



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

***The Consolidated Department of Basic Education Research
Protocols***

August 2020

1. INTRODUCTION

- 1.1. The Department of Basic Education (“DBE”) is committed to providing an environment that supports research activities which will promote the vision and mission of the sector in line with key strategic plans, such as the National Development Plan: Vision 2030, the Medium Term Strategic Framework: 2019 – 2024; the Basic Education Sector Plan, as well as other sectoral goals and priorities.
- 1.2. The Research, Coordination, Monitoring and Evaluation (“RCME”) Directorate, tasked with the responsibility of facilitating research requests, aims to encourage all researchers in the education sector to provide high quality, internationally competitive research, and the dissemination of ground-breaking knowledge in the pursuit of excellence.
- 1.3. This document therefore provides guidelines and recommendations for researchers on the processes to be followed when conducting research involving DBE officials; programmes which the DBE is directly responsible for; or national scale studies.
- 1.4. The DBE does not grant permission for conducting research in schools on a single/isolated visit basis. The DBE furthermore does not grant permission for conducting research in districts, or individual Provincial Education Departments (“PEDs”). Applications to conduct research at these institutions should be directed to the relevant PED. Website details and details of the relevant individuals to contact in the PEDs are documented in Appendix A.
- 1.5. Permission granted will be limited to only the specific research indicated in the application. If the researcher wishes to use the data or information in any other form or for any other purpose, including, but not limited to, workshops, articles, media releases and the like, this must be stated in the application. If this becomes a requirement after permission is granted, the applicant must submit a revised/new request to the DBE with a written motivation for such use.

2. APPLICATION PROCEDURE

- 2.1. For any undergraduate and postgraduate students (including DBE employees), academics, universities, individual organisations, NGOs, service providers commissioned to conduct research by the DBE, research teams etc. that seek to conduct research (i.e. interviews with DBE officials, requesting data, or any other information) in the national Department of Basic Education, the prescribed DBE Research Request form (Appendix B) must be completed.
- 2.2. The applicant must submit the research request form and attach an approved research proposal as well as a draft questionnaire (if they are going to interview a DBE official/s) or a survey for DBE Officials to complete. In certain situations, an ethics clearance form may be required from relevant ethics bodies.
- 2.3. The research application should be addressed to the Director: Research, Coordination, Monitoring and Evaluation and sent to: research@dbe.gov.za at least 6 weeks prior to when the data collection or data is required.

- 2.4. The RCME Directorate will then provide a confirmation of receipt within 5 working days of receiving the research request.
- 2.5. The RCME Directorate will then consider the research request and provide one of the following decisions to researchers within 4 weeks of receiving the research request:
 - 2.5.1. Rejected;
 - 2.5.2. Approved and supported by the RCME Directorate (in line with the DBE research protocols);
 - 2.5.3. Approved and supported by the RCME Directorate (in line with the DBE research protocols) subject to certain modifications in the study; or
 - 2.5.4. Referring the researcher to the relevant institution outside the DBE (such as a PED).
- 2.6. If the research request is approved and supported by the RCME Directorate (condition (b) above is realised), the RCME Directorate will then, where necessary, consult and attain permission from the affected sections within the DBE. The officials identified for participation may still decline, as all participation will be voluntary.
- 2.7. The RCME Directorate will then compile a submission to send to the Director-General in order to provide formal approval for the research to be undertaken.
- 2.8. Once approval has been granted from the Director-General, the RCME Directorate will issue an approval letter to the researcher/s indicating permission to conduct research within the DBE. This letter will serve as a formal agreement between the DBE and the researcher/s.
- 2.9. The RCME Directorate will then liaise with the researcher/s regarding the details of the research request and the provision of the requested information. In the case of interviews, the RCME Directorate will also assist in setting up appointments for interviews with the relevant officials.
- 2.10. Should any modifications from the original, approved proposal be made, the researcher is required to submit the revised proposal to the RCME Directorate, indicating that it is a modified proposal and the reasons for the modification. The researcher may only continue with the information request subject to the approval of the RCME Directorate

