

DEPARTMENT OF HIGHER EDUCATION AND TRAINING INFORMATION STANDARD

DHET 003

**STANDARD FOR THE PUBLICATION OF THE MASTER LIST OF EDUCATION
INSTITUTIONS IN THE POST-SCHOOL SECTOR**

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**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Information Systems Management
Department of Higher Education and Training
Private Bag X174
0001 PRETORIA

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

GENERAL NOTICES • ALGEMENE KENNISGEWINGS

DEPARTMENT OF HIGHER EDUCATION AND TRAINING**NOTICE 1217 OF 2022****STANDARD FOR THE PUBLICATION OF THE MASTER LIST OF EDUCATION
INSTITUTIONS IN THE POST-SCHOOL SECTOR, 2022**

I, Bonginkosi Emmanuel Nzimande, Minister of Higher Education, Science and Innovation, in terms of Section 15 of the Interpretation Act, 1957 (Act No. 33 of 1957) read with the Continuing Education and Training Act, 2006 (Act No. 16 of 2006), Higher Education Act, 1997 (Act No. 101 of 1997), National Qualifications Framework, 2008 (Act No. 67 of 2008) and the Skills Development Act, 1988 (Act No. 97 of 1988) hereby publish the Standard for the publication of the Master List of Education Institutions in the Post-School sector of the Department of Higher Education and Training. The Standard is available on the Departmental website through the following link: <http://www.dhet.gov.za/SitePages/HRDPlanningNew.aspx>



Dr BE Nzimande, MP

Minister of Higher Education, Science and Innovation

Date: 22/07/2022

Table of Contents	Page
1. Acronyms	3
2. Background	4
3. Purpose and Applicability	4
4. Establishment of the master list	4
5. Compliance requirements	5
6. Technical specification of data elements	6
7. Geographic Information Fields	9
8. Qualification types offered by the institutions	10
9. Frequency of publication.....	10
10. Fields that may not be published	10
Table 1: Appendix – Code List.....	12
Table 2: Legal status of an institution	14
Table 3: Education Institutions sub-sectors	14
Table 4: Funding type.....	14
Table 5: Qualification types	15

1. Acronyms

CET	Community Education and Training
EMIS	Education Management Information System
GPS	Global Positioning System
HE	Higher Education
HETIS	Higher Education and Training Information System
POPIA	Protection of Personal Information Act
PSET	Post-School Education and Training
PSETIs	Post-School Education and Training Institutions
SANS	South African National Standard
TVET	Technical and Vocational Educational and Training

2. Background

2.1 The Standard for the Publication of the Master List of Education Institutions in the PSET sector is developed in accordance with section 3.1 (ii) of the Post-School Education and Training Information Policy, 2019, which stipulates that the Department of Higher Education and Training (the Department) must make at least the following publicly available: (i) list of basic information on Post-School Education and Training Institutions (PSETIs); (ii) data on state-funded programmes and learning opportunities; and (iii) annual statistics reports.

2.2 The information to be published includes PSETIs that the Department has oversight on namely; public Higher Education Institutions (HEIs), registered private HEIs, Technical and Vocational Education and Training (TVET) colleges; Community Education and Training (CET) colleges and registered private colleges.

2.3 Information on the list of Trade Test Centres is also covered in this standard.

3. Purpose and Applicability

3.1 The purpose of this standard is to ensure that a central, national standardised master list of all PSETIs is made available to the public, in order to provide all stakeholders with access to a list of established and registered public and private institutions.

3.2 Data elements to be published by the Department and the time frames for the publication of the master list of education institutions are specified in this standard.

3.3 This standard is only applicable to the Department, not its institutions or entities.

4. Establishment of the master list

4.1 The Higher Education and Training Information System (HETIS)¹ officer of the Department must:

- a) Establish and maintain a national master list of all established public education and training institutions in the Post-School Education and Training (PSET) sector, in accordance with the requirements in paragraph 5 of this standard;
- b) Establish and maintain a national master list of all private registered education and training institutions in the PSET sector, in accordance with the requirements in paragraph 9 of this standard;

¹In terms of the Post-School Education and Training Information Policy (PSETIP) of the Department of Higher Education and Training, the “HETIS officer” is an official in the head office of the Department, appointed with certain responsibilities regarding Post-School Education and Training statistics in terms of the PSETIP.

