



basic education

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

# **National Guidelines on: Completing the SNAP Survey for Ordinary Schools**

**2013**

# CONTENTS

## Table of Contents

<b>1. INTRODUCTION .....</b>	<b>3</b>
<b>2. BACKGROUND INFORMATION REGARDING SURVEYS.....</b>	<b>3</b>
<b>3 INSTRUCTIONS FOR COMPLETING THE ANNUAL SURVEY for SPECIAL .....</b>	<b>4</b>
<b>SCHOOLS:.....</b>	<b>4</b>
<b>3.1 GENERAL INFORMATION .....</b>	<b>4</b>
<b>3.2. BASIC GUIDELINES for completion of the form.....</b>	<b>4</b>
<b>3.3 ACCURACY OF DATA .....</b>	<b>5</b>
<b>4. PROCESS DIAGRAMS.....</b>	<b>6</b>
<b>4.1. Schools that do not have an administration computer .....</b>	<b>6</b>
<b>4.2. Schools that have an administration computer .....</b>	<b>7</b>
<b>5. DETAILED GUIDELINES ON COMPLETING THE SURVEY TABLES .....</b>	<b>8</b>
<b>5.1. COVER PAGE .....</b>	<b>8</b>
<b>5.2. General Information .....</b>	<b>8</b>
<b>5.4.2. Survey Tables .....</b>	<b>9</b>
<b>6. STAFF INFORMATION.....</b>	<b>9</b>
<b>7. Glossary of Terms .....</b>	<b>9</b>

## 1. INTRODUCTION

The Education Management Information Systems (EMIS) Directorate of the Department of Education (DBE), in collaboration with Provincial EMIS units, carries the legislative responsibility of providing education information to the education system as a whole, to support monitoring, planning and decision-making processes. The data collected from this survey will form part of the national EMIS database used to inform education policy makers and managers, as well as providing valuable information to external stakeholders. Provincial education departments also use the data for decision-making and planning purposes. It is therefore imperative that every school completes the survey in full and submits accurate data in a timely manner.

## 2. BACKGROUND INFORMATION REGARDING SURVEYS

The National Department of Basic Education has specified the requirements for the survey in order to ensure national uniformity. This facilitates the analysis of educational data on a national basis.

The SNAP Survey on Ordinary school is the most important source of information regarding the situation at your institution.

The South African Schools Act No. 84 of 1996 (section 59 [1] and [2]) requires that:

*Every school must supply such information about the school as is reasonably required by the Head of Education, and any person, who without just cause, fails to comply, shall be guilty of an offence.*

### **Verification:**

The verification of survey data means that a sample of the survey data is physically verified at the source, which in this case, is at selected schools. The purpose of the verification procedure is to establish whether the schools have effectively and honestly completed the survey instrument. Obtaining accurate learner numbers is regarded as strategic information for the National Department of Education, and any irregularities with regard to this are deemed fraudulent.

### **Methodology:**

Officials representing the Head of Department will visit any school or centre of learning to verify information in connection with the affairs of the school or centre of learning. Head Office officials and District officials will conduct these verification visits. The relevant Departmental officials will conduct their visits according to a clear outline:

1. The officials will, through discussions with the principal and educators, establish the correctness of learner numbers;
2. Any document (e.g. class registers and class lists), book or article relevant to the verification procedure will be examined and copies will be made if necessary;

Moreover, visual monitoring will be used to establish the accuracy of basic school information (e.g. number of classrooms). Verification visits will typically take one to two hours.

A sample of 2 or 3% of institutions will typically be chosen. Selection will be random, although an attempt will be made to represent all districts and types of schools.

### 3 INSTRUCTIONS FOR COMPLETING THE SNAP SURVEY for ORDINARY SCHOOLS:

#### 3.1 GENERAL INFORMATION

The SNAP SURVEY for ORDINARY SCHOOLS has to be completed by all ordinary schools, both public and independent. It involves, amongst other aspects, a complete count of learners, personnel, and details concerning the learners, resources and equipment of the school.

Principals will receive an electronic survey tool on the CD, a hard copy of the survey and the educator forms that have to be returned to the District or Regional Office. Schools that do not have the infrastructure to capture the information electronically should submit the manually completed survey form.