3. CRITERIA FOR APPROVAL

- 3.1. The value of the proposed research should be clear in the application. The following criteria must be addressed in the application and will be used to inform the decision on the research request:
 - 3.1.1. The policy and strategic alignment of the request should reflect on either the Action Plan to 2019: Towards the Realisation of Schooling 2030; the National Development Plan: Vision 2030; the Medium Term Strategic Framework: 2019 – 2024 or other sector goals and priorities. Regional and international agreements and strategies such as the Sustainable Development Goals and the African Union Strategic objectives may also be considered as key sectoral documents. Alternative policy and strategic considerations should be clear if there are any.
 - 3.1.2. Potential benefits of the research to the DBE should be clear.

- 3.1.3. Contribution to the knowledge base and literature in the education sector in general should be provided.
- 3.1.4. Appropriateness of the methodology adopted in the study should be clear.

4. ETHICAL CONSIDERATIONS

- 4.1. Researchers should abide by the relevant professional and ethical guidelines and codes of conduct for their respective sectors and professional bodies.
- 4.2. Research should be undertaken with integrity and honesty with respect to human rights and differences in culture, customs, religious beliefs and practices of all participants.
- 4.3. Researchers should be mindful of gender roles, ethnicity, ability, age, sexual orientation, language and other differences when designing and carrying out their research.
- 4.4. Researchers should gain approval from an ethics committee where necessary, prior to commencing with any research.
- 4.5. Informed consent should be obtained from all DBE officials who have been identified as participants for the research.
- 4.6. The aim of the research as well as the anticipated outcomes should be conveyed to participating DBE officials in a clear and concise manner.
- 4.7. The research tools and techniques used should be transparent.
- 4.8. The researcher/s must honestly and accurately represent their affiliations, skills and experience to those involved in the study.

5. ACCOUNTABILITY

- a. Researchers are accountable to the DBE and participating officials. The DBE may verify the details of the application.
- b. The contribution of any individual/s consulted will be acknowledged in the final research report; however, all individuals participating in the research have the right to remain anonymous.
- c. Once the research has been concluded, a summary of the final research findings should be presented to the DBE in a format that is easily accessible and understandable to all stakeholders, particularly, officials who have participated in the research.
- d. A copy of the full report will be held by the DBE. The date for submission of this report must be clear in the application. Should the researcher fail to submit the report, further research requests may be declined.

6. CONDITIONS TO BE AGREED BY THE APPLICANT

The approval letter from the RCME Directorate to the researcher/s will contain a declaration to be signed by the applicant agreeing to the following:

- a. Any report, publication or presentation arising from the investigation must carry a disclaimer to the effect that it does not represent the views of the DBE where appropriate;
- b. There should be no financial implications for the DBE;
- c. Involvement by participants in the research project is voluntary and participants have a right to decline participation;
- d. The use of monitoring devices such as tape recorders and cameras should be made explicit to DBE officials being interviewed, and these officials should be free to request that these devices are not used;
- e. Researchers must provide consent forms for DBE officials to complete for interviews;
- f. Participants must not be identifiable in any way from the results of the investigation. The right of participants to privacy, anonymity, confidentiality and respect for human dignity must be honoured at all times;
- g. Where appropriate, the research findings may be presented in oral, written or visual forms in both DBE and non-DBE publications and forums; and
- h. Researchers must provide a summary of the findings and the final report to the RCME Directorate.

7. TYPES OF RESEARCH

7.1. INTERVIEWS WITH THE DBE OFFICIALS

- a. Researchers are requested to specify the name/s of the DBE official/s who they would like to interview as part of their data collection process. If the researcher does not know the name/s of the DBE official/s they would like to interview, they are requested to specify the area of specialisation, competencies, skills or responsibility of these officials and the RCME Directorate will advise accordingly. For example, officials in research, planning etc.
- b. The RCME Directorate will liaise with the DBE officials identified for participation.
- c. DBE officials will be required to indicate their willingness to participate in the interview to the RCME Directorate before an official letter of approval is sent to the Office of the Director General.
- d. Once approval is granted by the Office of the Director General, the RCME Directorate will arrange interview appointments with the DBE officials and researcher/s.
- e. If the participating official is not available for the interview, alternative officials with the requisite level of knowledge will be contacted. Should this not be possible the research request will be declined.

