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## GENERAL NOTICE

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### SOUTH AFRICAN EDUCATION INFORMATION STANDARDS

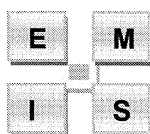
## Master List of Institutions Providing Education Services

January 2012



**basic education**

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*Master List of Institutions providing Education Services***DEPARTMENT OF BASIC EDUCATION  
MASTER LIST OF INSTITUTIONS PROVIDING  
EDUCATION SERVICES**

I, Matsie Angelina Motshekga, Minister of Basic Education, after consultation with the Council of Education Ministers and, in terms of section 3 of the National Education Policy Act, 1996 (Act No. 27 of 1996), read in conjunction with section 59 of the South African Schools Act, 1996 (Act No. 84 of 1996), and the National Education Information Policy (Notice 1950 of 2004), hereby publish the Standard, Master List of Institutions Providing Education Services, as set out in the Schedule.



MATSIE ANGELINA MOTSHEKGA, MP  
MINISTER OF BASIC EDUCATION  
DATE: 19 JUNE 2012

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*Master List of Institutions providing Education Services***ABBREVIATIONS AND ACRONYMS**

BAS	Basic Administration System
DBE	Department of Basic Education
DHET	Department of Higher Education and Training
DoE	(Former) Department of Education
DoH	Department of Health
DSD	Department of Social Development
EMIS	Education Management Information System
GIS	Geographical Information System
PED	Provincial Education Department
PERSAL	Personnel Salaries
MLBEI	Master List of Basic Educational Institutions
MLI	Master List of Institutions
SNE	Special Needs Education



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*Master List of Institutions providing Education Services*

## **1 Purpose of the Master List of Institutions (MLI)**

The purpose of the Standard is to specify the data elements that must be managed and maintained to describe each educational institution in a standardised manner for the Department of Basic Education (DBE). The standard will ensure that a nationally standardised list of all educational institutions is maintained by the national and provincial education departments (PEDs).

## **2 Scope and applicability**

This Standard applied to the Master List of all institutions providing education services and incorporates all facilities attached to these institutions; and all offices of, and other facilities of the DBE and the PEDs in South Africa. It covers both public and independent institutions and includes ordinary schools, special needs schools, early childhood centres, resource units and educational offices. The records in the Master List represent logical institutions (i.e. the organisations providing educational services) and not the physical sites used by institutions.

## **3 Establishment and maintenance of the Master List**

### **3.1 Role of the Department of Basic Education**

The DBE must:

- establish and maintain a national Master List of all institutions providing education services in accordance with the compliance requirements in section 3 of this Standard;
- ensure that all entries in the Master List are in accordance with the technical requirements of this Standard;
- monitor the accuracy of the data in the national Master List;
- inform PEDs of inaccurate and/or incomplete records in the national Master List via the designated officer responsible for the Master List in a province;

*Master List of Institutions providing Education Services*

- inform national data owners, as identified in this Standard, of inaccurate and/or incomplete records in the national Master List via the designated officer responsible for the data in the Master List;
- publish the national Master List quarterly for general use; and
- maintain an archive of all published national Master Lists.

**3.2 Role of Provincial Education Departments**

Each PED must:

- establish and maintain a central provincial Master List of all institutions providing education services in the province, in accordance with the compliance requirements in section 3 of this Standard;
- ensure that all entries in the provincial Master List are in accordance with the technical requirements of this standard;
- inform provincial data owners, as identified in this Standard, of inaccurate and/or incomplete records in the Master List via the designated officer responsible for the data in the Master List;
- publish the provincial Master List quarterly for general use; and
- provide DBE with an approved, updated provincial Master List on a quarterly basis, which may take place either via an offline submission or via an online system.

**4 Compliance requirements****4.1 Provincial officer responsible for maintaining the provincial Master List**

- The Education Management Information System (EMIS) officer in each province shall be responsible for establishing and maintaining the provincial Master List in accordance with the requirements of this Standard and must fulfil the role of the PED, as stipulated in the Standard.

*Master List of Institutions providing Education Services***4.2 Completeness of the Master List**

- Each educational institution in the province must be listed on the provincial Master List, whether the institution is open or closed, functional or non-functional.

