



## ANNUAL SURVEY PRIVATE FURTHER EDUCATION AND TRAINING (FET) COLLEGE 2010

**LEGAL NAME OF COLLEGE**


**ALL INFORMATION TO BE PROVIDED AS AT 02 MARCH 2010.**

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.*

### DECLARATION

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: .....

### FINAL CHECKLIST FOR PRINCIPAL/CEO

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 ( <b>NOTE:</b> 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**

**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**

<b>1.1</b>	<b>Legal Name of Private FET College</b>																					
<b>1.2</b>	<b>Names of college head office and/or site/s of delivery</b>	<b>Provincial code</b> (Use code provided at the top of this page)																				
1.2.1																						
1.2.2																						
1.2.3																						
1.2.4																						
1.2.5																						
1.2.6																						
1.2.7																						
1.2.8																						
1.2.9																						
1.2.10																						

**2 GENERAL INFORMATION**

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

*SAPO = South African Post Office*

2.2.1	<b>Telephone Number: 1</b>																		
2.2.2	<b>Telephone Number: 2</b>																		

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	<b>Postal Address</b> Enter the postal address under the relevant Address Type in either <b>Section A</b> or <b>B</b> . <b>Section A:</b> Post Office address- Complete if either PO Box, P/Bag or SAPO village is used. <b>Section B:</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																			
SAPO = South African Post Office																				
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																			
2.1.7	Building																			
2.1.8	Street Address																			
2.1.9	Town or City																			

2.1.10	Postal Code										
2.2	Name of Site Manager										
2.3.1	Tel Number										
2.3.2	Tel Number										
2.4	Fax number										
2.5	Cell phone Number										
2.6	E-mail Address										
2.7.1	Do you have a person who is responsible for managing EMIS at your site? [1=yes; 2=no]										
2.7.2	Name of this EMIS official on site										

### C – SURVEY OF FET COLLEGE STAFF

1.	College Appointments				TOTAL					
	Full-Time		Part-Time							
	Perm	Temp	Perm	Temp						
1.1	* Lecturing/Training staff	Male								
		Female								
1.2	** Management staff	Male								
		Female								
1.3	*** Support staff	Male								
		Female								
TOTAL										

**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 working 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.

**\*Lecturing staff:** Any person, who teaches, educates or trains others or who provides professional educational services at any college.

**\*\*Management staff:** The principal/CEO and any other person responsible for the management of the company/college.

**\*\*\*Support staff:** 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.

### D – STUDENT INFORMATION FOR REGISTERED QUALIFICATIONS

#### 1 CONTROL TOTALS –Enrolment for Qualifications and Programmes

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

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																																											
	<b>TOTAL</b>																																											

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																																									
	<b>TOTAL</b>																																									

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

ERROR: syntaxerror  
OFFENDING COMMAND: --nostringval--

STACK:

-mark-  
/sfnts