7.2. DATASETS

- a. Some of the datasets available from the DBE include the following:
 - i. Education Management Information System (“EMIS”) datasets including Administration data;
 - ii. Grade 12 examination results;
 - iii. Former Systemic Evaluations;
 - iv. Former Annual National Assessments (“ANA”) results;
 - v. National Education Infrastructure Management System (“NEIMS”);
 - vi. Personnel Salary System (“PERSAL”); and
 - vii. Learner Unit Record Information and Tracking System (“LURITS”).
- b. The DBE can also provide a supporting letter for access to the following:
 - i. Trends in International Mathematics and Science Study (“TIMSS”);
 - ii. Progress in International Reading Literacy Study (“PIRLS”);
 - iii. The Southern and Eastern Africa Consortium for Monitoring Educational Quality (“SACMEQ”);
 - iv. Data from the World Bank; and
 - v. Data from the HSRC.
- c. Please ensure that you specify how you would like your data to be disaggregated on your request form. For example, by gender, time period, province etc.
- d. The DBE only provides data at a national level. However, if the research relates to all provinces, the DBE could assist in providing the required information.
- e. The datasets/data sources above are not a comprehensive list of those available to the DBE. Researchers are encouraged to request the datasets which they deem necessary for their study and those which the DBE may be in possession of. The RCME Directorate will confirm the availability of these datasets and whether or not researchers may have access to it.
- f. In the case of large datasets the DBE may require the user to sign a Memorandum of Agreement prior to receiving the data.
- g. If you have general questions regarding the availability of data and are not specifically requesting the data itself, please feel free to send an email to the RCME Directorate. Contact details are provided in the next section.

7. CONTACT DETAILS

Should any additional information be required pertaining to research activities within the DBE, the following officials may be contacted in the RCME Directorate:

Administrative queries:

Ms L Malemela

Tel: 012 357 3221

Email: malemela.l@dbe.gov.za

Ms S Mabasa

Tel: 012 357 3659

Email: mabasa.s@dbe.gov.za

Technical/content related
queries:

Dr S Taylor
Tel: 012 357 4156
Email: taylor.s@dbe.gov.za

Dr J Kotze
Tel: 012 357 4519
Email: kotze.j@dbe.gov.za

APPENDIX A: PROVINCIAL RESEARCH DETAILS

The DBE is not responsible for granting permission to conduct research at Provincial Education Departments, districts or schools. However, depending on availability, website details as well as details of the relevant individuals to contact within these departments are provided below.

PROVINCE	SURNAME	DESIGNATION	TELEPHONE NUMBER	CELL NUMBER	EMAIL ADDRESS
Free State Province Free State Province	Mr V Gubuza	DD: Strategic Planning Policy and research	051 404 9275	Cell: 079 898 4433	V.Gubuza@fseducation.gov.za
	Mr G Jordaan	Chief Education Specialist: Monitoring and Evaluation	051 404 8653	Cell: 071 673 1286	g.jordaan@edu.fs.gov.za
Kwazulu Natal	Mrs TPJ Khoza	Director: Strategic Management, Monitoring and Evaluation	033 392 1085/6	Cell: 083 252 5111	jabu.khoza@kzndoe.gov.za jabukhoza2@gmail.com
	Dr LS Chetty	DD: Strategic Planning Management, Monitoring and Evaluation	0333921 089	Cell: 083 789 4938	lutchman.chetty@kzndoe.gov.za
	Mr NP Mpungose	DD: Strategic Planning Management, Monitoring and	033 392 1086	Cell: 072 951 9914	nkosinathi.mpungose@kzndoe.gov.za