- c) Ensure that all elements in the master list are in accordance with the technical requirements of this standard;
- d) Monitor the accuracy of the information in the master list;
- e) Inform the data managers of inaccurate and/or incomplete records in the national master list in order to ensure that the list is updated and correctly maintained;
- f) Publish the national master list for each sub-sector in accordance with paragraph 9 of this standard; and
- g) Maintain an archive all published master lists.

5. Compliance requirements

5.1 Completeness of the master list

- a) Each public and registered private education and training institution in the PSET sector must be included in the master list; and
- b) The master list must be published for both open and closed institutions.

5.2 Maintenance of the master list

- i) The HETIS officer must designate officials to be responsible for establishing and maintaining the national master list for each sub-sector, in accordance with the requirements of this standard;
- ii) The HETIS officer or designated officials must create a new record on the master list for each new institution in accordance with the technical requirements of this standard;
- iii) The HETIS officer or designated officials must allocate a unique number to each new institution, and this number must be recorded on the master list. CET and private colleges are currently using an EMIS number as a unique identifier for the two sub-sectors, while TVET colleges have stopped using EMIS numbers since 2016, and a provider code is used as a unique identifier/primary key;
- iv) All new institutions must be notified of their relevant national EMIS number/any unique identifier used for the institution;
- v) No record may be deleted or removed from the master list;
- vi) Institutions must be marked as closed on the master list for institutions that are no longer operating;
- vii) All changes to records on the master list must be verifiable via an audit trail (either electronic or paper-based); and

viii) The HETIS officer or designated officials must establish and maintain a change management process for the updating of the master list for each sub-sector.

5.3 Sub-sectors of the master list

- a) A master list of institutions will be published for each of the following sub-sectors of the PSET sector:
 - i) Public Higher Education Institutions;
 - ii) Registered Private Higher Education Institutions;
 - iii) Technical and Vocational Education and Training colleges;
 - iv) Registered private colleges;
 - v) Community Education and Training Colleges; and
 - vi) Registered Trade Test Centres.

6. Technical specification of data elements

The following technical specifications for the data fields/elements in the national master list must be applied:

6.1 Structure of the master list for publication

- a) The data elements of the master list should be grouped according to theme or function;
- b) The published national master list must contain only the fields indicated in this standard. Additional fields may be maintained for the use of the Department; and
- c) Only the national HETIS officer of the Department can add additional field(s) to the published master list.

6.2 Data fields to be published in the master list

The fields listed below must be maintained for each educational institution. This is the minimum list of fields to be published.

- a) Primary unique identifier which differs from one sub-sector to another.
 - i) The national EMIS number/provider code/registration/trade centre numbers are the primary key and index fields for all records in the master list;

- ii) The EMIS number/provider code/registration/trade centre number must not be duplicated;
 - iii) All systems, databases and datasets must use the national EMIS number/provider code/registration/trade centre number to identify an institution or a centre; and
 - iv) Each national EMIS number/provider code/registration/centre number allocated to an institution or centre is permanent and cannot be changed, deleted or reused at any stage.
 - v) All national EMIS numbers/provider codes/registration/trade centre numbers must conform to the requirements in accordance with the code list provided in **Table 1 of the Appendix.**
- b) Official Name of Institution or Centre
- i) The full official name of the institution or centre in accordance with the registration or establishment documents of the institution must be captured; and
 - ii) The official name must be written out in full and no abbreviations may be used.
- c) Legal Status of the Institution or Centre
- i) The national HETIS officer must complete the current legal status of each institution or centre. The status must be captured in accordance with the requirements of the code list provided in **Table 2 of the Appendix.**
- d) Institution Closure Date
- i) This denotes the legal closure date of the institution (if relevant); and
 - ii) The date must be in the format yyyy/mm/dd.
- e) PSET Sub-sector
- i) Denotes the sub-sector to which an institution belongs to; and
 - ii) The sub-sector must be captured in accordance with the requirements of the code list provided in **Table 3 of the Appendix.**
- f) Institution Funding Type
- i) Denotes the funding sector to which an institution belongs; and

