



**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 0043

Date: 18 February 2019

RE: DATA POLICY DIRECTIVE 1 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]

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]*

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

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 and TVET College Data Managers

The purpose of this circular is to alert college principals to key departmental requirements related to services and systems procured by your college for purposes of business and other information management so as to submit data to the Department.

For all applicable business management and/or information management systems, the following requirements are to be adhered to:

New and Current Service Providers

1. The service provider must comply with TVETMIS technical and data specifications as well as any data policy and standards in terms of quality and reporting;
2. Any agreement with service providers must include a clause which clearly stipulates that the college, without any payment, has the right to a full copy of its own legacy data in a specified format (e.g. CSV file) that can be imported in case of a change of system. The timeframe of this availability can be negotiated between the college and service provider, but should not be shorter than 60 days after termination of a contract;
3. Any implementation agreement with a new systems provider must include a guarantee that timely mandatory submission of data to the Department will be ensured or complied with;
4. Furthermore, the agreement entered into with the new service provider must stipulate that the provider will, at own costs, ensure that the system is responsive to the legal and other requirements as stipulated in the Department's legislation, guidelines and directives;
5. In case of the data stored in a cloud environment, the service provider must guarantee that the data will never be deleted unless systems integration has been secured and the college data has been transferred to another system;

TVET Colleges

6. Colleges must ensure there is systems integration with other college systems where data is stored and submitted to the Department; and

7. The college is responsible for the timely payment of licenses and other fees due to the service provider as required to ensure uninterrupted access to and use of the data management system.

Prior to the procurement of new data management systems, TVET colleges are advised to consult with the Department to ensure that the new system being considered complies with minimum requirements stipulated in this circular.

Yours sincerely



Ms. G. Magnus

Acting Deputy Director-General

Technical and Vocational Education and Training

Date 21/02/2019