WESTERN CAPE DEPARTMENT OF EDUCATION

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1. STRUCTURE OF DEPARTMENT

FIGURE 1

SUPERINTENDENT-GENERAL

DIRECTORATE: COMMUNICATION

BRANCH: EDUCATION PLANNING

CHIEF DIRECTORATE: BUSINESS INTELLIGENCE MANAGEMENT

DIRECTORATE: RESEARCH

DIRECTORATE: POLICY CO-ORDINATION

DIRECTORATE: KNOWLEDGE AND INFORMATION MANAGEMENT

DIRECTORATE: QUALITY ASSURANCE

DIRECTORATE: PHYSICAL RESOURCES

DIRECTORATE: INFRASSTRUCTURE PLANNING AND MANAGEMENT

DIRECTORATE: INSTITUTIONAL RESOURCE SUPPORT (INCL. LIBRARY SERVICE)

DIRECTORATE: CURRICULUM FET

DIRECTORATE: ASSESSMENT AND PRINTING ADMINISTRATION

DIRECTORATE: CURRICULUM DEVELOPMENT

DIRECTORATE: ASSESSMENT MANAGEMENT

DIRECTORATE: CURRICULUM GET

DIRECTORATE: EXAMINATIONS AND PRINTING ADMINISTRATION

DIRECTORATE: BUSINESS STRATEGY & STAKEHOLDER MANAGEMENT

BRANCH: CURRICULUM AND ASSESSMENT MANAGEMENT

DIRECTORATE: INSTITUTION DEVELOPMENT AND CO-ORDINATION

BRANCH: FINANCE

FIG 2

DIRECTORATE: ASSESSMENT AND EXAMINATIONS

DIRECTORATE: CURRICULUM DEVELOPMENT

DIRECTORATE: ASSESSMENT AND EXAMINATIONS

DIRECTORATE: BUSINESS STRATEGY & STAKEHOLDER MANAGEMENT

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DIRECTORATE: BUSINESS STRATEGY & STAKEHOLDER MANAGEMENT

DIRECTORATE: CURRICULUM DEVELOPMENT

DIRECTORATE: ASSESSMENT AND EXAMINATIONS
FIGURE 2

Chief Directorate: Districts

Metro Central District
- Metro South District
- Metro East District
- Metro North District
- Cape Winelands District
- Overberg District
- Eden & Central Karoo District
- West Coast District

Chief Directorate: IMGP and Special Education

Directorate: IMGP (including Safe Schools)
- West Coast
  - South Cape
  - Boland
  - Northlink
  - False Bay
  - College of CT

Chief Directorate: FET Colleges

Directorate: Management Accounting

Chief Directorate: Financial Management

Directorate: Procurement Management

Chief Directorate: Human Resource Management

Directorate: Human Resource Administration (Rural & Office Based)

Directorate: Specialised Education Support

Chief Directorate: Financial Accounting

Chief Directorate: Human Resource Administration (Metro)

Chief Directorate: Labour Relations
2. FUNCTIONS OF THE DEPARTMENT

To provide quality education to all learners in the province through the following:

- Overall planning for, and management of, the education system
- Education in public ordinary schools
- Support to independent schools
- Education in public special schools
- Further Education and Training (FET) at public FET colleges
- Adult Education and Training (AET) in community learning centres
- Early Childhood Development (ECD) in Grade R
- Training opportunities for teachers and non-teachers
- Targeted food programme and other poverty alleviation and safety measures
- Support to teachers through provision of basic conditions of service, incentives and an employee wellness programme

DIRECTORATE: COMMUNICATION

To render departmental communication services by providing

- editing and translation services,
- media production service, and
- departmental client services

DIRECTORATE: BUSINESS STRATEGY AND STAKEHOLDER MANAGEMENT

To manage the business strategy and stakeholder management processes by

- providing business planning and a strategy service;
- co-ordinating intergovernmental and intra-institutional relations for the department;
- facilitating the Service Delivery Improvement Plan
BRANCH: EDUCATION PLANNING

