



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Data Dictionary of Post-School Education and Training 2019

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DRAFT

1. LIST OF ACRONYMS AND ABBREVIATIONS

ABET	Adult Basic Education and Training
CESM	Classification of Educational Subject Matter
CET	Community Education and Training
CETMIS	Community Education and Training Management Information System
CHE	Council on Higher Education
DBE	Department of Basic Education
DHET	Department of Higher Education and Training
DoE	Department of Education
DPME	Department of Planning, Monitoring and Evaluation
EMIS	Education Management Information System
FTE	Full-Time Equivalent
GET	General Education and Training
GETC	General Education and Training Certificate
HEI	Higher Education Institution
HEMIS	Higher Education Management Information System
HEQSF	Higher Education Qualifications Sub-Framework
HETIP	Higher Education and Training Information Policy
HETIS	Higher Education and Training Information System
HETMIS	Higher Education and Training Management Information System
ID number	Identity Document number
IEC	International Electro-technical Commission
ILO	International Labour Organisation
ISCED	International Standard Classification of Education
ISO	International Organisation for Standardisation
LSS	Lecturer Support System
NC(V)	National Certificate (Vocational)
NNSF	National Norms and Standards for Funding

NQF	National Qualifications Framework
NSC	National Senior Certificate
OECD	Organisation for Economic Co-operation and Development
PERSAL	Personal Salary
PSET	Post - School Education and Training
PSETIs	Post-School Education and Training Institutions
QC	Quality Council
QCTO	Quality Council for Trades and Occupations
RSA	Republic of South Africa
SAQA	South African Qualifications Authority
SASQAF	South African Statistical Quality Assessment Framework
SETA	Sector Education and Training Authority
SETMIS	Sector Education and Training Management Information System
SIC	Standard Industrial Classification
STATSSA	Statistics South Africa
TVET	Technical and Vocational Education and Training
TVETMIS	Technical and Vocational Education and Training Management Information System
UIS	UNESCO Institute of Statistics
UNESCO	United Nations Educational, Scientific and Cultural Organisation
WIL	Work Integrated Learning

2. INTRODUCTION

The Minister of Higher Education and Training approved the Higher Education and Training Information Policy (HETIP) in November 2013 (gazette number 36973 of 2013). The main purpose of the HETIP is to enable the provision of valid, credible, reliable and high-quality statistics on PSET. It is intended to ensure that all Post-School Education and Training Institutions (PSETIs) adhere to agreed-upon standards, procedures and guidelines for the generation, collection, collation, processing, coordination and quality assurance of data.

The Department of Higher Education and Training (the Department) obtains data in different formats from PSET sectors, ranging from an aggregated format through annual surveys to unit level records through uploading of data to the Department's Management Information Systems (MIS) by Post-School Education and Training (PSET) sectors.

While the approach of obtaining aggregate data fulfils an important need, it is outdated and limits the analysis one can perform on the data. The Department has developed the Higher Education and Training Management Information System (HETMIS), which is an integrated information system containing unit level record data from different PSET sectors. Data in HETMIS follows common information standards that are shared, in order to generate data that is comparable and of an acceptable quality. The data in HETMIS will add maximum value to PSET planning, monitoring and management.

The HETIP, 2013 states that in order to facilitate the collection of accurate and comparable information from PSETIs, the Department must ensure that collection systems and tools include clear and precise definitions of terms used in order to prevent ambiguities and misinterpretations.

The South African Statistical Quality Assessment Framework (SASQAF) also recommends the development of standardised terms to promote consistency and improvement of the quality of the data submitted to the Department by different PSET sectors.

It is for this reason that the Department has developed a Data Dictionary in order to assist both internal and external stakeholders/users with definitions of terms used in the PSET MIS, as well as terms that are commonly used in the PSET sector. This will ensure that users have a better understanding and interpretation of the data in the MIS of the Department.

The Data Dictionary is particularly beneficial to the Departmental programme managers who undertake surveys to collect data that is not available in the MIS of the Department, especially in the development of questionnaires and the analysis of data.

3. PURPOSE OF THE DATA DICTIONARY

The purpose of the Data Dictionary is to provide definitions of terms and concepts used in the MIS of the Department, as well as terms that are commonly used in the PSET sector. The definitions will promote and improve data quality and integrity by supporting the adoption and use of consistent data elements and terminology within the PSET systems.

The Data Dictionary will provide the Department and its stakeholders with many benefits, including:

- a) Improved data quality;
- b) Improved trust in data integrity;
- c) Improved documentation and control;
- d) Reduced data redundancy;
- e) Consistency in concepts or terms used;
- f) Easier data analysis; and
- g) Improved decision making based on better data.

4. SCOPE AND APPLICABILITY

The Data Dictionary will be applicable to data managers and programme managers who undertake surveys in the PSET sector, especially in the development of questionnaires, data analysis and report writing. The Data Dictionary will be of good use for information system developers, researchers and stakeholders who utilise the Departments' information and data. Both external and internal users will easily understand and interpret the data reported by the Department.

5. STRUCTURE OF THE DATA DICTIONARY

The structure of the Data Dictionary followed a similar format as the one for the Department of Basic Education's (DBE's) Dictionary of Education Concept and Terms, 2010. Each entry in the definition section has the following elements:

- a) **Term:** label of the concept;
- b) **Definition:** a definition of the term or concept;
- c) **Source:** the source for each definition has been provided. Preference was given to definitions that already exist in the Acts and policies. In other instances definitions were either adopted/adapted from existing documents, or formulated by the Departmental Data Dictionary Working Group. The reference section at the end of the dictionary lists all sources used in the Data Dictionary;
- d) **Note:** where applicable, comments on the usage of the term are provided;
- e) **Cross reference:** a link with other definitions;
- f) **Applicable to:** a subsector where the term and its definition is used; and

- g) **Reference Code:** a unique code assigned to each term. These codes are continuous and not change over time.

6. RULES AND GUIDELINES

The rules and guidelines used in the formulation of definitions of concepts and terms used in the Data Dictionary were derived from part 4 of International Organisation for Standardisation (ISO)/ International Electro-technical Commission (IEC) 11179¹, which is an international standard for formulating data. It provides rules and guidelines for the construction of well-formed concept definitions to produce data that is accurate, reliable, controllable and verifiable.

- 6.1 The rules clearly state that each definition provided in the Data Dictionary should be in singular form, except if the concept itself is in plural form. The definitions clearly explain what the meaning of the term is. The rules require that a definition should give a descriptive meaning of the terms and not synonyms.
- 6.2 Furthermore, the rules required that only common acronyms and synonyms should be used in the definitions. Full meaning of acronyms and abbreviations are given at the beginning of the Data Dictionary to ensure a clear understanding by the users.
- 6.3 No term is defined using another term that is not defined elsewhere within the Data Dictionary.
- 6.4 A circular reasoning has been avoided such as “Province: A sub-division of a country. Country: An aggregation of provinces”.
- 6.5 The definition does not start with the following terms: refers, comprises of, this is etc.

¹ This part of ISO/IEC 11179 provides guidance on how to develop unambiguous data definitions. A number of specific rules and guidelines are presented in ISO/IEC 11179-4 that specifies exactly how a data definition should be formed. A precise, well-formed definition is one of the most critical requirements for shared understanding of an administered item; well-formed definitions are imperative for the exchange of information.

7. METHODOLOGY AND CONSULTATION

Most of the terms defined in this Data Dictionary were sourced from the MIS and databases of the Department which includes Technical and Vocational Education and Training Management Information System (TVETMIS), Community Education and Training (CET) colleges database, Private colleges database, Sector Education and Training Authorities Management Information System (SETMIS) private HEIs database and Higher Education Institutions Management Information System (HEMIS). The definitions in this Data Dictionary were aligned to the definitions from relevant Acts, policies and regulations.

The development of the Data Dictionary was done in collaboration with the data managers in the Department as well as nominated members of the Information Standards Committee (i.e. representatives from Statistics South Africa and South African Qualifications Authority).

The Department adopted and/or adapted definitions from documents developed by relevant Government Departments and international organisations such as Statistics South Africa (STATSSA), the South Africa Qualifications Authority (SAQA), Department of Basic Education, the United Nations Educational, Scientific and Cultural Organisation (UNESCO) Institute of Statistics (UIS), and the Organisation for Economic Co-operation and Development (OECD).

Each term has one definition applicable to all PSET sectors, if not possible, two or more definitions were provided for one term and an indication of which PSET sector it is applicable to was provided. A term with more than one definition is followed by either a (1) or (2).

Internal stakeholders were consulted, which included departmental entities, public and private colleges, public and private HEIs and SETAs.

8. UPDATING OF THE DATA DICTIONARY

The Department plans to update the Data Dictionary every two years.

9. ACCESSIBILITY

The Data Dictionary will be published on the Departmental website (www.dhet.gov.za).

10. LIST OF TERMS DEFINED

Reference Code	Term/Concept
1	Academic staff
2	Access to Post-School Education and Training
3	Accessibility of data
4	Accreditation
5	Accreditation of a programme
6	Accredited Provider
7	Accuracy of data
8	Active staff
9	Address
10	Administrative data source
11	Administrative staff
12	Admission register
13	Admission to Post-School Education and Training
14	Adult Basic Education and Training (ABET) Qualification
15	Advanced Certificate
16	Advanced Diploma
17	Age
18	Aggregated data
19	Apprenticeship
20	Approved dataset
21	Archiving of Data
22	Area of specialisation
23	Artisan
24	Assessment
25	Attend
26	Attrition rate
27	Baccalaureus Technologiae
28	Bachelor's Degree
29	Barriers to learning
30	Block grants
31	Block grants, institutional factor
32	Block grants, research output
33	Block grants, teaching input

Reference Code	Term/Concept
34	Block grants, teaching output
35	Campus
36	Cancellation
37	Candidacy
38	Census
39	Centre
40	Certification
41	Classification of Educational Subject Matter (CESM)
42	Coherence of data
43	College
44	College allocation
45	College fees
46	College principal
47	Completion rate
48	Computer lab
49	Contact mode of delivery
50	Contact student
51	Continuing Education and Training (CET)
52	Continuing Professional Teacher/Lecturer Development
53	Continuous assessment
54	Council
55	Course
56	Course approval status
57	Course completion status
58	Course credit value
59	Course delivery mode
60	Course level
61	Critical skill
62	Curriculum
63	Data
64	Data confidentiality
65	Data consolidation
66	Data credibility
67	Data element
68	Data integration
69	Data integrity
70	Data source
71	Data verification
72	Database
73	Dataset
74	Deregistration
75	Designation
76	Designation structure status
77	Diploma
78	Disability

Reference Code	Term/Concept
79	Distance mode of delivery
80	District municipality
81	Doctoral Degree
82	Dropout rate
83	Dropout rate, enrolment
84	Dropout rate, examination
85	Duration of appointment
86	Earmarked capital funding
87	Earmarked recurrent funding
88	Economic status
89	Education and training quality assurance body
90	Effective registration of a person for a qualification
91	Effective registration of a student for a course
92	Email address
93	EMIS number
94	Employer
95	Employment commencement date
96	Employment status (1)
97	Employment status (2)
98	Enrolled student
99	Enrolment mode
100	Enrolment rate
101	Entering student
102	Entrance category
103	Examination
104	Examination centre
105	Facilitator
106	Fee for service income
107	Financial statement
108	Financial year
109	First-time entering student to PSET institution
110	Foreign Student
111	Formal education and training
112	Formative assessment
113	Full-time employment
114	Full-time equivalent student
115	Full-time equivalent student enrolment
116	Full-time student
117	Funding
118	Funding formula
119	Funding formula grid
120	Funding type
121	Funding weight
122	Gender
123	General Education and Training (GET)

Reference Code	Term/Concept
124	Geographical coordinates
125	Graduate
126	Graduation rate
127	Head of Department
128	Headcount enrolment
129	Headcount, enrolment cycle
130	Headcount, programme enrolment
131	Headcount, unduplicated
132	Higher Certificate
133	Higher Education and Training Management Information Systems (HETMIS)
134	Higher Education Institution (HEI)
135	Highest level of education completed
136	Home language
137	Honours Degree
138	Hostel
139	Hostel boarder
140	Inactive/terminated staff
141	Industry funded programme
142	Information
143	Institution closure date
144	Institution closure reason
145	Institution name/Trade name
146	International Standard Classification of Education (ISCED)
147	Internship
148	Interpretability of data
149	Language learning area
150	Large firm
151	Learnership
152	Learning programme
153	Lecturer
154	Lecturer Support System (LSS)
155	Literacy
156	Literacy rate
157	Macro data
158	Magistrate Technologiae
159	Management staff (1)
160	Management staff (2)
161	Master list of institutions
162	Master's Degree
163	Medium firm
164	Medium of instruction
165	Metadata
166	Micro data
167	Mixed mode of delivery

Reference Code	Term/Concept
168	Moderator
169	Multiple disabilities
170	National Certificate
171	National Certificate (Vocational)
172	National Higher Certificate
173	National Senior Certificate (NSC)
174	Nature of appointment
175	New entrant
176	Non-entering student/Returning student
177	Non-levy paying organisation
178	Occasional student
179	Occupational qualification
180	Offering type
181	Official institution name
182	Part-qualification
183	Part-time employment
184	Part-time student
185	Pass rate
186	Permanent employment
187	PERSAL number
188	Personnel category
189	Physical address
190	Population group
191	Postal address
192	Postgraduate Diploma
193	Postgraduate Qualification
194	Post-School Education and Training sector
195	Post-School Education and Training subsector
196	Private College
197	Private Higher Education Institution
198	Programme enrolment
199	Programme weight
200	Provider class
201	Provider code
202	Provider status
203	Province
204	Public College
205	Public Higher Education Institution
206	Qualification
207	Qualification type
208	Qualified lecturer
209	Recognition of Prior Learning
210	Registration number of an institution
211	Related entity
212	Repeater

Reference Code	Term/Concept
213	Response rate
214	Satellite
215	Scarce skill
216	Sector Education and Training Authority (SETA)
217	Self-employed
218	SETA funded programme
219	Short courses
220	Skills programme
221	Small firm
222	South African citizen student
223	Staff FTE value
224	Staff member
225	Staff number
226	Staff programme
227	Staff type
228	Student
229	Student attendance mode
230	Student financial aid
231	Student internship
232	Student number
233	Subject count
234	Subject level
235	Success rate
236	Support staff (1)
237	Support staff (2)
238	Survey
239	Temporary employee
240	Throughput rate (1)
241	Throughput rate (2)
242	Trade test
243	Transfer student
244	Undergraduate qualification
245	Unemployed person
246	Unique identifier
247	University
248	University of Technology
249	Work Integrated Learning
250	Workplace-based learning programme

