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## GENERAL NOTICE

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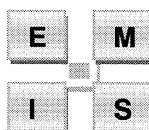
# Standard for the Publication of Education Statistics in the Department of Basic Education

January 2012



**basic education**

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REPUBLIC OF SOUTH AFRICA



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*Standard for the Publication of Education Statistics in the Department of Basic Education***DEPARTMENT OF BASIC EDUCATION  
STANDARD FOR PUBLICATION OF EDUCATION STATISTICS**

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), section 35 of the Adult Basic Education and Training Act, 2000 (Act No. 52 of 2000), section 45 of the Further Education and Training Colleges Act, 2006 (Act No. 16 of 2006), and the National Education Information Policy (Notice 1950 of 2004), hereby publish the Standard for the Publication of Education Statistics, as set out in the Schedule.



MATSIE ANGELINA MOTSHEKGA, MP  
MINISTER OF BASIC EDUCATION  
DATE: 11 June 2012

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## **ACRONYMS AND ABBREVIATIONS**

DBE	Department of Basic Education
EMIS	Education Management Information System
ISBN	International Standard Book Number
PED	Provincial Education Department

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## **DEFINITION OF TERMS**

*EMIS officer* (Education Management Information System officer) is an official of an education department, charged with specific responsibilities regarding education management information, in terms of the National Education Information Policy (Notice 1950 of 2004).

*Metadata* is information on the underlying concepts, definitions and classifications used; the methodology of data collection and processing; and indicators or measures of accuracy of the statistical information.

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## **1. Purpose**

The purpose of this Standard is to specify the rules for the publication of education statistics by the Department of Basic Education (DBE) and the provincial education departments (PEDs). The Standard will ensure the compilation of authentic and approved public records of education statistics.

## **2. Scope and applicability**

This Standard is applicable to the following:

- 2.1 The publishing of education statistics from the DBE and the PEDs.
- 2.2 Only those education publications that have an International Standard Book Number (ISBN).
- 2.3 All modes of dissemination of approved education statistics, including books, pamphlets, leaflets and other paper documents, electronic files on CD-ROMs, DVDs or websites.

## **3. Approval of education statistics and publications**

- 3.1 All education statistics produced by the DBE must be approved by the national EMIS officer and/or the Director-General of DBE.
- 3.2 All education statistics produced by the PEDs must be approved by the provincial EMIS officers and/or the heads of the PEDs.
- 3.3 All reports on education statistics produced by the DBE for publication must be approved by the Director-General of DBE.
- 3.4 All reports on education statistics produced by PEDs for publication must be approved by the heads of the PEDs.

## **4. Archiving**

- 4.1 All education publications for both preliminary and final statistics must be allocated an ISBN.
- 4.2 Education publications with ISBNs must be lodged with the five relevant legal deposit libraries, as prescribed by the Legal Deposit Act, 1997 (Act No. 54 of 1997).
- 4.3 Electronic versions of all official education publications and, where applicable, analogue (paper) copies, must be lodged with the relevant department's archives.



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## **5. Dissemination plan**

Each education publication must have its own dissemination plan, specifying the following:

- 5.1 The number of copies to be printed (if any).
- 5.2 The distribution channels to be used for the publication.
- 5.3 The standard list of recipients who are required to receive copies of the publication.
- 5.4 Publications with ISBNs must be published on the internal and external websites of the DBE and the PEDs and may also be made available in print format.

## **6. Release of education statistics**

- 6.1 An advance release calendar for all education publications that have an ISBN must be published by the DBE and the PEDs.
- 6.2 All final education statistics must be published within 12 months of the survey date.
- 6.3 Any divergence from the advance release calendar must be publicised and explained, and a new release date must be provided.
- 6.4 Education statistics must be released simultaneously to all users on the date and/or time specified in the advance release calendar.

## **7. Status of data**

All education publications must specify the status of its statistics as being either preliminary or final.

## **8. Revision of published education statistics**

- 8.1 Revisions of published education statistics must follow a regular, well-established and transparent schedule.
- 8.2 Changes in published education statistics must be brought about and publicised at the earliest possible date.
- 8.3 Adequate documentation of statistical revisions, including the reasons for revision, must be included in the publication of the statistics.

*Standard for the Publication of Education Statistics in the Department of Basic Education***9. Metadata**

9.1 Each final education publication must be accompanied by a minimum set of metadata, which should include the following information:

- Definitions of concepts and terms
- Scope
- Classifications
- Data sources
- Statistical methods and techniques
- Deviations from internationally accepted standards, guidelines or good practices
- Biases in the data
- Response rates to the main surveys used.

9.2 Metadata must be disseminated in a manner that facilitates its access (e.g. on websites or in statistical publications) and its availability must be well publicised (e.g. in catalogues).

9.3 A comprehensive methodology document must be produced to inform analysts and other users of statistics about the way in which the statistics in the publication have been compiled, and this document must be made available upon request.

9.4 Each education publication must be accompanied by a declaration of quality.

**10. Disclaimer**

10.1 Each education publication circulated outside the DBE and the PEDs must include a disclaimer that protects the DBE and the PEDs from any legal liability.

10.2 Each publication must include a cautionary warning pertaining to the misuse of the data.

**11. Branding of education publications**

11.1 All education publications must comply with the national or provincial policy on branding.

**12. Technical specifications**

12.1 Education publications **must** contain the following information:

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*Standard for the Publication of Education Statistics in the Department of Basic Education*

- 12.1.1 Title
- 12.1.2 Reference period
- 12.1.3 Publication date
- 12.1.4 Author, if applicable
- 12.1.5 Publisher
- 12.1.6 Disclaimer
- 12.1.7 Contact details
- 12.1.8 ISBN reference
- 12.1.9 Copyright notice
- 12.1.10 Website address on which the publication may be located.

12.2 Education publications **may** contain the following information where applicable:

- Forthcoming issue and expected release date
- Foreword
- List of acronyms and abbreviations
- References
- Acknowledgement(s)
- Version number
- Five legal deposit libraries
- Annexures.

12.3 Each table and graph must have a title and a number.

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## **REFERENCES**

DBE (Department of Basic Education). 2011. *Dictionary of Education Concepts and Terms*. Unpublished.

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UIS (UNESCO Institute of Statistics). 2008. *Data Quality Assessment Framework (DQAF)*. Unpublished.







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