Each educator (both state paid and other) must complete an educator form.

All data filled in should reflect the situation as on the survey date. If, due to logistical problems, schools receive the SNAP Survey materials late, the principal should please ensure that the data filled in reflects the situation as closely as possible to that prevailing on the survey date.

The principal should return the completed survey tool to the respective District or Regional Office.

#### 3.2. BASIC GUIDELINES for completion of the form

Forms that are manually completed are captured at provincial level in the data capture process.

Please **answer** all the questions as fully as possible.

- Manual completion of forms should be done with a **black** pen.
- Use **BLOCK/CAPITAL** letters when completing forms using one character per block.
- Please sign on the space provided for the signature.

**NOTE:** *If a particular grade is NOT offered at your school, place an X in the NOT APPLICABLE row for that grade. Do not enter any learner numbers nor total for a grade not offered at your school.*

- *If your school does offer a particular grade, but there are no learners for either the Male or Female gender, then enter 0 for the relevant gender. e.g. If your school has only Female learners in Grade 5 then enter 0 under the Male row in the Grade 5 column and the correct number of Female learners in the Female row for Grade 5. Include the total.*
  - Schools are requested to return the completed original survey form to the district or regional office and to **keep a copy** of the completed survey at their school for audit purposes.
  - Please ensure that your school's **EMIS number** is written on each and every page.

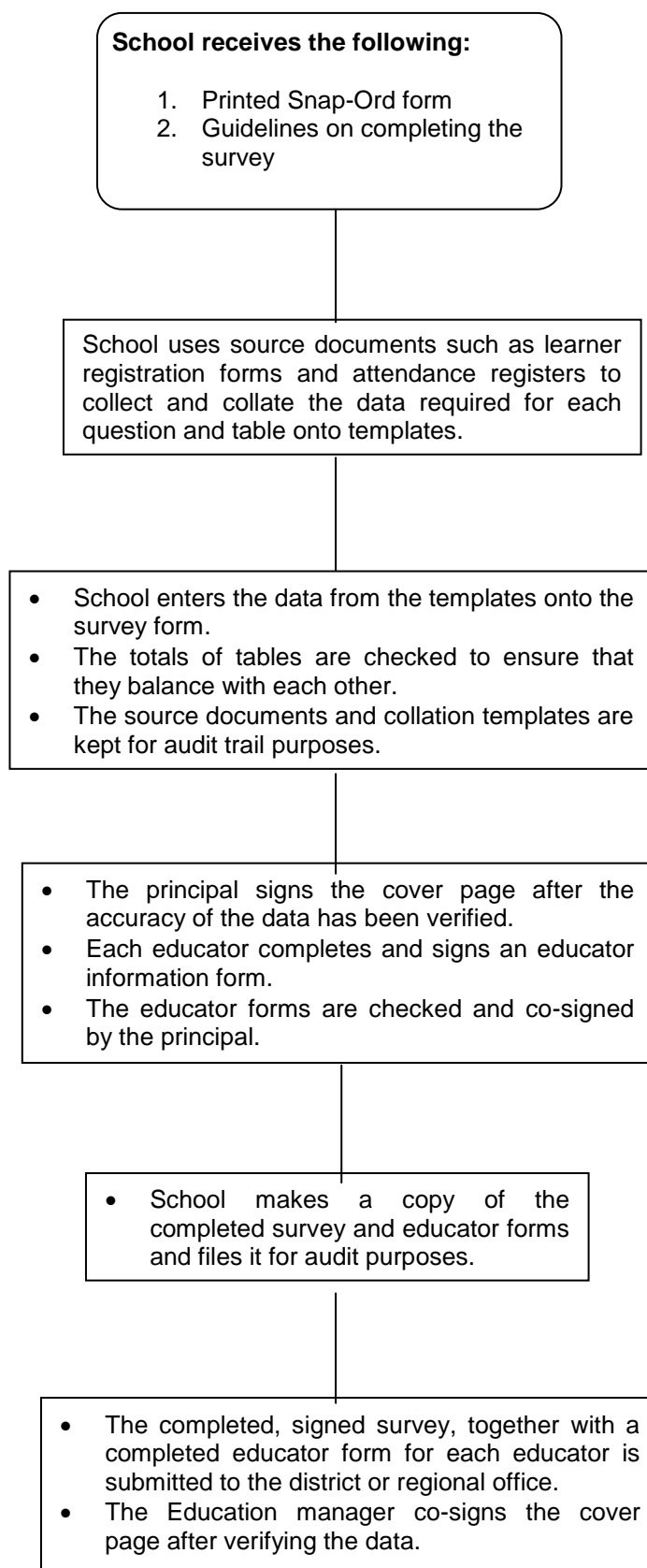
- Please ensure that you **SIGN** and return your questionnaire timeously to your district or regional office.
- If you encounter problems in the completion of the survey tool please contact the District or Regional Office for assistance.