To provide education planning services by

- managing business intelligence; and
- providing physical resources

CHIEF DIRECTORATE: BUSINESS INTELLIGENCE MANAGEMENT

To provide business intelligence services by

- planning, managing and co-ordinating education research;
- co-ordinating the departmental policy development process;
- developing and managing education knowledge, information, record systems and co-ordinating information and communication technology; and
- monitoring and evaluating the provision of education at all levels and areas of the education system

DIRECTORATE: RESEARCH

To plan, manage and co-ordinate education research by

- planning required research;
- managing and co-ordinating research; and
- publishing and reporting on research findings

DIRECTORATE: POLICY CO-ORDINATION

To manage the departmental policy development process by

- initiating and evaluating requests for policy development;
- facilitating policy alignment within the department;
- managing the policy register;
• facilitating policy communication;
• providing expert advice and support on policy development; and
• facilitating the legislative process of primary and secondary statutory policy

DIRECTORATE: KNOWLEDGE AND INFORMATION MANAGEMENT

To develop and manage education knowledge, information systems, records and to co-ordinate information and communication technology (ICT) by

• developing and maintaining WCED knowledge management and information systems;
• developing and maintaining record management systems; and
• planning, managing and co-ordinating ICT services

DIRECTORATE: QUALITY ASSURANCE

To monitor and evaluate departmental performance by

• Whole School Evaluation: Conducting and reporting on visits to 120 schools - special focus on learner achievement in literacy and numeracy, SIPs, LTSM and Infrastructure.
• Monitoring and evaluating the administration of the provincial Grade 3, 6 and 9 Systemic Tests.
• Monitoring the administration of the Grades 1-6 & 9 Annual National Assessments.
• Visiting a sample of Independent Schools

CHIEF DIRECTORATE: PHYSICAL RESOURCES

To plan and manage physical resources by

• planning infrastructure and managing the delivery of projects; and
• planning and facilitating the delivery of LTSM, (including Library Services), learner transport schemes and equipment (incl. e-learning equipment) in for schools

DIRECTORATE: INFRASTRUCTURE PLANNING AND MANAGEMENT

To plan and deliver on infrastructure for the Department by

• developing and managing strategies, policies, systems, norms & standards and plans related to infrastructure programme and projects; and
• managing the delivery of the total programme of infrastructure projects through interaction with and monitoring of the implementing agent.

DIRECTORATE: INSTITUTIONAL RESOURCE SUPPORT

To plan and facilitate the delivery of LTSM, Library Service, learner transport services and equipment (e-learning equipment) for schools by

• planning and managing the delivery of LTSM to schools;
• providing an education library service;
• planning and managing the implementation of learner transport services; and
• planning and managing the delivery of equipment (including e-learning equipment) to schools

BRANCH: CURRICULUM AND ASSESSMENT MANAGEMENT

To manage curriculum development and assessment, and examinations by

• managing compliance with national policy frameworks and standards in assessments and examinations;
• planning and managing curriculum development;
• providing specialised support for the teaching of the curriculum; and
• managing the Cape Teaching and Leadership Institute
CHIEF DIRECTORATE: CURRICULUM DEVELOPMENT

To manage planning and development of the teaching of the curriculum by

- managing the development and co-ordination of GET curriculum policy, subjects and learning support; and
- managing the development and co-ordination of FET curriculum policy, subjects and learning support

DIRECTORATE: CURRICULUM GET

To manage the development and co-ordination of GET curriculum policy, subjects and learning support (including e-learning) by

- managing the development and co-ordination of curriculum policy, subjects and learning support; and
- managing the development and co-ordination of curriculum policy in respect of early childhood development, Foundation Phase and Literacy/Numeracy

DIRECTORATE: CURRICULUM FET

To manage the development and co-ordination of FET curriculum policy subjects, and learning support (including e-learning) by

- managing the development and co-ordination of FET curriculum policy, subjects, and learning support for FET schools; and
- managing and co-ordinating e-learning

CHIEF DIRECTORATE: ASSESSMENT AND EXAMINATIONS

To ensure compliance with national policy and standards in respect of assessment and examinations by
• developing and maintaining the assessment systems for all phases of the curriculum; and
• planning and managing examinations and certification throughout the education system

DIRECTORATE: ASSESSMENT MANAGEMENT

To develop and maintain the assessment systems pertaining to all phases of the curriculum by

