



higher education  
& training

Department:  
Higher Education and Training  
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## POST-SCHOOL EDUCATION AND TRAINING INFORMATION POLICY

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Department of Higher Education and Training  
Private Bag X174  
PRETORIA  
0001

Point of contact: HETIS Officer  
Telephone: 012 312 6191/5961  
E-mail: [HETIS.Officer@dhet.gov.za](mailto:HETIS.Officer@dhet.gov.za)

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## ACRONYMS

CEO	Chief Executive Officer
CET	Community Education and Training
CHE	Council on Higher Education
DBE	Department of Basic Education
DHET	Department of Higher Education and Training
DPSA	Department of Public Service and Administration
DST	Department of Science and Technology
HEI	Higher Education Institution
HETIS	Higher Education and Training Information System
HETMIS	Higher Education and Training Management Information System
NQF	National Qualifications Framework
OECD	Organisation for Economic Cooperation and Development
PFMA	Public Finance Management Act
POPIA	Protection of Personal Information Act
PSET	Post-School Education and Training
PSETI	Post-School Education and Training Institution
PSETISC	Post-School Education and Training Information Standards Committee
QC	Quality Council
QCTO	Quality Council for Trades and Occupations
SAQA	South African Qualifications Authority
SASQAF	South African Statistical Quality Assessment Framework
SETA	Sector Education and Training Authority
SITA	State Information Technology Agency
TVET	Technical and Vocational Education and Training
USAf	Universities South Africa

**DEFINITIONS**

<b>Term</b>	<b>Definition</b>
<b>“Census”</b>	Full count of observation objects belonging to a given population or universe.
<b>“College”</b>	A public and/or private college established or declared as a (i) Technical and Vocational Education and Training college or (ii) a Community Education and Training college or a private college established or declared or registered under the Continuing Education and Training Act No. 16 of 2006.
<b>“College data manager”</b>	Any official at a college, who is designated and charged with responsibilities regarding college data in terms of this policy.
<b>“Data”</b>	A representation of facts, concepts, or instructions in a formal manner, suitable for communication, interpretation, or processing by humans or by automatic means (Concepts and Definitions for Statistics South Africa, 2017).
<b>“Data accuracy”</b>	The degree to which the output correctly describes the phenomena it was designed to measure (South African Statistical Quality Assessment Framework, 2010).
<b>“Data archiving”</b>	The process of moving data that is no longer actively used, to a separate data storage device for long-term storage (Standards for submission, processing and archiving: DHET 007, 2015).
<b>“Database”</b>	A logical collection of information that is interrelated and that is managed and stored as a unit, for example in the same computer file (OECD, Glossary of Statistical Terms, 2007).
<b>“Data coding”</b>	A process of converting verbal or textual information into codes representing classes within a classification scheme, to facilitate data processing, storage or dissemination (Concepts and Definitions for Statistics South Africa, 2017).
<b>“Data collection”</b>	Systematic process of gathering data for production of statistics (Concepts and Definitions for Statistics South Africa, 2017).
<b>“Data confidentiality”</b>	A property of data, usually resulting from legislative measures, which prevents it from unauthorised disclosure (Concepts and Definitions for Statistics South Africa, 2017).

Term	Definition
“Data integration”	A process of combining heterogeneous data residing in different sources and providing the user with a unified view of these data (DBE: Education Information Standards Dictionary of Education Concepts and Terms, 2010).
“Data integrity”	The assurance of the accuracy and consistency of data over its entire life-cycle (Wikipedia: <a href="https://en.wikipedia.org/wiki/Data_integrity">https://en.wikipedia.org/wiki/Data_integrity</a> )
“Data manager”	Any person who manages a process through which data is acquired, validated, stored, protected, and processed, and by which its accessibility, reliability, and timeliness is ensured to satisfy the needs of the data users in terms of this policy.
“Data quality”	The degree to which a set of inherent characteristics in the statistical data fulfils user requirements and eight dimensions of quality, namely: relevance, accuracy, timeliness, accessibility, interpretability, comparability and coherence, methodological soundness and integrity (South African Statistical Quality Assessment Framework, 2010).
“Data source”	A record, organisation, individual or database from which data is obtained (OECD, 2007).
“Data subject”	The person to whom personal information relates (Protection of Personal Information Act No. 4 of 2013).
“Data verification”	Processes by which data is checked, assessed, reviewed and audited (DBE: Education Information Standards Dictionary of Education Concepts and Terms, 2010).
“Data warehouse”	The assembled data capital of Post-School Education and Training institutions stored and managed in a way that favours access and analysis (OECD, 2007).
“Department”	The Department of Higher Education and Training (DHET).
“DHET entities”	Public DHET entities/organisations listed in Part A (National Public DHET entities) of Schedule 3 for the Public Finance Management Act (PFMA) that reports to the Minister of Higher Education, Science and Technology. These are as follows: the Sector Education and Training Authorities (SETAs), the South African Qualifications Authority (SAQA), the National Student Financial

Term	Definition
	Aid Scheme, the Council on Higher Education (CHE) and the Quality Council for Trades and Occupations (QCTO).
“ <b>Director-General (DG)</b> ”	The Accounting Officer of the Department of Higher Education and Training.
“ <b>Higher Education and Training Information (HETIS) officer</b> ”	An official in the head office of the Department, appointed with certain responsibilities regarding Post-School Education and Training statistics in terms of this policy.
“ <b>Higher Education and Training Management Information System (HETMIS)</b> ”	An integrated unit level record system of the Department including all processes, rules, standards, and responsibilities for data collection and management in the PSET sector.
“ <b>Information</b> ”	Knowledge concerning objects, such as facts, events, things, processes, or ideas, including concepts, that within a certain context has a particular meaning (OECD, 2007).
“ <b>Information standard</b> ”	A document containing standards that relate to the processing of information in terms of this policy.
“ <b>Personal information</b> ”	Information relating to an identifiable living natural person and where it is applicable, an identifiable, existing juristic person including, but not limited to, the name of the person if it appears with other personal information relating to the person or if the disclosure of the name, or any address, symbol, e-mail, education, address, telephone, location, online identifier, race, sex, gender, marital status, national, ethnic, colour, sexual orientation, belief, would reveal information about a person (Protection of Personal Information Act No. 4 of 2013).
“ <b>Post-School Education and Training (PSET) Sector</b> ”	Refers to a sector that comprises all education and training provision for those who have completed school, those who did not complete their schooling, and those who never attended school (White Paper for Post-School Education and Training, 2013).