- ii) The status must be captured in accordance with the requirements of the code list provided in **Table 4 of the Appendix**.
- g) Owner of the Building (**this field is maintained but not published on the website**).
 - i) Denotes the owner of the building upon which the institution is situated.
- h) Owner of the Land (**this field is maintained but not published on the website**).
 - i) Denotes the owner of the land on which the institution is situated.

The contact and address fields of each institution must be published as follows:

6.3 Physical Address Fields

The publication of the physical address fields of institutions must be in accordance with the South African National Standard (SANS 1883) as follows:

- a) Building (where applicable);
- b) Street Number (where applicable);
- c) Street Name (where applicable);
- d) Town/City; and
- e) Postal Code.

6.4 Postal Address Fields (if different from the physical address)

The publication of the postal address fields of institutions must be in accordance with the South African National Standard (SANS 1883) as follows:

- a) Post Office Box number;
- b) Private Bag Number;
- c) Town/City; and
- d) Postal Code.

6.5 Telephone Number

- a) Denotes the full ten digit telephone number of the institution, including area code; and
- b) Incomplete numbers may not be entered and no spaces should be left between the code and number.

6.6 Facsimile Number (where applicable)

- a) Denotes the full ten digit telefax number of the institution, including area code; and

- b) Incomplete numbers may not be entered and no spaces should be left between the code and number.

6.7 Website Address

- a) Denotes the full official website address or Universal Resource Locator (URL) of the institution.

6.8 Contact Name/Person

- a) Denotes the individual designated to liaise with the public.

6.9 Municipal District

- a) Denotes the metropolitan/local/district municipality the institution or centre falls under

6.10 Province

- a) Denotes the province the institution or centre falls under.

6.11 Programmes/qualification names offered

- a) Information on the programmes/qualification names offered at the institution is provided in this field.

7. Geographic Information Fields

The Global Positioning System (GPS) fields of each institution or centre must be collected and (where possible) published as follows:

7.1 GPS Latitude Coordinates

- a) Denotes the official GPS Latitude coordinates recorded for the institution or centre;
and
- b) The latitude is recorded as a negative number with a maximum of 6 decimal points.

7.2 GPS Longitude Coordinates

- a) Denotes the official GPS Longitude coordinates recorded for the institution or centre;
and
- b) The latitude is recorded as a positive number with a maximum of 6 decimal points.

7.3 GPS Altitude Coordinates

- a) Denotes the official GPS Altitude coordinates recorded for the institution.

8. Qualification types offered by the institutions

All qualification types offered by the institutions must be listed in accordance with the code list provided in **Table 5 of the Appendix**.

9. Frequency of publication

The sub-sector master lists must be published on the website of the Department of Higher Education and Training at the following intervals:

9.1 List of public Higher Education Institutions must be published in March of each year;

9.2 List of registered private Higher Education Institutions must be published monthly;

9.3 List of Community Education and Training Colleges must be published annually in March of each year;

9.4 List of Technical and Vocational Education and Training Colleges is published annually in March of each year;

9.5 List of private colleges must be published monthly; and

9.6 List of Trade Test Centres must be published monthly.

10. Fields that may not be published

10.1 In providing information to the public, the Department must ensure that procedures exist which prevent the release of information considered personal in terms of the Protection of Personal Information Act (Act No.4 of 2013).

10.2 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 acquired by the Department.

10.3 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 Protection of Personal Information Act, 2013, where applicable.

10.4 Information considered as personal such as names of lecturers, cell phone numbers and other similar personal information will not be published.

