CAPRICORN TVET COLLEGE

EMIS POLICY

CENTRAL OFFICE
CAMPUSES:
POLOKWANE
SESHEGO
SENWABARWANA
RAMOKGOPA

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Council Chairperson

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VISION OF CAPRICORN TVET COLLEGE

"A dynamic Technical Vocational Education and Training Institution of Excellence"

MISSION STATEMENT OF CAPRICORN TVET COLLEGE

Capricorn College is to offer responsive, flexible and quality programmes that are accessible to all learners through formal learning, skills development and learnerships. This is achieved by adhering to policies and procedures, making use of committed human capital and employing appropriate physical and fiscal resources.

Values

- **Respect**: We treat others as we would like to be treated ourselves. Abusive or disrespectful treatment is not tolerated. We will strive for fairness and equity.

- **Integrity:** We are committed to transparency, honesty and sincerity.

- **Communication:** We are committed to effective communication. We believe information is meant to move and that information moves people.

- **Excellence:** We are satisfied with nothing less than the best quality in everything we do.

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EDUCATION MANAGEMENT INFORMATION SYSTEM (EMIS) POLICY

1. POLICY OBJECTIVES

(a) *The importance of education information*

The effective gathering, dissemination and analysis of information in the education system of the college are vital for sound education planning, monitoring and delivery. The effective use of information can greatly sharpen and contributes to meaningful decision-making, transparency, efficiency and effectiveness in the college. The process of data capturing at delivery site and support unit levels should be subjected to rigorous verification, validation and accuracy of that applicable data.

(b) *The overall goals of the policy*

This policy creates a framework that allows for the coordination and sustainable development of education information systems.

Two main objectives are hereby pursued:

i. To enhance the day-to-day running of the college and provide better information to the stakeholders and thereby promoting accountability.

ii. To yield increasingly valuable data and statistics needed for planning and monitoring purposes, which occurs at all levels from the individual campus to the central office of the college to the Regional Office and subsequently the National Department of Higher Education and Training.

2. TERMINOLOGY

a) **College** shall refer to Capricorn TVET College.

b) **Council** means the College Council of Capricorn College for TVET as established in terms of CET Act 16 of 2006, as amended.

c) **DHET** is an abbreviation for Department of Higher Education and Training.

d) **Regional Office** refers to the Limpopo regional division (office) of DHET

e) **EMIS** is an abbreviation for Education Management Information System.

f) **Official data and statistics** mean data and statistics that have been formally classified as accurate and validated record by the EMIS officer, and duly declared by the College Principal in terms of this policy.

g) **Education departments** mean National and Limpopo Regional Office which are responsible for TVET education system.

h) **College EMIS** means a data management information system used by the college to process administrative, academic, management and planning functions and activities. The College EMIS section is stationed at the Central Office of the College.

i) **Campus data-capturing section** refers to any division/section at a campus which is responsible for data capturing.

j) **Principal** refers to the chief accounting officer (officially designated as 'Principal and CEO') of Capricorn TVET College

3. THE SCOPE OF APPLICATION

The main components of the framework laid down by this policy are the following:

i. A vision for college education information systems.

ii. A framework for establishing and maintaining effective and sustainable standards governing college statistics, data and information systems.

iii. A framework for streamlining the provision of Education information system that shall add beneficial value to the College, DHET, the public and other relevant role-players and stakeholders.

iv. A framework for improving the flow of data and statistics between the college, the Regional Office and Department of Higher Education and Training.

4. LEGISLATIVE FRAMEWORK THAT INFORMS THE POLICY

This policy is closely linked to other applicable legislations and Government initiatives, inter alia:

(a) Continuing Education and Training Act of 2006, as duly amended. The Act provides a holistic legislative and procedural guidance on how public TVET Colleges must function and operate as institutions of learning in the country.

(b) *Government Gazette No. 26766, 7 September 2004, National Education Information Policy*
The policy obliges institutions to provide information to education departments (DHET and Basic Education) and the public in terms of the prescripts of the Continuous Education and Training Act of 2006, as amended.

(c) The Promotion of Access to Information Act, 2000
This policy directly complements the Promotion of Access to Information Act, by specifying the level of the education system at which specific information is made available.
In providing information to the stakeholders/public, the college must ensure that procedures exist which prevent the release of information considered private, confidential or protected in terms of Chapter 4 of the Promotion of Access to Information Act, 2000.
Subject to relevant legislative and policy requisites, the College shall provide access to information as required by any relevant person(s) or stakeholder(s).

(d) Protection of Personal Information Act, 2013

The Constitution of the Republic of South Africa enjoins every citizen with a right to privacy. The right to privacy includes the right to protection against any unlawful collection of dissemination and usage of personal information. The POPI Act seeks to regulate and offer guidance on the usage of personal information by any external parties and/or entities. This policy shall comply with the legal and legislative prescripts of the POPI Act pertaining to the protection, retention, collection and/or dissimination of student information and the overall College data.

(e) The Statistics Act, 1999

This policy creates a guiding framework for Capricorn TVET College to comply with the legislative prescripts of the Statistics Act (1999), which obliges stakeholders to develop efficient and proper procedures for ensuring the accuracy and validated presentation of education statistics.

(f) Batho Pele Principles: A Call for Quality Service Delivery

This policy complements the Batho Pele strategy of Government to improve service delivery to designated stakeholders and the public. By creating a framework for systems development, this policy will facilitate the improvement of the education information systems which will, in turn, add great value to the lives of those who participates in the College education mainstream.