**4.3 Maintenance of the Master List**

- The EMIS officer must create a new record on the provincial Master List for each new institution in the province, in accordance with the technical requirements of this Standard.
- The EMIS officer must allocate a national EMIS number to each new institution and this number must be recorded on the Master List.
- All new institutions must receive a certificate indicating their national EMIS number.
- No record/institution may ever be deleted or removed from the provincial Master List.
- A record may be closed on the Master List in accordance with the technical specifications of this Standard.
- All changes to records on the Master List must be verifiable via an audit trail (either electronically or paper-based).
- The EMIS officer must establish and maintain a change management process for the updating of the provincial Master List.

**4.4 National officer responsible for maintaining the national Master List**

- The national EMIS officer must appoint an official to be the responsible officer for establishing and maintaining the national Master List in accordance with the requirements of this Standard and who must fulfil the role of the DBE as stipulated in the Standard.

**5 Technical specification of data elements in the national Master List**

The following technical specification for the data fields/elements in the national Master List must be applied in conjunction with SC009: Standard for Data Coding.

*Master List of Institutions providing Education Services***5.1 Structure of the Master List of basic education institutions**

- The data elements on the Master List are grouped according to theme or function.
- The central national Master List must contain only the approved core and additional fields, and it must contain data for all the core fields.
- All code lists must be applied as specified in SC009: Standard for Data Coding.
- Only the education information officer at the DBE can add an additional field to the Master List in line with the requirements as specified in SC009: Standard for Data Coding.
- The DBE must inform the provincial EMIS officers of any changes to the Master List.

**5.2 Core data fields for the central Master List of institutions**

The core data fields are owned and maintained exclusively by the EMIS units, both provincially and at national level. The core fields must be completed on both the provincial and the central national Master Lists in accordance with the following requirements. Additional data fields are maintained by other units, as indicated in the Standard, and may be contained in separate data tables from the core fields if required.

**5.2.1 Requirement for the national EMIS number primary index field**

- The national EMIS number is the primary key to, and index field for all records in the Master List of institutions.
- The national EMIS number is a numeric field.
- There can be no duplicates in the national EMIS number across the country.
- All systems, data bases and data sets must use the national EMIS number as the foreign key field to link them to the Master List of institutions;
- Each national EMIS number, allocated to an institution, is permanent and cannot be changed, deleted or reused at any stage.
- All national EMIS numbers must conform to the requirements of Code List Table 6.32 of SC009: Standard for Data Coding, and indicated as follows:

*Master List of Institutions providing Education Services*

Code	Label	Definition
1- 99999999		National institutions
100000000 - 199999999	WC	Western Cape EMIS numbers
200000000 - 299999999	EC	Eastern Cape EMIS numbers
300000000 - 399999999	NC	Northern Cape EMIS numbers
400000000 - 499999999	FS	Free State EMIS numbers
500000000 - 599999999	KZN	KwaZulu-Natal EMIS numbers
600000000 - 699999999	NW	North West EMIS numbers
700000000 - 799999999	GP	Gauteng EMIS numbers
800000000 - 899999999	MP	Mpumalanga EMIS numbers
900000000 - 999999999	LP	Limpopo EMIS numbers

**5.2.2 Provincial EMIS number**

- The provincial EMIS number is maintained for backward compatibility purposes only and must not be used as a foreign or primary key in any data bases, data sets or systems.
- The provincial EMIS number must be indexed with no duplicates.
- History records of provincial EMIS numbers must be maintained in a separate table at national level.
- New institutions may not be issued with a separate provincial EMIS number that is distinct from the national EMIS number.

**5.2.3 Provincial code**

- The provincial code per institution record must be captured according to the requirements of Code List Table 6.45 of SC009: Standard for Data Coding.
- The provincial code is a single digit number between 1 and 9, denoting the current province in which the institution is situated.

**5.2.4 Official institution name**

- The full official name of the institution, in accordance with the registration or establishment documents of the institution, must be entered into this field.
- No abbreviations may be used.
- The official name must be written out in full.
- The official institution name must reflect both the name of the institution, as well as the phase for ordinary schools, .e.g. Danville Primary School.

*Master List of Institutions providing Education Services***5.2.5 Alternative institution name**

- This field is only populated if an alternative name for the institution exists.
- No abbreviations may be used.
- The alternative name must be written out in full.