• developing provincial assessment systems and ensuring application of national assessment systems;
• building skills and capacity to apply assessment systems;
• reviewing assessment systems based on feedback and feeding into provincial intervention programmes and national review processes; and
• dealing with examination irregularities

DIRECTORATE: EXAMINATIONS AND PRINTING ADMINISTRATION

To plan and manage examinations and certification throughout the education system by

• planning and managing examinations and certification (currently including Senior Certificate, GETC, AET, Grade 11 and diagnostic testing of Grade 3 and 6); and
• providing provincial printing services

DIRECTORATE: CAPE TEACHING AND LEADERSHIP INSTITUTE

To manage the Cape Teaching and Leadership Institute by

• designing learning and development programmes;
• delivering learning and development programmes; and
• rendering support services.
BRANCH: INSTITUTION DEVELOPMENT AND CO-ORDINATION

To manage the development of education institutions and management structures and co-ordinate delivery of programmes and activities by

- ensuring quality service within education districts;
- providing direction on institutional management and governance policy; and
- ensuring quality service within FET colleges.

CHIEF DIRECTORATE: DISTRICTS

To ensure quality in education within the education districts by managing the quality of education and education institutions

DIRECTORATE: DISTRICTS (X8)

CHIEF DIRECTORATE: INSTITUTIONAL MANAGEMENT, GOVERNANCE AND SPECIALISED EDUCATION

To provide direction in institutional management and governance policy, and manage specialised education support services by

- managing the planning, co-ordination and evaluation of institutional management and governance in respect of schools, ECD and AET centres; and
- planning, managing and co-ordinating specialised education support services and inclusive education

DIRECTORATE: INSTITUTIONAL MANAGEMENT AND GOVERNANCE

To manage the planning, co-ordination and evaluation of the institutional management and governance in respect of schools, ECD Centres by managing
the planning, co-ordination and evaluation of the institutional management and governance in respect of ordinary public schools and independent schools (including home schooling);

the planning, co-ordination and evaluation of the institutional management and governance in ECD institutions;

the planning, co-ordination and evaluation of finance, administration and governance (non-curriculum) in all schools; and

education safety.

**DIRECTORATE: SPECIALISED EDUCATION SUPPORT**

To plan, manage and co-ordinate specialised education support services and inclusive education by

- managing the planning, co-ordination and evaluation of the institution management and governance in respect of special schools;
- providing professional support services;
- developing policy and guidelines; and
- co-ordinating the implementation of NSNP and HIV/AIDS education

**CHIEF DIRECTORATE: FET COLLEGES**

To ensure quality service delivery within FET colleges and AET sector by

- ensuring alignment between FET college delivery programmes and departmental, provincial (including HCDS) and national policy imperatives;
- assuring quality education in FET colleges;
- co-ordinating IMG in and infrastructure provision to FET colleges;
- facilitating the efficient functioning of FET colleges;
- managing the performance of FET colleges; and
- managing the development and co-ordination of FET colleges and the AET curriculum
BRANCH: FINANCE

To assist the Accounting Officer in discharging the duties prescribed in Chapter 5 of the PFMA and the Annual Division of Revenue Act by

- providing financial management for the WCED; and
- managing the supply chain and providing logistical support to the WCED.

CHIEF DIRECTORATE: FINANCIAL MANAGEMENT

To assist the Accounting Officer in discharging the duties prescribed in Chapter 5 of the PFMA and the Annual Division of Revenue Act by

- managing the allocation of financial resources in line with the priorities, needs and strategic plan of the WCED; and
- ensuring sound financial accounting practices

DIRECTORATE: MANAGEMENT ACCOUNTING

To manage the allocation and utilisation of financial resources in line with the priorities, needs and strategies plan of the WCED by

- managing the financial strategic planning in respect of the Medium Term Expenditure Framework; and
- analysing, monitoring and projecting income and expenditure, and identifying anomalies in order to promote effective spending

DIRECTORATE: FINANCIAL ACCOUNTING

To ensure sound financial accounting by

- promoting sound financial accounting and reporting;
• providing reasonable assurance regarding the achievement of objectives (internal control); and
• managing salaries and related aspects pertaining to this directorate.

