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IMPORTANT NOTICE

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GENERAL NOTICE

NOTICE 12 OF 2010

DEPARTMENT OF BASIC EDUCATION

Call for comment on amendments to the Education Information Policy of 2004


I, Angelina Matsie Motshekga, Minister of Basic Education, after consulting with the Council of Education Ministers, hereby publish the amendments to the policy in the Schedule for comment.

All interested persons and organisations are invited to comment on the amendments in writing and to direct their comments to:

The Director-General, Private Bag X895, Pretoria, 0001, for attention: Ms H Herbst, tel. 012 312 5996, email herbst.h@doe.gov.za, fax 012 312 5983.

Kindly provide the name, address, telephone and fax number and email address of the person or organisation submitting the comments.

The comments should reach the Department within 30 days from publication of the amendments for comment.


Angelina Matsie Motshekga, MP
Minister of Basic Education

Date: 20 November 2009

Amendments to the Education Information Policy

GOVERNMENT NOTICE

DEPARTMENT OF EDUCATION

No. of 2009

AMENDMENT OF EDUCATION INFORMATION POLICY

I, Angelina Matsie "Angie" Motshekga, Minister of Basic 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), as read with section 59 of the South African Schools Act, 1996 (Act No. 84 of 1996) amend the Education Information Policy as read with paragraph 62 of the Education Information Policy published in Government Gazette No. 26710 of 27 August 2004, as set out in the schedule.

Where ever it relates to FET and ABET it will be the responsibility of the Minister of Higher Education and Training; and where ever it relates to schools it will be the responsibility of the Minister of Basic Education.

The Director-General of Education would refer to the Director-General of Basic Education and the Director-General of Higher Education and Training whichever is relevant.

Department of Education should be read as Department of Basic Education and Department of Higher Education and Training whichever is relevant.

Angie Motshekga, MP
Minister of Basic Education
Date:

Amendments to the Education Information Policy

GOVERNMENT NOTICE

DEPARTMENT OF EDUCATION

No. of 2009

AMENDMENT OF EDUCATION INFORMATION POLICY

I, Bonginkosi Emmanuel Nzimande, Minister of Higher Education and Training, 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), as read with section 35 of the Adult Basic Education and Training Colleges Act, 2006 (Act No. 16 of 2006) and section 45 of the Further Education and Training Colleges Act 16 of 2006, amend the Education Information Policy as read with paragraph 62 of the Education Information Policy published in Government Gazette No. 26710 of 27 August 2004, as set out in the schedule.

Where ever it relates to FET and ABET it will be the responsibility of the Minister of Higher Education and Training; and where ever it relates to schools it will be the responsibility of the Minister of Basic Education.

The Director-General of Education would refer to the Director-General of Basic Education and the Director-General of Higher Education and Training whichever is relevant.

Department of Education should be read as Department of Basic Education and Department of Higher Education and Training whichever is relevant.

Dr Bonginkosi Emmanuel Nzimande, MP
Minister of Higher Education and Training
Date:

*Amendments to the Education Information Policy***SCHEDULE**

Amendment of paragraph 52

1. Paragraph 52 is hereby amended by the addition after subparagraph (xi) of the following:
"xii **Record keeping.** The minimum standard for the records and types of records to be managed at institutional level."
2. The Policy is hereby amended by the substitution of "education information officer" for "EMIS officer" wherever it occurs.
3. The Policy is hereby amended by the substitution of "Further Education and Training Act, 1998 (Act 98 of 1998)" for "Further Education and Training Colleges Act 16 of 2006" wherever it occurs.

Amendment of the Policy

4. The Policy is hereby amended by the insertion after paragraph 30 of the following:

District EMIS officer

30A Each Provincial EMIS officer will ensure that each District Manager designates a District EMIS officer. In the absence of a district, a Regional EMIS officer will be designated.

The basic functions will include the following:

- i. To co-ordinate and control the release of institutional data to all information users, but in particular the Department of Education, in accordance with established information reporting cycle, but also in response to special information requests.
- ii. To ensure that data released adhere to quality standards as espoused by the published standards and requirements.
- iii. To act as the only departmental official, apart from the head of the district, also known as the information officer in terms of the Promotion of Access to Information Act, with the authority to classify statistics and data of the district as official in accordance with section 14 of the Statistics Act No. 6 of 1999.

Amendments to the Education Information Policy

- iv. The education information officer will have the authority to maintain and update educational records.
- v. To analyse, report on, and make recommendations on an ongoing basis for improvement to the electronic and non-electronic information system of the district so that the system can contribute to the vision of education information system explained in this policy.
- vi. To maintain compliance with national information system standards where the education information system is being developed and enhanced in the district.
- vii. To collaborate with the other district EMIS officers, provincial EMIS officers, and the national EMIS officer designated in terms of paragraph 29, in the furtherance of the education information system vision at the national level.
- viii. To analyse data and providing rapid feedback to the institution. Report contradictory data extracted from the source system. Ensure the source system is repaired and improved for better reporting.
- ix. To institute sound methodologies to ensure integrity of institution records by:
 - Ensuring that a business process is developed and adhered to during data processing and migration between systems and data is consistent across systems; and
 - Establishing effective and rigorous data verification, data capturing and data handling methodology and sign-off procedures to ensure clean, accurate, reliable, and consistent and quality data.

