



File no.: 14/2/4/ASS
Reference: 20241118-8553

Knowledge and Information Management Minute: 0004/2025

To: Chief Directors, Directors (Head Office and district offices), Circuit Managers, ECD Managers and Principals of ECD centres

Subject: 2025 Western Cape Education Department (WCED) Annual School Survey (ASS) for public and independent Early Childhood Development (ECD) centres

1. The ASS must be completed and signed off by the principal on CEMIS on **04 March 2025** (1st Tuesday in March). Principals will be required to sign off on the accuracy of learner and staff data on CEMIS. The due date for ECD managers to sign off on the ASS data is **11 March 2025**.
2. Before the sign-off on CEMIS, the principal must ensure the following:
 - (a) All learners who are registered and attending the ECD centre in 2025 appear in their correct grades, classes and language of learning and teaching category on CEMIS.
 - (b) Learner home languages have been checked and updated.
 - (c) Learner transfers (in and out) have been completed.
 - (d) Deceased learners are deregistered and the "date deceased" recorded as indicated on the death certificate.
 - (e) The list of educators/practitioners on CEMIS has been updated and verified. The years of experience, grades and subjects taught during 2025 have also been updated. Remove grades and subjects taught in previous years, if not applicable to the educator's 2025 workload.
 - (f) All display and capture screens as well as error reports must be verified before the sign-off section of the survey will be available.
 - (g) Principals are reminded of their role as institutional Education Management Information Systems (EMIS) officers and must ensure that the information captured during the ASS is an accurate reflection of the numbers of learners and staff, at the school, on the day.
 - (h) Principals must further ensure that the learner numbers captured for the ASS are accurate, as misrepresentation of learner numbers is considered a fraudulent activity.

3. To assist with the verification of the ECD's learner and staff data, several error reports are available which will provide guidance on the correctness of the existing data captured on CEMIS.
4. A CEMIS report is available to identify learners without identity document (ID) numbers and to facilitate the capturing of missing ID numbers. Should a learner not be in possession of a valid ID, please advise the parent of the process of applying for an ID at the Department of Home Affairs (DHA). Principals are reminded of Circular 0053/2021, originally dated 31 August 2021 and reissued on 09 March 2022, on the admission of undocumented South African or foreign learners and are requested to assist parents and where possible, to facilitate the process through the DHA.
5. Should there be any difficulties in completing the survey, kindly liaise with the relevant ECD manager or Support Programme Administrator (SPA) listed below:

District	District official	Designation	Tel. no.	Email
Cape Winelands	Megan Shoyer	SPA	023 348 4656	Meagan.Shoyer@westerncape.gov.za
	Egan Van Wyk	SPA	023 348 4600	Egan.VanWyk@westerncape.gov.za
	Sophia Kariem	Acting ECD manager	023 348 4611	Sophia.Kariem@westerncape.gov.za
Eden Central and Karoo	Denica Booysen	SPA	044 803 8337	Denica.Booyesen@westerncape.gov.za
	Mkhuseli Mqamelo	SPA	044 803 8314	Mkhuseli Mqamelo@westerncape.gov.za
	Lucretia Roux	ECD manager	044 803 8335	Lucretia.Roux@westerncape.gov.za
Metro Central	Saar-rah Sedan	SPA	021 514 6946	Saar-rah.Sedan@westerncape.gov.za
	Unathi Mazwana	SPA	021 514 6726	Unathi.Mazwana@westerncape.gov.za
	Zaahier Jacobs	Acting ECD manager	021 514 6766	Zaahier.Jacobs@westerncape.gov.za
Metro East	Diego Gertze	SPA	021 900 7222	Diego.Gertze@westerncape.gov.za
	Brittany Kardinal	SPA	021 900 7099	Brittany.Kardinal@westerncape.gov.za
	Michelle Liedemann	ECD manager	021 900 7221	Michele.Liedeman@westerncape.gov.za
Metro North	Tracey-lee Arendorf	SPA	021 938 3013	Tracey-Lee.Arendorf@westerncape.gov.za
	Craig Karelse	SPA	021 938 3013	Craig.Karelse@westerncape.gov.za
	Kaydy Cheng	Acting ECD manager	021 938 3174	Kady.Cheng@westerncape.gov.za
Metro South	Loren Andries	SPA	021 374 4107	Loren.Andries@westerncape.gov.za
	Enrico Dankers	SPA	021 374 4108	Enrico.Dankers@westerncape.gov.za
	Andrea Bianchi	ECD manager	021 374 4107	Andrea.Bianchi@westerncape.gov.za
Overberg	Andrew-Paul Theunis	SPA	028 214 7300	Andrew-Paul.Theunis@westerncape.gov.za
	Thato Raphoto	SPA	028 214 7300	Thato.Raphoto@westerncape.gov.za

	Simon Speelman	Acting ECD manager	028 214 7335	Simon.Speelman@westerncape.gov.za
West Coast	Marion Conradie	SPA	021 860 1269	Marion.Conradie@westerncape.gov.za
	Ricco Du Plessis	SPA	021 860 1268	Ricco.duplessis@westerncape.gov.za
	Sally Meyer	ECD manager	021 860 1201	Sally.Meyer@westerncape.gov.za

6. The quality of the EMIS data will be linked to norms and standards transfer payments. EMIS data compliance reports will be available to principals via CEMIS. Principals should coordinate the ASS processes to ensure the accuracy of data captured, timeous completion and then sign off accordingly.
7. The Directorate: Knowledge and Information Management will be monitoring compliance and the data quality of all ASS submissions and will report any instances of non-compliance, discrepancies, and data deficiencies to the Head of Education.
8. Independent ECD centres are reminded to acquaint themselves with their conditions for registration. Note that adhering to the WCED's data requirements forms part of these conditions and non-compliance may lead to deregistration.
9. Please bring the content of this minute to the attention of all relevant staff.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2024-12-13