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## GENERAL NOTICE

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### NOTICE 388 OF 2007

#### DEPARTMENT OF EDUCATION

#### NATIONAL EDUCATION POLICY ACT 27 OF 1996

I, Grace Naledi Mandisa Pandor, Minister of Education, after consultation with the Council of Education Ministers, and in terms of section 3(4)(a) of the National Education Policy Act, 1996 (Act No. 27 of 1996), read with section 59 of the South African Schools Act, 1996 (Act No. 84 of 1996), section 35 of the Adult Basic Education and Training Act, 2000 (Act No. 52 of 2000), and section 45 of the Further Education and Training Colleges Act of 2006, hereby publish the Requirements for the Administration of Surveys, as set out in the Schedule.

I further give notice in terms of section 7 of the National Education Policy Act, 1996 (Act No. 27 of 1996), that this document is obtainable upon request from-

The Director General  
Department of Education  
Private Bag 895  
Pretoria  
0001

Attention: Ms Malapane  
Tel: (012) 312 5958  
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GRACE NALEDI MANDISA PANDOR, MP  
MINISTER OF EDUCATION

DATE: 23-02-2007

### **Requirements for the administration of surveys**

#### **Requirement 1:**

*Every Provincial Education Department (PED) must administer an annual census form for 3 years and a full census form every 4<sup>th</sup> year starting in 2009 for each of the types of institutions listed hereunder.*

<b>No</b>	<b>Institutions</b>
1.1	Public Adult Basic Education and Training centres, established in terms of the ABET Act, 2000 (Act No. 52 of 2000)
1.2	Early Childhood Development centres, registered in terms of the applicable provincial Acts
1.3	Further Education and Training colleges, established in terms of the Further Education and Training Colleges Act of 2006
1.4	Ordinary schools, established in terms of the South African Schools' Act, 1996 (Act No. 84 of 1996)
1.5	Special schools, established in terms of the South African Schools' Act, 1996 (Act No. 84 of 1996)

#### **Requirement 2:**

*The content, structure and format of the census forms that will be utilised for the relevant institutions listed hereunder, will be that content, structure and format, which has been approved by Heads of Education Committee (HEDCOM):*

<b>No</b>	<b>Census Forms</b>	<b>Reference</b>
2.1.1	The Annual survey for public Adult Basic Education and Training centres,	NEMIS001A
2.1.2	The Snap survey for public Adult Basic Education and Training centres,	NEMIS001B
2.1.3	The 4-Yearly survey for public Adult Basic Education and Training centres,	NEMIS001C
2.2.1	The Annual survey for Early Childhood Development centres,	NEMIS002A
2.2.2	The 4-Yearly survey for Early Childhood Development centres,	NEMIS002C
2.3.1	The Annual survey for Further Education and Training colleges,	NEMIS003A
2.3.2	The Snap survey for Further Education and Training colleges,	NEMIS003B
2.3.3	The 4-Yearly survey for Further Education and Training colleges,	NEMIS003C
2.4.1	The Annual school survey conducted at ordinary schools,	NEMIS004A
2.4.2	The Snap survey for ordinary schools,	NEMIS004B
2.4.3	The 4-Yearly school survey conducted at ordinary schools,	NEMIS004C
2.5.1	The Annual school survey for special schools,	NEMIS005A
2.5.2	The Snap survey for special schools,	NEMIS005B
2.5.3	The 4-Yearly survey for special schools,	NEMIS005C

## **Requirements for the administration of surveys**

### **Requirement 3:**

*The affected institutions listed in requirement 1 above are obliged in terms of the Act under which they are established to undertake the respective census on the date listed hereunder and submit the census data to the Provincial Education Department as per the directive of the PED:*

NO	Reference	Completion Date
3.1.1	NEMIS004B	10 <sup>th</sup> school day of every year
3.2.1	NEMIS001B	1 <sup>st</sup> Tuesday in March of every year
3.2.2	NEMIS002A	1 <sup>st</sup> Tuesday in March of every year
3.2.3	NEMIS002C	1 <sup>st</sup> Tuesday in March of every 4 <sup>th</sup> year
3.2.4	NEMIS003B	1 <sup>st</sup> Tuesday in March of every year
3.2.5	NEMIS004A	1 <sup>st</sup> Tuesday in March of every year
3.2.6	NEMIS004C	1 <sup>st</sup> Tuesday in March of every 4 <sup>th</sup> year
3.2.7	NEMIS00SB	1 <sup>st</sup> Tuesday in March of every year
3.3.1	NEMIS001A	2 <sup>nd</sup> Tuesday in May of every year
3.3.2	NEMIS001C	2 <sup>nd</sup> Tuesday in May of every 4 <sup>th</sup> year
3.4.1	NEMIS00SA	1 <sup>st</sup> Thursday in September of every year
3.4.2	NEMIS005C	1 <sup>st</sup> Thursday in September of every 4 <sup>th</sup> year
3.5.1	NEMIS003A	3 <sup>rd</sup> Tuesday in October of every year
3.5.2	NEMIS003C	3 <sup>rd</sup> Tuesday in October of every 4 <sup>th</sup> year

### **Requirement 4:**

*All Provincial Education Departments must submit the processed data in respect of the relevant census to the Department of Education on the dates listed hereunder:*

No	Reference	Submission to Department of Education
4.1.1	NEMIS001A	Last working day in January of the year following census administration
4.1.2	NEMIS001B	Last working day in May of the year of the census administration
4.1.3	NEMIS001C	Last working day in January of the year following census administration
4.2.1	NEMIS002A	Last working day in December of the year of the census administration
4.2.2	NEMIS002C	Last working day in January of the year following census administration
4.3.1	NEMIS003A	Last working day in February of the year following census administration
4.3.2	NEMIS003B	Last working day in May of the year of the census administration
4.3.3	NEMIS003C	Last working day in February of the year following census administration
4.4.1	NEMIS004A	Last working day in October of the year of the census administration
4.4.2	NEMIS004B	18 <sup>th</sup> school day of the year of the census administration
4.4.3	NEMIS004C	End of the school year of the census administration

**Requirements for the administration of surveys**

4.5.1	NEMIS005A	Last working day in December of the year of the census administration
4.5.2	NEMIS005B	Last working day in May of the year of the census administration
4.5.3	NEMIS005C	Last working day in March of the year following census administration

**Requirement 5:**

*The Provincial Education Departments must provide the Department of Education with the processed data within the technical specifications and format, which is prescribed by HEDCOM.*

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