Term	Definition
<p><b>“Post-School Education and Training Information Standards Committee (PSETISC)”</b></p>	<p>A committee established in terms of this policy, which advises the Director-General on information standards for the Post-School Education and Training system.</p>
<p><b>“Post-school Education and Training Institutions (PSETIs)”</b></p>	<p>Refers to education and training institutions that have been established, declared or registered by any law assigned to the Minister of Higher Education, Science and Technology. These are as follows: public Higher Education Institutions, private Higher Education Institutions, Technical and Vocational Education and Training (TVET) colleges, private colleges, Community Education and Training colleges and skills development providers.</p>
<p><b>“Preliminary data”</b></p>	<p>The first released version of a series of data to the final version of data in terms of this policy (adapted from the OECD, 2007).</p>
<p><b>“Private college”</b></p>	<p>Any college that provides continuing education and training on a full-time, part-time or distance basis, and which is registered or provisionally registered as a private college under Chapter 6 of the Continuing Education and Training Act, 2006 (Act No. 16 of 2006) (as amended).</p>
<p><b>“Public college”</b></p>	<p>Any college that provides continuing education and training on a full-time, part-time or distance basis and which is: a) established or regarded as having been established as a public college under section 3 of the CET Act; or b) declared as a public college under section 4 of the Continuing Education and Training Act, 2006 (Act No. 16 of 2006) (as amended).</p>
<p><b>“Quality council (QC)”</b></p>	<p>One of the three councils tasked with developing and managing each of the sub-frameworks of the NQF in order to ensure that agreed quality standards are met: Council on Higher Education (CHE) for the Higher Education Qualifications Sub-Framework; Umalusi for the General and Further Education and Training Qualifications Sub-Framework; and Quality Councils for Trades and Occupations (QCTO) for the Occupational Qualifications Sub-Frameworks (National Qualification Framework Standard Glossary of Terms, 2017).</p>

Term	Definition
<b>“Sector Education and Training Authority (SETA)”</b>	A sector education and training authority established in terms of section 9(1) of the Skills Development Act No. 97 of 1998 to develop and implement sector skills plans and promote learning programmes, including workplace learning.
<b>“Staff”</b>	Persons employed by the Department and/or any Post-School Education and Training institution.
<b>“Stakeholder”</b>	An organisation or body with a direct and continuing interest in the education institution, programme, phase or sector in question (DBE: Education Information Standards Dictionary of Education Concepts and Terms, 2010).
<b>“Statistics”</b>	Aggregated numerical information relating to demographic, economic, financial, environmental, social or similar matters, at national, provincial or local level, which is compiled and analysed according to relevant scientific and statistical methodology (Statistics Act No. 6 of 1999).
<b>“Student”</b>	Any person registered as a student at any Post-School Education and Training institution (Continuing Education and Training Act No. 16 of 2006 and Higher Education Act No. 101 of 1997).
<b>“Survey”</b>	A process which collects, examines, and reports on data concerning variables of interest for a reference period (Concepts and Definitions for Statistics South Africa, 2017).
<b>“Unique identifier”</b>	Any identifier that is assigned to a data subject and is used by a responsible party for the purposes of the operations of that responsible party and that uniquely identifies that data subject in relation to that responsible party (Protection of Personal Information Act No. 4 of 2013).

## 1. INTRODUCTION

### 1.1 Background

This policy replaces the *Higher Education and Training Information Policy*<sup>1</sup> adopted by the Department of Higher Education and Training (the Department) in 2013. It does so to accommodate wide-ranging and significant changes in the Post-School Education and Training (PSET) system that have taken place since 2013, such as the shift in the governance and administration of Technical and Vocational Education and Training (TVET) and Community Education and Training (CET) colleges, from provincial education departments to the Department.

The effective administration, management and improvement of education and training are highly dependent on evidence-based decision-making, which, in turn, relies to a great extent on credible, valid, reliable and quality data. Some of the major services integrally dependent on good quality data include the planning and management of facilities, the establishment of new PSET institutions or expansion of the capacity of existing institutions, human resource management, financial allocations, interventions to improve the quality of education, policy development, research, monitoring and evaluation.

In addition to statistics being vital for education policy, planning and budgeting at institutional and sectoral levels, the analysis and interpretation of these are vital to providing insight into key macro-indicator trends in the PSET system. Moreover, the use of data and statistics in research can illuminate what is working well in the system, and why, and what needs to be improved, and how. In the case of South Africa, effective use of information derived from the analysis of data, can greatly advance meaningful democracy, transparency, efficiency, transformation and effectiveness in the PSET sector.

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<sup>1</sup> Higher Education and Training Information Policy, 2013 (No. 36973 Government Gazette of 1 November 2013).

## **1.2 Purpose**

The purpose of this policy is to enable the provision of valid, credible, reliable and high-quality statistics on PSET. It is intended to ensure that all organisation in the PSET system adhere to agreed-upon standards, procedures and guidelines for the generation, collection, collation, integration, processing, coordination, dissemination and quality assurance of data. The policy is aimed at safeguarding the integrity of data, the protection of personal information and the promotion of the dissemination and use of data through the establishment and maintenance of a uniform and coordinated system for the management of statistics on PSET.

## **1.3 Objectives**

The main objectives of this policy are to:

- i. Stipulate the principles underpinning the establishment and maintenance of information systems for PSET;
- ii. Clarify the roles and responsibilities of key structures and staff categories in the generation, collection, collation, integration, processing, coordination, quality assurance and dissemination of statistics in the PSET sector;
- iii. Ensure the confidentiality of data in line with policies and legislative requirements;
- iv. Ensure ethical and judicious usage of data at various levels of the PSET sector;
- v. Promote and facilitate accountability by stipulating how statistics on PSET would be made available to the public; and
- vi. Promote the use of PSET statistics to inform planning and decision-making and to provide insights into the PSET sector through research.

## **1.4 Problem statement**

The South African PSET system is characterised by a multitude of information systems pertaining to its different sub-sectors (such as the Higher Education, the college and Skills Levy sub-sectors). These information systems, which focus on key dimensions of PSET, such as infrastructure, finance, human resources and student enrolment, operate under different norms and standards, operate with different levels of technology and are at different stages of their development in terms of the provision of quality data.

