONCE.</b>									
Gender	NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4	NQF Level 5	NQF Level 6	ABET	Other	Total	
Male										
Female										
<b>Total</b>										

<b>2.8</b>	<b>Total headcount student enrolment in Occupational Qualifications at the campus on the survey date according to year of birth, gender and programme. EACH STUDENT MUST ONLY BE COUNTED ONCE. (If a student takes subjects in more than one group, indicate that student in the column where he/she takes the most subjects)</b>										
Year of Birth	Gender	NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4	NQF Level 5	NQF Level 6	ABET	Other	Total	Age in years
≥1994	Male										≤16
	Female										
1993	Male										17
	Female										
1992	Male										18
	Female										
1991	Male										19
	Female										
1990	Male										20
	Female										
1989	Male										21
	Female										
1988	Male										22
	Female										
1987	Male										23
	Female										
1986	Male										24
	Female										
1985	Male										25
	Female										
1984	Male										26
	Female										
1983	Male										27
	Female										
1982	Male										28
	Female										
1981	Male										29
	Female										
1980	Male										30
	Female										
1979	Male										31
	Female										

<b>2.8</b>	<b>Total headcount student enrolment in Occupational Qualifications at the campus on the survey date according to year of birth, gender and programme. EACH STUDENT MUST ONLY BE COUNTED ONCE. (If a student take subjects in more than one group, indicate that student in the column where he/she takes the most subjects)</b>										
Year of Birth	Gender	NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4	NQF Level 5	NQF Level 6	ABET	Other	Total	Age in years
1978	Male										32
	Female										
1977	Male										33
	Female										
1976	Male										34
	Female										
1975	Male										35
	Female										
1974	Male										36
	Female										
1973	Male										37
	Female										
1972	Male										38
	Female										
1971	Male										39
	Female										
≤1970	Male										≥40
	Female										
Total	Male										
	Female										

The totals for 2.7 should equal the totals for 2.8

Note: Age groups must be calculated from the verified birth year of the learner recorded in the learner profile or on the learner registration form.

<b>3</b>	<b>STAFF INFORMATION</b> All staff employed at the campus on the survey date must be indicated on the survey form. Staff members on leave must be indicated even if they have been replaced by substitutes. <b>NO STAFF MEMBER SHOULD BE COUNTED MORE THAN ONCE.</b>
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Employment Information											
<b>3.1</b>			Public Service (PS) Appointments				College Appointments				TOTAL
			Full-Time		Full-Time		Part-Time				
			Perm	Temp	Perm	Temp	Perm	Temp			
3.1.1	* Lecturer staff	Male									
		Female									
3.1.2	** Management staff	Male									
		Female									
3.1.3	*** Support staff	Male									
		Female									
<b>TOTAL</b>											

**NOTE: CS Educators**, in terms of resolution 4 and 5 of 2007, include any educator who did not exercise the choice to transfer to be automatically deemed college appointments.

**Temporary staff**, Staff employed on a limited contract

**Permanent staff**, Staff employed on a permanent contract

**Full-time staff**, An employee appointed in a full-time substantive post that works a full week, i.e. 35 to 40 hours per week

**Part-time staff**, An employee appointed to work fewer hours than a full-time employee, i.e. less than the usual 35 to 40 hour working week.

**\*Lecturer staff**, Any person, who teaches, educates or trains other persons or who provides professional educational services at any college, and who is appointed in a post on any lecturer establishment under the Act. (Lecture, Senior Lecture, Head of Department)

**\*\*Management staff**, The principal and vice-principal of a public college as appointed by the Provincial Department of Education.

**\*\*\*Support staff**, All other staff who are not Lecturing or Management staff and includes staff who may render, academic support services, student support services, human resource management, financial management, administration, maintenance of the buildings and gardens, catering services, security services registrar and clerks.

**PS staff**, Public Service appointments as appointed by the Public Servants Act. These appointments include support staff (defined above) and management staff.





## VERIFICATION AND CLEARANCE SECTION

The purpose of this clearance document is for the verification and authentication of the information declared by the college on the survey form.

The form is to be completed in full and verified by the Principal or Deputy Principal (or another designated person) at the college. The principal must sign and stamp the provided space at the bottom of the verification form to confirm that the checking of the survey data has taken place and that all mistakes have been rectified per item on the form. This verification form should be submitted to the Provincial EMIS Head and a copy should be filed at the college for audit purposes.

Once the form is received from a college at the Provincial EMIS Head, the designated Provincial EMIS Head must verify the data in each item in the form. Provincial EMIS Head must sign and stamp the provided space at the bottom of the verification form to confirm that the checking of the survey data has taken place and that all mistakes have been rectified.

1	STUDENT SECTION	Checked and confirmed? Yes / No		If not confirmed, please comment
		Principal	Provincial EMIS Head	
1.1	Has the section on <b>General Information</b> been completed correctly in all aspects? [Table 1.1 – Table 1.9]			
1.2	Does the total number of students <b>enrolled</b> at the college <b>per level</b> balance with the class registers for that level? [Table 2.1, 2.3, 2.5, 2.7]			
1.3	Have the correct calculations been made regarding enrolments for all levels according to <b>age</b> ? (Every student indicated in the age totals, must be documented in the college registers or other official source documentation) [Table 2.2, Table 2.4, Table 2.6 and Table 2.8]			

### Summary Control Table: Students

- Please check **ALL** the following tables against the totals in **Table 2.1, Table 2.3, Table 2.5 and Table 2.7**
- NOTE: the totals should be transferred from the Snap Survey form as completed by the data compiler
- The totals of each of the tables in the list should balance with the totals for **Table 2.1, 2.3, 2.5 and 2.7**

Table	Total: Male	Total: Female	Grand Total
1.4 Table 2.1 CONTROL TABLE			
1.5 Table 2.3 CONTROL TABLE			
1.6 Table 2.5 CONTROL TABLE			
1.7 Table 2.7 CONTROL TABLE			

The totals in each table below must balance with the totals recorded for **Table 2.1, Table 2.3, Table 2.5 and Table 2.7**  
Please also check the totals of each grade against **Table 2.1, Table 2.3, Table 2.5 or Table 2.7** where applicable.

1.7.1	Table 2.2: "Total headcount student enrolment in REPORT 191 according to year of birth, gender and programme" Must balance with table 2.1																		
1.7.2	Table 2.4: "Total headcount student enrolment in NC (V) according to year of birth, gender and programme" Must balance with table 2.3																		
1.7.3	Table 2.6: "Total headcount student enrolment in REPORT 550 according to year of birth, gender and programme" Must balance with table 2.5																		
1.7.4	Table 2.8: "Total headcount student enrolment in Occupational Qualifications according to year of birth, gender and programme" Must balance with table 2.7																		

### Summary Control Table: Lecturers

1.7.5	Total number of Lecturers at the college				
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I certify that the information provided on this form is to the best of my knowledge and belief correct and complete.

	Name	Signature	Date
Data Compiler			
Principal			
Provincial EMIS Head			

Principal to place college stamp here

Provincial EMIS Head to place office stamp here