**5.2.6 Legal status of the institution**

- The provincial EMIS officer must complete the current legal status of each institution in the province.
- The status must be captured in accordance with the requirements of Code List Table 6.30 of SC009: Standard for Data Coding.

**5.2.7 Practical status of an institution**

- The provincial EMIS officer must complete the current practical status of each institution in the province.
- The status must be captured in accordance with the requirements of Code List Table 6.42 of SC009: Standard for Data Coding.
- The practical status reflects the operational, rather than the legal status of an institution.

**5.2.8 Institution closure date**

- It denotes the legal closure date of the institution.
- The date must be in the format: yyyy/mm/dd.

**5.2.9 Reporting status of the institution**

- It is used to denote whether an institution is expected to submit data in response to a survey.
- The status must be captured in accordance with the requirements of Code List Table 6.48 of SC009: Standard for Data Coding.
- The value is based on the presence or absence of learners and/or educators at an institution.
- The option of "Not Applicable" may be used for education offices or other education facilities that are not expected to return surveys, as no learners are attached to these facilities.

*Master List of Institutions providing Education Services***5.2.10 Institution funding type**

- It denotes the funding sector to which an institution belongs.
- The status must be captured in accordance with the requirements of Code List Table 6.22 of SC009: Standard for Data Coding.

**5.2.11 Institution: Education subsector**

- It denotes the education subsector to which an institution belongs.
- The subsector must be captured in accordance with the requirements of Code List Table 6.17 of SC009: Standard for Data Coding.
- The option of "Not Applicable" may be used for education offices or other education facilities as no learners are attached to these facilities.

**5.2.12. Institution designation**

- It denotes a further designation or description of an educational institution or facility within the education subsector, such as an examination centre, a district office, etc.
- The designation must be captured in accordance with the requirements of Code List Table 6.61 of SC009: Standard for Data Coding.

**5.2.13. Owner of the land**

- It denotes the owner of the land on which the institution is situated.
- The land ownership must be captured in accordance with the requirements of Code List Table 6.38 of SC009: Standard for Data Coding.

**5.2.14 Owner of the buildings**

- It denotes the owner of the buildings in which the institution is located.
- The building ownership must be captured in accordance with the requirements of Code List Table 6.36 of SC009: Standard for Data Coding.

**5.2.15. Ex-Education Department**

- The Ex-Education Department field is maintained for reporting purposes only.
- Institutions registered between 1996 and 2009 are registered under the name of the PED or Code 16.
- The Ex Education Department must be captured in accordance with the requirements of Code List Table 6.19 of SC009: Standard for Data Coding.

*Master List of Institutions providing Education Services***5.2.16. Education region**

- It denotes the official education region in which the institution is situated, based on the geographical coordinates.
- The option of “Not Applicable” may be used where relevant.

**5.2.17. Education district**

- It denotes the official education district in which the institution is situated, based on the geographical coordinates.

**5.2.18. Education circuit**

- It denotes the official education circuit in which the institution is situated.

**5.2.19 Registration ate**

- It denotes the date on which the institution was formally registered.
- The date should be in the format: yyyy/mm/dd.

**5.2.20. Registration department**

- It denotes the government department with which the institution was officially registered, such as the DBE, the (former) Department of Education (DoE), the Department of Social Development (DSD), and the Department of Health (DoH).

**6 Institution contact and address fields**

The contact and address fields of each institution must be maintained by EMIS departments of the PEDs and the DBE, as part of the core data elements of the Master List.

**6.1.** The standard for the **physical address fields** of institutions must be in accordance with requirement 4.1.2. of SC009: Standard for Data Coding, and is as follows:

5.1.1 Building

5.1.2. Street Number



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5.1.3. Street Name

5.1.4. Town/City

5.1.5. Postal Code

**6.2.** The standard for the **postal address fields** of institutions must be in accordance with requirement 4.1.3. of SC009: Standard for Data Coding, and is as follows:

5.2.1. South African Post Office Village

5.2.2. PO Box

5.2.3. Private Bag

5.2.4. Post Office

5.2.5. Postal Code

**6.3. Telephone number**

- It denotes the full ten-digit telephone number of the institution, including the area code.
- The field allows for two numbers to be entered, separated by a solidus: “/”.
- Incomplete numbers may not be entered.