Institution EMIS officer

30B Each Institution Manager must designate an Institution EMIS officer, whose basic functions will include the following:

- i. To co-ordinate and control the release of institutional data to all information users, but in particular the Department of Education, in accordance with established information reporting cycle, but also in response to special information request.
- ii. To ensure that data released adhere to quality standard as espoused by the published standards and requirements.
- iii. To act as the only departmental official, apart from the head of the institution, also known as the information officer in terms of the Promotion of Access to

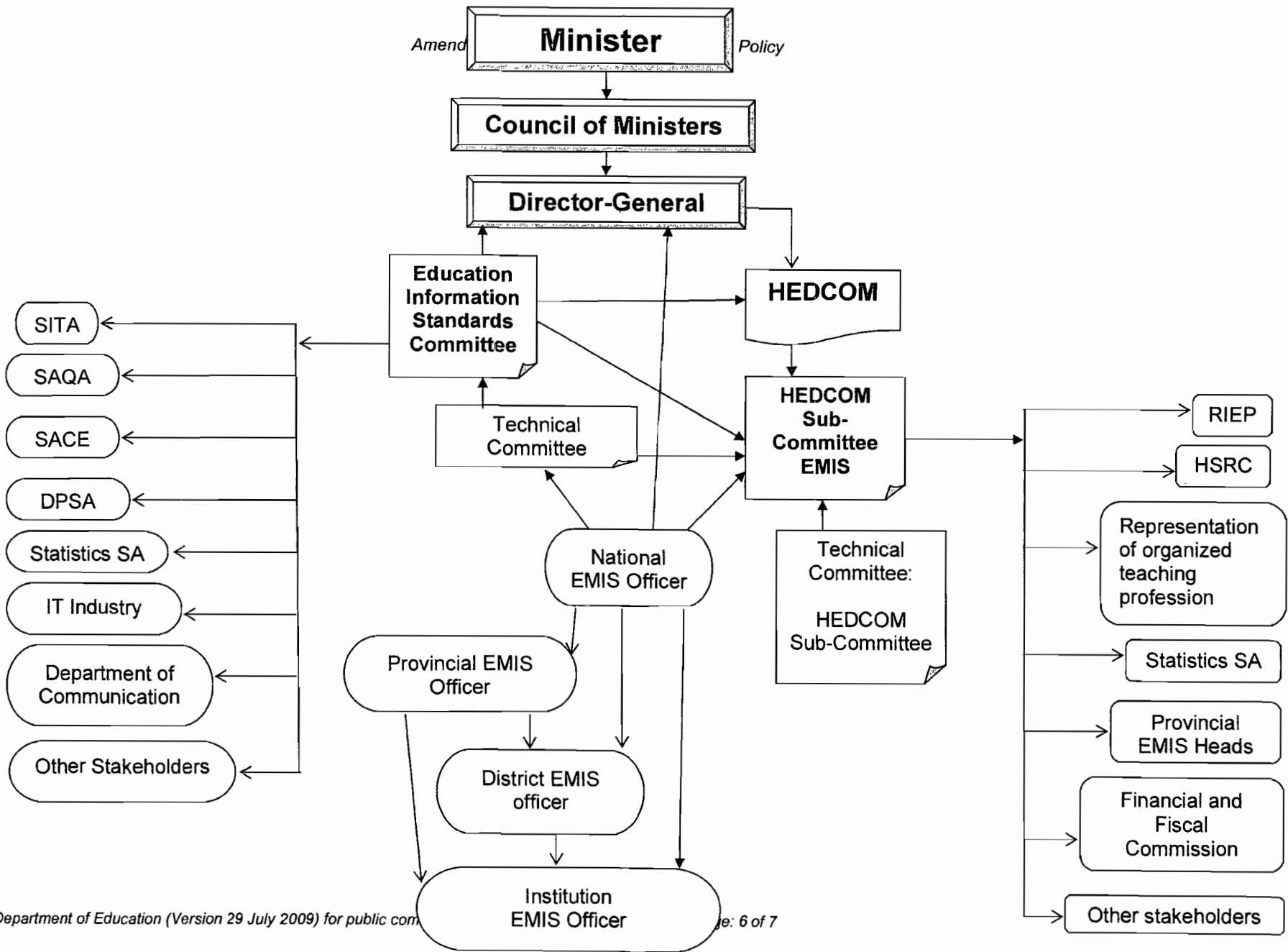
Amendments to the Education Information Policy

- Information Act, with the authority to classify statistics and data of the institution as official in accordance with section 14 of the Statistics Act No. 6 of 1999.
- iv. The information officer will have the authority to maintain and update educational record.
 - v. To analyse, report on, and make recommendations on an ongoing basis for improvement to the electronic and non-electronic information system of the institution so that the system can contribute to the vision of education information system explained in this policy.
 - vi. To maintain compliance with national information system standards where the education information system is being developed and enhanced in the institution.
 - vii. To collaborate with the other institutional EMIS officers, district EMIS officers, provincial EMIS officers, and the national EMIS officer designated in terms of paragraph 29, in the furtherance of the education information system vision at the national level.
 - viii. To analyse data and provide rapid feedback to the institution. Report contradictory data extracted from the source system. Ensure the source system is repaired and improved for better reporting.
 - ix. To institute sound methodologies to ensure integrity of institution record by:
 - Ensuring that a business process is developed and adhered to during data processing and migration between systems and data is consistent across systems; and
 - Establishing effective and rigorous record keeping, data verification, data capturing and data handling methodology and sign-off procedures to ensure clean, accurate, reliable, and consistent and quality data.

Amendment of the Policy

The Policy is hereby amended by the substitution for
“Diagram 2: DECISION-MAKING LANDSCAPE SUGGESTED BY THE POLICY” of
the following:

“DIAGRAM 2: DECISION-MAKING LANDSCAPE



Amendments to the Education Information Policy

5. Policy is hereby amended by the insertion after diagram 2 of the following:

SITA	State Information Technology Agency
SACE	South African Council for Educators
DPSA	Department of Public Service Administration
IT	Information Technology
RIEP	Research Institute for Education Planning
HSRC	Human Science Resource Council
HEDCOM	Head of Education Departments Committee