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

To manage the supply chain and provide logistics support to the WCED by

• developing, monitoring and evaluating supply chain management policy, planning and performance for WCED;
• managing the supply chain functions;
• managing assets; and
• managing a logistic support service to the department.

CHIEF DIRECTORATE: HUMAN RESOURCES

To render human resource services by

• managing human resources at Head Office and in the education districts; and
• promoting sound employee relations

DIRECTORATE: HUMAN RESOURCE MANAGEMENT

To render human resources management services by

• managing all HR policy and information matters;
• managing the recruitment and selection centre;
• providing individual performance and development services;
• managing the workplace skills plan; and
• providing effective development opportunities
DIRECTORATE: HUMAN RESOURCE ADMINISTRATION (METRO)

To render human resource administration for the Metro education districts by

- administering remuneration and service conditions;
- administering a performance management system; and
- providing human resource administration information (including statutory reporting)

DIRECTORATE: HUMAN RESOURCE ADMINISTRATION (RURAL & OFFICE BASED)

To render human resource administration and an HR registry service for the rural and office-based personnel by

- administering remuneration and service conditions;
- administering a performance management system;
- providing human resource administration information (including statutory reporting); and
- providing an HR registry service

DIRECTORATE: LABOUR RELATIONS

To manage the labour relations within the Department by

- handling all labour relations matters regarding misconduct and grievances in all education districts;
- developing labour relations policy, procedures and research;
- managing the collective bargaining process; and
- rendering specialist labour law advice on industrial relations issues to the Minister for Education, Top Management and the department
3. CONTACT DETAILS OF DEPUTY INFORMATION OFFICERS
SECTION 14(1) (b)

1. Ms P Vinjevold
   Grand Central Building / Private Bag X9114
   Cape Town
   8000
   Tel: 021 467 2535
   Fax: 021 461 3694
   e-Mail: Penny.Vinjevold@westerncape.gov.za

2. Ms LM Coleridge
   Grand Central Building / Private Bag X9114
   Cape Town
   8000
   Tel: 021 467 2055
   Fax: 021 467 9324
   e-Mail: Lynn.Coleridge@westerncape.gov.za

3. Mr AM Attwell
   Grand Central Building/Private Bag X9114
   Cape Town
   8000
   Tel: 021 467 2531
   Fax: 021 461 3694
   e-Mail: Paddy.Attwell@westerncape.gov.za

4. Mr S Hansraj
   Golden Acre Building/Private Bag X9114
   Cape Town
   8000
   Tel.: 021 467 2086
   Fax: 021 425 7445
   e-Mail: Sanjith.Hansraj@westerncape.gov.za

5. Dr H Brand
   Metro North Education District Office
   Timmerman Street
   Parow
   7500
   Private Bag X45
   Parow
   7500
   Tel: 021 938 3133
   Fax: 021 938 3180
   e-Mail: Habrand@westerncape.gov.za

6. Mr M Caroline
   Metro East Education District Office
Old Nooiensfontein Road
Kuils River
7500
Private Bag X23
Kuils River
7500
Tel: 021 900 7005
Fax: 086 594 8473
e-Mail: Mcaroline@westerncape.gov.za

7. Mr G van Harte
Metro South Education District Office
A. Z. Berman Drive
Lentegeur
Mitchell’s Plain
7785
Private Bag X2
Mitchell’s Plain
7785
Tel: 021 370 2006
Fax: 086 536 5675
e-Mail: Gvanharte@westerncape.gov.za

8. Mr J Beukes
West Coast Education District Office
Jack Meyer Art Centre
6 Hospital Street
Paarl
7620
Private Bag X3026
Paarl
7620
Tel: 021 860 1201
Fax: 021 860 1231
e-Mail: Jbeukes@westerncape.gov.za

9. Ms F Rhoxo
Eden & Central Karoo Education District Office
Rentzburg Court
42 Courtnary Street
George
6530
Private Bag X6510
George
6530
Tel: 044 803 8302
Fax: 044 873 2253
e-Mail: Florence.Rhoxo@westerncape.gov.za
10. Mr C Frolick  
Cape Winelands Education District Office  
Durban Street  
Worcester  
6849  
Private Bag X3102  
Worcester  
6849  
Tel: 023 348 4601  
Fax: 023 342 4138  
e-Mail: Cfrolick@westerncape.gov.za