Academic staff	
<i>Definition:</i>	Employees who spend at least 50% of their official time on duty on teaching and/or research activities.
<i>Source:</i>	DHET: Statistics on Post-School Education and Training in South Africa, 2014.
<i>Note:</i>	Academic staff include lecturers, course facilitators etc.
<i>Cross reference:</i>	Administrative staff, management staff.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	1

Access to Post-School Education and Training	
<i>Definition:</i>	Availability of opportunities to pursue education and training, including relevant qualification and part-qualifications, for all prospective students.
<i>Source:</i>	DHET: adapted from NQF Standard Glossary of Terms, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	All
<i>Reference Code:</i>	2

Accessibility of data	
<i>Definition:</i>	The ease and the conditions with which data can be obtained.
<i>Source:</i>	DHET: adapted from Statistics South Africa, SASQAF, second edition, 2010.
<i>Note:</i>	Accessibility includes the ease with which the existence of information can be ascertained, as well as the suitability of the form or medium through which the information can be accessed.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	3

Accreditation	
<i>Definition:</i>	The certification for a particular period of time, of a person, a body or an institution as having the capacity to fulfil a particular function in the quality assurance system set up by the South African Qualifications Authority.
<i>Source:</i>	DHET: adapted from NQF Standard Glossary of Terms, 2017.
<i>Note:</i>	It refers to the accreditation of a person, body or institution.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	4

Accreditation of a programme	
<i>Definition:</i>	Recognition status granted to a programme for a stipulated period of time after a Higher Education Quality Committee evaluation indicates that it meets minimum standards of quality.
<i>Source:</i>	Council on Higher Education (CHE) Committee: Programme Accreditation Framework, 2004.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	5

Accredited Provider	
<i>Definition:</i>	A legally established institution (public or private) that has been recognised, usually for a particular period of time, by a Quality Council (QC) or its appointed agent, as having the capacity or provisional capacity to offer a qualification or part-qualification registered on the NQF at the required standard.
<i>Source:</i>	NQF Standard Glossary of Terms, 2017.
<i>Note:</i>	Only training providers that are accredited by the SETAs and registered with the Department are considered as accredited providers. Private training providers can be defined as any non-government organisation that delivers Vocational Education and Training programs.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	6

Accuracy of data	
<i>Definition:</i>	The degree to which the output correctly describes the phenomena it was designed to measure.
<i>Source:</i>	DHET: adapted from Statistics South Africa, SASQAF, second edition, 2010.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	7

Active staff	
<i>Definition:</i>	An employee who is appointed and his/her name appears on the institution's payroll and is actively involved in the business of the institution.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	Inactive/terminated staff.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	8

Address	
<i>Definition:</i>	The particulars of the place where someone lives or an organisation is situated, which includes the geographical details of that place.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	Addresses mainly serve for postal delivery but are also important for administrative purposes.
<i>Cross reference:</i>	Email Address, postal address and physical address.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	9

Administrative data source	
<i>Definition:</i>	The organisational unit responsible for implementing an administrative regulation (or group of regulations), for which the corresponding register of units and the transactions are viewed as a source of data.
<i>Source:</i>	OECD: Measuring the Non-Observed Economy: A Handbook, Second Draft, Annex 2 Glossary, 2002.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	10

Administrative staff	
<i>Definition:</i>	All technical and office staff, as well as all executive and professional staff who spend more than 50% of their official time on administrative functions.
<i>Source:</i>	DHET: Statistics on Post-School Education and Training in South Africa, 2014.
<i>Note:</i>	Examples: secretaries, typists, administrative clerks and accountants, etc.
<i>Cross reference:</i>	Academic staff, support staff, research staff and management staff.
<i>Applicable to:</i>	HEIs
<i>Reference Code:</i>	11

Admission register	
<i>Definition:</i>	A record of all students admitted at a Post-School Education and Training institution for a specific period.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	It contains lists of former and current students.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	12

Admission to Post-School Education and Training	
<i>Definition:</i>	The permission a Post-School Education and Training institution grants to an applicant to commence studies.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	Has the same meaning as enrolment.
<i>Cross reference:</i>	Enrolled student, registration.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	13

Adult Basic Education and Training (ABET) Qualification	
<i>Definition:</i>	An adult focused qualification that is registered at level 1 of the NQF known as the GETC: ABET Level 4.
<i>Source:</i>	The National Qualifications Framework and the Standards Setting, 2000.
<i>Note:</i>	GETC stands for the General Education and Training Certificate.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	CET colleges
<i>Reference Code:</i>	14

Advanced Certificate	
<i>Definition:</i>	A qualification with an NQF exit level 6 with minimum total credits of 120.
<i>Source:</i>	DHET: adapted from Higher Education Qualification Sub-Framework (HEQSF), 2013.
<i>Note:</i>	Programmes leading to this qualification tend to have a strong vocational professional or career focus and students and holders of this qualification are normally prepared to enter a specific niche in the labour market. Advanced Certificate programmes typically include a Work-Integrated Learning (WIL) component.
<i>Cross reference:</i>	Certificate, higher certificate.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	15

Advanced Diploma	
<i>Definition:</i>	A qualification that has NQF exit level 7 and with the total minimum credits of 120.
<i>Source:</i>	DHET: Higher Education Qualifications Sub-Framework, 2013.
<i>Note:</i>	For example a Bachelor of Sciences graduate might register for an Advanced Diploma in Human Resource Management in order to enter the field of human resources.
<i>Cross reference:</i>	Diploma, post-graduate diploma.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	16

Age	
<i>Definition:</i>	The number of completed years from date of birth to the year in which the data collection is being undertaken.
<i>Source:</i>	Statistics South Africa, Concepts and definitions for Statistics South Africa, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	17

Aggregated data	
<i>Definition:</i>	The result of summing unit level data into summary form for a set of characteristics of a population.
<i>Source:</i>	DHET: adapted from Statistics South Africa, Concepts and Definitions for Statistics South Africa, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	18

Apprenticeship	
<i>Definition:</i>	A learnership in respect of a listed trade, and includes a trade-test in respect of that trade.
<i>Source:</i>	Skills Development Act, 1998 (Act No. 97 of 1998).
<i>Note:</i>	None.
<i>Cross reference:</i>	Internship, learnership.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	19

Approved dataset	
<i>Definition:</i>	Data that has been officially accepted and confirmed as a true record by the Director-General or Higher Education and Training Information System officer.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	Signed-off data.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	20

Archiving of Data	
<i>Definition:</i>	The process of moving data that is no longer actively used to a separate data storage device for long-term storage.
<i>Source:</i>	DHET: Standards for submission, processing and archiving, 2015.
<i>Note:</i>	Information such as “declarations”, and other documents kept for archiving.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	21

Area of specialisation	
<i>Definition:</i>	A field of study or organising field in which a student intends to specialise in his/her program of studies for a particular qualification.
<i>Source:</i>	DHET: adapted from Classification of Educational Subject Matter (CESM) Manual, 2008, and The National Qualifications Framework (NQF) and the Standards Setting, 2000.
<i>Note:</i>	Areas of specialisation are sometimes referred to as "majors" or "major subjects" or “major fields of study”.
<i>Cross reference:</i>	Classification of Educational Subject Matter.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	22

Artisan	
<i>Definition:</i>	A person who has been certified as competent to perform a listed trade in accordance with the Skills Development Act, 1998 (Act No. 97 of 1998).
<i>Source:</i>	Skills Development Act, 1998 (Act No. 97 of 1998).
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	23

Assessment	
<i>Definition:</i>	The process used to identify, gather and interpret information against the required competencies in a qualification or part-qualification in order to make a judgement about a student's achievement.
<i>Source:</i>	NQF Standard Glossary of Terms, 2017.
<i>Note:</i>	Qualification, part-time qualification.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	24

Attend	
<i>Definition:</i>	Enrolled at and being physical present at a Post-School Education and Training institution to undertake organised teaching and learning at any level of education.
<i>Source:</i>	DHET: adapted from Statistics South Africa, Concepts and Definitions for Statistics South Africa, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	Enrolment.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	25

Attrition rate	
<i>Definition:</i>	The proportion of students who leave the specified level in the educational system without obtaining a registered qualification.
<i>Source:</i>	DHET: adapted from OECD, glossary of statistical terms, 2007.
<i>Note:</i>	Sometimes called drop-out rate.
<i>Cross reference:</i>	Graduation rate, success rate, completion rate and survival rate.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	26

Baccalaureus Technologiae	
<i>Definition:</i>	A qualification with study duration of at least one year after obtaining an appropriate National Diploma or equivalent.
<i>Source:</i>	Department of Education (DoE): General Policy for Technikon Instructional Programmes Report 150 (97/01), 1997c.
<i>Note:</i>	This comprises instructional offerings with a total credit value of 1.0. At least 0.5 of these credits should be for instructional offerings at Level IV, for which a substructure or prerequisite instructional offering(s) exist(s) at Level III. In addition a maximum of 0, 3 credits may be offered for a project instructional offering which shall be deemed to consist of equal parts of A-, B- and C-type subject content. No experiential time may be included. It is on NQF exit level 7.
<i>Cross reference:</i>	Magister Technologiae, Doctor Technologiae.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	27

Bachelor's Degree	
<i>Definition:</i>	A qualification with an NQF exit level 7 or 8 and minimum total credits of 360 or 480.
<i>Source:</i>	DHET: Higher Education Qualifications Sub-Framework, 2013.
<i>Note:</i>	Bachelor's degrees may be structured with an exit at levels 7 or 8 on the NQF. Bachelor's Degrees exiting at NQF level 8 with a minimum total credit of 480 are often referred to as "professional" Bachelor's Degrees, and have both a higher volume of learning and a greater cognitive demand than those exiting at NQF level 7.
<i>Cross reference:</i>	Honours degree, master's degree, doctoral degree.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	28

Barriers to learning	
<i>Definition:</i>	Systematic and/or intrinsic difficulties that prevent students from effective learning.
<i>Source:</i>	DHET: Data Dictionary Working group, 2017.
<i>Note:</i>	Barriers to learning are not limited to intrinsic barriers. They can also be societal/environmental barriers. For example, extreme poverty, abuse or neglect will all act as barriers to a student's learning. Barriers to learning are categorised according to communicating, hearing, remembering, seeing, walking, and self-caring.
<i>Cross reference:</i>	Disability.
<i>Applicable to:</i>	TVET, CET and private colleges
<i>Reference Code:</i>	29

Block grants	
<i>Definition:</i>	Undesignated amounts to cover the operational costs of public higher education institutions linked to the provision of teaching and research-related services.
<i>Source:</i>	Higher Education Act 1997 (Act No. 101 of 1997).
<i>Note:</i>	The block grants for higher education institutions consist of four sub-categories: research output grants, teaching output grants, teaching input grants, institutional factor grants.
<i>Cross reference:</i>	Research output sub-block grant, teaching output sub-block grant, institutional factor sub-block grant, teaching input sub-block grant.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	30

Block grants, institutional factor	
<i>Definition:</i>	The proportion which a university has of students from disadvantaged backgrounds and university size in terms of contact and distance FTE student enrolment.
<i>Source:</i>	DHET: adapted from Higher Education Act, 1997 (Act No.101 of 1997): Funding of Public Higher Education, 2003.
<i>Note:</i>	The aim of grant for universities with large proportions of disadvantaged students is to increase the participation, success and graduation rates of disadvantaged students in general. This grant deems disadvantaged students to be African and Coloured students who are South African citizens. The size factor takes account of economies of scale as the FTE enrolment size of a university increases. The institutional size factor is used to give additional teaching input units to small universities, depending on the size of their FTE student enrolments.
<i>Cross reference:</i>	Block grant, research output sub-block grant, teaching input sub-grant teaching output sub-block grant.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	31

Block grants, research output	
<i>Definition:</i>	The sub-grant that is aimed to fund actual research outputs and simultaneously incentivise increases in research outputs.
<i>Source:</i>	DHET: adapted from Higher Education Act, 1997 (Act No.101 of 1997): Funding of Public Higher Education, 2003.
<i>Note:</i>	Research output grant allocations are determined on the basis of an actual weighted total of research outputs (in terms of funded units) produced by each university. These include research masters graduates, doctoral graduates, journal articles, books and chapters, conference proceedings, innovations and creative outputs.
<i>Cross reference:</i>	Block grant, teaching output sub-block grant, institutional factor sub-block grant, teaching input sub-block grant.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	32

Block grants, teaching input	
<i>Definition:</i>	The calculation of actual teaching input units approved teaching input units funded by the state, and corrective measures taken concerning unacceptable deviations between actual and funded teaching input units.
<i>Source:</i>	DHET: adapted from Higher Education Act, 1997 (Act No.101 of 1997): Funding of Public Higher Education, 2003.
<i>Note:</i>	For the calculation of actual teaching input units, the weighting factor for funding purposes, will first be applied to the corresponding HEMIS unweight enrolled FTE student total in various CESM categories (excluding experiential learning, or work-integrated learning, FTE students). Enrolment planning is used to finalise the approved Teaching input units that will be funded.
<i>Cross reference:</i>	Block grant, research output sub-block grant, teaching output sub-block grant institutional factor sub-block grant.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	33

Block grants, teaching output	
<i>Definition:</i>	The sub-block grant that is aimed to fund and simultaneously incentivise increases in student graduates from under-graduate up to taught master's level.
<i>Source:</i>	DHET: adapted from Higher Education Act, 1997 (Act No.101 of 1997): Funding of Public Higher Education, 2003.
<i>Note:</i>	Research master's graduates and all doctoral graduates are excluded, as they are funded in the research output sub-block grant. Student graduate numbers, instead of annual FTE student success rates, are the focus of teaching outputs, because student graduate data are in essence, the final teaching outcomes at universities. There is no distinction between the teaching outputs of distance and of contact programmes.
<i>Cross reference:</i>	Block grant, Research output sub-block grant, teaching input sub-grant, institutional factor sub-block grant.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	34

Campus	
<i>Definition:</i>	A teaching and learning site that is recognised as discrete from a head office.
<i>Source:</i>	DHET: Draft National Policy on the establishment of Public TVET Colleges, 2017.
<i>Note:</i>	It consists of 600 or more FTE's per year, the bulk of its programs (60% or more) are ministerial approved, it has a full administration component such as Campus manger, head of staff, etc.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	TVET and Private colleges
<i>Reference Code:</i>	35

Cancellation	
<i>Definition:</i>	The status of student who was registered but never took part in the learning programme in the college he/she registered for.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	The student record is then marked with the status “cancelled”. There should be documentary proof of cancellations and reasons thereof. Cancelled records are not included in the headcount reporting
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	TVET colleges
<i>Reference Code:</i>	36

