

GUIDELINES FOR RESEARCHERS IN REQUESTING DATASETS FROM THE DEPARTMENT

1. PURPOSE

This document provides guidelines for researchers on the process to be followed in requesting datasets from the Department of Basic Education (DBE).

2. PROCEDURE FOR REQUESTING DATASETS

- a. The researcher must complete the attached application form: *“For datasets from the Department of Basic Education”*.
- b. The researcher must submit the application form with a covering letter to the Office of the Director-General at the address below.
- c. The Director-General will forward the request to the relevant Branch for recommendations on whether or not to approve the request.
- d. Applicants will be informed by the Office of the Director-General whether the request has been approved or declined.
- e. It will be appreciated if the analysis and reports derived from the datasets could be shared with the Office of the Director-General, once finalised.

3. AVAILABLE DATASETS

The Department is able to provide datasets from the following databases:

- a. Education Management Information System (EMIS)
- b. Grade 12 examination results
- c. Former Systemic Evaluations
- d. Annual National Assessments (ANA)
- e. National Education Infrastructure Management System (NEIMS)
- f. Personnel Salary System (PERSAL)

The Department is able to provide a letter of support for access to datasets from TIMSS, PIRLS, World Bank, SACMEQ, HSRC etc.

4. CONTACT DETAILS

The Office of the Director-General
Department of Basic Education
222 Struben Street, Private Bag X895, Pretoria, 0001
Tel: 012 357 3000
Email: info@dbe.gov.za

APPLICATION FORM: FOR DATASETS FROM THE DEPARTMENT OF BASIC EDUCATION

This document must be completed and:

- emailed to info@dbe.gov.za or
 - hand delivered to the Office of the Director -General, Department of Basic Education, 222 Struben Street, Pretoria, 0001 or
 - mailed to the Office of the Director –General Department of Basic Education, Private Bag X895, Pretoria 0001
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1.	Details of researcher
Surname and initials:	
First name:	
Title (Prof/Dr/Mr/Mrs/Ms):	
Institution:	
Tel:	
Fax:	
Email address:	
Postal address:	

2.	Title of research

3.	Table fields required/level of disaggregation

4.	Period dataset required for (e.g. 2008, 2009-2012)

5.	Additional information that could assist in the request

6.	Signature:	
7.	Date:	