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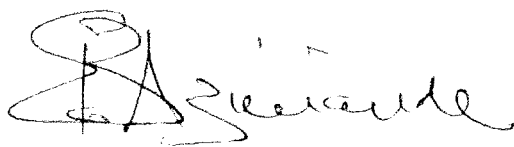
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**GOVERNMENT NOTICE**

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**DEPARTMENT OF HIGHER EDUCATION AND TRAINING****No. 730****6 September 2012****STANDARD FOR THE PUBLICATION OF THE MASTER LIST OF  
EDUCATION INSTITUTIONS IN THE POST-SCHOOL SECTOR**

I, Bonginkosi Emmanuel Nzimande, MP Minister of Higher Education and Training in terms of Section 31 of the National Qualifications Framework Act, 2008 (Act 67 of 2008); read with Section 45(2) of the Further Education and Training Colleges Act, 2006 (Act 16 of 2006); Section 35 of the Adult Education and Training Act, 2000 (Act 52 of 2000); Sections 5 (1)(1) and 41 of the Higher Education Act, 1997 (Act 101 of 1997); Sections 4(e) and 25(2) of the National Student Financial Aid Scheme Act, 1999 (Act 56 of 1999); and Section 22 (2) (c) of the Skills Development Act, 1998 (Act 97 of 1998), as read with paragraph 62 of the Education Information Policy (Government Gazette No. 26710 of 27 August 2004), hereby publish the Higher Education Information Standard DHET 003: Standard for the publication of the master list of education institutions in the post-school sector as set out in the schedule.

**Dr BE Nzimande, MP****Minister of Higher Education and Training**

Date: 07/08/12

## **SCHEDULE**

### **HIGHER EDUCATION INFORMATION STANDARDS DHET 003**

**Standard for the publication of the master list of education institutions in  
the post-school sector**

**August 2012**



**higher education  
& training**

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Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

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## Acronyms

CET	Community Education and Training Centre (formerly known as Adult Education and Training Centre)
DHET	Department of Higher Education and Training
EMIS	Education Management Information System
GPS	Global Positioning System
HETIS	Higher Education and Training Information System
EIP	Education Information Policy
VCET College	Vocational and Continuous Education and Training College (formerly known as public or private Further Education and Training College)

## **1. Purpose of the standard for the publication of the master list of education institutions in the post-school sector**

The purpose of this standard is to ensure that a central, national standardised master list of all education and training institutions is made available to the public of South Africa in order to provide all students with access to a list of approved and registered institutions. The standard specifies the data elements per institution that must be published by the Department of Higher Education and Training and the time frames for the publication of the master list of education institutions.

This standard is in accordance with paragraph 21 (Registers of Institutions) of the Education Information Policy of 2004, which stipulates that the Department of Higher Education and Training must make available to the public, via the website of the Department, an up-to-date master list of education institutions.

## **2. Scope and applicability of the standard**

This standard applies to the maintenance and publication of the master list of all education and training institutions in the post-school sector and covers both public and registered private institutions.

## **3. Establishment of the master list**

The Higher Education and Training Information System (HETIS)<sup>1</sup> officer of the Department of Higher Education and Training must:

- 3.1. Establish and maintain a national master list of all public education and training institutions in the post-school sector, in accordance with the requirements in paragraph 5 of this standard;
- 3.2. Establish and maintain a national master list of all private registered education and training institutions in the post-school sector, in accordance with the requirements in paragraph 5 of this standard;
- 3.3. Ensure that all elements in the list are in accordance with the technical requirements of this standard;
- 3.4. Monitor the accuracy of the data in the list;
- 3.5. Inform the national data owners of inaccurate and/or incomplete records in the national list in order to ensure that the list is updated and correctly maintained;
- 3.6. Publish the national master list for each sub-sector in accordance with paragraph 8 of this standard; and
- 3.7. Maintain an archive of all published master lists.

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<sup>1</sup>In terms of the Education and Information Policy (EIP) of the Department of Higher Education and Training the “HETIS is the higher education and training information collection system including all processes, rules, standards, and responsibilities for information management in the post-school sector.”



## 4. Compliance requirements

### 4.1 Completeness of the master list

- 4.1.1 Each public education and training institution in the post-school system must be included on the master list. The master list must be published for both open institutions and closed institutions; and
- 4.1.2 Each registered private education and training institution in the post-school system must be included on the master list. The master list must be published for both open institutions and closed institutions.

