



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE DEPUTY DIRECTOR-GENERAL:

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

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TVET NUMBERED CIRCULAR 0050

Date: 04 June 2019

RE: DATA POLICY DIRECTIVE 3 OF 2019

TO: TVET College 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: Regional Managers

[Distribution of circular by Office of DDG: T]

Acting TVET 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

The purpose of this circular is to alert college principals and data managers that there is an end date at which data submissions for a specific academic year can be corrected. In an academic year of collection and reporting (e.g. 2018), there will be submissions and declaration thereof in line with the said schedule. The following year, after the last submission of the previous academic year, colleges will have the opportunity to quality assure the data until **15 June**. Correction and cleaning of the data of the previous academic year will be allowed until this date, thereafter the dataset is archived/frozen for publication, verification and audit purposes.

For the 2018 datasets as well as for future quality assurance processes, the following validation and verification checks are required:

- (i) All student and staff records must be reported with valid identity or passport numbers.
- (ii) Student or staff records cannot have different identity or passport numbers for the same student or staff member. In addition, a student record cannot be reported with the student number or names that differ each time the record is submitted. The identity or passport numbers must match the student numbers and names as they appear in the official document - i.e. the identity document or passport. The latter applies to both student and staff records. Whenever there is a surname change, there should be official record of the change and amendment.
- (iii) All enrolment into the major programme types must be reflected in Report 60. These are the:
 - a) National Certificate (Vocational) qualification;
 - b) Report 191 part-qualifications;
 - c) Occupational qualifications;
 - d) Pre-Vocational Learning Programme;
 - e) Other – which includes shorter non-formal courses, accredited or non-accredited skills programmes, or higher certificate offerings.
- (iv) Student records are correctly cancelled or de-registered – refer the definitions below. During verification, these records will be checked.

Cancellation	The student was registered and never took part in the learning programme.
De-registration	The student was enrolled and even took classes and now has to be de-registered as a student. De-registration happens for reasons such as the student leaving the college, death, desertion or students incapable of writing the examinations as a result of prolonged strikes.

- (v) Other validation and quality checks as might be required. Should there be significant increases and decreases in programme enrolment, the college will be requested to provide a response. This is required for the narrative and analysis sections in the statistical publication and annual report of the Department.

I trust you will continue to ensure that the college data submissions are declared and validated as true and accurate.

Yours sincerely


Ms G Magnus

Acting Deputy Director-General: Technical and Vocational Education and Training

Date: 4/06/2019