11. Mr B Loriston  
Overberg Education District Office  
15 College Street  
Caledon  
7230  
PO Box 581  
Caledon  
7230  
Tel: 028 214 7301  
Fax: 086 548 1907  
e-Mail: Bloristo@westerncape.gov.za

12. Ms S Nowers  
Metro Central Education District Office  
Gate 2  
Alexandra Provincial Office Precinct  
Haven Road  
Garden Village  
Maitland  
7405  
Tel: 021 514 6704  
Fax: 021 514 6953  
e-Mail: Sanowers@westerncape.gov.za

4. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO USE THE ACT  
SECTION 14(1) (c)

It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.
This guide is also available in all the official languages from the SAHRC and any enquiries in this regard should be directed to the following:

<table>
<thead>
<tr>
<th>The South African Human Rights Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Telephone</strong></td>
</tr>
<tr>
<td><strong>Fax</strong></td>
</tr>
<tr>
<td><strong>e-Mail address</strong></td>
</tr>
<tr>
<td><strong>Postal address</strong></td>
</tr>
<tr>
<td><strong>Street address</strong></td>
</tr>
<tr>
<td><strong>Website</strong></td>
</tr>
</tbody>
</table>

5. **RECORDS**

5.1 **DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS**  
**SECTION 14(1) (d)**

- Acts and Regulations  
- Organisation and Control  
- Financial Management  
- Information Computer Technology  
- Security Services  
- Personnel Administration: Public Service Personnel  
- Personnel Administration: CS Educators  
- Facilities Management  
- Procurement Management  
- Logistic Support Services  
- Advertisements, Publicity, Information, Publications and Newspaper Reports  
- Attending and Hosting Meetings and other Gatherings  
- Institutional Administration
• Examinations
• Further Education and Training
• Labour Relations
• Monitoring and Evaluation

5.2 RECORDS AUTOMATICALLY AVAILABLE

<table>
<thead>
<tr>
<th>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a)(i) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</th>
<th>MANNER OF ACCESS TO RECORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) LOGIS annual statements and reports</td>
<td>These records are available for inspection at the Directorate: Supply Chain Management, Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45</td>
</tr>
<tr>
<td>(b) Tender documents and quotations</td>
<td></td>
</tr>
<tr>
<td>(c) SourceLink documents - advertisements</td>
<td></td>
</tr>
<tr>
<td>(d) Remittance register</td>
<td>These records are available for inspection at the Directorate: Knowledge and Information Management (General Registry), Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45</td>
</tr>
<tr>
<td>(e) Files (excluding confidential and personal information)</td>
<td></td>
</tr>
<tr>
<td>(f) WCED circulars and minutes</td>
<td></td>
</tr>
<tr>
<td>(g) Employment equity plan</td>
<td>These records are available for inspection at the Directorate: Human Resource Management, Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45</td>
</tr>
<tr>
<td>(h) Training records</td>
<td></td>
</tr>
<tr>
<td>(i) Financial records of expenditure</td>
<td>These records are available for inspection at the Directorate: Management Accounting, Grand Central Towers, Lower Parliament Street, Cape Town – between 08:00 and 15:45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)</th>
<th>MANNER OF ACCESS TO RECORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Inspection reports (could be requested by institution that has been inspected)</td>
<td>Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Financial</td>
</tr>
<tr>
<td>(b) Schedules of amounts that have been</td>
<td></td>
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</tbody>
</table>

| (c)  | Resolutions and collection arrangements |
|      | Arbitration awards                      |
| (d)  |                                          |
| (e)  | Old examination papers                  |
| (f)  | Duplicate certificates                  |
| (g)  | Symbol statements                       |
| (h)  | Senior Certificate: Part-time candidates |
| (i)  | Tender documents                        |
| (j)  | Tender bulletins                        |
| (k)  | Syllabuses                               |
| (l)  | Information on boarding and transport bursaries |
| (m)  | Manuals on school matters               |
| (n)  | Workplace skills plan                   |
| (o)  | Equity plan                             |
| (p)  | Course material                         |
| (q)  | Annual reports (WCED)                   |
| (r)  | Child abuse policy and protocol         |
| (s)  | Summary of child abuse                  |