Candidacy	
<i>Definition:</i>	The structured work experience component part of an occupational qualification as determined by the relevant professional body and may follow the completion of an academic qualification required for access to the assessment for the issuing of a professional designation. This may lead to the designated registered on the NQF.
<i>Source:</i>	DHET: Framework for validation of SETAs Quarterly Reports, 2018.
<i>Note:</i>	This may lead to the designated registered on the NQF.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	37

Census	
<i>Definition:</i>	Survey conducted on all PSETIs institutions.
<i>Source:</i>	DHET: adapted from Statistics South Africa, Concepts and Definitions for Statistics South Africa, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	Survey.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	38

Centre	
<i>Definition:</i>	A teaching and learning site that is recognised as discrete from a head office.
<i>Source:</i>	DHET: Draft National Policy on the establishment of Public TVET colleges, 2017.
<i>Note:</i>	It has a full administration component such as Centre manager, head of staff, etc. It is applicable to CET colleges.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	CET colleges
<i>Reference Code:</i>	39

Certification	
<i>Definition:</i>	The formal recognition of a student who successfully completed all courses required to obtain a qualification or part-qualification.
<i>Source:</i>	DHET: adapted from SAQA, NQF Standard Glossary of Terms, 2017.
<i>Note:</i>	Formal recognition takes the form of conferring and issuing academic credentials.
<i>Cross reference:</i>	Certificate, Degree, Diploma.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	40

Classification of Educational Subject Matter (CESM)	
<i>Definition:</i>	A set of classifications aiming to provide a single coherent system for categorising subject matter irrespective of the level of instruction or type of institution.
<i>Source:</i>	DHET: CESM manual, 2008.
<i>Note:</i>	None.
<i>Cross reference:</i>	Area of specialisation.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	41

Coherence of data	
<i>Definition:</i>	The degree to which data can be successfully brought together with other similar data from different sources within a broad analytical framework and over time.
<i>Source:</i>	DHET: adapted from South African Statistical Quality Assessment Framework, second edition, 2010.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	42

College	
<i>Definition:</i>	A public college that is established or declared as a technical and vocational education and training college; or a community education and training college or a private college that is established, declared or registered under the Continuing Education and Training Act, 2006 (as amended).
<i>Source:</i>	Continuing Education and Training Act No. 16 of 2006 (as amended).
<i>Note:</i>	Colleges that are under the authority of other government departments other than the Department of Higher Education and Training are not included.
<i>Cross reference:</i>	Public and private colleges.
<i>Applicable to:</i>	CET, TVET and Private colleges
<i>Reference Code:</i>	43

College allocation	
<i>Definition:</i>	The total amount of funds allocated to the college through the funding grid.
<i>Source:</i>	DHET: National Norms and Standards for Funding Technical and Vocational Education and Training Colleges (NNSF-TVET Colleges), 2015.
<i>Note:</i>	None.
<i>Cross reference:</i>	Funding grid.
<i>Applicable to:</i>	TVET colleges
<i>Reference Code:</i>	44

College fees	
<i>Definition:</i>	The amount of money charged to students by colleges to cover the portion of the training costs not covered by planned funds for programmes.
<i>Source:</i>	DHET: National Norms and Standards for Funding Technical and Vocational Education and Training Colleges (NNSF-TVET Colleges), 2015.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	TVET colleges
<i>Reference Code:</i>	45

College principal	
<i>Definition:</i>	The accounting officer of a public and private college.
<i>Source:</i>	DHET: adapted from Continuing Education and Training Act, 2006 (Act No. 16 of 2006) (as amended).
<i>Note:</i>	Sometimes referred to as a rector of a public college.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	TVET and Private colleges
<i>Reference Code:</i>	46

Completion rate	
<i>Definition:</i>	The proportion of students who successfully completed a qualification in an academic cycle, expressed as a percentage of the number of students who were eligible to complete the level and wrote the examinations in that academic cycle.
<i>Source:</i>	DHET: adapted from the Statistics on Post-School Education and Training in South Africa, 2016.
<i>Note:</i>	Completion rate is sometimes referred to as certification rate.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	TVET, CET and Private colleges
<i>Reference Code:</i>	47

Computer lab	
<i>Definition:</i>	A physical space which provides students with access to computer services, resources and a variety of software in support of learning.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	48

Contact mode of delivery	
<i>Definition:</i>	The mode of study that involves personal interaction between lecturers and/or supervisors and students at the premises of the institution or at a site of the institution.
<i>Source:</i>	DHET: Statistics on Post-School Education and Training in South Africa, 2016.
<i>Note:</i>	Contact education can be done through lectures, tutorials, seminars, practicals, supervision, or other forms of required work.
<i>Cross reference:</i>	Student.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	49

Contact student	
<i>Definition:</i>	A student in a Post-School Education and Training institution who is registered mainly for courses offered through contact mode of learning.
<i>Source:</i>	DHET: adapted from Statistics on Post-School Education and Training in South Africa, 2015.
<i>Note:</i>	None.
<i>Cross reference:</i>	Contact mode.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	50

Continuing Education and Training (CET)

<i>Definition:</i>	All learning and training programmes leading to qualifications or part-qualifications at Levels 1-4 of the NQF contemplated in the National Qualifications Framework Act, 2008 (Act No. 67 of 2008) provided for a college in terms of this Act.
<i>Source:</i>	Continuing Education and Training Act, 2006 (Act No. 16 of 2006) (as amended).
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	TVET, CET and Private colleges.
<i>Reference Code:</i>	51

Continuing Professional Teacher/Lecturer Development

<i>Definition:</i>	All development activities, programmes and courses engaged in by in-service teachers/lecturers for professional growth.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	52

Continuous assessment	
<i>Definition:</i>	Assessment that a student undertakes in the course of learning and which may or may not contribute to the final examination or assessment mark to determine progression.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	Formative assessment, summative assessment.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	53

Council	
<i>Definition:</i>	The governing body of a PSET institution.
<i>Source:</i>	DHET: adapted from Higher Education Act, 1997 (Act No. 101 of 1997) and Continuing Education and Training Act, 2006 (Act No. 16 of 2006) (as amended).
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	54

Course	
<i>Definition:</i>	A unit of teaching within a programme that is offered for a specific period and specific subject matter.
<i>Source:</i>	DHET: adapted from Higher Education Management Information System (HEMIS) Valpac glossary, 2007.
<i>Note:</i>	It can be accredited or non-accredited. A course can run for the whole academic year, semester, trimester, two days etc.
<i>Cross reference:</i>	Short course, course approval.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	55

Course approval status	
<i>Definition:</i>	An indicator that shows whether a course has met all the requirements and standards to be approved or not approved.
<i>Source:</i>	DHET: adapted from HEMIS Valpac glossary, 2007.
<i>Note:</i>	<p>Approved: the course is one which appears in at least one curriculum for a qualification and an area of specialisation, which have both been approved by the Minister of Higher Education and Training for subsidy purposes.</p> <p>Not approved: the course is one which does not appear in a curriculum for a qualification and area of specialisation which have been approved by the Minister of Higher Education and Training.</p>
<i>Cross reference:</i>	Course.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	56

Course completion status	
<i>Definition:</i>	The student's status in terms of the completion of a course, as determined at a particular point of time, taking into account all examination information which is available at that time.
<i>Source:</i>	DHET: adapted from HEMIS Valpac glossary, 2007.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	57

Course credit value	
<i>Definition:</i>	The fraction which constitutes a full-time curriculum in a year of study of a specific qualification.
<i>Source:</i>	DHET: adapted from HEMIS Valpac glossary, 2007.
<i>Note:</i>	The credit value for a course may vary depending on the qualification for which it is being undertaken by a student.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	58

Course delivery mode	
<i>Definition:</i>	The description of the method of delivery of teaching/learning.
<i>Source:</i>	DHET: adapted from HEMIS Valpac glossary, 2007.
<i>Note:</i>	A course can be delivered on contact, distance and mixed mode of delivery.
<i>Cross reference:</i>	Contact, distance and mixed mode of delivery.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	59

Course level	
<i>Definition:</i>	The intended level of complexity of the material associated with the course or the level of comprehension required of students who undertake the course.
<i>Source:</i>	DHET: adapted from HEMIS Valpac glossary, 2007.
<i>Note:</i>	Course level categories are not dependent on the year of study of the curriculum in which courses to be classified appear.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	60

Critical skill	
<i>Definition:</i>	Particular capabilities needed within an occupation.
<i>Source:</i>	DHET: adapted from Sector Skills Plan 2013-2014 update, 2013.
<i>Note:</i>	It includes, general management skills, communication and customer handling skills, team-work skills, communication technology skills, etc.
<i>Cross reference:</i>	Scarce skill.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	61

Curriculum	
<i>Definition:</i>	A statement of the training structure and expected methods of learning and teaching that underpin a qualification or part-qualification to facilitate a more general understanding of its implementation in an education system.
<i>Source:</i>	SAQA, NQF Standard Glossary of Terms, 2017.
<i>Note:</i>	It defines what lecturers must teach and what students must learn, and determines what is to be assessed. It determines the kind of learning programme that must be put in place to facilitate teaching, learning and assessment.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	62

Data	
<i>Definition:</i>	A representation of facts, concepts, or instructions in a formal manner, suitable for communication, interpretation, or processing by humans or by automatic means.
<i>Source:</i>	Statistics South Africa, Concepts and Definitions for Statistics South Africa, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	Metadata, Information.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET, private colleges and SETAs
<i>Reference Code:</i>	63

Data confidentiality	
<i>Definition:</i>	A property of data, usually resulting from legislative measures, which prevents it from unauthorised disclosure.
<i>Source:</i>	Statistics South Africa, Concepts and Definitions for Statistics South Africa, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	64

Data consolidation	
<i>Definition:</i>	The process that takes data from different systems, entities and possibly formats and combines that information to create a unified view.
<i>Source:</i>	Statistics South Africa, Concepts and Definitions for Statistics South Africa, 2017.
<i>Note:</i>	Example: the combination of DBE data and DHET data for UNESCO Institute of Statistics submission.
<i>Cross reference:</i>	Data integration.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	65

Data credibility	
<i>Definition:</i>	The quality, capability, or power of the data to elicit belief.
<i>Source:</i>	Statistics South Africa, Concepts and Definitions for Statistics South Africa, 2017.
<i>Note:</i>	Data in this context can be substituted by 'information' with no loss of meaning.
<i>Cross reference:</i>	Data integrity.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	66

Data element	
<i>Definition:</i>	A unit of data in which the definition, identification, representation and permissible values are specified by a set of attributes.
<i>Source:</i>	Statistics South Africa, Concepts and Definitions for Statistics South Africa, 2017.
<i>Note:</i>	Examples: students, lecturers, TVET colleges and universities. Gender of student is not an element but an attribute.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	67

Data integration	
<i>Definition:</i>	A process of combining heterogeneous data residing in different sources and building a new system of unified data.
<i>Source:</i>	Statistics South Africa, Concepts and Definitions for Statistics South Africa, 2017.
<i>Note:</i>	Example: linking HEMIS, TVETMIS, SETMIS and CETMIS into HETMIS.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	68

Data integrity	
<i>Definition:</i>	The values and related practices that maintain users' confidence in the agency producing information and ultimately in the statistical product.
<i>Source:</i>	Statistics South Africa, SASQAF, second edition, 2010.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	69

Data source	
<i>Definition:</i>	A record, organisation, individual or database from which data is obtained.
<i>Source:</i>	DHET: adapted from OECD, Glossary of Statistical Terms, 2007.
<i>Note:</i>	The organisation or individual may be the primary or secondary source of data.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	70

Data verification	
<i>Definition:</i>	The processes, by which data is checked, assessed, reviewed and audited.
<i>Source:</i>	Statistics South Africa, Concepts and Definitions for Statistics South Africa, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	71

Database	
<i>Definition:</i>	A logical collection of data that is interrelated and that is managed and stored as a unit.
<i>Source:</i>	DHET: adapted from OECD, Glossary of Statistical Terms, 2007.
<i>Note:</i>	None.
<i>Cross reference:</i>	Metadata.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	72

Dataset	
<i>Definition:</i>	A collection of similar data, sharing a structure, which covers a fixed period of time.
<i>Source:</i>	OECD, Glossary of Statistical Terms, 2007.
<i>Note:</i>	None.
<i>Cross reference:</i>	Data, Metadata.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	73

Deregistration	
<i>Definition:</i>	The status of a student who was registered and even took classes and now has to de-register as a student.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	74

Designation	
<i>Definition:</i>	A title or status conferred by a professional body in recognition of a person's expertise and/ or right to practise in an occupational field.
<i>Source:</i>	SAQA, National Policy and Criteria for Designing and Implementing Assessment for NQF qualifications and Part-qualifications and Professional Designations in South Africa, 2014.
<i>Note:</i>	In SETAs a designation can be an assessor, moderator, skills development facilitator etc.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	75

Designation structure status	
<i>Definition:</i>	A status that a designated person has in relation to practising his expertise in an occupational field.
<i>Source:</i>	DHET: adapted from SAQA, National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part-Qualifications and Professional Designations in South Africa, 2014.
<i>Note:</i>	The designation structure status may be registered, reregistered, deregistered, proposed etc.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	76

Diploma	
<i>Definition:</i>	A qualification that has NQF exit level 6 and with the total minimum credits of 240 or 360.
<i>Source:</i>	DHET: Higher Education Qualifications Sub-Framework, 2013.
<i>Note:</i>	Typically they will have gained experience in applying such knowledge and skills in a workplace context. Diploma programmes typically include an appropriate WIL component. There are two key distinctions between the 240- and 360-credit Diploma variants. The latter may provide for up to 120 credits of workplace-based learning, while the 240-credit variant does not, and the 240-credit variant may only be offered where it leads to a professional designation or occupational role as determined by a professional body.
<i>Cross reference:</i>	Advanced diploma, post-graduate diploma.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	77

Disability	
<i>Definition:</i>	The loss or elimination of opportunities to take part in the life of the community, equitably with others that is encountered by persons having physical, sensory, psychological, developmental, learning, neurological or other impairments, which may be permanent, temporary or episodic in nature; thereby causing activity limitations and participation restriction within the mainstream society.
<i>Source:</i>	DHET: Strategic Disability Policy Framework, 2016.
<i>Note:</i>	None.
<i>Cross reference:</i>	Barriers to learning.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	78