Consequently, it is important for the Department to ensure adherence to effective and adequate standards governing PSET Management Information Systems. More specifically, the following challenges characterise the statistics that are currently produced by the PSET system:

- i. In some instances, statistics are not produced on time to inform policy and planning;
- ii. The quality, validity, and credibility of the data are not up to the required standard, for a wide range of reasons, including the absence of data specifications for some sectors, the lack of capacity to generate, integrate and report on data by PSETIs and DHET entities, and different levels of implementation of data specifications across colleges and Sector Education and Training Authorities (SETAs);
- iii. There are different interpretations of data specifications and standards; and
- iv. There are no Standard Operating Procedures for each step of the value chain of data provisioning, which limits the effective operationalisation of data standards.

Attempts to generate information standards in the Department have been hampered by the absence of an appropriate information policy framework that would lay down the structures and procedures to be followed in the generation of such standards.

This policy responds to the challenges identified above by, among others, providing for the development of data standards and clarifying roles and responsibilities.

### **1.5 Legislative and policy mandate**

South Africa has key legislations that support the development and implementation of the PSET Information Policy. The most crucial legislation underpinning the policy are briefly outlined below.

#### **i. The Public Finance Management Act No. 1 of 1999**

National Treasury Regulations issued in terms of the Public Finance Management Act (PFMA) No. 1 of 1999 stipulate that: “The Accounting Officer of an institution must establish procedures for quarterly reporting to the executive authority to facilitate effective performance monitoring, evaluation and corrective action.”

Section 40 (1) (d) of the PFMA of 1999 (as amended) stipulates that: “The accounting officer for a department, trading entity, or constitutional institution - must submit within five months of the end of a financial year to the relevant treasury and, in the case of a department or trading entity, also to the executive authority responsible for that department or trading entity

— (i) an annual report on the activities of that department, trading entity or constitutional institution during that financial year; (ii) the financial statements for that financial year after those statements have been audited; and (iii) the Auditor-General's report on those statements”.

**ii. The Statistics Act No. 6 of 1999**

In terms of section 2 (e) (ii) of the Statistics Act No. 6 of 1999, for the advancement of planning, production, analysis, documentation, storage, dissemination and use of official and other statistics by providing for liaison with international and regional organisation that make recommendations about the standardisation, classification, collection, processing, analysis and dissemination of statistics.

Section 14 (6) states that the Statistician-General may advise any organ of state regarding the application of appropriate quality criteria and standards, classifications and procedures for statistics- (a) to improve the quality of statistics; (b) to enhance the comparability of statistics; (c) to minimise unnecessary overlapping or duplication with the collection or publication of statistics in that organ of state or by other organs of state.

This policy creates a framework for the Department to comply with this obligation in a more organised and effective manner, through improved procedures for ensuring the accuracy and proper presentation of education and training statistics.

**iii. The Promotion of Access to Information Act No. 2 of 2000**

The Promotion of Access to Information Act No. 2 of 2000 gives effect to the constitutional right of access to data and information held by the State that is required for the exercise or protection of any rights. It provides a framework for requesting such data and information. The Act aims to foster a culture of transparency and accountability in public and private bodies, and to actively promote a society in which the people of South Africa have effective access to information to enable them to exercise and protect all of their rights more fully. While the Promotion of Access to Information Act deals mainly with access to individual records, this policy deals mainly with access to data and statistics as a whole. Moreover, whereas the Act focuses mainly on action to be taken by the State in response to requests for information, this policy focuses to a large degree on the pro-active steps that the Department, the PSETIs and DHET entities must take in order to ensure wide access to data, which will reduce the need for individual requests. This policy directly complements the Promotion of Access to Information Act, by specifying the level of the education system at which specific information is made available.

**iv. The National Qualifications Framework Act No. 67 of 2008**

Section 27 (J) (i) and (ii) of the National Qualifications Framework Act No. 67 of 2008 stipulates that all Quality Councils (QCs) must maintain a database of learner achievements and related matters. The NQF Act further states that QCs should submit such data to the SAQA for recording on the National Learners' Records Database contemplated in section 13(1)(l) of the NQF Act. Through the PSET Information Policy, the PSETIs will be able to establish and maintain the required data by the QCs.

**v. The Higher Education Act No. 101 of 1997**

In terms of the Higher Education Act No. 101 of 1997, section 3(1) and (2), the Minister must determine policy on higher education after consulting the Council on Higher Education (CHE), publish such policy in the Gazette and table it in Parliament. Section 6 of the Higher Education Act provides that every national and provincial department of state, every publicly funded science, research and professional council and every Higher Education Institution (HEI) must provide the CHE with such information as the CHE may reasonably require for the performance of its functions in terms of the Higher Education Act.

**vi. The Continuing Education and Training Act No. 16 of 2006**

Section 41G (3) of the Continuing Education and Training Act No. 16 of 2006 provides that the Department shall undertake the monitoring and evaluation contemplated in subsection (1) by analysis of data gathered by means of continuing education and training management information systems, or by other suitable means. According to section 45 (1) and (2) of the Continuing Education and Training Act No.16 of 2006, the colleges must make information available for inspection by any person in so far as such information is required for the exercise and protection of the rights of such person. Every college must provide such information about the college as required by the Director-General.

**vii. The Skills Development Act No. 97 of 1998**

The Skills Development Act No. 97 of 1998, section 22 (2) (a) and section 22 (2) (c) provides that the functions of the Department in terms of this Act are to research and analyse the labour market in order to determine skills development needs for South Africa as a whole, each sector of the economy, and organs of state and to provide information on skills to the Minister, the National Skills Authority, SETAs, education and skills development providers, organs of the state, the skills development forums in each province, the Quality Council for Trades and Occupations (QCTO) and any other interested party.

**viii. The Protection of Personal Information Act No. 4 of 2013**

The Department's aim is also to protect the personal information of all students and staff of its institutions who may be affected by the collection and publication of its information and statistics. This policy is underpinned by the conditions on security measures on integrity and confidentiality of personal information as stated under sections 19 to 20 and 54 of the Protection of Personal Information Act (POPIA), 2013, inter alia that:

19 (1) A responsible party must secure the integrity and confidentiality of personal information in its possession or under its control by taking appropriate, reasonable technical and organisational measures to prevent — (a) loss of, damage to or unauthorised destruction of personal information; and (b) unlawful access to or processing of personal information.

(2) In order to give effect to sub-section (1), the responsible party must take reasonable measures to — (a) identify all reasonably foreseeable internal and external risks to personal information in its possession or under its control; (b) establish and maintain appropriate safeguards against the risks identified; (c) regularly verify that the safeguards are effectively implemented; and (d) ensure that the safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards.