		Evaluation			
Limpopo	Dr MC Makola	Director: Planning and Research	015 290 9448	Cell: 082 307 4188	makolamc@edu.limpopo.gov.za
	Ms Mercy Seakamela	Deputy Director: Strategic Planning and Research	015 290 7989	Cell: 082 803 0573	seakamelam@edu.limpopo.gov.za
	Mr Tshifhwa Ugoda	Deputy Director: Strategic Planning and Research	015 290 7965	Cell: 082 784 5136	ugodato@edu.limpopo.gov.za
Northern Cape	Mr Andrew Oliphant	Director: Policy Planning	053 839 6622	Cell: 079 889 5657	aoliphant@ncpg.gov.za
	Mr J Matthews	Chief Education Specialist: Integrated Planning and Reporting	053 839 6393	Cell: 083 231 3026	JMatthews@ncpg.gov.za
	Ms MT Madikane	Chief Director: Strategic Planning Management	053 839 6394	Cell: 079 693 7442	ThemsiMadikane@ncpg.gov.za
Western Cape	Dr Andile Siyengo	Director: Research	Tel: 021 467 2024	Cell: 082 200 3356	andile.siyengo@westerncape.gov.za
	Dr Ronald Cornelissen	Deputy Director: Research	021 467 2286	Cell: 082 435 2008	ronald.cornelissen@westerncape.gov.za
	Dr Audrey Wyngaard	Deputy Director: Research	021 467 9272	Cell: 083 4 77 8535	audrey.wyngaard@westerncape.gov.za
Gauteng	Ms	Acting	011 355	Cell:	Faith.Tshabalala@gaut

http://www.education.gpg.gov.za/Pages/Research-Information-.aspx	Faith Tshabalala	Director Education Research and KM	0488	083 778 7905	eng.gov.za
	Mr Gumani Mukatuni	Deputy Education Specialist Research Coordination (Research Requests Manager, signing and approving letters)	011 355 0775		Gumani.Mukatuni@gauteng.gov.za
	Ms Busi Mchunu	Senior Admin Officer (Research requests Processor)	011 355 1379		Busi.Mchunu@gauteng.gov.za
	Ms Dineo Mashigo	Assistant Director Research Coordination (Research requests Processor)	011 355 0336		Dineo.Mashigo@gauteng.gov.za
Eastern Cape	Mr Tshepo Masoeu	Chief director: Strategic Management, Monitoring and Evaluation	040 608 4353	Cell: 083 795 7401	tshepo.masoeu@ecdoe.gov.za
	Ms Nelisa	Director: Strategic	040 608 4773/453	Cell: 083	nelisa.kanjana@ecdoe.gov.za

	Kanjana	Planning, Policy Research & Secretariat Services	7/4035	324 4356	
	Mrs Babalwa Pamla	Assistant Director: Policy Evaluation and Research	040 608 4773/453 7/4035	Cell: 083 671 3811	Babalwa.pamla@ecdoe.gov.za
Mpumalanga	Mr DM Mtembu	Director: Strategic Planning, Research & Projects Coordination	013 766 5148	Cell: 083 560 9713	D.Mtembu@education.mpu.gov.za
	Dr HA Baloyi	CHIEF EDUCATION SPECIALIST (CES)	013 766 5476	Cell: 083 611 1833	A.baloyi@education.mpu.gov.za albertbaloyi2013@gmail.com
North West	Mr Peter Kgatitsoe	DD	018 388 2389	073 279 5651 084 787 5780	PPkgatitsoe@nwpg.gov.za
	Mr Ratshikana Ntsime	DCES	018 388 2930	079 050 6431	RNtsime@nwpg.gov.za
	Mrs Susan Mogokonyane	DCES	N/A	083 296 3555	SMogokonyane@nwpg.gov.za
	Mr Constance Moroeng	CES	018 388 3867	060 976 6900 083 455 4458	moroengc@nwpg.gov.za

DBE 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/padg@dbe.gov.za