Distance mode of delivery	
<i>Definition:</i>	The mode of study that involves interaction with lecturers or supervisors through distance learning techniques, such as written correspondence, telematics and/or the internet.
<i>Source:</i>	DHET: adapted from HEMIS Valpac Glossary, 2007.
<i>Note:</i>	None.
<i>Cross reference:</i>	Course delivery mode, student attendance mode.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	79

District municipality	
<i>Definition:</i>	A municipality that shares municipal executive and legislative authority in an area that includes more than one municipality.
<i>Source:</i>	Local Government Municipal Structures Amendment Act No. 117 of 1998.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	80

Doctoral Degree	
<i>Definition:</i>	A post-graduate qualification with an NQF exit level 10 and minimum total credits of 360.
<i>Source:</i>	DHET: Higher Education Qualifications Sub-Framework, 2013.
<i>Note:</i>	Course work may be required as preparation or value addition to the research, but does not contribute to the credit value of the qualification. The defining characteristic of this qualification is that the candidate is required to demonstrate high-level research capability and make a significant and original academic contribution at the frontiers of a discipline or field.
<i>Cross reference:</i>	Master's degree, bachelor' degree, honours degree.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	81

Dropout rate	
<i>Definition:</i>	The proportion of students who leave the specified level in the PSET system prematurely without obtaining a qualification registered for.
<i>Source:</i>	DHET: adapted from OECD Glossary of Statistical Terms, 2007.
<i>Note:</i>	None.
<i>Cross reference:</i>	Attrition rate.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	82

Dropout rate, enrolment	
<i>Definition:</i>	The proportion of students who leave the specified level in the educational system before registering to write an examination.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	This includes the number of students who qualified or registered to write examinations but could not write due to certain reasons.
<i>Cross reference:</i>	Attrition rate.
<i>Applicable to:</i>	TVET, CET and Private colleges
<i>Reference Code:</i>	83

Dropout rate, examination	
<i>Definition:</i>	The proportion of students who register to write an examination at the specified level in the educational system but leave before writing that examination.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	This includes the number of students who qualified or registered to write examinations but could not write due to certain reasons.
<i>Cross reference:</i>	Attrition rate.
<i>Applicable to:</i>	TVET, CET and Private colleges
<i>Reference Code:</i>	84

Duration of appointment	
<i>Definition:</i>	The period of time which an employee serves at any Post-School Education and Training institution or departmental office.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	Examples: temporary appointment, permanent appointment, tenure.
<i>Cross reference:</i>	Nature of appointment.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	85

Earmarked capital funding	
<i>Definition:</i>	Conditional funding made available to a public Post-School Education and Training institution for specific capital investments where these investments are integrated into the strategic plans of an institution.
<i>Source:</i>	DHET: National Norms and Standards for Funding Technical and Vocational Education and Training Colleges (NNSF-TVET Colleges), 2015.
<i>Note:</i>	This public funding stream covers two types of capital expenditure: (1) Capital expenditure to expand the infrastructure of existing of the college campuses, or construct new campuses; (2) Capital expenditure required to address capital infrastructure backlogs. This type of funding is always conditional in the sense that it is earmarked for specific capital investment, where these investments are integrated into the strategic plans of colleges.
<i>Cross reference:</i>	Earmarked recurrent funding.
<i>Applicable to:</i>	TVET colleges
<i>Reference Code:</i>	86

Earmarked recurrent funding	
<i>Definition:</i>	Conditional funding made available to a public Post-School Education and Training institution for recurrent items for developmental nature of the institution.
<i>Source:</i>	National Norms and Standards for Funding Technical and Vocational Education and Training Colleges (NNSF-TVET Colleges), 2015.
<i>Note:</i>	This public funding stream seals with recurrent items. It is earmarked for projects of a development nature, in particular staff development and implementation of computerised systems and college-level research. In addition, the earmarked recurrent funding stream covers inputs that are considered part of a basic minimum package of recurrent inputs required more or less equally by all colleges.
<i>Cross reference:</i>	Earmarked capital funding.
<i>Applicable to:</i>	TVET colleges
<i>Reference Code:</i>	87

Economic status	
<i>Definition:</i>	Measure of the level of economic well-being of individuals, for which income and ownership of assets are commonly used.
<i>Source:</i>	Statistics South Africa, Concepts and Definitions for Statistics South Africa, 2010.
<i>Note:</i>	In CETMIS, SETMIS, TVETMIS and PCETMIS it measures whether an individual is unemployed, employed, self-employed, seasonally employed.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	88

Education and training quality assurance body	
<i>Definition:</i>	A body that is either legally mandated to undertake quality assurance within a national education and training system, or officially recognised within a framework as compliant with agreed quality assurance standards in a geographical area.
<i>Source:</i>	SAQA, NQF Standard Glossary of Terms, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	89

Effective registration of a person for a qualification	
<i>Definition:</i>	A condition that exist when all the criteria mention under the note below have been met.
<i>Source:</i>	DHET: adapted from HEMIS Valpac glossary, 2007.
<i>Note:</i>	<p>a) the person satisfies the statutory entry requirements for admission to a formally approved qualification offered by the institution;</p> <p>b) At 1 January of the Collection Year the person was officially enrolled in the qualification, or during the period 1 January through 31 December of the year the person became officially enrolled in the qualification.</p> <p>c) During the period 1 January through 31 December of the Collection Year the person was effectively registered in at least one course which is a part of the curriculum for the qualification. Conditions of registration are determined by the institution.</p>
<i>Cross reference:</i>	Effective registration of a student for a course.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	90

Effective registration of a student for a course	
<i>Definition:</i>	A condition where a student meets all criteria set by a PSET institution to register for an approved course.
<i>Source:</i>	DHET: adapted from HEMIS Valpac glossary, 2007.
<i>Note:</i>	An effective registration by a student for a course exists when all these criteria have been met: (a) On a course census date determined by the institution, the course is an approved component of the student's approved curriculum. (b) On that course census date the student is still entitled to be undertaking the course, has not officially withdrawn from the course and has not been officially excluded from the course. (c) The course census date lies within a set period: the start date for the set period is first teaching day for the course plus 1/3 of the number of teaching days in the course, and the end date for the set period is the first teaching day for the course plus 2/3 of the number of teaching days in the course.
<i>Cross reference:</i>	Effective registration of a person for a qualification.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	91

Email address	
<i>Definition:</i>	A unique identifier used to both send and receive electronic mail messages over the Internet.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	Postal address, physical address.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	92

EMIS number	
<i>Definition:</i>	A unique number that identifies a PSET institution.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	For TVET, CET and Private colleges, this has become a historical classification.
<i>Cross reference:</i>	Unique identifier.
<i>Applicable to:</i>	TVET, CET and private colleges
<i>Reference Code:</i>	93

Employer	
<i>Definition:</i>	A person or organisation who has engaged one or more persons to work for him or her and pays (or is obligated to pay) him or her salary or wages in compensation.
<i>Source:</i>	DHET: adapted from the South African Labour Glossary, 1996.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	94

Employment commencement date	
<i>Definition:</i>	The date in which an employee started working at the institution for his/her unbroken period of employment.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	95

Employment status (1)	
<i>Definition:</i>	Status of an employee at a public higher education institution that indicates whether an employee works on a full-time or part-time basis.
<i>Source:</i>	DHET: adapted from HEMIS Valpac glossary, 2007.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	96

Employment status (2)	
<i>Definition:</i>	Status of an employee at an institution.
<i>Source:</i>	DHET: adapted from South African labour glossary, 1996.
<i>Note:</i>	In public colleges it indicates whether the person's employment status is active, inactive or terminated.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	TVET, CET and Private colleges
<i>Reference Code:</i>	97

Enrolled student	
<i>Definition:</i>	A student who is formally admitted and registered at a PSET institution for a specific learning programme.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	Also referred to as registered student.
<i>Cross reference:</i>	Admission to PSET institution.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	98

Enrolment mode	
<i>Definition:</i>	The indication of whether a student is enrolled on a part-time or full-time basis.
<i>Source:</i>	DHET: Data Dictionary Working group, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	TVET colleges
<i>Reference Code:</i>	99

Enrolment rate	
<i>Definition:</i>	A proportion of students of a particular age group enrolled at a PSET institution divided by the number of people in the population in that age group.
<i>Source:</i>	Adapted from OECD, Glossary of Statistical Terms, 2017.
<i>Note:</i>	Different age groups are used for different PSET sectors
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	100

Entering student	
<i>Definition:</i>	A person that is effectively registered for a qualification, and/or has been registered in the past at the institution but is now effectively registered for a qualification which he/she has not followed at any time in the past at the institution.
<i>Source:</i>	DHET: adapted from HEMIS Valpac glossary, 2007.
<i>Note:</i>	None.
<i>Cross reference:</i>	First-time entering student, transfer student.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	101

Entrance category	
<i>Definition:</i>	The classification status of a person in terms of prior qualifications and experience at the institution and elsewhere.
<i>Source:</i>	DHET: adapted from HEMIS Valpac glossary, 2007.
<i>Note:</i>	Categories refer to entering student, first time entering student (new entrant), transfer student and non-entering student.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	102

Examination	
<i>Definition:</i>	Assessment that designates exit or end-point standardised tests in order to promote, select or provide a certification to all candidates who qualify or are supposed to have formally or informally learned and covered the curriculum of a formal education programme as part of their requirements for qualification or part-qualification.
<i>Source:</i>	DHET: adapted from: UNESCO Institute for Statistics Glossary, 2018.
<i>Note:</i>	None.
<i>Cross reference:</i>	Assessment, summative assessment, formative assessment.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	103

Examination centre	
<i>Definition:</i>	A centre which is registered by the Department of Basic Education and/or the Department of Higher Education and Training or by an Umalusi ² accredited private assessment body to offer and conduct external examinations.
<i>Source:</i>	National Qualifications Framework Act, 2008 (Act No. 67 of 2008)
<i>Note:</i>	None.
<i>Cross reference:</i>	Examination.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	104

² Umalusi is a Council for Quality Assurance in General and Further Education and Training

Facilitator	
<i>Definition:</i>	An inclusive term referring to an educator or a teacher at school, a lecturer at college or university and a trainer in workplaces.
<i>Source:</i>	DHET: adapted from NQF Standard Glossary of Terms, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	Lecturer.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	105

Fee for service income	
<i>Definition:</i>	Income derived by colleges from training services offered on a market basis to private and public clients outside of the formula funding system.
<i>Source:</i>	DHET: National Norms and Standards for Funding Technical and Vocational Education and Training Colleges (NNSF-TVET Colleges), 2015.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	TVET colleges
<i>Reference Code:</i>	106

Financial statement	
<i>Definition:</i>	Statement consisting of at least a balance sheet, an income, a cash-flow, any other statements that may be prescribed; and any notes to the statement.
<i>Source:</i>	Public Finance Management Act, 1999 (Act No. 1 of 1999).
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	107

Financial year	
<i>Definition:</i>	A period covering about twelve months in which a PSET institution and departmental office report on their financials and other performances.
<i>Source:</i>	DHET: Data Dictionary Working group, 2017.
<i>Note:</i>	In public PSET institutions a year commences on the first day of April and ends at the end of March but may proceed until June of the following year.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	108

First time entering student to PSET institution	
<i>Definition:</i>	A student who is registered for a programme or qualification and has not been registered in that subsector of PSET in the past.
<i>Source:</i>	DHET: adapted from HEMIS Valpac Glossary, 2007.
<i>Note:</i>	Based on the entry level from the relevant or equal NQF sub- framework, the student will be classified as first entrant.
<i>Cross reference:</i>	New entrant.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	109

Foreign Student	
<i>Definition:</i>	Student enrolled at PSET Institutions in an academic cycle/term, regardless of the number of programmes/courses the student enrolled for, who is registered under identity of other countries than South Africa.
<i>Source:</i>	DHET: adapted from the draft Policy framework for the internationalisation of higher education in South Africa, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	110

Formal education and training	
<i>Definition:</i>	Education and training that is institutionalised, intentional and planned through public organisations and recognized private bodies and in their totality, make up the formal education system of a country.
<i>Source:</i>	Glossary of UNESCO Institute of Statistics, 2019.
<i>Note:</i>	Formal learning leads to the award of a qualification or part qualification registered on the National Qualifications Framework (NQF).
<i>Cross reference:</i>	Non-formal education and training, informal learning.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	111

Formative assessment	
<i>Definition:</i>	A range of formal, non-formal and informal on-going assessment procedures used to focus teaching and learning activities to improve student attainment, or which are required for the purpose of a year mark.
<i>Source:</i>	SAQA, NQF Standard Glossary of Terms, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	Summative assessment, continuous assessment.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	112

Full-time employment	
<i>Definition:</i>	Employment which is determined by the organisation/institution in accordance with its contractual requirements for employment.
<i>Source:</i>	DHET: adapted from HEMIS valpac glossary, 2007.
<i>Note:</i>	On the Annual Survey of the CET colleges, it is indicated that full-time employees are appointed in a full-time substantive post, working a full week that is 35 to 40 hours per week. Part-time employees work fewer hours than a full-time employee.
<i>Cross reference:</i>	Permanent employment.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	113

Full-time equivalent student	
<i>Definition:</i>	A student in the post-school sector who is enrolled for an academic programme for a full academic year and is registered for all the subjects prescribed for that programme.
<i>Source:</i>	DHET: National Norms and Standards for Funding Technical and Vocational Education and Training Colleges (NNSF-TVET Colleges), 2015.
<i>Note:</i>	If a student is enrolled, for example, only half of the subjects required for a full-year academic programme, then he/she would be counted as 0.5 FTE student. If a student is taking 20% more than the subjects/courses required in a standard full-year curriculum, then he/she would be counted as 1.2 FTE students. Adapted from DoE (1982, 1995) Manual: SAPSE, Pretoria.
<i>Cross reference:</i>	Full-time equivalent student enrolment.
<i>Applicable to:</i>	TVET, CET and Private Colleges
<i>Reference Code:</i>	114

Full-time equivalent student enrolment	
<i>Definition:</i>	A student who is enrolled for an academic programme for a full academic year and is registered for all the courses/subjects prescribed for that programme.
<i>Source:</i>	DHET: Statistics on PSET in South Africa, 2016.
<i>Note:</i>	If a student is enrolled, for example, only half of the courses/subjects required for a full-year academic programme, then he/she would be counted as 0.5 FTE student. If a student is taking 20% more than the courses required in a standard full-year curriculum, then he/she would be counted as 1.2 FTE student.
<i>Cross reference:</i>	Full-time equivalent student.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	115

Full-time student	
<i>Definition:</i>	A student who is enrolled in an education programme whose study load amounts to at least 75% of the normal full-time annual study load.
<i>Source:</i>	DHET: adapted from the UNESCO Institute for Statistics, Instructional manual survey of formal Education, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	Part-time student.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	116