(3) The responsible party must have due regard to generally accepted information security practices and procedures that may apply to it generally or be required in terms of specific industry or professional rules and regulations.

Regarding information processed by an operator or person acting under authority.

(20) An operator or anyone processing personal information on behalf of a responsible party or an operator, must — (a) process such information only with the knowledge or authorisation of the responsible party; and (b) treat personal information that comes to their knowledge as confidential and must not disclose it, unless required by law or in the course of the proper performance of their duties.

Any official or data manager must both during and after his/her term of office or of employment treat as confidential the personal information that comes to his knowledge in the course of the performance of his or her official duties, except if the communication of such information is required by law or in the proper performance of his or her duties.

**ix. White Paper for Post-School Education and Training, 2013**

It is indicated in the White Paper for Post-School Education and Training (2013) that in order to build an efficient fit between the education and training system and the needs of the economy, a reliable and comprehensive system of data collection, storage and analysis is essential. The White Paper recognises that the current system is fragmented; and that over time a single, integrated management information system consisting of institutional and labour market data will be put in place.

The PSET information policy is therefore intended to provide guidelines and underlying principles to the development of an integrated Higher Education and Training Management information System (HETMIS<sup>2</sup>) to supply skills provisioning data of the country.

**1.6 Policy development process**

The following organisations were consulted during the process of developing this policy:

- i. CHE;
- ii. The National Skills Authority (NSA);
- iii. SETAs;
- iv. Public Higher Education Institutions;
- v. TVET colleges;
- vi. Private colleges;
- vii. Private Higher Education Institutions;
- viii. CET colleges;
- ix. The Department's Higher Education and Training Information Standards Committee, which includes representatives from:
  - a. The Department of Basic Education (DBE);
  - b. Statistics South Africa (Stats SA);
  - c. The Department of Public Service and Administration (DPSA);
  - d. The State Information Technology Agency (SITA);
  - e. The Quality Councils (QCs);
  - f. The South African Qualifications Authority (SAQA);

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<sup>2</sup> Once complete, the HETMIS will have the following feeder MIS: HEMIS, TVETMIS, SETMIS, CETMIS and PCETMIS.

- g. Universities South Africa (USAf); and
- h. The Department of Science and Technology (DST).

Feedback from the above fora and organisations was received and effected in the policy.

### **1.7 Scope and applicability**

This policy applies to all data that is generated, collected, collated, processed, coordinated, integrated, analysed, derived, assembled and disseminated by the Department, all PSETIs that are established by and/or registered with the Department in terms of applicable legislation (namely public and private HEIs, public and private colleges, private Skills Development Providers, DHET entities, SETAs, National Artisans Moderation Body and the National Skills Fund).

### **1.8 Preventative measures**

The Department has developed and implemented a Data Confidentiality Standard (2018), in order to control access to databases and to ensure the security of personal information that the Department collects, processes, quality assures, analyses and disseminates.

The standard outlines measures put in place by the Department to protect personal information, and stipulates the process that the Department must follow in the event of breach of confidentiality.

The standard also sets out the conditions under which personal information could be shared with third parties. Confidentiality declaration forms are signed by Departmental staff as well as external organisations and entities of the Department who might have access to personal information data and information systems of the Department. This is a preventative measure taken by the Department to ensure that everyone who has access to personal information data understands the measures they have to put in place to ensure that there is no breach of data confidentiality.

## **1.9 Compliance and enforcement**

Compliance with this policy will be enforced in line with the legislative prescripts and any other relevant laws of the Republic of South Africa. Any breaches of this policy will be dealt with in the following ways:

- i. The HETIS officer will provide the Director-General with a written report accompanied by advice regarding the unlawful release of personal information data from the information systems of the Department;
- ii. The Director-General of the Department will issue a warning to any official implicated in the leakage of personal information, and may charge such an official in terms of the POPIA, 2013, where applicable;
- iii. Where there are reasonable grounds to believe that personal information of a data subject has been accessed or acquired by any unauthorised person, a notice will be published through the departmental website as stipulated in section 22 (4)(c) of POPIA, 2013;
- iv. In determining what level of enforcement action is appropriate, the Director-General must exercise discretion and professional judgement according to the circumstances found;
- v. A prohibition notice can be served when the Director-General is of the opinion that there is a risk of further damage in connection with personal information associated with a particular work activity or process;
- vi. A final notice can be served when the Director-General is of the opinion that there is a breach of the law that needs to be remedied within a certain period of time;
- vii. Failure to comply with either type of notice is a criminal offence and can result in prosecution;
- viii. Both prosecution and, where appropriate, cautions, are important ways to hold those responsible to account for breaches of the law. Where it is appropriate to do so in accordance with this policy, these measures can be taken in addition to issuing a final notice or prohibition notice; and
- ix. Further information on methods of enforcement and their application can be found in the Data Confidentiality Standard, 2018<sup>3</sup>.

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<sup>3</sup> DHET 011: Data Confidentiality Standard, 2018, Department of Higher Education and Training, Pretoria.

## **2. KEY PRINCIPLES**

The key principles on which the PSET information policy is built are as follows:

### **i. Accessibility**

*Accessibility* refers to the ease with which data and statistics can be accessed by users, especially the format and medium through which they can be accessed. The Department, together with DHET entities and PSETIs, will ensure that data is presented in a clear and understandable format, released in a suitable and convenient manner, and made available and accessible on the departmental website with supporting metadata.

### **ii. Accuracy**

*Accuracy* refers to the degree to which the data generated in the PSET sector correctly describes the phenomenon it was designed to measure. This is an important component of quality, which has clear implications for how useful and meaningful the data will be for interpretation or further analysis. The Department, together with DHET entities and PSETIs, will undertake appropriate and comprehensive quality assurance processes at all levels of the system to ensure that the data available on the PSET sector is accurate. The Department will establish standards to facilitate quality assurance processes at all levels of the PSET sector.

### **iii. Credibility**

Credibility refers to trustworthiness of the source of data. The Department will set minimum standards for data quality (in line with the South African Statistical Quality Framework (SASQAF) and will reject data that does not meet those standards. Each PSET institution and DHET entity is expected to ensure that the data it submits to the Department and disseminates through its own media is credible.

### **iv. Protection of personal information**

The Department, together with DHET entities and PSETIs, will ensure the protection of personal information. The dissemination of data will be undertaken in accordance with the principles of confidentiality as set out in the POPIA, 2013.

