

DEPARTMENT OF HIGHER EDUCATION AND TRAINING INFORMATION STANDARD

DHET 009

**STANDARD FOR THE PUBLICATION OF POST-SCHOOL EDUCATION AND TRAINING
STATISTICS REPORTS**

August 2023



**higher education
& training**

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REPUBLIC OF SOUTH AFRICA

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1. LIST OF ACRONYMS AND ABBREVIATIONS

CET	Community Education and Training
CEO	Chief Executive Officer
DHET	Department of Higher Education and Training (further referred to as the Department)
DG	Director-General
TVET	Technical and Vocational Education and Training
HEI	Higher Education Institution
HETIS	Higher Education and Training Information System
ISBN	International Standards Book Number
NSFAS	National Student Financial Aid Scheme
PSET	Post-School Education and Training
PSETI	Post-School Education and Training Institution
SETA	Sector Education and Training Authority
SAQA	South African Qualifications Authority

2. GLOSSARY

‘Community Learning Centre’ means a teaching and learning site that is recognised as discrete from a CET college head office.

‘DHET entities’ refers to those public entities listed in Part A (National Public Entities) of Schedule 3 for the Public Finance Management Act (PFMA) that report to the Minister of Higher Education and Training. These are Sector Education and Training Authorities (SETAs), Quality Councils (QCs), the South African Qualifications Authority (SAQA) and the National Student Financial Aid Scheme (NSFAS).

‘HETIS’ is the higher education and training information system including all processes, rules, standards, and responsibilities for information collection and management in the post-school sector.

‘HETIS officer’ means an official charged with certain responsibilities regarding post-school education and training information in terms of the Post-School Education and Training Information Policy of 2019.

‘National data and statistics’ means data and statistics used in the public domain that are sustainable but have not been designated as official by the Statistician-General as contemplated by the Statistics Act, 1999 (Act 6 of 1999).

‘Post-school’ refers to all education for people who have left school, as well as for those adults who have never been to school but require education opportunities.

‘Post-School Education and Training Institutions’ refers to education and training institutions that include universities, national institutes of higher education and private higher education institutions, technical and vocational education and training colleges, private colleges, community education and training colleges, and skills development providers. These are established, declared or registered by any law assigned to the Minister of Higher Education, Science and Innovation.

‘Post-school education and training (PSET) sector’ refers to a sector that comprises all education and training provisions for those who have completed school, those who did not complete their schooling, and those who never attended school.

3. BACKGROUND

- 3.1 The Department of Higher Education and Training (the Department) publishes statistical data in several reports in accordance with the Dissemination Standard and the Post-School Education and Training Information Policy (PSETIP). The reports include data pertaining to student enrolment, student performance, and staffing levels at Post-School Education and Training Institutions (PSETIs), as well as statistics relating to Workplace-Based Learning and key funding in the PSET sector.
- 3.2 The Department has developed a standard for the publication of post-school education and training statistical reports to establish a consistent and transparent guidelines for presenting statistical information in a clear and comprehensive manner.
- 3.3 The sections that follow describe the purpose of the standard, its scope and applicability, as well as the areas that must be covered when generating a publication.

4. PURPOSE OF THE STANDARD

- 4.1 The purpose of this standard is to outline requirements for the publication of statistical reports on the Post-School Education and Training (PSET) sector in order to ensure the quality of such publications.

5. SCOPE AND APPLICABILITY

- 5.1 This standard is applicable to statistical reports published by the Department.

6. APPROVAL OF POST-SCHOOL EDUCATION AND TRAINING STATISTICS AND PUBLICATIONS

- 6.1 All PSET statistical reports produced by the Department must be approved by the Director-General.

7. COVER PAGE

- 7.1 The cover page of a statistical publication must display the Department's branding colours, namely green, brown, orange and black and must include the logo of the relevant organisation.

- 7.2 The title of the report must reflect the year or the period over which the statistics are applicable.