Funding	
<i>Definition:</i>	The process of providing financial assistance for a particular purpose or intervention, to either a registered student or the institution.
<i>Source:</i>	DHET: Data Dictionary working group, 2017.
<i>Note:</i>	A project can be funded by an employer, student, SETA or other.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	117

Funding formula	
<i>Definition:</i>	A system for funding the nationally approved public PSET programmes.
<i>Source:</i>	DHET: National Norms and Standards for Funding Technical and Vocational Education and Training Colleges (NNSF-TVET Colleges), 2015.
<i>Note:</i>	There is a calculation of programme funding per formula.
<i>Cross reference:</i>	Funding formula grid.
<i>Applicable to:</i>	TVET colleges
<i>Reference Code:</i>	118

Funding formula grid	
<i>Definition:</i>	A tool for the planning of public funded PSET services delivered by an institution, plus a tool for determining how much formula funding of programmes an institution should receive.
<i>Source:</i>	DHET: National Norms and Standards for Funding Technical and Vocational Education and Training Colleges (NNSF-TVET Colleges), 2015.
<i>Note:</i>	The tool in which the formula funding of the programmes is organised, and it applies to all public PSET institutions in the country.
<i>Cross reference:</i>	Funding formula.
<i>Applicable to:</i>	TVET colleges
<i>Reference Code:</i>	119

Funding type	
<i>Definition:</i>	Type of financial resources provided to different public PSET institutions.
<i>Source:</i>	Higher Education and Training Act, 1997 (Act No. 101 of 1997), and National Norms and Standards for Funding Technical and Vocational Education and Training Colleges (NNSF-TVET Colleges), 2015.
<i>Note:</i>	This applies to public PSET Institutions and sectors. This can be voted funds, donations, grants.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	TVET colleges
<i>Reference Code:</i>	120

Funding weight	
<i>Definition:</i>	A weight linked to each economic category of each nationally approved programme to represent the cost of delivering the programme relative to the funding base rate.
<i>Source:</i>	DHET: National Norms and Standards for Funding Technical and Vocational Education and Training Colleges (NNSF-TVET Colleges), 2015.
<i>Note:</i>	The economic categories to be used are (1) personnel cost, (2) capital infrastructure cost and (3) non-personnel non-capital cost.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	TVET colleges
<i>Reference Code:</i>	121

Gender	
<i>Definition:</i>	Social distinction between males and females.
<i>Source:</i>	Statistics South Africa: Concepts and Definitions for Statistics South Africa, 2017.
<i>Note:</i>	Gender is distinguished from sex which is biologically determined.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	122

General Education and Training (GET)	
<i>Definition:</i>	All learning and training programmes leading to a qualification on Level 1 of the National Qualifications Framework.
<i>Source:</i>	Continuing Education and Training Act, 2006 (Act No. 16 of 2006) (as amended). General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001).
<i>Note:</i>	Each full qualification registered at level 1 on the National Qualifications Framework will be called a GETC).
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	TVET, CET and Private colleges
<i>Reference Code:</i>	123

Geographical coordinates	
<i>Definition:</i>	An ordered set of two coordinates specifying a position in degrees of latitude and longitude.
<i>Source:</i>	Spatial Planning and Land Use Management Act, 2013 (Act No. 16 of 2013).
<i>Note:</i>	Latitude denotes North South or Y-axis distance covered. Longitude denotes East West or X-axis distance covered. The international norm is to express latitude before longitude. It is important to comply, otherwise users might get latitude and longitude mixed in life-threatening situations.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	124

Graduate	
<i>Definition:</i>	A student who has satisfied all the requirements of the full qualifications for which he/she was registered for.
<i>Source:</i>	DHET: adapted from Statistics on Post-School Education and Training in South Africa, 2015 and Statistics South Africa: Concepts and Definitions for Statistics South Africa, 2010.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	125

Graduation rate	
<i>Definition:</i>	A calculation based on the number of students who have graduated in a particular year, irrespective of the year of study, divided by the total number of students enrolled at the university, in that particular year.
<i>Source:</i>	National Development Plan: Vision for 2030, 2011.
<i>Note:</i>	The above definition is unique in the South African context and results obtained cannot be used to compare national performance with international published results.
<i>Cross reference:</i>	Graduate, completion rate, attrition rate.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	126

Head of Department	
<i>Definition:</i>	Designation that is applied to an appointed person who has responsibility for leading an academic department or learning programme at a PSET institution.
<i>Source:</i>	DHET: Adapted from Continuing Education and Training Act, 2006 (Act No. 16 of 2006) (as amended).
<i>Note:</i>	In some PSET institutions they are called school heads/ directors.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	127

Headcount enrolment	
<i>Definition:</i>	Unduplicated number of students enrolled and/or registered in HEIs at a given census date in an academic year, regardless of their course load, or number of programmes registered in.
<i>Source:</i>	DHET: Student Statistical Manual (SAPSE), 1998.
<i>Note:</i>	Students are counted as units, regardless of whether they are full-time or part-time and regardless of the number of courses they are enrolled in. It is applicable to HEIs student.
<i>Cross reference:</i>	Full-time equivalent enrolment, programme enrolment.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	128

Headcount, enrolment cycle	
<i>Definition:</i>	A count of students once in every enrolment period/cycle.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	<p>There are six enrolment intakes/cycles at TVET colleges during an academic year- i.e. annual, 3 trimester intakes, and 2 semester intakes. Students are counted once in each intake, and in instances where a student is enrolled in more than one programme in a cycle, they are counted at the highest level programme they are enrolled in. This is an unduplicated count of a student record without considering programme or subject enrolment but taking into account the college the student is enrolled at.</p> <p>Furthermore, it should be noted that students are counted once in every enrolment cycle, this may result in students being counted more than once if they enrol in every trimester/semester cycle. For example, this means that if a student is enrolled for N1, N2 and N3 in an academic year, they will be counted 3 times.</p>
<i>Cross reference:</i>	Headcount programme enrolment, Headcount Unduplicated.
<i>Applicable to:</i>	TVET colleges
<i>Reference Code:</i>	129

Headcount, programme enrolment	
<i>Definition:</i>	Counting of students in a reporting period/enrolment cycle considering every programme they are enrolled for.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017
<i>Note:</i>	This is a count of how many students are enrolled in each programme within an enrolment cycle.
<i>Cross reference:</i>	Headcount enrolment cycle, Headcount Unduplicated.
<i>Applicable to:</i>	TVET colleges
<i>Reference Code:</i>	130

Headcount, Unduplicated	
<i>Definition:</i>	Counting of students once in an academic year irrespective of programme and subject enrolment.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	It is essentially a count of how many students are accommodated in an academic year
<i>Cross reference:</i>	Headcount enrolment cycle, Headcount programme enrolment.
<i>Applicable to:</i>	TVET colleges
<i>Reference Code:</i>	131

Higher Certificate	
<i>Definition:</i>	An entry-level higher education qualification with an NQF exit level 5 and minimum total credits of 120.
<i>Source:</i>	DHET: adapted from Higher Education Qualification Sub-Framework, 2013.
<i>Note:</i>	This qualification signifies that the student has attained a basic level of higher education knowledge and competence in a particular field or occupation and is capable of applying such knowledge and competence in an occupation or role in the workplace.
<i>Cross reference:</i>	Advanced certificate, certificate.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code</i>	132

Higher Education and Training Management Information System (HETMIS)	
<i>Definition:</i>	An integrated system of all processes, rules, standards, and responsibilities for information collection and management in the PSET sector.
<i>Source:</i>	DHET: adapted from Statistics on Post-School Education and Training in South Africa, 2014.
<i>Note:</i>	A complete integrated system will contain data from HEMIS, TVETMIS, CETMIS, Private College Education and Training Management Information System, and SETMIS.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	133

Higher Education Institution (HEI)	
<i>Definition:</i>	Any institution that provides higher education on a full-time, part-time or distance basis and which is established, deemed to be established or declared as a public higher education institution, or registered or conditionally registered as a private higher education institution under the Higher Education Act No 101 of 1997.
<i>Source:</i>	Higher Education Act No 101 of 1997.
<i>Note:</i>	This includes both public and private universities for example, university of technology, comprehensive university, and traditional university.
<i>Cross reference:</i>	Private higher education institution, public higher education institution.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	134

Highest level of education completed	
<i>Definition:</i>	The highest level of schooling that a person has attained.
<i>Source:</i>	DHET: adapted from the Labour Market Intelligence Partnership dictionary, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	Qualification.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	135

Home language	
<i>Definition:</i>	The language that is spoken most frequently at home by an individual.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	136

Honours Degree	
<i>Definition:</i>	A postgraduate specialisation qualification with NQF exit level 8 and minimum total credits of 120.
<i>Source:</i>	Higher Education Qualifications Sub-Framework, 2013.
<i>Note:</i>	It serves to consolidate and deepen the student's expertise in a particular discipline, and to develop research capacity in the methodology and techniques of that discipline. Bachelor Honours Degree programmes must include conducting and reporting research under supervision, worth at least 30 credits, in the form of a discrete research component that is appropriate to the discipline or field of study.
<i>Cross reference:</i>	Master's degree, bachelor's degree, doctoral degree.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	137

Hostel	
<i>Definition:</i>	A facility that provides accommodation, and/or food and care for students.
<i>Source:</i>	DBE: Dictionary of Education Concepts and Terms, 2010.
<i>Note:</i>	This accommodation is provided by the institution.
<i>Cross reference:</i>	Hostel boarders.
<i>Applicable to:</i>	HEIs, TVET and private colleges
<i>Reference Code:</i>	138

Hostel boarder	
<i>Definition:</i>	Student or staff member who lives in a hostel as accommodation provided by the institution.
<i>Source:</i>	DBE: Dictionary of Education Concepts and Terms, 2010.
<i>Note:</i>	None.
<i>Cross reference:</i>	Hostel.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	139

Inactive/ terminated staff	
<i>Definition:</i>	A staff member who is no longer employed by the institution and the employment period has ended.
<i>Source:</i>	DHET: Data Dictionary Working group, 2017.
<i>Note:</i>	Irrespective of whether the employment ended voluntarily on employee's part (e.g. retirement or resignation) or employer part (e.g. dismissal or termination of contract).
<i>Cross reference:</i>	Active employee.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	140

Industry funded programme	
<i>Definition:</i>	Learning programmes that are falling within the Sector Education and Training Authority scope of coverage and are funded by the employers in the specific industry.
<i>Source:</i>	Skills Development Act, 1998 (Act No. 97 of 1998).
<i>Note:</i>	None.
<i>Cross reference:</i>	SETA funded programme.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	141

Information	
<i>Definition:</i>	Data presented in a context so that it can be applied or used.
<i>Source:</i>	Department of Planning, Monitoring and Evaluation: Policy Framework for the Government-wide M&E System, 2007.
<i>Note:</i>	None.
<i>Cross reference:</i>	Data, metadata.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	142

Institution closure date	
<i>Definition:</i>	The exact date on which a PSET institution is officially closed for operation.
<i>Source:</i>	Continuing Education and Training Act No. 16 of 2006 (as amended).
<i>Note:</i>	It is applicable to Private colleges and Private HEIs.
<i>Cross reference:</i>	Institution closure reason.
<i>Applicable to:</i>	Private HEIs and private colleges
<i>Reference Code:</i>	143

Institution closure reason	
<i>Definition:</i>	An explanation provided by either a private Higher Education Institution or the Registrar for closure.
<i>Source:</i>	Continuing Education and Training Act No. 16 of 2006 (as amended).
<i>Note:</i>	None
<i>Cross reference:</i>	Institution deregistration date.
<i>Applicable to:</i>	Private HEIs and Private colleges
<i>Reference Code:</i>	144

Institution name/Trade name	
<i>Definition:</i>	The official name of a PSET institution as per government gazette.
<i>Source:</i>	Continuing Education and Training Act, 2006 (Act No. 16 of 2006) (as amended).
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	145

International Standard Classification of Education (ISCED)	
<i>Definition:</i>	The reference classification for organising education programmes and related qualifications by education levels and fields.
<i>Source:</i>	DHET: adapted from UNESCO: ISCED, Operational Manual Guidelines for classifying national education programmes and related qualifications, 2015.
<i>Note:</i>	The basic concepts and definitions of ISCED are therefore intended to be internationally valid and comprehensive of the full range of education systems.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	146

Internship	
<i>Definition:</i>	The structured work experience component of an occupational qualification registered by the QCTO.
<i>Source:</i>	Skills Development Act, 1998 (Act No. 97 of 1998).
<i>Note:</i>	The Department collects data on internships provided by SETAs.
<i>Cross reference:</i>	Learnership, apprenticeship.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	147

Interpretability of data	
<i>Definition:</i>	The ease with which users can understand data through provision of metadata.
<i>Source:</i>	DHET: adapted from Statistics South Africa, SASQAF, second edition, 2010.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	148

Language learning area	
<i>Definition:</i>	The 11 official languages, other languages approved by the Pan South African Language Board and the South African Sign Language approved by Umalusi.
<i>Source:</i>	DHET: Adapted from the Language Policy for Higher Education, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	149

Large Firm	
<i>Definition:</i>	A separate and distinct business entity, including cooperative enterprises and non-governmental organisations, managed by one owner or more which, including its branches or subsidiaries, if any, is predominantly carried on in any sector or subsector of the economy mentioned in column 1 of the schedule and which can be classified as large enterprise by satisfying the criteria mention in column 3, 4 and 5 of the schedule opposite the smallest relevant size or class as mentioned in column 2 of the schedule.
<i>Source:</i>	National Small Business Amendment Act, 2003 (Act No. 26 of 2003 (as amended)).
<i>Note:</i>	It is an economical group consisting of large profit-making corporations especial those considered to have influence on social and or political policy, with at least more than 250 employees regardless of revenue. Schedule on the company size classification (SIC) description is attached as annexure A .
<i>Cross reference:</i>	Medium firm, small firm.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	150

Learnership	
<i>Definition:</i>	A learning programme that leads to an occupational qualification or part-qualification.
<i>Source:</i>	Skills Development Act, 1998 (Act No. 97 of 1998).
<i>Note:</i>	It includes an apprenticeship and cadetship. A learnership is based on an agreement entered into between the learner, the institution and the employer.
<i>Cross reference:</i>	Internship, apprenticeship.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	151

Learning programme	
<i>Definition:</i>	A structured and purposeful set of learning experiences that leads to a qualification or part-qualification.
<i>Source:</i>	Skills Development Act, 1998 (Act No. 97 of 1998).
<i>Note:</i>	Includes a studentship, a skills programme and any other prescribed learning programme which includes a structured work experience component.
<i>Cross reference:</i>	Skills programme, programme.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	152