### 4.2 Maintenance of the master list

- 4.2.1 The HETIS officer must designate officials to be the responsible officers for establishing and maintaining the national master list for each sub-sector, in accordance with the requirements of this standard;
- 4.2.2 The HETIS officer or designated officials must create a new record on the master list for each new institution in accordance with the technical requirements of this standard;
- 4.2.3 The HETIS officer or designated official must allocate a national EMIS number to each new institution and this number must be recorded on the master list;
- 4.2.4 All new institutions must be notified of their relevant national EMIS number;
- 4.2.5 No record may ever be deleted or removed from the master list;
- 4.2.6 Institutions may be marked as closed on the master list, which means that the institution is no longer in operation;
- 4.2.7 All changes to records on the master list must be verifiable via an audit trail (either electronic or paper based); and
- 4.2.8 The HETIS officer or designated officials must establish and maintain a change management process for the updating of the master list for each sub-sector.

### 4.3 Sub-sectors of the master list

- 4.3.1 A master list of institutions will be published for each of the following sub-sectors of the post-school system:
  - 4.3.1.1. Public Higher Education Institutions;
  - 4.3.1.2. Registered Private Higher Education Institutions;
  - 4.3.1.3. Public Vocational and Continuous Education and Training Colleges (formerly known as public Further Education and Training Colleges);
  - 4.3.1.4. Registered private Vocational and Continuous Education and Training Colleges (formerly known as registered Private Further Education and Training Colleges);
  - 4.3.1.5. Community Education and Training Centres (formerly known as Adult Education and Training Centres);
  - 4.3.1.6. Registered Trade Test Centres; and
  - 4.3.1.7. Registered Skills Development Providers.

## 5. Technical specification of data elements

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

### 5.1 Structure of the master list for publication

- 5.1.1 The data elements of the master list should be grouped according to theme or function;
- 5.1.2 The published national master list must contain only the approved fields as indicated in this standard. Additional fields may be maintained for the use of the DHET;
- 5.1.3 Only the national HETIS officer of the Department of Higher Education and Training can add additional field/s to the published master list.

### 5.2 Data fields to be published in the master list

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

#### 5.2.1 National EMIS Number as the Primary Index Field

- 5.2.1.1. The national EMIS number is the primary key and index field for all records in the master list;
- 5.2.1.2. The national EMIS number is a number field;
- 5.2.1.3. There can be no duplicates in the national EMIS number across country;
- 5.2.1.4. All systems, databases and datasets must use the national EMIS number as the foreign key field to link to the master list of institutions and to identify an institution; and
- 5.2.1.5. Each national EMIS number allocated to an institution is permanent and cannot be changed, deleted or reused at any stage.

#### 5.2.2 Official Name of Institution

- 5.2.2.1. All national EMIS numbers must conform to the requirements in accordance with the code list for Table 1. (See Appendix Table 1).
- 5.2.2.2. The full official name of the institution in accordance with the registration or establishment documents of the institution must be captured; and
- 5.2.2.3. The official name must be written out in full and no abbreviations may be used.

#### 5.2.3 Registration Number

- 5.2.3.1 The registration number for private institutions must be entered in this field.

#### 5.2.4 Legal Status of the Institution

5.2.4.1. The national HETIS officer must complete the current legal status of each institution. The status must be captured in accordance with the requirements of the code list for Table 2. (See Appendix Table 2)

#### 5.2.5 Institution Closure Date

5.2.5.1. Denotes the legal closure date of the institution (if relevant); and

5.2.5.2. The date must be in the format yyyy/mm/dd.

#### 5.2.6 Institution Funding Type

5.2.6.1. Denotes the funding sector to which an institution belongs; and

5.2.6.2. The status must be captured in accordance with the requirements of the code list for Table 4. (See Appendix Table 4)

#### 5.2.7 Institution Education Sub-sector

5.2.7.1. Denotes the education sub-sector to which an institution belongs; and

5.2.7.2. The sub-sector must be captured in accordance with the requirements of the code list for Table 3. (See Appendix Table 3)

#### 5.2.8 Owner of the Building (this field is maintained but not published on the public website).

5.2.8.1. Denotes the owner of the building on which the institution is situated.

#### 5.2.9 Owner of the Land (this field is maintained but not published on the public website).

5.2.9.1. Denotes the owner of the land on which the institution is situated.

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

### 5.3 Physical Address Fields

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

5.3.1 Building (where applicable);

5.3.2 Street Number;

5.3.3 Street Name;

5.3.4 Town/City; and

5.3.5 Postal Code.

#### 5.4 Postal Address Fields (if different from the physical address)

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

- 5.4.1 P O Box;
- 5.4.2 Private Bag;
- 5.4.3 Post Office;
- 5.4.4 Town/City; and
- 5.4.5 Postal Code.

#### 5.5 Telephone Number

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

#### 5.6 Facsimile Number (this field is maintained but not published on the public website)

- 5.6.1 Denotes the full ten digit telefax number of the institution, including area code; and
- 5.6.2 Incomplete numbers number may not be entered and no spaces should be left between the code and number.