8. COPYRIGHT

- 8.1 The Copyright section must include:

- 8.1.1 Name of the department in full – Department of Higher Education and Training
- 8.1.2 Contact details of the department, which covers the address, telephone and fax number as well as the website address (www.dhet.gov.za).
- 8.1.3 A copyright symbol, year and the name of the department as the copyright holder;
- 8.1.4 The disclaimers;
- 8.1.5 An International Standards Book Number (ISBN) and
- 8.1.6 Authority to use the contents with a statement of acknowledgement as the source of information.

9. FOREWORD

- 9.1 The foreword statement from the DG must be included. This statement provides background information regarding the report.

10. LIST OF ACRONYMS AND ABBREVIATIONS

- 10.1 A list of abbreviations and acronyms must be provided before the introduction of the report to ensure ease of reference.

11. TABLE OF CONTENTS

- 11.1 The table of contents must be included in all the reports. This must be written so as to help the reader to understand the organisation and the scope of the report.
- 11.2 A list of all figures and tables must be included after the table of contents pages.

12. SUMMARY OF FINDINGS

12.1 Statistical reports must have a summary of findings section which provides a snapshot of the information contained in the report.

13. TABLES

13.1 All tables must be numbered and have a title which describes the content of the table.

13.2 Sources and applicable notes must be provided at the bottom of each table.

13.3 The unit of measurement must be included in the table title, where applicable.

13.4 If data is not available for a particular cell, a dash (-) must be used.

13.5 If information is not applicable to a particular cell, (n.a) must be used.

14. FIGURES

14.1 All figures must be numbered and have informative titles.

14.2 Figure legends can be used to provide further explanation.

15. EXPLANATORY NOTES

15.1 This section contains information that supplements, clarifies and supports the content of the report and includes:

15.1.1 Introduction of the section;

15.1.2 scope of the education and training institutions and entities that provided data to the Department;

15.1.3 the methodology used to collect the data and any limitations that users must be aware of; and

15.1.4 response rates for each sector.

16. GLOSSARY

16.1 Glossary entries must be in alphabetical order.

17. CONTACT DETAILS

17.1 This section contains the contact details of respective data managers responsible for the management of Management Information Systems (MIS), or collection of data from different PSET sub-sectors.

18. ACKNOWLEDGEMENT

18.1 Acknowledgements of technical assistance that contributed to the development of a report must be included.

19. STYLISH

19.1 The style sheet is attached as **Appendix A**.

20. ARCHIVING

20.1 The post-school education and training statistics publications must have an International Standard Book Number (ISBN) before publication.

20.2 All PSET publications with ISBNs must be lodged with the relevant legal deposit libraries as prescribed by the Legal Deposit Act 54 of 1997.

20.3 An electronic version of all approved PSET publications, and where applicable, hard copies must be lodged with the Information Resource Centre for the Department's archives.

21. DISSEMINATION

21.1 Each publication of the PSET report must have a dissemination plan, specifying:

21.1.1 the number of copies to be printed (if any);

21.1.2 the target group and purpose;

21.1.3 the distribution channels to be used for the publication;

21.1.4 the standard list of recipients who are required to receive copies of the publication; and

21.1.5 publications with ISBNs must be published on the internal and external websites of the DHET, public and private HEIs, Technical and Vocational Education and Training (TVET) Colleges, private colleges, Community Education and Training (CET) colleges and Sector Education and Training Authorities (SETAs).

22. RELEASE OF POST-SCHOOL EDUCATION AND TRAINING STATISTICS

22.1 All PSET statistics reports must be published as soon as the data is audited and finalised. The Higher Education and Training Information System (HETIS) Officer will publish a schedule of publication dates and times.

23. REVISION OF PUBLISHED POST-SCHOOL EDUCATION AND TRAINING STATISTICS

23.1 Revisions of published PSET statistics must follow a regular, well-established and transparent schedule.

23.2 Changes in published PSET statistics must be brought about and publicised at the earliest possible date.

23.3 Adequate documentation of statistical revision, including the reasons for revision, must be included in the publication of the statistics.