Lecturer	
<i>Definition:</i>	Any person, who teaches, educates or trains other persons, or who provides professional educational services at PSET institutions and who is appointed in a post on any lecturer establishment.
<i>Source:</i>	DHET: adapted from Continuing Education and Training Act, 2006 (Act No. 16 of 2006) (as amended).
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	153

Lecturer Support System (LSS)	
<i>Definition:</i>	A system aimed at improving TVET college lecturers in their day to day teaching and learning.
<i>Source:</i>	DHET: Data Dictionary Working group, 2017.
<i>Note:</i>	The LSS Web Portal is used by lecturers to access teaching and learning resources for different subjects.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	TVET colleges
<i>Reference Code:</i>	154

Literacy	
<i>Definition:</i>	Ability to read and write with understanding in any language.
<i>Source:</i>	DHET: adapted from Statistics South Africa, Concepts and Definitions for Statistics South Africa, 2010.
<i>Note:</i>	A person is literate if s/he can, with understanding, both read and write a short simple statement on his everyday life.
<i>Cross reference:</i>	Literacy rate.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	155

Literacy rate	
<i>Definition:</i>	The proportion of the population above 15 years of age who can write and read with understanding, usually expressed as a percentage of the total population above that age.
<i>Source:</i>	Statistics South Africa, Concepts and Definitions for Statistics South Africa, 2010.
<i>Note:</i>	None.
<i>Cross reference:</i>	Literacy, youth literacy rate.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	156

Macro data	
<i>Definition:</i>	Data gained by a purposeful aggregation of statistical micro data.
<i>Source:</i>	DHET: adapted from Statistics South Africa, Concepts and Definitions for Statistics South Africa, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	Micro data.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	157

Magister Technologiae	
<i>Definition:</i>	An advanced qualification involving either instructional offerings and research or research only, with a study duration of at least one year after obtaining an appropriate Baccalaureus Technologiae or equivalent.
<i>Source:</i>	DHET: General Policy for Technikon Instructional Programmes Report 150 (97/01), 1997c.
<i>Note:</i>	The instructional offering(s) must involve between 0, 0 and 0, 5 credits and must be at Level V, with the concession that a maximum of 0, 1 of these credits may be recognised for an instructional offering in research methodology. Some of these qualifications were registered on NQF exit levels 7 or 9 and some were never aligned with the current NQF exit levels.
<i>Cross reference:</i>	Baccalaureus Technologiae and Doctoral Technologiae.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	158

Management staff (1)	
<i>Definition:</i>	A person occupying a position in which the primary function is the management of the institution or one of its major divisions or sections.
<i>Source:</i>	DHET: adapted from the HEMIS valpac glossary, 2007.
<i>Note:</i>	None
<i>Cross reference:</i>	Academic staff, support staff, research staff and administrative staff.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	159

Management staff (2)	
<i>Definition:</i>	The principal and vice principal of a public college.
<i>Source:</i>	Continuing Education and Training Act, 2006 (Act No. 16 of 2006) (as amended).
<i>Note:</i>	None
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	TVET and CET colleges
<i>Reference Code:</i>	160

Master list of institutions	
<i>Definition:</i>	A list containing all contact information of the PSET institutions.
<i>Source:</i>	DHET: adapted from the Higher Education Information Standards 003: Standard for the publication of the master list of education institutions in the post-school sector, 2014.
<i>Note:</i>	Contact information of the institution includes details such as addresses, telephone numbers, geographical coordinates, etc.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	161

Master's Degree	
<i>Definition:</i>	A postgraduate qualification with NQF exit level 9 and 180 minimum total credits.
<i>Source:</i>	DHET: Higher Education Qualifications Sub-Framework, 2013.
<i>Note:</i>	A Master's Degree may be earned in either of two ways: (1) by completing a single advanced research project, culminating in the production and acceptance of a thesis or dissertation, or (2) by successfully completing a course work programme requiring a high level of theoretical engagement and intellectual independence and a research project, culminating in the acceptance of a dissertation.
<i>Cross reference:</i>	Honours degree, bachelor's degree, doctoral degree.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	162

Medium firm	
<i>Definition:</i>	A separate and distinct business entity, including cooperative enterprises and non-governmental organisations, managed by one owner or more which, including its branches or subsidiaries, if any, is predominantly carried on in any sector or subsector of the economy mentioned in column 1 of the schedule and which can be classified as medium enterprise by satisfying the criteria mention in column 3, 4 and 5 of the schedule opposite the smallest relevant size or class as mentioned in column 2 of the schedule.
<i>Source:</i>	National Small Business Act, 2003 (Act No. 26 of 2003) (as amended).
<i>Note:</i>	A non-subsidiary, independent firm which employ less than a 250 number of employees but above 50 employees, regardless of revenue. Schedule on the company size classification (SIC) description is attached as annexure A .
<i>Cross reference:</i>	Large firms, small firms.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	163

Medium of instruction	
<i>Definition:</i>	A language medium through which learning and teaching, including assessment occur.
<i>Source:</i>	DHET: adapted from UNESCO Education Position Paper: Education in a multilingual world, 2003.
<i>Note:</i>	Medium of instruction in educational systems can be the student's home language. Educational policy might recommend the use of several languages of instruction.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	164
Metadata	
<i>Definition:</i>	Data that defines and describes other data.
<i>Source:</i>	DHET: adapted from Statistics South Africa, Concepts and Definitions for Statistics South Africa, 2017.
<i>Note:</i>	Metadata are data that describe datasets, and data become metadata when they are used in this way. This happens under particular circumstances and for particular purposes. The set of circumstances and purposes (or perspective) for which some data are used as metadata is called the context. So, metadata are data about datasets in some context.
<i>Cross reference:</i>	Data, information.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	165

Micro data	
<i>Definition:</i>	Data collected on an individual object or statistical unit.
<i>Source:</i>	DHET: adapted from Statistics South Africa, Concepts and Definitions for Statistics South Africa, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	Macro data.
<i>Applicable to:</i>	HEIs, SETAS, TVET, CET and private colleges
<i>Reference Code:</i>	166

Mixed mode of delivery	
<i>Definition:</i>	A mode of study conducted through a mixture of contact and distance mode of learning.
<i>Source:</i>	DHET: adapted from HEMIS Valpac glossary, 2007.
<i>Note:</i>	Some "distance education" courses involve a student undertaking most of his/her studies through distance mode but he/she is also required to attend intensive short sessions at an institution's site. Such courses are to be treated as "mixed mode".
<i>Cross reference:</i>	Contact delivery mode, student attendance mode.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	167

Moderator	
<i>Definition:</i>	A person who has been appointed by the relevant AQP in accordance with established criteria to ensure that the assessment process and procedure is fair, valid, reliable and unbiased.
<i>Source:</i>	QCTO: Assessment Policy for Qualifications and Part Qualifications on the Occupational Qualifications Sub-Framework, 2013.
<i>Note:</i>	In SETA, moderators should be registered with the South African Board for People Practices accredited by SAQA.
<i>Cross reference:</i>	Assessor.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	168

Multiple disabilities	
<i>Definition:</i>	Any combination of two or more types of disabilities.
<i>Source:</i>	DHET: Adapted from Strategic Policy Framework on disability for the PSET system, 2018.
<i>Note:</i>	It is about multiple barriers to learning.
<i>Cross reference:</i>	Disability.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	169

National Certificate	
<i>Definition:</i>	A qualification with study duration of at least one year's tertiary education.
<i>Source:</i>	DHET: General Policy for Technikon Instructional Programmes Report 150 (97/01), 1997c.
<i>Note:</i>	The requirements with regard to instructional offerings are the same as for the preceding National Certificate, plus further instructional offerings (including experiential time, where applicable) with a total credit value of 1.0. At least 0.5 of these credits should be for instructional offerings at Level II, for which a substructure or prerequisite instructional offering(s) exist(s) at Level I.
<i>Cross reference:</i>	National Higher Certificate.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	170

National Certificate (Vocational)	
<i>Definition:</i>	A 120-140 minimum credits qualification at levels 2, 3 or 4 on the NQF awarded to students who comply with the national policy requirements for the NC(V).
<i>Source:</i>	DoE: adapted from National Policy on the Conduct, Administration and Management of the Assessment on the National Certificate (Vocational), 2007.
<i>Note:</i>	A minimum of 120 or more credits is required for registration of a qualification at NQF levels 2 to 4. The qualification comprises both internal and external components of assessment and is quality assured by Umalusi.
<i>Cross reference:</i>	National Senior Certificate (NSC).
<i>Applicable to:</i>	TVET and Private colleges
<i>Reference Code:</i>	171

National Higher Certificate	
<i>Definition:</i>	A qualification with a study duration of at least two years' tertiary education or extending over at least one year after obtaining an appropriate National Certificate or the equivalent.
<i>Source:</i>	DHET: General Policy for Technikon Instructional Programmes Report 150 (97/01), 1997c.
<i>Note:</i>	The requirements with regard to instructional offerings are the same as for the preceding National Certificate, plus further instructional offerings (including experiential time, where applicable) with a total credit value of 1,0. At least 0,5 of these credits should be for instructional offerings at Level II, for which a substructure or prerequisite instructional offering(s) exist(s) at Level I.
<i>Cross reference:</i>	National Certificate.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	172

National Senior Certificate (NSC)	
<i>Definition:</i>	A 130 credit certificate at Level 4 on the National Qualifications Framework (NQF).
<i>Source:</i>	DoE: The National Senior Certificate: A Qualification at Level 4 of the National Qualifications Framework (NQF), 2005.
<i>Note:</i>	The NSC is to be awarded for the achievement of the exit level learning outcomes stipulated in the National Curriculum Statement Grades 10-12 (General).
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	TVET, CET and Private Colleges
<i>Reference Code:</i>	173

Nature of appointment	
<i>Definition:</i>	Describes the manner in which a staff member is appointed in relation to either being permanent or temporary.
<i>Source:</i>	DHET: adapted from Public Service Act, 1999 (Act No. 103 of 1999).
<i>Note:</i>	Example: It can be temporary appointment or permanent appointment.
<i>Cross reference:</i>	Duration of appointment, temporary appointment, permanent appointment.
<i>Applicable to:</i>	TVET, CET and Private colleges
<i>Reference Code:</i>	174

New entrant	
<i>Definition:</i>	The student who is entering any programme or qualification at a PSET institution for the first time, and has not been registered in the same subsector in the past.
<i>Source:</i>	DHET: adapted from OECD Handbook for Internationally Comparative Education Statistics: Concepts, Standards, Definitions and Classifications, 2004.
<i>Note:</i>	None.
<i>Cross reference:</i>	First-time entering.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	175

Non-entering student/Returning student	
<i>Definition:</i>	A person who is effectively registered at a PSET institution for a qualification, and has been previously registered for the same qualification at the same institution.
<i>Source:</i>	DHET: adapted from HEMIS Valpac glossary, 2007.
<i>Note:</i>	May also be referred to as returning student.
<i>Cross reference:</i>	New entering student.
<i>Applicable to:</i>	HEIs, TVET, CET and Private colleges
<i>Reference Code:</i>	176

Non-levy paying organisation	
<i>Definition:</i>	Employers who are not required to pay the Skills Development Levy.
<i>Source:</i>	Skills Development Levy Act, 1999 (Act No. 9 of 1999).
<i>Note:</i>	Only applicable to SETAs.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	177

Occasional student	
<i>Definition:</i>	A person who satisfies the statutory requirements for entry into a formally approved qualification offered by the institution, who is effectively registered for an approved course, but who is not registered for an approved qualification.
<i>Source:</i>	DHET: adapted from HEMIS Valpac glossary, 2007.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	178

Occupational qualification	
<i>Definition:</i>	A qualification that consist of a minimum of 25 credits associated with a trade, occupation or profession. It results from work-based learning, consists of three components (knowledge, practical skills and work experience) and has an external summative assessment.
<i>Source:</i>	Quality Council for Trades and Occupations (QCTO): Assessment Policy for Qualifications and Part-Qualifications on the Occupational Qualifications Sub-Framework, 30 August 2013.
<i>Note:</i>	It refers to a qualification that consists of a minimum of 25 credits associated with a trade, occupation or profession. It results from work-based learning, consists of three components (knowledge, practical skills and work experience) and has an external summative assessment and registered on the NQF, QCTO and/SAQA.
<i>Cross reference:</i>	Qualification, part-qualification.
<i>Applicable to:</i>	TVET, CET and Private colleges
<i>Reference Code:</i>	179

Offering type	
<i>Definition:</i>	The description of the mode of delivery of teaching/learning.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	It indicates whether a course is delivered on full-time, part-time, distance learning, residential (contact) learning, multiple and self-study.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	180

Official institution name	
<i>Definition:</i>	The current official registered name of a PSET institution.
<i>Source:</i>	Continuing Education and Training Act, 2006 (Act No. 16 of 2006) (as amended).
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	Private Higher Education Institutions and Private Colleges.
<i>Reference Code:</i>	181

Part-qualification	
<i>Definition:</i>	An assessed unit of learning with a clearly defined purpose that is, or will be, registered as part of a qualification on the NQF.
<i>Source:</i>	SAQA, NQF Standard Glossary of Terms, 2017.
<i>Note:</i>	Example: module in higher education and training.
<i>Cross reference:</i>	Qualification.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	182

Part-time employment	
<i>Definition:</i>	A staff member appointed to work fewer hours than a full-time staff member as indicated on the employment contract.
<i>Source:</i>	Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997).
<i>Note:</i>	None.
<i>Cross reference:</i>	Full-time employment.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	183

Part-time student	
<i>Definition:</i>	A student who is enrolled in an education programme whose study load is less than 75% of the normal full-time study load.
<i>Source:</i>	DHET: adapted from the UNESCO Institute for Statistics, Instructional manual survey of formal Education, 2018.
<i>Note:</i>	None.
<i>Cross reference:</i>	Full-time employment.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	184

Pass rate	
<i>Definition:</i>	The percentage of students who passed. It is calculated by dividing the total number of students who passed (pass + conditional pass) by total number of students who sat for an examination.
<i>Source:</i>	DHET: National Examination Database, 2013.
<i>Note:</i>	None
<i>Cross reference:</i>	None
<i>Applicable to:</i>	TVET, CET and private colleges
<i>Reference Code:</i>	185

Permanent employment	
<i>Definition:</i>	Staff appointed on an open-ended contract with no stipulated termination date, and also contributes to an approved retirement fund of the organisation/institution.
<i>Source:</i>	DHET: adapted from HEMIS Valpac glossary, 2007.
<i>Note:</i>	All other persons are to be classified as having temporary employment if not permanently employed.
<i>Cross reference:</i>	Full-time employment.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	186