### **v. Data utilisation**

The Department, together with DHET entities and PSETIs, commits to intensifying the use of information and statistics by all stakeholders, in particular policymakers, planners at all levels of the PSET sector, budget managers, programme managers, researchers and the public in general, national government, regional and local government structures, employers etc.

**vi. Effective coordination**

The Department will establish mechanisms to ensure adequate and appropriate coordination internally, as well as with PSET institutions, DHET entities and other government departments. Coordination will take place, in the main, through the adoption of common concepts, standards, procedures and formats pertaining to statistics in the PSET sector, as well as through the establishment of an integrated information system and the dissemination of data through wide-ranging mechanisms, including a common web platform.

**vii. Flexibility of the information system**

*Flexibility* of the information system refers to the ability to adapt to changes based on the needs, operation and management of the Department. The Department, together with the PSET institutions and DHET entities, will facilitate and promote flexibility of the information systems in order to accommodate changes in the PSET sector, user friendliness and ease of navigation of the system.

**viii. Relevance**

The *relevance* of statistical information reflects the degree to which it meets the needs of the users. Relevance will be assessed through consultation with internal and external stakeholders. Issues relevant to this principle are the scope and coverage, classifications and statistical standards, reference period, and concepts measured.

**ix. Reliability**

*Reliability* refers to the ability of a system to function under stated conditions for a specified period of time. Reliability may be measured in terms of the quality of data and the ability to handle exceptions. The HETMIS will be designed in a way that ensures reliability of the data, which can be confirmed from the source.

**x. Standardisation**

The Department will ensure the standardisation of the data acquired from the PSET institutions and DHET entities to enable comparability across the PSET sectors.

**xi. Timeliness**

The *timeliness* of statistical information refers to the delay between the reference point (or the end of the reference period) to which the information pertains, and the date on which the information becomes available. Data will be released in a timely manner, taking into account data audits to be undertaken by PSET institutions and the DHET entities. When considered useful, preliminary results of acceptable quality may be released.

**xii. Transparency**

The manner in which data in the HETMIS is acquired will be made transparent through the publication of system specifications on the departmental website. Wide consultation will take place on such specifications with the PSET sectors to which they apply.

**3. ROLES AND RESPONSIBILITIES**

**3.1 Department of Higher Education and Training**

**i. Obligation to respond pro-actively to the Promotion of Access to Information Act No. 2 of 2000**

In terms of the Promotion of Access to Information Act No. 2 of 2000, the Department has an obligation to provide information to a variety of stakeholders. To comply effectively with this obligation, the Department must ensure that the available media for disseminating data and statistics are made clear to the public. Moreover, the Department must be pro-active in satisfying the information needs of the public by distributing commonly requested information to stakeholders. Such a pro-active approach can reduce the need to respond to individual requests, and can ensure that the disadvantaged communities, which may normally not make formal data requests in terms of the Act, are empowered with the information they need.

**ii. Minimum information to the public**

The Department must make at least the following publicly available: (i) list of basic information on PSETIs, (ii) data on state-funded programmes and learning opportunities, and (iii) annual statistics reports. Additional data available in HETMIS will be made available to all stakeholders in accordance with the Data Dissemination Standard<sup>4</sup>.

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<sup>4</sup> DHET: Data Dissemination Standard, 2018, Department of Higher Education and Training, Pretoria.

**iii. Information to the public for research purposes**

Data requested by researchers will be made available in accordance with the Data Dissemination Standard, while ensuring that the dissemination of the data does not breach the appropriate rules on confidentiality as stipulated in section 17 of the Statistics Act (No. 6 of 1999); as well as condition 7 of chapter 3 of the POPIA No. 4 of 2013.

**iv. Special requests for data from PSETIs and DHET entities**

The Department may make special requests for additional data from PSETIs and DHET entities, for specific data not collected in the regular cycles of submissions of data to the Department. In making special requests, the Department must supply clear specifications for the request, and reasonable timeframes relative to the nature of the request. The Department will specify the reason for the special request.

**v. Reporting on analysed data to PSETIs and DHET entities**

The Department will make available fact sheets and information briefs on analysed data to PSETIs and DHET entities through a range of reporting mechanisms. These reports are expected to improve utilisation of data at all levels of the system.

**vi. Definition of terms**

In order to facilitate the collection of accurate and comparable data from PSETIs and DHET entities, the Department will ensure that all data collection systems and tools include clear and precise definitions of terms used in order to prevent ambiguities and misinterpretations. These definitions and classifications must conform to existing and new approved standards in this regard.

**vii. Publication of statistics on PSET**

The Department undertakes to publish a report on *Statistics on PSET in South Africa* on an annual basis. The report will include data pertaining to student enrolment, student performance, staffing levels at PSETIs, as well as statistics relating to Workplace-Based Learning and key funding in the PSET sector.

**viii. Warehousing of PSET data**

The Department undertakes to store both current and historical data on PSET safely in accordance with the archiving standard of the Department.

**ix. Ongoing capacity development**

The Department will ensure that data managers are capacitated with the skills and knowledge for the effective management of the information systems that are developed.

**3.2 PSET Institutions and DHET entities**

- i. PSETIs and DHET entities are expected to provide data to the Department in line with the applicable legislation referred to in section 1.5 of this policy;
- ii. It is the duty of all heads of PSETIs and principals and/or chief executive officers (CEOs) of DHET entities to ensure that education data requirements are completed accurately, in the knowledge that the deliberate distortion of data constitutes fraud;
- iii. PSETIs and DHET entities are expected to provide data to the Department in line with the data submission schedules communicated by the Department;
- iv. All PSETIs and DHET entities should appoint a data manager;
- v. PSETIs and DHET entities should ensure the accuracy of data submitted to the Department, through adequate and appropriate quality assurance mechanisms; and
- vi. PSETIs and DHET entities must respond to data queries made by the Department.