24. REFERENCES

1. Department of Higher Education and Training (2019) Post-School Education and Training Information Policy, Government Gazette, No. 43073, 06 March 2020.
2. Department of Higher Education and Training (2021) Data Dissemination Standard, Government Gazette, No 46366, 13 May 2022.
3. Republic of South Africa (RSA) (2006). Continuing Education and Training Act, 2006 (Act No. 16 of 2006). Government Printers.
4. Departments of Arts, Culture, Science and Technology. 1997. *Legal Deposit Act, 1997 (Act No. 54 of 1997)*. Pretoria. Government Printers.
5. Republic of South Africa (RSA) (2007). Higher Education Act, (*Act No 101 of 1997*). Government Gazette, No. 31909, 17 February 2007. Pretoria. Government Printers.
6. Republic of South Africa (RSA) (2008). National Qualification Framework Act, 2008 (*Act No. 67 of 2008*). Government Gazette, No. 31909, 17 February 2008. Pretoria. Government Printers.
7. Republic of South Africa (RSA) (1999). Public Finance Management Act, (Act No 29 of 1999) Part A (National Public Entities) of Schedule 3 for the Public Finance Management Act (PFMA) that reports to the Minister of Higher Education and Training.
8. Republic of South Africa (RSA) (1999). Statistics Act, 1999 (Act No 6 of 1999). Government Gazette, No. 19957, 21 April 1999. Pretoria. Government Printers

APPENDIX A

STYLE SHEET FOR THE STATISTICAL ON POST-SCHOOL EDUCATION AND TRAINING IN SOUTH AFRICA

1. STYLISH

1.1 Font type: Calibri.

1.2 Font size in text: 11 points (Calibri).

1.3 Font size in tables and figures: 8 points (Calibri).

1.4 Spacing between the lines:

1.4.1 In the text: 1.5 spacing;

1.4.2 In the table: single line spacing; and

1.4.3 Sources and notes: single line spacing.

1.5 Heading levels

1.5.1 First level: Calibri 14, everything in capital letters/uppercase and bold. These would be headings following after 1,2,3, etc. and all the other main headings, e.g. FOREWORD, TABLE OF CONTENTS, LIST OF TABLES, LIST OF FIGURES, ACRONYMS;

1.5.2 Second level: Calibri 12, everything in capital letters/uppercase and bold. This would be headings following after 1.1, 2.1, 3.1, etc.; and

1.5.3 Third level: Calibri 12, sentence case, and bold, except where the heading must have capital letters, e.g. Technical and Vocational Education and Training (TVET) Colleges. This would be headings following after 1.1.1, 2.1.1, 3.1.1, etc.

1.6 Tables

1.6.1 Column headings must be Calibri 7.5, bold, capitalize words, excluding in, of, at, and, etc.;

1.6.2 Centre align column headings (except for the first column);

1.6.3 All the items in the first column must be left aligned;

1.6.4 All figures must be right aligned;

1.6.5 All column headings must be left aligned;

1.6.6 Name of Institutions/Universities must be written in full;

1.6.7 Do not insert any commas in figures, since they clutter the layout and make reading difficult, especially if there are lots of figures. **Make sure that thousands are divided by spaces, i.e. NOT 1,200,000 but 1 200 000.**

1.6.8 The word "table" in the heading/title of the table must be in sentence case, with the initial letter capitalised e.g. Table.