PERSAL number	
<i>Definition:</i>	The personnel salary system of government in the national and provincial sphere and includes reference to a person.
<i>Source:</i>	Public Finance Management Act No. 1 of 1999.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	TVET and CET colleges
<i>Reference Code:</i>	187

Personnel category	
<i>Definition:</i>	The classification that indicates the type of duties to be undertaken in a position which a staff member occupies in the institution.
<i>Source:</i>	DHET: adapted from HEMIS Valpac glossary, 2007.
<i>Note:</i>	This applies to HEIs only.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	188

Physical address	
<i>Definition:</i>	An address indicating or stating an exact vicinity or place.
<i>Source:</i>	Statistics South Africa, Concepts and Definitions for Statistics South Africa, 2010.
<i>Note:</i>	None.
<i>Cross reference:</i>	Email address, postal address.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	189

Population group	
<i>Definition:</i>	Classification of people by race.
<i>Source:</i>	Statistics South Africa, Concepts and Definitions for Statistics South Africa, 2017.
<i>Note:</i>	The following categories are provided: African, Coloured, Indian/Asian, White, Other. Information is collected to determine the extent to which equity is being addressed and redress has occurred.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	190

Postal address	
<i>Definition:</i>	A unique identifier for delivering post to an individual or organisation.
<i>Source:</i>	Statistics South Africa, Concepts and Definitions for Statistics South Africa, 2010.
<i>Note:</i>	None.
<i>Cross reference:</i>	Physical address, email address.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	191

Postgraduate Diploma	
<i>Definition:</i>	A multi- or interdisciplinary qualification that is on NQF exit level 8 and with minimum total credits of 120.
<i>Source:</i>	DHET: Higher Education Qualifications Sub-Framework, 2013.
<i>Note:</i>	This qualification demands a high level of theoretical engagement and intellectual independence. A sustained research project is not required but the qualification may include conducting and reporting research under supervision.
<i>Cross reference:</i>	Advanced diploma, bachelor's degree, honours degree.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	192

Postgraduate Qualification	
<i>Definition:</i>	Category of qualification that include postgraduate certificate, diploma and degree.
<i>Source:</i>	DHET: adapted from HEMIS Valpac glossary, 2007.
<i>Note:</i>	Qualifications such as postgraduate certificate, postgraduate diploma and postgraduate bachelor's degree, honours degree, master's degree and doctoral degree are identified as postgraduate Qualifications.
<i>Cross reference:</i>	Undergraduate qualification.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	193

Post-School Education and Training sector	
<i>Definition:</i>	A sector comprising all education and training provision for those who have completed school, those who did not complete their schooling, and those who never attended school.
<i>Source:</i>	DHET: White paper for post school education and training, 2013.
<i>Note:</i>	The post-school systems consist of the following which falls under the purview of the DHET: 26 public Higher Education Institutions; 50 public TVET Colleges (formerly known as further education and training colleges); CETs (formally known as adult education and training centres); private colleges; private HEIs; the SETAs and the NSF and regulatory bodies responsible for qualifications and quality assurance in the post-school system – the SAQA and the QC.
<i>Cross reference:</i>	PSET subsector.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	194

Post-School Education and Training subsector	
<i>Definition:</i>	A grouping of institution and entities within the PSET sector.
<i>Source:</i>	DHET: White paper for Post-School Education and Training, 2013.
<i>Note:</i>	The National Qualifications Act No. 67 of 2008 refers to a sector as “education and training for which a quality council is responsible for”. Examples: HEIs, TVET, CET Colleges and SETA.
<i>Cross reference:</i>	PSET sector.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	195

Private College	
<i>Definition:</i>	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 the Continuing Education and Training Act, 2006 (Act No. 16 of 2006) (as amended).
<i>Source:</i>	Continuing Education and Training Act, 2006 (Act No. 16 of 2006) (as amended).
<i>Note:</i>	None.
<i>Cross reference:</i>	Public college.
<i>Applicable to:</i>	Private colleges.
<i>Reference Code:</i>	196

Private Higher Education Institution	
<i>Definition:</i>	Any institution registered or conditionally registered as a private higher education institution in terms of Chapter 7 of the Higher Education Act No. 101 of 1997.
<i>Source:</i>	Higher Education Act, 1997 (Act No. 101 of 1997).
<i>Note:</i>	None.
<i>Cross reference:</i>	Higher Education Institution, public higher education institution.
<i>Applicable to:</i>	Private HEIs
<i>Reference Code:</i>	197

Programme enrolment	
<i>Definition:</i>	Counting student per programme that they are registered for. Double counting might occur as students can register for more than one programme
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	It is linked to a programme registered, for the purpose in which students are enrolled. If registered in different programmes, then students may be counted more than once.
<i>Cross reference:</i>	Headcount enrolment.
<i>Applicable to:</i>	CET and Private colleges
<i>Reference Code:</i>	198

Programme weight	
<i>Definition:</i>	Total weight of the programme, after the actual approved cost of service delivery, enrollment numbers and programme duration have been taken into account.
<i>Source:</i>	DHET: National Norms and Standards for Funding Technical and Vocational Education and Training Colleges (NNSF-TVET Colleges), 2015.
<i>Note:</i>	Calculation of programme funding per formula.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	TVET colleges
<i>Reference Code:</i>	199

Provider class	
<i>Definition:</i>	A classification of a body that offers any education programme or trade and occupational learning programme that leads to a qualification or part-qualification on the NQF.
<i>Source:</i>	National Qualifications Framework Act, 2008 (Act No. 67 of 2008) (as amended).
<i>Note:</i>	A provider can be classified as a Non-Governmental Organisation/Community Based Organisation, public, foreign, private, or mixed (public and private).
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	200

Provider code	
<i>Definition:</i>	A unique code issued by a Quality Council or its appointed agent for a legally registered institution.
<i>Source:</i>	DHET: adapted from Standard for the file naming convention Version 1.00, 2013.
<i>Note:</i>	Private and CET colleges still use Education Management Information System (EMIS) number. Private HEIs use registration number.
<i>Cross reference:</i>	EMIS number and Registration number.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	201

Provider status	
<i>Definition:</i>	The position the private PSET institution has in relation to its registration for operation.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	The institution status may be active, provisional or closed.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	202

Province	
<i>Definition:</i>	An administrative division of a country which forms the second layer of government, between the national and the local government.
<i>Source:</i>	Constitution of the Republic of South Africa as adopted and amended by the Constitutional Assembly Act, 1996 (Act No. 108 of 1996).
<i>Note:</i>	In South Africa there are nine provinces namely Eastern Cape, Free State, Gauteng, KwaZulu-Natal, Limpopo, Mpumalanga, Northern Cape, North West, and Western Cape.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	203

Public College	
<i>Definition:</i>	Public College means any college that provides continuing education and training on a full-time, part-time or distance basis and which is: <ul style="list-style-type: none"> 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).
<i>Source:</i>	Continuing Education and Training Act, 2006 (Act No. 16 of 2006) (as amended).
<i>Note:</i>	None.
<i>Cross reference:</i>	Private College.
<i>Applicable to:</i>	TVET and CET colleges
<i>Reference Code:</i>	204

Public Higher Education Institution	
<i>Definition:</i>	Any higher education institution that is established, deemed to be established or declared as a public higher education institution under the Higher Education Act, 1997 (Act No. 101 of 1997).
<i>Source:</i>	Higher Education Act, 1997 (Act No. 101 of 1997).
<i>Note:</i>	None.
<i>Cross reference:</i>	Private Higher Education Institution.
<i>Applicable to:</i>	Public Higher Education Institution
<i>Reference Code:</i>	205

Qualification	
<i>Definition:</i>	The formal recognition of the achievement of the required number and range of credits and such other requirements at specific levels of the National Qualifications Framework as may be determined by the relevant bodies registered for such purpose by the South African Qualifications Authority.
<i>Source:</i>	General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001).
<i>Note:</i>	None.
<i>Cross reference:</i>	Qualification type.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	206

Qualification type	
<i>Definition:</i>	Classification of qualifications according to professional and academic qualifications.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	Qualification type includes certificate, diploma, degree etc.
<i>Cross reference:</i>	Qualification, qualification type, relative education qualification value.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	207

Qualified lecturer	
<i>Definition:</i>	A person who has the academic/professional qualifications necessary to teach or lecture at a specific level of education in a given PSET institution.
<i>Source:</i>	DHET: Adapted from UNESCO Institute for Statistics: Instructional Manual for Survey of Formal Education, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	208

Recognition of Prior Learning	
<i>Definition:</i>	The principles and processes, through which the prior knowledge and skills of a person are made visible, mediated and assessed for the purposes of alternative access and admission, recognition and certification, or further learning and development.
<i>Source:</i>	SAQA, NQF Standard Glossary of terms, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	209

Registration number of an institution	
<i>Definition:</i>	The number provided to a private PSET Institution during the process of registration.
<i>Source:</i>	DHET: Registration of Private PSET Institutions, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	EMIS number, Provider Code.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	210

Related entity	
<i>Definition:</i>	An entity which in legal terms is separate from a PSET institution itself, but is controlled by the university or college through the composition of the entity's management or board.
<i>Source:</i>	DHET: adapted from HEMIS Valpac glossary, 2007.
<i>Note:</i>	An entity which is jointly funded and operated by the institution and another institution and is located on the premises of the institution.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	211

Repeater	
<i>Definition:</i>	A student who enrolls for the same subjects on the same level of study for more than once.
<i>Source:</i>	DHET: adapted from OECD Handbook for Internationally Comparative Education Statistics: Concepts, Standards, Definitions and Classifications, 2004.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	TVET, CET and Private colleges
<i>Reference Code:</i>	212

Response rate	
<i>Definition:</i>	Proportion of eligible respondents who submitted data with usable information to total number of eligible respondent.
<i>Source:</i>	DHET: adapted from Statistics South Africa, Concepts and Definitions for Statistics South Africa, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	213

Satellite	
<i>Definition:</i>	A college site where teaching and learning takes places. It consists of less than 600 FTEs, and the bulk of the programs (60% and more) are ministerial approved, does not have a full administration component. It is separate from a college campus and is often smaller than a campus.
<i>Source:</i>	DHET: Draft National Policy on the establishment of Public TVET Colleges, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	TVET colleges
<i>Reference Code:</i>	214

Scarce skill	
<i>Definition:</i>	An absolute or relative demand (current or future); for skilled/qualified and experienced people to fill particular roles/professions, occupations/specialisations in the labour market and is measured in terms of an occupation or specific qualification.
<i>Source:</i>	Sector Skills Plan 2013-2014 update, 2013.
<i>Note:</i>	It refers to areas within occupations in which there is a shortage of qualified and experienced people due to unavailability of such people or because these people do not meet the given employment criteria.
<i>Cross reference:</i>	Critical skill.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	215

Sector Education and Training Authority (SETA)	
<i>Definition:</i>	A Sector Education and Training Authority established in terms of section 9 (1) of the Skills Development Act, 1998 (Act No. 97 of 1998).
<i>Source:</i>	Skills Development Act, 1998 (Act No. 97 of 1998).
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	216

Self-employed	
<i>Definition:</i>	A person who works for himself/herself for pay, profit or family gain, and not working for an employer.
<i>Source:</i>	DHET: adapted from Statistics South Africa Census Concepts and Definitions, 2001.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	217

SETA funded programme	
<i>Definition:</i>	Learning programme that is funded by SETAs through Discretionary Grants allocation.
<i>Source:</i>	Skills Development Act, 1998 (Act No. 97 of 1998).
<i>Note:</i>	None.
<i>Cross reference:</i>	Industry funded programme.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	218

Short courses	
<i>Definition:</i>	A short learning programme through which a learner may or may not be awarded credits towards a qualification or a part-qualification, depending on the purpose of the programme.
<i>Source:</i>	SAQA, NQF Standard Glossary of Terms, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	Course.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	219

Skills programme	
<i>Definition:</i>	QCTO accredited learning programme that is occupationally based and which, when completed, may constitute credits towards a qualification registered in terms of the NQF and uses skills development providers accredited by the QCTO, and complies with any requirements that may be prescribed.
<i>Source:</i>	Skills Development Act, 1998 (Act No. 97 of 1998).
<i>Note:</i>	None.
<i>Cross reference:</i>	Learning programme.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	220

Small firm	
<i>Definition:</i>	A separate and distinct business entity, including cooperative enterprises and non-governmental organisations, managed by one owner or more which, including its branches or subsidiaries, if any, is predominantly carried on in any sector or subsector of the economy mentioned in column 1 of the schedule and which can be classified as a micro- or a very small enterprise by satisfying the criteria mention in column 3, 4 and 5 of the schedule opposite the smallest relevant size or class as mentioned in column 2 of the schedule.
<i>Source:</i>	National Small Business Act, 1996 (Act No. 26 of 1996) (as amended).
<i>Note:</i>	An independent business with low profit and have less than 50 employees regardless of revenue, typically seen as consisting part of commercial and economic sector. Schedule on the company size classification (SIC) description is attached as Annexure A .
<i>Cross reference:</i>	Large firm, medium firm.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	221

South African citizen student	
<i>Definition:</i>	Student enrolled at PSET Institutions in an academic cycle/term, regardless of the number of programmes/courses the student enrolled for, who is registered as South African.
<i>Source:</i>	DHET: adapted from draft Policy framework for the internationalisation of higher education in South Africa, 2017.
<i>Note:</i>	None
<i>Cross reference:</i>	None
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	222

Staff FTE value	
<i>Definition:</i>	A value indicating the FTE time spent by a staff member on a particular programme and staff programme CESM category, reported as a whole number or a fraction.
<i>Source:</i>	DHET: adapted from the HEMIS Valpac glossary, 2007.
<i>Note:</i>	Examples of reporting styles: (a) For a staff member who works a full year on one programme/ Classification of Educational Subject Matter (CESM), the value of the FTE will be 1.0; and (b) For a staff member who works for 25% of a full year on one programme/CESM, the value of the FTE will be 0.25.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs
<i>Reference Code:</i>	223

Staff member	
<i>Definition:</i>	A person who is either permanently or temporarily employed or paid by a PSET institution or by the state.
<i>Source:</i>	DHET: adapted from HEMIS valpac glossary, 2007.
<i>Note:</i>	In public and private colleges a staff member can be categorised as management, academic, support staff etc. In universities a staff member can be categorised as administrative, instruction/research, service staff etc.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	224