**3.3 Departmental HETIS officer**

The Director-General of the Department must designate a departmental HETIS officer, whose basic functions will be to:

- i. Act as the only departmental official, apart from the Director-General of the Department, with the authority to approve a data collection system;
- ii. Exchange preliminary/provisional data and statistics with other government departments/DHET entities, which should to be referred to as estimates. However, only data and statistics that have been certified as a true record may be used in final statistics reports and in final decisions;
- iii. Analyse, report on and make continual recommendations for improvements to the electronic and non-electronic PSETI information systems, so that the system can contribute to the objectives outlined in this policy;

- iv. Ensure that statistics and data released according to section 3.1 (iii) of this policy comply with standards for accuracy and presentation;
- v. Act as the only departmental official, apart from the Director-General of the Department, with the authority to classify statistics and data of the Department as national and as a true record of statistics on PSET, in accordance with section 14 of the Statistics Act No. 6 of 1999. As stated in section 14(7) (a) (ii) of the Statistics Act No. 6 of 1999, the Statistician-General may designate as official statistics any statistics or class of statistics produced from statistical collections by other organs of state, after consultation with the head of the organ of state concerned;
- vi. Coordinate the generation of PSET statistics through, among others:
  - a. the development of common definitions of terms used in relation to statistics of the PSET sector;
  - b. the development of metadata for the different PSET sectors;
  - c. the establishment of structures that facilitate data coordination within the PSET system;
  - d. the establishment of mechanisms to ensure that there is no duplication of data collection within the PSET sectors;
  - e. the facilitation of capacity development on statistics among all data managers; and
  - f. the development of standards that facilitate coordination and promote data quality.
- vii. Provide statistical data to regional and international organisations such as the Southern African Development Community and the UNESCO Institute of Statistics, as required in terms of existing treaties;
- viii. Establish information standards and monitor compliance;
- ix. Promote standardisation of data to be provided by PSETIs and DHET entities to the Department; and
- x. Establish and maintain data forums with institutional/organisational data managers with support from relevant data managers in the Department.

### **3.4 Departmental data managers**

- i. Identify data requirements in consultation with relevant stakeholders;
- ii. Design and plan education and training data collection systems in accordance with prescribed standards;
- iii. Manage data capturing processes, both manual and automated;
- iv. Ensure that the data produced is accurate and of a high quality, among others through appropriate quality assurance and data verification interventions;
- v. Develop standard operating procedures and other tools and guidelines in order to facilitate the production of good quality data;
- vi. Work with the data managers in the PSETIs and/or DHET entities to improve the effectiveness and efficiency of data collection;
- vii. Submit data to the departmental HETIS officer in accordance with the required standards;
- viii. Deal with data requests from stakeholders;
- ix. Archive key historical data in accordance with information standards, where applicable;
- x. Facilitate training for data managers in the PSETIs and DHET entities and develop a community of practice on data issues; and
- xi. Support the HETIS officer with establishment and operationalisation of data forums with institutional/organisational data managers.

### **3.5 PSETIs and DHET entities' data managers**

- i. Heads of institutions and principals and/or CEOs of DHET entities must designate a data manager(s) or any appropriate official to liaise with the Department on any matters regarding data. The data managers must collaborate with one another and the departmental HETIS officer in the furtherance of the HETMIS and to improve the efficiency and value of statistical data collections;
- ii. The designated data managers or appropriate designated officials or the heads of PSETIs and principals and/or CEOs of DHET entities must submit/upload requested

data to the departmental HETIS officer through the relevant departmental data manager. Data managers of PSETIs and DHET entities must state formally any conditions regarding the data and/or information provided. Formal exchange of data and statistics between the PSETIs and DHET entities may occur, even if it is for preliminary analysis and reporting only; and

- iii. Respond to special data requests by the Department after obtaining approval from the heads of PSETIs or DHET entities.

#### **4. POST-SCHOOL EDUCATION AND TRAINING INFORMATION STANDARDS**

The Minister of Higher Education, Science and Technology has the power to determine the standards referred to in paragraph 4.1 below in so far as they affect the PSETIs and DHET entities referred to in legislation contemplated in item 1.7 of the Schedule of the Presidential Proclamation No. 44, published in Government Gazette No. 32367 of 1 July 2009. "The administration and the powers and functions entrusted by the legislation, mentioned in table 1.7 is transferred to a Cabinet Member Minister of Higher Education, Science and Technology, immediately before the President assumed office on 9 May 2009."

Processes used to arrive at information standards must reflect the complexity of the information systems environment itself, and of a system of PSETIs and DHET entities with varying degrees of autonomy. Processes should strike a balance between the urgent need for standards to be generated, the constitutional rights of the PSETIs and DHET entities and the need for consultation. Moreover, processes should be sensitive to the reality that some PSETIs and DHET entities have, for historical reasons, not been in a position to invest as much in information systems as others. In this regard, it must be ensured that processes empower the historically disadvantaged, by ensuring that building capacity accompanies system development, while at the same time valuable lessons gained from systems where considerable investment has taken place are made to benefit the country as a whole.

#### 4.1 Types of standards

For the purposes of this policy, different types of information standards will be identified and developed concerning the statistical value chain, including operational standards in accordance with the SASQAF, second edition, 2010. The following are some of the information standards required, but do not constitute an exhaustive list:

- i. **Descriptors and definitions of education and training terms.** Terminology and classifications used in the administration and planning of the education and training sector need to be uniform across the country. This terminology should be captured in the higher education and training sector data dictionary, which should also be a point of departure for specifying the inter-relationships between terms that systems designers require and the data field names that would correspond to particular terms. The existing standards should be integrated.
- ii. **Statistical tables.** Key statistical tables produced, for instance in annual statistical reports, must be standardised for the higher education and training sector planning to be possible. Standards in this regard should consider and incorporate official and emerging higher education and training indicators for South Africa and international organisations.
- iii. **Information publications.** In the interest of user-friendliness and comprehensiveness, it is important for certain information publications to be standardised across the Department, PSETIs, DHET entities and SETAs.
- iv. **Unique identifiers.** Identifiers that are unique to the higher education and training sector are required for a range of people and items, for example students, lecturers, skills, occupations, curriculum offerings and institutions. Standards governing the generation of such unique identifiers are required.
- v. **Data file layout.** Where different datasets exist that must be integrated, the standardisation of data files is essential. The key identifier(s) must be flagged, as this will show the inter-relationship between data files.
- vi. **Data coding.** Codes used to refer to attributes must be standardised for data integration to be possible.
- vii. **Data quality.** The processes of data capturing and cleaning by the Department, PSETIs and DHET entities must be governed by minimum quality standards to ensure that data accuracy is of an acceptable level.

- viii. **Platforms for systems.** Minimum standards must be set for hardware and software in so far as this is required for integration of systems and transfer of data.
- ix. **Performance of systems.** Certain aspects of the performance of systems should be standardised, in particular aspects relating to efficiency, timeliness, quality of data, the protection of privacy and the backing up of data.
- x. **Communication between systems.** Network protocols must be standardised for the secure and effective transfer of data between systems.
- xi. **Data archiving.** Minimum standards for the archiving of historical data are required to ensure that individual histories, as well as the history of the system as a whole, are available for future use.