Copies of these records may be obtained, on payment of the prescribed fee, from the Directorates:
- Labour Relations, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
- Examinations Administration, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
- Supply Chain Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
- Institution Management and Governance, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
- Human Resource Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
- Communication, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
<table>
<thead>
<tr>
<th>(t) Policy documents (WCED)</th>
<th>Lower Parliament Street, Private Bag X9114, Cape Town</th>
</tr>
</thead>
<tbody>
<tr>
<td>(u) Policy for Early Childhood Development</td>
<td>Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Policy Coordination, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</td>
</tr>
<tr>
<td>(v) Guidelines for Early Childhood Development</td>
<td></td>
</tr>
<tr>
<td>(w) Vacancy lists</td>
<td>Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Human Resource Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</td>
</tr>
<tr>
<td>(x) Establishments/Organograms of WCED educational institutions and offices</td>
<td></td>
</tr>
<tr>
<td>(y) Edumedia catalogues</td>
<td>Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Curriculum GET, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</td>
</tr>
<tr>
<td>(z) Edulis catalogues</td>
<td></td>
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<tr>
<td>(aa) Educational video material</td>
<td></td>
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<tr>
<td>(bb) Home schooling information</td>
<td>Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Curriculum GET, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</td>
</tr>
<tr>
<td>(cc) Assessment policy</td>
<td></td>
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<tr>
<td>(dd) Curriculum: Policy</td>
<td></td>
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<tr>
<td>(ee) List of prescribed books</td>
<td></td>
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<tr>
<td>(ff) Strategic plan</td>
<td>Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</td>
</tr>
<tr>
<td>(gg) Annual Performance Plan</td>
<td></td>
</tr>
<tr>
<td>(hh) Departmental forms</td>
<td></td>
</tr>
<tr>
<td>DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</td>
<td>MANNER OF ACCESS TO RECORDS</td>
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<tr>
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<tr>
<td>(a) Particulars of auditors of schools</td>
<td>Copies of these records are available free of charge from the Directorate: IMGP, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</td>
</tr>
<tr>
<td>(b) Statistics with regard to the number of schools established in terms of section 21 of the South African Schools Act, 1996 (Act 84 of 1996)</td>
<td></td>
</tr>
<tr>
<td>(c) Examination results (first publication only)</td>
<td>Copies of these records are available free of charge from the Directorate: Examinations Administration, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</td>
</tr>
<tr>
<td>(d) Senior Certificate: Full-time candidates (original copy only)</td>
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<tr>
<td>(e) Examination directives</td>
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</tr>
<tr>
<td>(f) Disposal certificate (VA 27 and 28) of used, obsolete, redundant and unserviceable items</td>
<td>Copies of these records are available free of charge from the Directorate: Supply Chain Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</td>
</tr>
<tr>
<td>(g) Comparative schedule of tenders received.</td>
<td></td>
</tr>
<tr>
<td>(h) Tenders: Learner Transport Schemes</td>
<td></td>
</tr>
<tr>
<td>(i) Approved suppliers’ list of learner support material (institutional resource support)</td>
<td>Copies of these records are available free of charge from the Directorate: Institutional Resource Support, Institutional Resource Support, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</td>
</tr>
<tr>
<td>(j) Provisioning recording certificates (VA 12) of offices, schools, clinics, centres and Head Office</td>
<td></td>
</tr>
<tr>
<td>(k) Proof of payment to suppliers</td>
<td></td>
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<tr>
<td>(l) Registration documents as supplier of learner support material</td>
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</tr>
<tr>
<td>(m) List of WCED telephone numbers</td>
<td></td>
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<tr>
<td>(n) Expenses of learner support material</td>
<td></td>
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<tr>
<td>(o) Reports of losses with regard to burglaries, fires and vandalism at institutions</td>
<td></td>
</tr>
<tr>
<td>(p) Payment data on municipal services provided to schools established in terms of section 21 of the South African Schools Act, 1996 (Act 84 of 1996)</td>
<td>Copies of these records are available free of charge from the Directorate: Management Accounting, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</td>
</tr>
<tr>
<td>(q) Information on schools for learners with special educational needs</td>
<td></td>
</tr>
<tr>
<td>(r) Specialised learner and educator support (including school clinics): contact numbers</td>
<td></td>
</tr>
</tbody>
</table>