### 3.3 ACCURACY OF DATA

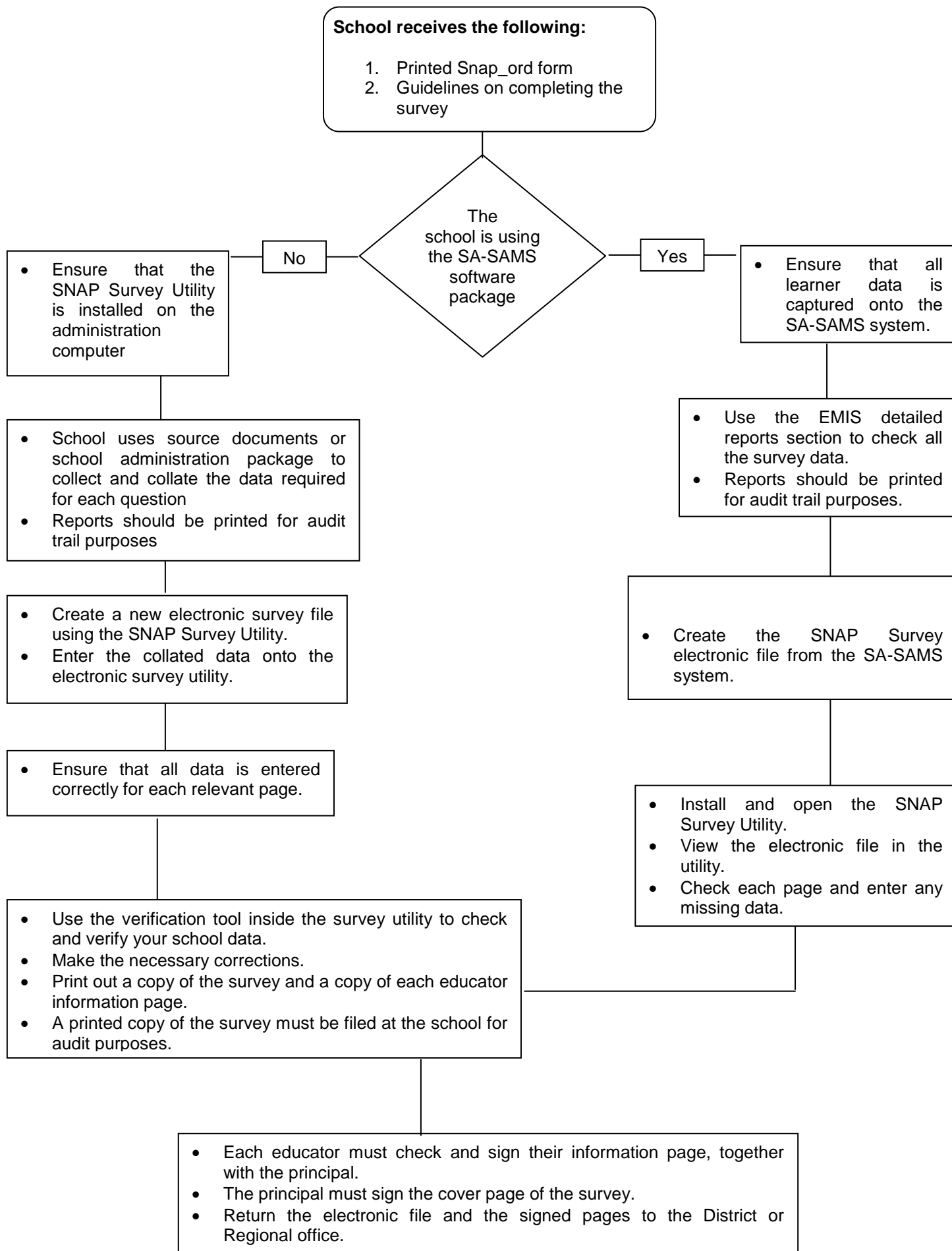
- All the data provided must pertain to **the survey date**. All registered learners and educators who are absent on the survey date must be included.
- It is important to collect learner and educator information in terms of population group and gender in order to track the extent to which equity and access are being addressed.
- The subject code list must be made available to educators for the completion of the educator form.
- The **educator and the school principal** must sign the educator form in the space provided.
- The school principal and, at the District or Regional Office, the Education Manager must ascertain the validity of the information contained in the School Survey forms and in the accompanying forms by signing the cover page of the survey form.
- The cover page must be signed and returned even when the survey is completed using an electronic tool.
- A copy of the completed survey form and the source documentation must be retained and filed by the school for audit purposes.