- 1.6.9 The word “total” within the table, must be in sentence case, with the initial letter capitalised e.g. Total;
 - 1.6.10 A dash must be used if the data is not available. The dash must be explained as a note under every table, where applicable, and
 - 1.6.11 If data is not applicable to a particular cell, n.a. must be used. The acronym n.a. must be explained as a note under every table, where applicable.
- 1.7 Document Header
- 1.7.1 Header must be right-aligned
 - 1.7.2 It must be written in italics
 - 1.7.3 It must be in Calibri 7.5 points (not bold)
 - 1.7.4 It must reflect different sections
- 1.8 Table headings
- 1.8.1 Calibri 10, bold, sentence case, except where the heading must have capital letters, e.g. Technical and Vocational Education and Training Colleges. Make sure that there are two spaces after the colon in the table number, e.g. Table 1(NO SPACE):(TWO SPACES) **Percentage distribution of TVET learners, 2012**;
 - 1.8.2 The year in which data is provided must be shown after a comma and written as in 2012, e.g. **Percentage distribution of TVET learners, 2012**;
 - 1.8.3 Where a table provides data over several years the title must be written as 2010-2012, e.g. **Number of students enrolled in public HEIs, 2010-2012**;
 - 1.8.4 FTEs must be in capital letters, e.g. Full-Time Equivalents;
 - 1.8.5 Unit measurement must be included in the table title, i.e. NOT Learners enrolled in public HEIs BUT **Number of learners enrolled in public HEIs**;
 - 1.8.6 Name of sectors must be abbreviated after they have been used once, e.g. **HEIs, TVET Colleges and CLCs**.
 - 1.8.7 The financial year must not be written as 2022/2023 BUT as 2022/23
- 1.9 Figures:
- 1.9.1 All figures must have informative titles that summarise the figure. All figures must be numbered.
 - 1.9.2 Figure legends must be used to provide further explanations
 - 1.9.3 The financial year must **NOT** be written as 2022/2023 **BUT** as 2022/23
- 1.10 Sources:

- 1.10.1 A source line indicating the source of data must be written below every table and figure;
- 1.10.2 The source for data obtained from databases must be written as (for example): **Source: HEMIS database, data extracted in October 2022;** and
- 1.10.3 The source for data obtained from existing publications must be written in Harvard referencing format.
- 1.11 Notes:
 - 1.11.1 Written in Calibri 7.5;
 - 1.11.2 Single line spacing between notes;
 - 1.11.3 No spacing between colon and number (e.g. Note 1); and
 - 1.11.4 Single tab between colon and description (e.g. Note 1: a dash (-) mean not available).
- 1.12 Percentages
 - 1.12.1 All percentages must be written up to one decimal place, e.g. 4.7%
- 1.13 Provinces:
 - 1.13.1 Names of provinces must be written in full and not abbreviated
- 1.14 Text:
 - 1.14.1 Use of hyphen: e.g. post-school, full-time, part-time must be consistent;
 - 1.14.2 Consistency in using capital letters: Science, Engineering and Technology;
 - 1.14.3 The first letter of all subjects and subject areas, such as Accounting, Education, Social Sciences, must be capitalised;
 - 1.14.4 Capitalise each word when writing the different sectors e.g. Higher Education and Training, BUT the words public and private must be lowercase;
 - 1.14.5 Use of acronym- provide the full explanation of an acronym and thereafter use the acronym e.g. Technical and Vocational Education and Training (**TVET**);
 - 1.14.6 Use of apostrophe e.g. Master's;
 - 1.14.7 Write in full the names of universities and use the abbreviation only after the full name has been used once;
 - 1.14.8 Full-Time Equivalent must be written as **FTEs**; and
 - 1.14.9 The financial year must be written as **2022/23** and NOT **2022/2023**.
- 1.15 Race/Population group:
 - 1.15.1 The following categories must be used: African, Coloured, Indian/Asian and White;

1.15.2 When reference is made to population groups, each word must be capitalised, e.g. **Indian/Asian** NOT **Indian/asian**

1.16 Abbreviations

1.16.1 List of abbreviations: first letter of every word must be written in capital letter e.g. National Qualifications Framework (**NQF**)

1.17 Glossary

1.17.1 The glossary must be in alphabetical order and aligned with the left margin;

1.17.2 Each term must be bold, Calibri font 11 and in sentence case except where the term is an acronym, e.g. Full-Time Equivalentents (**FTEs**)

1.18 References

1.18.1 The report may have a list of references where applicable.

1.18.2 The font must be Calibri, 11, and the spacing must be 1.5.