Staff number	
<i>Definition:</i>	A numeric or alphanumeric number or code which uniquely identifies a staff member.
<i>Source:</i>	DHET: adapted from HEMIS Valpac glossary, 2007.
<i>Note:</i>	The code can be either the real staff number or some other “dummy” number.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	225

Staff programme	
<i>Definition:</i>	A type of programme for which a staff member is undertaking.
<i>Source:</i>	DHET: adapted from HEMIS valpac glossary, 2007.
<i>Note:</i>	This includes staff members who are working in the following: instruction, research, public service, academic support, student services, institutional support, operation and maintenance of plant, auxiliary enterprises, hospital services, independent operations.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	226

Staff type	
<i>Definition:</i>	An employee category for functions within a PSET institution.
<i>Source:</i>	DHET: adapted from Continuing Education Act No.16 of 2006 (as amended).
<i>Note:</i>	Examples: academic staff, professional non-teaching staff, administrative staff, support staff, management staff.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	227

Student	
<i>Definition:</i>	A person registered and/or attending at a PSET institution, whether on a part-time full-time or distance basis.
<i>Source:</i>	DHET: adapted from the Higher Education Act No. 101 of 1997 and the Continuing Education Act No. 16 of 2006 (as amended).
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	228

Student attendance mode	
<i>Definition:</i>	An indication of whether a student is enrolled through contact, distance or mixed mode of learning.
<i>Source:</i>	DHET: HEMIS Valpac glossary, 2007.
<i>Note:</i>	None.
<i>Cross reference:</i>	Contact, distance and mixed mode of delivery.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	229

Student financial aid	
<i>Definition:</i>	Funding in a form of bursaries or loans provided by the state or private organisation to students to deal with costs linked directly or indirectly to studies.
<i>Source:</i>	DHET: adapted from OECD: Glossary of Statistical Terms, 2007.
<i>Note:</i>	<p>i) Government scholarships and other government grants to students or households. These include, in addition to scholarships and similar grants (fellowships, awards, bursaries, etc.), the following items: the value of special subsidies provided to students, either in cash or in kind, such as free or reduced-price travel on public transport systems; and family allowances or child allowances that are contingent on student status. Any benefits provided to students or households in the form of tax reductions, tax subsidies, or other special tax provisions are not included;</p> <p>ii) Student loans, which are reported on a gross basis, that is, without subtracting or netting out repayments or interest payments from the borrowers (students or households).</p>
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	230

Student internship	
<i>Definition:</i>	A period of a workplace-based learning for a person who has enrolled at a PSET institution for an NQF registered qualification and may include vacation work.
<i>Source:</i>	DHET: adapted from Workplace-Based Learning Programmes Agreement Regulations, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	Internship.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	231

Student number	
<i>Definition:</i>	A numeric or alphanumeric number or code which uniquely identifies a student within a PSET institution.
<i>Source:</i>	DHET: adapted from HEMIS valpac glossary, 2007.
<i>Note:</i>	The code can be either the real student number or some other “dummy” number. This real number or dummy number must be used for the student for all effective registrations reported, throughout all years of his/her undertaking of any qualification or any programme of studies at the institution.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	232

Subject count	
<i>Definition:</i>	The total number of subjects that students enrolled for per reporting period/enrolment cycle.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	The subject enrolment value is used when calculating FTE values.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	TVET colleges
<i>Reference Code:</i>	233

Subject Level	
<i>Definition:</i>	An indication of the degree of difficulty or complexity of a subject.
<i>Source:</i>	DHET: Data Dictionary Working Group, 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	234

Success rate	
<i>Definition:</i>	A proportion of FTE passes relative to FTE enrolments at a PSET institution.
<i>Source:</i>	DHET: Adapted from Statistics on Post-School Education and Training in South Africa, 2016.
<i>Note:</i>	FTE passes divided by FTE enrolment in a PSET institution. TVET sector calculates it as number completed divide by number wrote.
<i>Cross reference:</i>	Graduation rate, completion rate.
<i>Applicable to:</i>	Public HEIs
<i>Reference Code:</i>	235

Support staff (1)	
<i>Definition:</i>	All technical and office staff, as well as executive and professional staff that spend more than 50% of their official time on administrative functions.
<i>Source:</i>	DHET: adapted from HEMIS Valpac Glossary, 2007.
<i>Note:</i>	Examples: secretaries, typists, administrative clerks, and accountants, etc.
<i>Cross reference:</i>	Academic staff, research staff and management staff of a Higher Education Institution.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	236

Support staff (2)	
<i>Definition:</i>	Staff who render academic support services; student support services; human resource management; financial management; administration; maintenance of the buildings and gardens; catering services; and security services.
<i>Source:</i>	Continuing Education and Training Act, 2006 (Act No. 16 of 2006) (as
<i>Note:</i>	Examples: laboratory assistant, cleaner, kitchen staff, gardener, caretaker, messenger etc. and all managers except principal and vice principal.
<i>Cross reference:</i>	Administrative staff and Management staff.
<i>Applicable to:</i>	TVET and CET colleges
<i>Reference Code:</i>	237

Survey	
<i>Definition:</i>	A process which collects, examines, and reports data concerning variables of interest for a reference period.
<i>Source:</i>	DHET: adapted from Statistics South Africa, Concepts and Definitions for Statistics South Africa, 2010.
<i>Note:</i>	Refers to both sample surveys and census surveys.
<i>Cross reference:</i>	Census, snap survey.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	238

Temporary employee	
<i>Definition:</i>	Any employee not employed on a fixed term contract.
<i>Source:</i>	DHET: adapted from HEMIS Valpac Glossary, 2007.
<i>Note:</i>	This is not applicable to public HEIs. Such contract would typically stipulate a termination date, but could be renewed by mutual agreement between the employer and the employee. Employees in this type of contract don't contribute to an approved retirement fund of the institution.
<i>Cross reference:</i>	Part-time employment.
<i>Applicable to:</i>	TVET, CET and private colleges
<i>Reference Code:</i>	239

Throughput rate (1)	
<i>Definition:</i>	The rate at which a cohort successfully complete a qualification within the stipulated timeframe for that qualification.
<i>Source:</i>	DHET: Technical Guidelines for Quarterly Performance Reporting by Technical and Vocational Education and Training colleges, 2018.
<i>Note:</i>	It is calculated as the average time it took a cohort of students from when they successfully exit (certify) in the academic year. This calculation can only be performed for students who are enrolled for the full complement of subjects and not enrolled to do the programme/ course on a part-time or distance learning mode.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	TVET Colleges
<i>Reference Code:</i>	240

Throughput rate (2)	
<i>Definition:</i>	A calculation based on the number of first-time entry undergraduate students of a specific cohort of a specific year who have graduated either within the minimum time, or up to two years beyond the minimum time, to the number of students in the baseline enrolment of that cohort.
<i>Source:</i>	CHE: Vital Stats, Public Higher Education, 2016.
<i>Note:</i>	<p>The definition can be extended to include transferring or entering students who for the first time enrol in the particular cohort. When reporting on throughput rates, the following points have to be specified along with the results:</p> <ul style="list-style-type: none"> ○ Reporting time (completion period in minimum time, minimum time plus one year or minimum time plus two years); ○ Indication if students in the cohort who migrate to a different qualification type and graduate are included/excluded in the calculation; and ○ Indication if students in the cohort who migrate to a different programme type and graduate are included/excluded in the calculation. <p>Indication of the cohort definition for students enrolled for the first time as a first year (first-time entering students only or including transferring or entering students who enrol for the first time as a first year in the particular cohort).</p>
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	241

Trade test	
<i>Definition:</i>	A final integrated summative assessment for an artisan qualification for a listed trade that is conducted at an accredited trade test centre by an assessor registered with the National Artisan Moderation Body.
<i>Source:</i>	DHET: National Policy, Criteria and Guidelines for the Implementation of Artisan Recognition of Prior Learning, 2013.
<i>Note:</i>	On approval of the candidate for the trade test by the Advisor, who may be a member of a Technical Panel, a recommendation must be submitted to National Artisan Moderation Body that such a candidate must be given approval to attempt a trade test.
<i>Cross reference:</i>	None.
<i>Applicable to:</i>	SETAs
<i>Reference Code:</i>	242

Transfer student	
<i>Definition:</i>	A person that is effectively registered in a PSET institution for a programme and has not at any time in the past been registered at that institution for any programme, but has at some time in the past been registered for a programme at some other institution of the same sub-sector.
<i>Source:</i>	DHET: adapted from HEMIS Valpac glossary, 2007.
<i>Note:</i>	This can happen on both undergraduate and post-graduate level. A student coming from a TVET to a HEI will not be regarded as a transfer student.
<i>Cross reference:</i>	Entering student, Non entering student, First entering student and non-entering student.
<i>Applicable to:</i>	HEIs, TVET, CET and private colleges
<i>Reference Code:</i>	243

Undergraduate qualification	
<i>Definition:</i>	Category of qualification that include undergraduate certificate, diploma and degree
<i>Source:</i>	DHET: adapted from HEMIS Valpac glossary, 2007
<i>Note:</i>	Qualifications such as undergraduate certificate, undergraduate diploma and first bachelor's degree are identified as undergraduate Qualifications
<i>Cross reference:</i>	Post-graduate qualification
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	244

Unemployed person	
<i>Definition:</i>	A person who is not working, wants to work and is available to start work.
<i>Source:</i>	Adapted from Statistics South Africa, Concepts and definitions for Statistics South Africa, 2017.
<i>Note:</i>	The expanded definition of unemployed was adapted.
<i>Cross reference:</i>	Employed person.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	245

Unique identifier	
<i>Definition:</i>	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.
<i>Source:</i>	Protection of Personal Information Act No. 4 of 2013.
<i>Note:</i>	Examples of a unique identifier includes but not limited to: ID number, Passport number, EMIS number, PERSAL number, exam centre number.
<i>Cross reference:</i>	EMIS number.
<i>Applicable to:</i>	HEIs, SETAs, TVET, CET and private colleges
<i>Reference Code:</i>	246

University	
<i>Definition:</i>	Any institution that provides higher education on a full- time, part-time or distance basis which is established or deemed to be established as a public higher education institution under the Higher Education Act No 101 of 1997, declared as a public higher education institution under the Higher Education Act No. 101 of 1997, or registered or conditionally registered as a private higher education institution under the Higher Education Act No. 101 of 1997.
<i>Source:</i>	Higher Education Act, 1997 (Act No. 101 of 1997).
<i>Note:</i>	This is contextualised to South Africa. A registered private higher education institution may not use the term “university” in its title unless its use is approved by the registrar.
<i>Cross reference:</i>	Higher Education Institution, private HEI, public HEI.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	247

University of Technology	
<i>Definition:</i>	A university (previously called Technikon) that offers a range of programmes that are vocationally and/ or professionally-orientated, primarily at the undergraduate level.
<i>Source:</i>	DHET: adapted from Council on Higher Education, Vital Stats Public Higher Education, 2018.
<i>Note:</i>	Classification of universities. It offers primarily career-focused education and secondarily, professional qualifications in some areas. Career-focussed qualifications include higher certificates, diplomas and degrees that have a distinctive focus on the vocational (e.g. Tourism, B. Engineering Technology etc.). In the current landscape, universities of technology are Cape Peninsula University of Technology, Central University of Technology, Durban University of Technology, Mangosuthu University of Technology, Tshwane University of Technology and Vaal University of Technology.
<i>Cross reference:</i>	Comprehensive University, Traditional University.
<i>Applicable to:</i>	Higher Education Institutions
<i>Reference Code:</i>	248

Work Integrated Learning	
<i>Definition:</i>	An umbrella term to describe curricular, pedagogic and assessment practices across a range of academic disciplines that integrate formal learning and workplace concerns, which culminates in a qualification or part qualification.
<i>Source:</i>	DHET: adapted from the Council on Higher Education, Work-Integrated Learning: Good Practice Guide, HE Monitor, 2011.
<i>Note:</i>	WIL may take various forms including simulated learning, work directed theoretical learning, problem-based learning, project-based learning and workplace-based learning.
<i>Cross reference:</i>	Workplace-based learning programme.
<i>Applicable to:</i>	HEIs, SETAs, TVET and private colleges
<i>Reference Code:</i>	249
Workplace-based learning programme	
<i>Definition:</i>	An educational approach with a quality assured curriculum through which a person internalizes knowledge, gain insights and acquire skills and competencies through exposure to a work-place to achieve specific outcomes applicable to employability.
<i>Source:</i>	DHET: Workplace-Based Learning Programmes and Regulations Agreement (draft), 2017.
<i>Note:</i>	None.
<i>Cross reference:</i>	Work Integrated Learning.
<i>Applicable to:</i>	HEIs, SETAs, TVET and private colleges
<i>Reference Code:</i>	250

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Annexure A

Company Size Classification Criteria as per *the DTI*: (National Small Business Amendment Act No. 26 of 2003)

Industry Code	Standard Industry Classification (SIC) description	Size group 4		Size group 3		Size group 2		Size group 1
		Micro and Very Small		Small		Medium		Large
		Minimum Turnover	Maximum Turnover	Minimum Turnover	Maximum Turnover	Minimum Turnover	Maximum Turnover	Minimum. Turnover
1	Agriculture, hunting, forestry and fishing.	> 0	< =500K	> 500K	< =3M	> 3M	< =5M	> 5M
2	Mining and Quarrying	> 0	< =4M	> 4M	< =10M	> 10M	< =39M	> 39M
3	Manufacturing	> 0	< =5M	> 5M	< =13M	> 13M	< =51M	> 51M
4	Electricity, gas and water supply	> 0	< =5.1M	> 5.1M	< =13M	> 13M	< =51M	> 51M
5	Construction	> 0	< =3M	> 3M	< =6M	> 6M	< =26M	> 26M
61	Wholesale and commission trade.	> 0	< =6M	> 6M	< =32M	> 32M	< =64M	> 64M
62	Retail trade	> 0	< =4M	> 4M	< =19M	> 19M	< =39M	> 39M
63	Sale, maintenance and repair of motor vehicles, motor cycles; retail trade in automotive fuel	> 0	< =4M	> 4M	< =19M	> 19M	< =39M	> 39M
64	Hotels and restaurants	> 0	< =5.1M	> 5.1M	< =6M	> 6M	< =13M	> 13M
7	Transport, storage and communication	> 0	< =3M	> 3M	< =13M	> 13M	< =26M	> 26M
8	Financial intermediation, insurance, real estate and business services	> 0	< =3M	> 3M	< =13M	> 13M	< =26M	> 26M
9	Community, social and personal services	> 0	< =1M	> 1M	< =6M	> 6M	< =13M	> 13M

**N.B. Annual Turnover of Company: K=R1 000,
M=R1 000 000**