**6.4 Facsimile number**

- It denotes the full ten-digit facsimile number of the institution, including the area code.
- The field allows for two numbers to be entered separated by a solidus “/”.
- Incomplete numbers may not be entered.

**6.5 Cellular number**

- It denotes the full ten-digit cellular contact number of either the institution or the head of the institution.
- The field allows for two numbers to be entered separated, by a solidus: “/”.
- Incomplete numbers may not be entered.

**6.6 E-mail address**

- It denotes the e-mail address of an institution.

*Master List of Institutions providing Education Services*

- The naming convention should reflect the account name, followed by “@”, the sub-domain, domain and country codes (where applicable) – for example lmalskool@absa.co.za.

**7 Geographical Information System (GIS) fields**

The GIS fields must be maintained by the designated GIS unit or the GIS officer at provincial and national level, as part of the additional data elements of the Master List.

**7.1 GIS latitude coordinates**

- It denotes the official GIS latitude coordinates recorded for the institution.
- The latitude is recorded as a negative number with a maximum of six decimal points.

**7.2 GIS longitude coordinates**

- It denotes the official GIS longitude coordinates recorded for the institution.
- The latitude is recorded as a positive number with a maximum of six decimal points.

**7.3 GIS altitude coordinate**

- It denotes the official GIS altitude coordinate recorded for the institution.

**7.4 GIS coordinate source**

- It denotes the official source of the GIS coordinates recorded for the institution.

**7.5 GIS date**

- It denotes the date on which the latest set of coordinates for the institution was taken.

**7.6 District municipality**

- It denotes the official district municipality in which the institution is situated, based on the geographical coordinates.

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### **7.7 Local municipality**

- It denotes the official local municipality in which the institution is situated, based on the geographical coordinates.

### **7.8 Urban or rural classification**

- It denotes the urban or rural classification of an institution.
- The value is determined, using the GIS coordinates.
- The urban/rural classification must be captured in accordance with the requirements of Code List Table 6.49 of SC009: Standard for Data Coding.

### **7.9. Nodal area status**

- It denotes whether the institution is located in an ***Integrated Sustainable Rural Development Programme*** area.
- The nodal area status must be captured in accordance with the requirements of Code List Table 6.60 of SC009: Standard for Data Coding.

### **7.10 Nodal area name**

- It denotes the name of the nodal (***Integrated Sustainable Rural Development Programme***) area to which an institution is attached.

## **8 PERSAL data fields**

The PERSAL related data fields must be checked and approved by the HR section in the province as part of the additional data elements on the master list.

### **8.1 PERSAL paypoint number**

- It denotes the official PERSAL paypoint number registered on PERSAL for the institution.
- The paypoint number is a six-digit number.

### **8.2 PERSAL component number**

- It denotes the official PERSAL component number registered on PERSAL for the institution.
- The component number is a six-digit number.

*Master List of Institutions providing Education Services***9 Examination centre fields**

The examination centre-related data fields must be checked and approved by the Examination Section in a province, as part of the additional data elements on the Master List.

**9.1 Examination centre number**

- It denotes the official examination centre number for the institution where relevant, as recorded on the national integrated examination computer system.
- The option of “Not Applicable” may be used where relevant.

**9.2 Examination centre name**

- It denotes the official examination centre name for the institution where relevant, as recorded on the national integrated examination computer system.
- The option of “Not Applicable” may be used where relevant.

**10 Institution manager’s details**

The details of the institution manager must be supplied by the head of the institution and updated by the provincial EMIS officer.

**10.1 Manager’s title**

- It denotes the title of the current manager of the institution.

**10.2 Manager’s initials**

- It denotes the initials of the current manager of the institution.

**10.3 Manager’s surname**

- It denotes the surname of the current manager of the institution.

*Master List of Institutions providing Education Services***11 Closure and demarcation history of the institution**

The closure and demarcation history of each institution is managed in a separate table to allow for numerous records per institution. The fields required in the Closure\_Demarcation table are:

**11.1 National EMIS number**

- It denotes the current national EMIS number of the institution and it is the primary key.

**11.2 Institution closure date**

- The date must be in the format: yyyy/mm/dd.

**11.3 Institution closure reason****11.4 Demarcation From:**

- It denotes the province from which an institution has moved (pre-demarcation – old province).

**11.5. Demarcation To:**

- It denotes the province to which an institution has been moved (post-demarcation – new province).