## 4. PROCESS DIAGRAMS

### 4.1. Schools that do not have an administration computer



## 4.2. Schools that have an administration computer



## 5. DETAILED GUIDELINES ON COMPLETING THE SURVEY TABLES

### 5.1. COVER PAGE

All schools must complete the cover page of the survey and submit it together with the completed paper forms or electronic file.

Both the Principal of the school and the Education Manager must sign the cover page to certify that the information provided by the school is to the best of their knowledge, correct and complete.

The following provincial codes should be used:

Code	Province
1	Western Cape
2	Eastern Cape
3	Northern Cape
4	Free State
5	KwaZulu-Natal
6	North West
7	Gauteng
8	Mpumalanga
9	Limpopo

### 5.2. General Information

This section requires general information about the school such as address, grade spread and number of learners enrolled.

Please read the notes at the bottom of each table on the survey form. These notes offer additional guidelines in the completion of the tables. Please leave the blocks blank where there is no information. Do not use leading zeros, zeros or dashes. The information supplied in the general information is used to compile and maintain the master list of schools in the country and is of vital importance for education planning purposes.



*Please refer to the **glossary** at the end of each section for definitions of the different terms.*

#### Table 1.1 to 1.9 : General Information

- Please complete each question in this section..
- Please update all necessary information, i.e. the address, telephone numbers
- Used to compile and maintain the master list of schools in the country and is of vital importance for education planning purposes.

Data Source: Q1.1 to Q1.9 refers to the official school address and contact numbers in the school. This information should be available from the principal of the school and in the school registration documents.



### 5.4.2. Survey Tables

**Table 2.1: Total number of learners enrolled.**

- This is a control table for learner numbers in the Survey form
- This table collects total number of learners by grade and gender
- If a particular grade is NOT offered at your school, place an X in the NOT APPLICABLE row for that grade
- Do not enter any learner numbers nor total for a grade not offered at your school.
- If your school does offer a particular grade, but there are no learners for either the Male or Female gender, then enter 0 for the relevant gender by their grades and gender.

Data Source: The number of learners enrolled at the school on survey date must be obtained from the official class attendance registers of the school.

## 6. STAFF INFORMATION

- This set of tables collect staff information category, nature of appointment, gender and source of remuneration
- All staff employed at the school on the survey date must be indicated on the survey form
- Staff members who are on leave must be indicated even if they have been replaced by substitutes.
- Private centres must indicate their staff under the heading “governing body”.
- A STAFF MEMBER SHOULD ONLY BE COUNTED ONCE

## 7. Glossary of Terms

**Grade R:** The reception year for a learner in a school or an Early Childhood Development (ECD) centre – i.e. the grade immediately before Grade 1.

**Grade:** *The part of an educational programme that a learner may complete in one school year or any other education programme, which the Member of the Executive Council (MEC), may deem equivalent thereto*

**Learner:** *A person who attends an ECD centre, a school or an Adult Basic Education and Training (ABET) centre.*

**Not Applicable:** The specific grade is not offered at your school.

**Other:** Learners who are not grouped in any of the grades provided.

**Pre-Grade R:** A programme of learning provided by a school or another education institution in a grade preceding Grade R.