



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE DEPUTY DIRECTOR-GENERAL:

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

Private Bag X174, PRETORIA, 0001, 123 Francis Baard Street PRETORIA 0002 South Africa

Enquiries: Ms M Mafa

Tel: 012 312 5506

Email: Mafa.M@dhet.gov.za

TVET NUMBERED CIRCULAR 0044

Date: 18 February 2019

RE: DATA POLICY DIRECTIVE 2 OF 2019

TO: Acting/ Principals *[Distribution of circular by Office of DDG: T]*

TVET College Data Managers

[Distribution of circular by CD: Systems Planning and Institutional Support]

Service Providers of TVET Business Management Systems *[Distribution of circular by CD: Systems Planning and Institutional Support]*

CC: Chairpersons and members of the TVET College Councils *[Distribution of circular by Principals]*

Acting Regional Managers *[Distribution of circular by Office of DDG: T]*

TVET Acting/Directors *[Distribution of circular by Regional Manager]*

Branch P Officials *[Dr H Narsee, Ms N Tema and Mr B Kanhanga]*

[Distribution of circular by CD: Systems Planning and Institutional Support]

Dear Principals, TVET College Data Managers and Service Providers

Since it came to the attention of the Department that some 2017 student records were submitted without the identity or passport number specified, this directive has been necessitated.

For auditing and verification purposes, it is compulsory to identify and report any student or staff data record with an official identifier. Student numbers can be reported in addition, but cannot replace official identifiers. Furthermore, the identity or passport number is used as the unique identifier of the student record in the enrolment cycle headcount. This enrolment cycle headcount is reported against strategic targets as well published and it is also published by the Department. This is critical for securing integrity of data provided and accuracy of reporting.

TVET Colleges and service providers are therefore required to ensure that in any data submission to the Department, students and staff records have been specified with an official identity or passport number. Non-compliant records will be returned for corrective action and regarded as invalid submission.

Yours sincerely



Ms G Magnus

Acting Deputy Director-General

Technical and Vocational Education and Training

Date

19/02/2019