#### **4.2 Post-School Education and Training Information Standards Committee**

- i. The Director-General of the Department must establish and appoint members to the Post-School Education and Training Information Standards Committee (PSETISC) to advise on the information standards generation process.
- ii. The functions of this committee are to:
  - a. Recommend research into the area of education and training information systems standards;
  - b. Recommend consultation on standards between key role players;
  - c. Receive and evaluate written inputs from role players, including members of the public;
  - d. Advise the Director-General on standards to be made official policy, after careful consideration of the options;
  - e. Be the custodians of the definitive and most recent set of approved information standards for the education system; and
  - f. Make standards widely known and available.
- iii. The PSETISC will consist of between 15 and 25 permanent members and will include representation from:
  - a. The DHET;
  - b. The National Student Financial Aid Scheme;

- c. Stats SA;
  - d. The DBE;
  - e. The DST;
  - f. The DPSA;
  - g. SITA;
  - h. The Human Science Research Council (HSRC);
  - i. The Council for Scientific and Industrial Research (CSIR)
  - j. The National Research Foundation (NRF)
  - k. The Department of Social Development;
  - l. The Department of Correctional Services;
  - m. The Department of Planning, Monitoring and Evaluation;
  - n. SAQA;
  - o. The Quality Councils:
    - i. Umalusi;
    - ii. CHE; and
    - iii. QCTO.
  - p. The South African Association for Institutional Research - Higher Education Management Information System Institute;
  - q. USAf;
  - r. Association of Private Providers of Education, Training and Development (APPETD);
  - s. The South African Private Higher Education (SAPHE); and
  - t. Any other relevant stakeholders.
- iv. The Director-General of the Department will appoint departmental officials to represent the Department in the PSETISC. Representation from the PSETIs, other government departments and DHET entities will be collective in nature, and individual members will represent interests of their constituents and sector as a whole and not the interests of their respective DHET entities or institutions. The PSETISC is not intended to be a fully representative body with decision-making powers. It is instead a specialist advisory body that makes recommendations to the

Director-General of the Department. Appointment to the PSETISC should be considered in this context.

- v. The Director-General of the Department must request nominations from the organisations listed in paragraph 4.2 (iii) of this policy in deciding the appointments to be made to the PSETISC. The Director-General of the Department must appoint a chairperson of the PSETISC. The chairperson will determine the frequency of meetings and meeting protocols in consultation with the Department. Only the Director-General of the Department may terminate membership of the PSETISC.
- vi. The PSETISC may co-opt members for limited periods in order to obtain certain expertise, for instance, expertise specific to a particular education sector, such as Community Education and Training.
- vii. The research recommended by the PSETISC must apply international best practice, local education priorities and trends in the information technology industry to influence the standards-generating process. Thorough and ongoing analysis of systems and censuses not directly controlled by the education department, but that may influence the development of post-school education information systems, must take place.
- viii. Regular and adequate consultation must occur between members of the PSETISC, but also between the PSETISC and other role players. Regular updates of current work must be submitted to the Director-General of the Department.
- ix. The PSETISC must attempt to make its work known to all potential role players, and must ensure that it is easy for role players to submit recommendations on information standards. The Committee must respond to every submission received within two months of the date of submission.
- x. In order to ensure that the necessary technical work is undertaken to prepare standards, the PSETISC will designate a technical working group as a sub-committee of the PSETISC. The technical working group will receive requests and proposals for standards, prepare the technical standards and present standards to the PSETISC for inputs and recommendation to the Director-General. The technical working group will report directly to the PSETISC. The HETIS officer must manage the technical working group.

- xi. In order to enable the participation of all stakeholders of the PSET sector in the process of generating standards, stakeholder information fora may be set up. In cases where stakeholder fora exist, the Department will cooperate with them. Each forum will serve a particular related set of institutions or DHET entities such as SETAs, public and private universities, TVET, CET and private colleges, QCs or similar bodies. The role of a stakeholder information forum is to request information standards from the technical working group of the Department or to suggest such standards. Stakeholder information fora must be approved by the standards committee and will report to the standards committee via the technical working group.
- xii. The standards generated by the PSETISC must be understandable, yet should adhere to conventions that are familiar to participants in the education and training related systems development industry, considering that these participants will constitute important beneficiaries of the documented standards.
- xiii. The standards generated must be documented in a format that makes the process of periodic revision clear and manageable. The format must, for example, make it clear when previously existing standards have been withdrawn or modified.
- xiv. When new standards have been generated that serve the interests of the PSET sector, the Minister must officially approve the standards concerned and publish such standards by way of a notice referring to the latest amended collection of all standards generated in terms of this policy, in a Government Gazette.
- xv. The PSETISC must ensure that the documented standards become as widely accessible as necessary. Copies of the documentation should be available on the departmental website.

## **5. EFFECTIVE DATE**

The PSET Information Policy will be effective as of the date of gazetting.

## **6. POLICY IMPLEMENTATION**

### **6.1 Advocacy, communication and dissemination plan**

- i. The policy will be presented to different fora in the Department;
- ii. The departmental data managers will be provided with hard copies of the policy as well as soft copies to disseminate to their relevant PSET institutions, entities and network stakeholders; and
- iii. The policy will be made available through the following channels:
  - a. A notice on the policy will be published in the Government Gazette;
  - b. The policy will be published on the departmental website ([www.dhet.gov.za](http://www.dhet.gov.za)) and on the intranet;
  - c. Communication on the policy will be sent to employees of the Department through an internal newsletter;
  - d. The policy will be made available in the departmental library; and
  - e. Hard copies of the policy will be made available during stakeholder meetings.

### **6.2 Implementation plan**

The HETIS officer of the Department must continuously monitor the implementation of the policy, and monitoring reports must be submitted to the Director-General of the Department by the end of each financial year. The Implementation plan of the policy is attached as **ANNEXURE A**.

## REFERENCES

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**ANNEXURE A: IMPLEMENTATION AND MONITORING PLAN OF THE POLICY**

As this is the replacement policy of the Higher Education and Training Information Policy, 2013, most of activities have been implemented. The baseline reflects what has been implemented to date.

