



**OFFICE OF THE DEPUTY DIRECTOR-GENERAL:  
TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING**

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**TVET NUMBERED CIRCULAR 0069**

**DATED: 28 September 2020**

**RE: DATA POLICY DIRECTIVE 7 OF 2020**

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

Acting/Regional TVET Directors [*Distribution of circular by Office of DDG: T*]

Branch P Officials [Ms N Gasa, 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 of TVET Business Management Systems

This policy directive is to be read in conjunction with the standard student registration form for Technical and Vocational Education and Training (TVET) colleges (**Annexure A**), the new approved classification of disabilities (**Annexure B**) and well as the extract from the simplified specifications (**Annexure C**) for the TVET Management Information System (TVETMIS).

The purpose of this circular is to inform stakeholders of the standard sections and data elements to be included in the college registration form to comply with the enrolment reporting requirements of TVETMIS. The form is attached as **Annexure A** and the manner and order in which the sections and data elements appear in the registration form are not prescribed. Where required, definitions and explanation were provided. Should any of the required data fields not appear in the Business Management System (BMS) used by the college and would require additional development by the respective service providers, you are requested to notify the Department in writing of such. The extract from the simplified TVETMIS specifications has been included as **Annexure C** to assist in this regard.

Please note that in the registration form a student with disabilities needs to be identified and reported as such. The Director-General approved a new model of classification of disabilities in March 2020 which is to be used to report on enrolled students with disabilities (**Annexure B**). This was prompted by the *Strategic Policy Framework on Disability for the Post-School Education and Training (PSET) system (2018)* which indicates that “the PSET system (including HEMIS and TVETMIS) will standardise on, adopt and implement a common classification framework to identify and support students and staff with disabilities and to capture disability related statistics within the PSET sector.”

In **Annexure B**, there is a suggested table to include in the form to report such disabilities. Furthermore, note that the required technical amendments to fields and look-up lists will be effected to enable mapping and reporting on the enrolment in line with this categorisation. Please note that as standard practice, for any disability identified and reported, supporting evidence such as medical reports should be filed and be available for verification purposes.

Colleges and BMS providers are requested to adhere to the directive as indicated in this circular and to contact Dr M Swart at [swart.m@dhet.gov.za](mailto:swart.m@dhet.gov.za) or alternatively send an email to [TVETMIS@dhet.gov.za](mailto:TVETMIS@dhet.gov.za) should there be any queries.

Yours sincerely



**Mr IZ Joubert**  
**Acting Deputy Director-General**  
**Technical and Vocational Education and Training**  
**Date: 28 September 2020**