Copies of these records are available free of charge from the Directorate: Institutional Resource Support, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
<table>
<thead>
<tr>
<th>(s)</th>
<th>Gender equity pamphlets</th>
<th>Cape Town</th>
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</thead>
<tbody>
<tr>
<td>(t)</td>
<td>Gender equity posters</td>
<td>Copies of these records are available free of charge from the Directorate: Human Resource Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</td>
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<tr>
<td>(u)</td>
<td>Diversity posters</td>
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<td>(v)</td>
<td>Anti-violence posters</td>
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<tr>
<td>(w)</td>
<td>Human resource development newsletter</td>
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<tr>
<td>(x)</td>
<td>Employment equity advocacy material</td>
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<tr>
<td>(y)</td>
<td>Manual: Maintenance of buildings and sites</td>
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<tr>
<td>(z)</td>
<td>Scheduled maintenance</td>
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<tr>
<td>(aa)</td>
<td>Capital works</td>
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<tr>
<td>(bb)</td>
<td>Appointment of employees (educators and public servants)</td>
<td></td>
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<tr>
<td>(cc)</td>
<td>Retirement of employees</td>
<td></td>
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<tr>
<td>(dd)</td>
<td>Conditions of service and benefits of employees</td>
<td></td>
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<tr>
<td>(ee)</td>
<td>Resolutions of bargaining councils</td>
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<tr>
<td>(ff)</td>
<td>Promotion requirements</td>
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<tr>
<td>(gg)</td>
<td>Senior Certificate requirements</td>
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<tr>
<td>(hh)</td>
<td>General Education and Training certificate information</td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td>Adult Education and Training policy and procedures</td>
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<tr>
<td>(jj)</td>
<td>Further Education and Training Certificate information</td>
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<tr>
<td>(kk)</td>
<td>Full-time equivalent Further Education and Training figures</td>
<td></td>
</tr>
<tr>
<td>(ll)</td>
<td>List of Further Education and Training colleges and contact details</td>
<td></td>
</tr>
</tbody>
</table>

Copies of these records are available free of charge from the Directorate: Infrastructure Planning and Development, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).

- A request fee in the amount of R35,00 is payable before the request will be processed.

- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 or the regulations made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).

- Provision is made on Form A for the requester to indicate whether he or she requires an opportunity to view the record or requires a copy of the record.

- Form A also allows a requester to indicate the language in which the record is required. There is, however, no obligation on the Department to translate the record.

- A requester may also indicate the form (i.e. paper copy, electronic copy, etc) in which access to the record should be provided. The record will be provided in the requested form unless this would unreasonably interfere with the running of the Department or, for practical reasons, access cannot be given in the requested form or medium.

- An access fee is payable should the requester, for example, need copies of the requested record.

- A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose annual income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).

- Payment of the access fee does not apply to the personal record of a requester (as per Government Notice R991 of 14 October 2005).

- In certain instances, a requester may be requested to pay a deposit in addition to the aforementioned fees.
A requester may lodge an internal appeal against the payment of a deposit or access fee. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.

In the event that the internal appeal procedure has been exhausted and the requester remains dissatisfied with the outcome, a court may be approached for an appropriate order.

Access to a record will be withheld until all applicable fees have been paid.

Information may be requested on behalf of another person. In such instances, the capacity in which the request is made must be indicated.

If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must fill in the form on behalf of such a requester and give him or her a copy of the completed form.

6. SERVICES AVAILABLE TO PUBLIC
SECTION 14(1)(f)

WCED Website (EduInfo)
Head Office Helpdesk
Head Office Call Centre

7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS
SECTION 14(1)(g)

In most instances, legislation prescribes the following procedures for making matters known and for public participation:

- Notification in the media, such as the Provincial Gazette, provincial newspapers and local/community newspapers
- Workshops with concerned and affected groups
- Notification on the Department’s website
- Manuals and guideline documents (sometimes)
8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT
SECTION 14(1)(h)

Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.