**11.6. Previous national EMIS number**

- It denotes the pre-demarcation national EMIS number in the old province.

**11.7. Updated national EMIS number**

- It denotes the post-demarcation national EMIS number in the new province for this record.

*Master List of Institutions providing Education Services***12 Financial information fields**

The financial information fields must be completed by the province and checked and approved by the national Financial Planning Directorate, as part of the national Master List's additional fields.

**12.1 Section 21 functions**

- It indicates whether the institution has any Section 21 functions.
- The Section 21 function classification must be captured in accordance with the requirements of Code List Table 6.60 of SC009: Standard for Data Coding.

**12.2 Section 21 function details**

- It denotes all the section 21 functions allocated to an institution.
- This information must be stored in a separate table to allow for a one-to-many relationship between the national EMIS number as the primary key and all the functions assigned to the institution.
- Each institution may have up to six records in the table.
- The fields in the table are:
  - National EMIS number
  - Section 21 function
- The Section 21 function details must be captured in accordance with the requirements of Code List Table 6.61 of SC009: Standard for Data Coding.

**12.3 Quintile**

- It denotes the norms and standards for the school funding quintile to which an institution is allocated.
- The quintile comprises a number between 1 and 5.

**12.4 No-fee school status**

- It denotes the whether the institution has been gazetted, both nationally and provincially, as a no-fee school.
- The no-fee school status must be captured in accordance with the requirements of Code List Table 6.60 of SC009: Standard for Data Coding.

*Master List of Institutions providing Education Services***12.5 Fee allocation:**

- It denotes the no-fee monetary allocation per learner, based upon the norms and standards for school funding.
- The allocation must be indicated in rands.

**12.6 Responsibility code**

- It denotes the official Basic Administration System (BAS) responsibility code registered on BAS for the institution.
- The responsibility code is a 4 digit number.

**13 Curriculum information data fields**

The curriculum-related information fields must be completed by the province and checked and approved by the National Schools Directorate as part of the national Master List's additional fields:

The following fields must all allow for one-to-many relationships between the institution and the data element, and must therefore be captured in separate one-to-many tables with the national EMIS number as the primary key.

**13.1 Intervention: Institution**

- It indicates the different programmes of special interventions in which the institution participates.
- The nodal area status must be captured in accordance with the requirements of Code List Table 6.25 of SC009: Standard for Data Coding.

**13.2 Approved grades for the institution**

- It denotes all the approved grades that an institution may offer.
- This information must be stored in a separate table to allow for a one-to-many relationship between the national EMIS number, as the primary key, and all the grades assigned to the institution.
- Each institution may have multiple records in the table.
- The fields in the table are:

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- National EMIS number.
- Grade approved.
- The grade description must be in accordance with the requirements of Code List Table 6.24 of SC009: Standard for Data Coding.

### **13.3 Actual grades offered by the institution**

- It denotes all the actual grades offered by an institution.
- This information must be stored in a separate table to allow for a one-to-many relationship between the national EMIS number, as the primary key, and all the grades offered by the institution.
- Each institution may have multiple records in the table.
- The fields in the table are:
  - National EMIS number.
  - Grade offered.
- The grade description must be in accordance with the requirements of Code List Table 6.24 of SC009: Standard for Data Coding.

### **13.4 Curriculum specialisation**

- It denotes all the specialisation areas offered by the institution.
- This information must be stored in a separate table to allow for a one-to-many relationship between the national EMIS number, as the primary key, and all the specialisation areas offered by the institution.
- Each institution may have multiple records in the table.
- The fields in the table are:
  - National EMIS number.
  - Specialisation area.
- The specialisation area must be captured in accordance with the requirements of Code List Table 6.52 of SC009: Standard for Data Coding.

### **13.5. Special Needs Education (SNE) specialisation**

- It denotes all the institution's Special Needs Education (SNE specialisation areas).



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- This information must be stored in a separate table to allow for a one-to-many relationship between the national EMIS number, as the primary key, and all the SNE specialisation areas offered by the institution.
  - Each institution may have multiple records in the table.
  - The fields in the table are:
    - National EMIS number.
    - SNE specialisation area.
  - The specialisation area must be captured in accordance with the requirements of Code List Table 6.54 of SC009: Standard for Data Coding.
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