10.5 POPIA, 2013 refers to “**personal information**” as information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—

(a) information relating to race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health,

- well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- (b) information relating to the education or the medical, financial, criminal or employment history of the person;
 - (c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
 - (d) the biometric information of the person;
 - (e) the personal opinions, views or preferences of the person;
 - (f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
 - (g) the views or opinions of another individual about the person; and
 - (h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

Appendix: Code List

Table 1: PSET sub-sectors

i. Public Higher Education Institutions: Code which uniquely identifies each institution

Provider code	Description
H01 – H26	Names of public Higher Education Institutions

ii. Private Higher Institutions: Registration number which uniquely identifies each institution

Registration Number	Description
Yyyy/HE07/001 – yyyy/HE08/200	Names of private Higher Education Institutions

iii. TVET colleges: A provider code is used to uniquely identify each college/campus. National EMIS numbers were previously used prior to the implementation of the Technical and Vocational Education Management Information System (TVETMIS).

Provider code	Description
101 - 909	Names of Technical and Vocational Education and Training colleges

iv. CET colleges: The National EMIS number is a unique identifier allocated to each college/centre.

Code	Description
100000000 – 199999999	Western Cape EMIS numbers
200000000 – 299999999	Eastern Cape EMIS numbers
300000000 – 399999999	Northern Cape EMIS numbers
400000000 – 499999999	Free State EMIS numbers
500000000 – 599999999	KwaZulu-Natal EMIS numbers
600000000 – 699999999	North West EMIS numbers
700000000 – 799999999	Gauteng EMIS numbers
800000000 – 899999999	Mpumalanga EMIS numbers
900000000 – 999999999	Limpopo EMIS numbers

- v. Private Colleges: Registration and EMIS numbers which uniquely identifies each college. The registration numbers of private colleges have the following format:

Registration Number	Description
Yyyy/FE07/001 – yyyy/FE08/200	Names of private colleges

The National EMIS numbers for private colleges are allocated according to provinces as follows:

Code	Description
100000000 – 199999999	Western Cape EMIS numbers
200000000 – 299999999	Eastern Cape EMIS numbers
300000000 – 399999999	Northern Cape EMIS numbers
400000000 – 499999999	Free State EMIS numbers
500000000 – 599999999	KwaZulu-Natal EMIS numbers
600000000 – 699999999	North West EMIS numbers
700000000 – 799999999	Gauteng EMIS numbers
800000000 – 899999999	Mpumalanga EMIS numbers
900000000 – 999999999	Limpopo EMIS numbers

- vi. Trade Test Centres: Accreditation centre number which uniquely identifies each centre.

Centre Number	Description
AC000001NAMB - AC000300NAMB	Names of Trade Test Centres

Table 2: Legal status of an institution

Describes the legal status of an institution.

Table Name	Code	Description
<i>Ist_LegalStatus_of_Institution</i>	1	Not Yet Opened
	2	Formally Opened
	3	Formally Closed

Table 3: PSET sub-sectors

The different sub-sectors to which educational institutions belong.

Table Name	Code	Description
<i>Ist_EducationSubSector</i>	1	Community Education and Training Colleges (formerly called Adult Education and Training Centres)
	2	Private Colleges
	3	Technical and Vocational Education and Training (TVET) colleges (formerly called private Further Education and Training colleges)
	4	Public Higher Education Institutions
	5	Private Higher Education Institutions
	6	Trade Test Centres

Table 4: Institution funding type

The funding sector to which an institution belongs.

Table Name	Code	Description
<i>Ist_FundingSector</i>	1	Public/State
	2	Private

Table 5: Qualification types

The qualification types offered by institutions.

Table Name	Code	QUALIFICATION TYPES
<i>Ist_ QualificationType</i>	1	Postgraduate Degrees
	2	Postgraduate Diplomas
	3	Undergraduate Degrees
	4	Undergraduate Diplomas or Certificates
	5	National Diplomas
	6	National Certificates
	7	National Senior Certificate (Grade 12)
	8	Adult Education and Training Courses
	9	Skills programmes