(g) South African Qualifications Authority

This policy shall compliment and comply with the legislative prescripts of the South African Qualifications Authority (SAQA) and its associated National Qualification Framework (NQF). The National Learner/Student Records Database (NLRD) is a management information system of the NQF which captures all the registered qualifications and part-qualifications in the country. All the vocational, technical and occupational qualifications offered by the College must be duly registered with and recognised by SAQA/NQF. The development of learner/student records for the use of the education sector should be in line with the NLRD prescriptions.

5. PRINCIPLES GUIDING OUR VISION

(a) The guiding principles that governs the vision of the College education system are as follows:

i. The Education Management Information Systems (EMIS) should be a well-coordinated business management system that facilitates and integrates planning, implementation and management at the college.

ii. The ultimate aim of an information system is to improve the efficiency in the analysis and management of the College education system and ensure greater accountability in the usage of scarce resources.

iii. Validated information on education inputs, processes and outcomes at all levels of the college should be accessible to stakeholders, with the exception of personal information where confidentiality should be ensured.

iv. The college EMIS should be an integrated system, providing data and/or information for use at all levels of the college.

v. The college EMIS should be flexible to accommodate the changes taking place within the college and the new priorities at all levels.

vi. The college EMIS should perform verification and validation of data that originates from delivery sites and support units.

vii. The college EMIS should be open-ended with input and output at all levels.

viii. Data flow should be bi-directional both vertically and horizontally. There should be a functional coordination and systemic interaction between College EMIS section and the Campus data-capturing sections.

ix. Ideally data should be processed, validated and analysed and then forwarded to the relevant stakeholders.

x. The management information system should be simple, accessible, accurate and standardised.

xi. EMIS should facilitate capacity building, support and training on collection, processing, analysis, dissemination and use of information at all levels of the college.

xii. There should be a mechanism for co-ordination between central office and the campuses to accommodate the diverse needs of the campuses, especially in establishing a core dataset and the use of appropriate and compatible technology.

xiii. With better operational systems in place, education planners at all levels would have access to greater volumes of reliable data for planning.

(b) *The need for inclusiveness*

Transformation in terms of education information systems should be inclusive. Parallel to the development of improved computerised systems should be the ongoing improvement of manual systems in line with the design of computerised systems, so that elements of the education system are not excluded, and the transition from manual to computerised systems can be streamlined.

(c) *Improved education management*

Planning and monitoring, at all levels from the campuses to central office, will be improved through the greater availability of accurate, valid, reliable and relevant information on the

education system. This will result in better-informed implementation and resource allocation strategies, which will improve the overall performance of the college.

6. PROCEDURAL GUIDELINES

a) The EMIS section in the college must clearly specify what data and statistics are required from campuses and sections on a regular basis. Specifications must be sufficiently detailed to minimize ambiguities and misunderstandings, and must be stated in terms of definitions and formats.

b) Dates of submission, determined after consultation, must also be specified. It is also necessary, on occasion, for the central EMIS section to request special submissions of data and statistics from the campuses, where the information need is not fulfilled by the regular information reporting and submission cycles.

c) Central EMIS section has a responsibility to supply data and statistics to the college council and education departments, and other educational statutory bodies upon request. Only the college EMIS officer may officially hand over the requested data or statistics to the regional EMIS section.

7. REPORTING REQUIREMENTS

(a) *Need for reliable college information*

i. For planning and monitoring purposes, it is necessary for data and statistics to be provided on a regular and cyclical basis by campuses to central EMIS section.

ii. The data and statistics must be reliable and accurate.

iii. The CEO/Principal of the college or any person designated to do so, must certify the accuracy and correctness of data and statistics before they are supplied to college Council, DHET, and other educational statutory bodies.

(b) *Availability of resources for the EMIS Section*

The college must ensure that the EMIS section has sufficient resources – adequate funding, human resource capital, working tools - at its disposal in order to perform its prescribed functions and obligatory duties.

8. ROLES AND RESPONSIBILITIES OF EMIS SECTION

8.1 The basic functions of college EMIS Section will be as follows:

i. To co-ordinate and control the release of official statistics and data to the college stakeholders and DHET in accordance with established information reporting cycles, but also in response to special information requests.

ii. Shall ensure consolidation, verification, validation and accuracy of the datasets that have been sourced/received from delivery sites and support units.

iii. To ensure that statistics and data released comply with college, national and general standards with regard to data validity, accuracy and integrity.

iv. To promote the adequate standardization of EMIS used by the college.

v. To organize meetings with campus EMIS section in the furtherance of the education information system to accomplish the vision of the college.

vi. To ensure that there is adequate communication and coordination between EMIS section and Campus data-capturing sections in order to maximise service delivery.

vii. To continually liaise with Department of Higher Education and Training in ensuring that procedural requirements for data and statistical collections are fulfilled and complied with.

viii. To analyse, report on, and make recommendations on an ongoing basis for improvements to the electronic and non-electronic information systems of the campuses so that these systems can contribute to the vision of the college.

8.2 The basic functions of Campus data-capturing sections will be as follows:

i. To co-ordinate and control the release of official statistics and data to the college EMIS section in accordance with established information reporting cycles, but also in response to special information requests.

ii. To ensure that statistics and data released comply with college, national and general standards with regard to accuracy and presentation.

iii. To promote the adequate standardization of EMIS used by the college.

iv. To attend meetings with College EMIS section in the furtherance of the education information systems vision of the college.

v. To liaise with the College EMIS section in ensuring that the procedural requirements for data and statistical collections are fulfilled and complied with.

9. POLICY IMPLEMENTATION AND REVIEW

This policy will be implemented with effect from the day on which it has been approved by the College Council and shall be reviewed after each and every three years, or as a need arises.