ACTIVITIES	OUTPUT INDICATOR	BASELINE	RESPONSIBILITY	TIMEFRAMES
Approve and publish information standards and the policy through a notice in the Government Gazette.	Information Policy and Information standards published in the Government Gazette.	Information Policy and Information standards published in the Government Gazette	Minister	As required
Appoint chairperson of PSETISC.	Letter of appointment for the chairperson of PSETISC	A letter of appointment for the current chairperson is available.	Director-General	As required
Designate a departmental HETIS officer.	Letter of designation of the HETIS officer.	A letter of designation of the departmental HETIS officer is available.		As required
Approve and sign off the departmental statistics on PSET.	Signed off statistics reports.	2010 – 2017 statistics reports were signed off and published on the departmental website.		31 March of every year
Approve and sign off annual reports of the PSETISC.	Approved annual reports of the PSETISC.	None		31 March of every year

ACTIVITIES	OUTPUT INDICATOR	BASELINE	RESPONSIBILITY	TIMEFRAMES
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Ensure that data that is submitted to the Department are accurate and timely.	Signed off data.	2017 signed off data.	PSETIs and DHET entities data managers.	According to the agreed submission schedule between the Department and the PSETIs and DHET entities or as requested by the Department.
Collect data and upload/send electronic files to the relevant departmental data managers.	Data received from data managers of PSETIs and DHET entities.	2017 data.		
Provide lists of state-funded programmes and learning opportunities available in the institutions.	Lists of state-funded programmes and learning opportunities are published.	None.		
State formally any conditions of data before sending it to the departmental data managers.	Report of conditions of data.	None.		
Integrate submitted data and publish it on the departmental website in an agreed standardised format.	Integrated data available on the website.	None.	Departmental HETIS officer.	31 March of every year.
Chair the departmental Data Forum Committee	Minutes of the meetings	Minutes of 2010-2019 meetings.		Maximum of four meetings per financial year.

ACTIVITIES	OUTPUT INDICATOR	BASELINE	RESPONSIBILITY	TIMEFRAMES
Conduct quality assurance of requested data before disseminating to users and provide data sources with disseminated data.	Register of quality assured data.	None	Departmental HETIS officer and departmental data managers.	Ongoing
Develop statistics on PSET reports and publish these on the departmental website.	Statistics on PSET reports published on the departmental website.	2010 – 2017 statistics on PSET reports.		31 March of every year
Provide guidelines and procedures on how data and statistics are disseminated	Data Dissemination Standard	Data Dissemination Standard published in the Government Gazette in February 2018.		As required
Ensure that the disseminated data does not breach the appropriate rules on confidentiality as stipulated in the Statistics Act No. 6 of 1999.	Standard operating procedure on the processing of data requests.	Standard operating procedure on the processing of data requests.		SOP developed and amended as required
Ensure that all guidelines are available and used in data collection, processing, analysis and dissemination with regard to definitions and formats.	Standard operating procedure of data administration.	None		As required

ACTIVITIES	OUTPUT INDICATOR	BASELINE	RESPONSIBILITY	TIMEFRAMES
Ensure that there are procedures that prevent the release of information considered private or confidential in terms of the POPIA, 2013.	Data confidentiality standard	Data confidentiality standard approved in 2018		The standard will be reviewed when required.
Chair the PSETISC.	Minutes of meetings.	Minutes of 2010-2019 meetings available	Deputy Director-General: Planning, Policy and Strategy	Maximum of two meetings per financial year.
Approve and sign off monitoring reports on the implementation of the information policy and standards.	Approved and signed report.	None.		31 March of every year.
Provide approved surveys or master list to institutions requesting data.	Approved surveys and master list.	None.	Departmental data managers.	As required.
Provide data when requested, upon completion of a data request form as stipulated in the Data Dissemination Standard.	Logbook of data request provided.	Logbooks of data requests for the 2018/19 financial year.		31 March of every year.

Post-School Education and Training Information Policy, 2019

ACTIVITIES	OUTPUT INDICATOR	BASELINE	RESPONSIBILITY	TIMEFRAMES
Publish relevant list of all PSETIs that are established, declared and/or registered by the Minister on the departmental website.	List of all PSETIs.	2016 list of all PSETIs.	Departmental HETIS officer.	31 March of every year.
Designate data managers or appropriate officials to liaise with the Department on any matters related to data and information.	Contact details of designated data managers.	List of contact details of data managers.	Heads of PSETIs and principals and/or CEOs of the DHET entities.	31 March of every year.
Ensure that all data collection systems and tools include clear and precise definitions of terms used and classifications of data to prevent ambiguities and misinterpretations.	Dictionary of terms and concepts.	Department of Education dictionary published in 2009.	Departmental HETIS officer.	The current dictionary of terms and concepts will be finalised by December 2020 and reviewed once in every two years.
Ensure that the processes of data capturing and cleaning are governed by minimum quality standards to ensure that data accuracy is of an acceptable level.	Data quality standard.	Data quality standard published in the Government Gazette in 2012.		The standard has been completed and will be reviewed when required.
Establish the departmental Data Forum consisting of all internal data managers of the Department.	Terms of reference and letters of appointment to participate in the departmental Data Forum.	Terms of reference and letters for existing members.		As required.

ACTIVITIES	OUTPUT INDICATOR	BASELINE	RESPONSIBILITY	TIMEFRAMES
Recommend research into the area of education and training information systems standards.	Recommended research as it appears in the minutes of the meetings.	None.	PSET Information Standards Committee.	As required.
Recommend consultation on standards between key role players.	Recommended consultation as it appears in the minutes of the meetings.	None.		As required.
Receive and evaluate written inputs from role players.	Committee inputs as recorded in the minutes of the meetings.	None.		As requested.
Advise the Director-General on standards to be made official policy, after careful consideration of the options.	Director-General approved submission.	Director-General submission for standards to be published in the Government Gazette.		As required.
Be the custodians of the definitive and most recent set of approved information standards for the education system.	Register of approved information standards.	None.		As required.
Disseminate standards across various platforms.	Standards published on the departmental website.	Existing standards published on the departmental website.		As required.
Receive requests and proposals for the development of information standards.	Proposals.	None.		As requested

ACTIVITIES	OUTPUT INDICATOR	BASELINE	RESPONSIBILITY	TIMEFRAMES
Designate Technical Working Group as a sub-committee of the PSETISC.	Terms of reference and appointment letters for the working group.	Working group for dictionary of terms and concepts.	Information Standards Technical Working Group.	As required.
Present information standards to the PSETISC for recommendation to the Director-General.	Presentations as these appear in the minutes of meetings.	2010 – 2019 presentations of different standards as these appear in the minutes of the meeting.	Departmental HETIS officer.	As required.