#### 5.7 Email Address (this field is maintained but not published on the public website)

- 5.7.1 The full email address of the institution should be published in the format xxx@xxxxxxx.xxx.

#### 5.8 Website Address

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

#### 5.9 Contact Name/Person

- 5.9.1 Denotes the individual designated to liaise with the public.

### 6. Geographic Information Fields

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

#### 6.1 GPS Latitude Co-Ordinates

- 6.1.1 Denotes the official GPS Latitude co-ordinates recorded for the institution;
- 6.1.2 The latitude is recorded as a negative number with a maximum of 6 decimal points.

#### 6.2 GPS Longitude Co-Ordinates

- 6.2.1 Denotes the official GPS Longitude co-ordinates recorded for the institution

6.2.2 The latitude is recorded as a positive number with a maximum of 6 decimal points.

6.3 GPS Altitude Co-Ordinates

6.3.1 Denotes the official GPS Altitude co-ordinates recorded for the institution.

## 7. Qualification types offered by the institutions

All qualification types offered by the institutions must be listed in accordance with the code list Table 5. (See Appendix Table 5)

## 8. Frequency of publication

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

- 8.1 List of public Higher Education Institutions must be published in March of each year;
- 8.2 List of registered private Higher Education Institutions must be published monthly;
- 8.3 List of Community Education and Training Centres must be published annually in April;
- 8.4 List of public Vocational and Continuous Education and Training Colleges (formerly known as public Further Education and Training Colleges) must be published half-yearly in February and August;
- 8.5 List of private Vocational and Continuous Education and Training Centres (formerly known as registered private Further Education and Training Colleges) must be published monthly;
- 8.6 List of registered Trade Test Centres must be published half yearly in February and August; and
- 8.7 List of registered Skills Development Providers must be published half yearly in February and August.

## 9. Fields that may not be published

According to paragraph 26 of the Education Information Policy (2004), information that is considered private should not be published, such as names of lecturers, cell phone numbers and other similarly sensitive information.

9.1 Protection of private information

In providing information to the public, the DHET must ensure that procedures exist which prevent the release of information considered private or protected in terms of Chapter 4 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000).

9.2 Facsimile Number

According to paragraph 23 of Education Information Policy (2004), the Department of Higher Education and Training may not make facsimile or

electronic mail addresses of institutions available for the purpose of mass distribution. This is to protect institutions concerned from possible abuse.

## APPENDIX: CODE LIST

**Table 1:** Sub-sector National EMIS Number

The National EMIS number is the unique identifier of each institution/entity.

Table Name	Code	Description
<i>lst_NatEMISNumbers</i>	100000000 – 199999999	Western Cape EMIS numbers
	200000000 – 299999999	Eastern Cape EMIS numbers
	300000000 – 399999999	Northern Cape EMIS numbers
	400000000 – 499999999	Free State EMIS numbers
	500000000 – 599999999	KwaZulu-Natal EMIS numbers
	600000000 – 699999999	North West EMIS numbers
	700000000 – 799999999	Gauteng EMIS numbers
	800000000 – 899999999	Mpumalanga EMIS numbers
	900000000 – 999999999	Limpopo EMIS numbers
The above numbers are used for Vocational and Continuous Education and Training Colleges (VCET Colleges) and Community Education and Training Centres (CET Centres) formerly known as public Further Education and Training Colleges.		
	1000000000 – 1219999999	Registered Private Vocational and Continuous Education and Training Colleges (VCET Colleges) formerly known as registered private FET Colleges
	1220000000 – 1329999999	Registered Private HE institutions
	1330000000 – 1439999999	Public HE Institutions
	1440000000 – 1549999999	Trade Test Centres
	1550000000 – 1659999999	Skills Development Providers

**Table 2:** Legal status of an Institution

Describes the legal status of an institution.

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

**Table 3:** Education sub-sectors

The different sub-sectors to which educational institutions belong.

Table Name	Code	Description
<i>lst_EducationSubSector</i>	1	Community Education and Training (formerly Adult Education and Training)
	2	Vocational and Continuous Education and Training (formerly Further Education and Training)
	3	Higher Education (HE)
	4	Special Needs Education (SNE)
	5	Skills Development Providers

**Table 4:** Funding type

The funding sector to which an institution belongs.

Table Name	Code	Description
<i>lst_FundingSector</i>	1	Public / State
	2	Independent / Private
	3	Home Education

**Table 5: Qualification types**

The qualification type offered by institutions.

<b>Table Name</b>	<b>Code</b>	<b>QUALIFICATION TYPES</b>
<i>lst_ QualificationType</i>	1	Post Graduate Degrees
	2	Post Graduate Diplomas
	3	Undergraduate Degrees
	4	Under graduate Diplomas or Certificates
	5	National Diplomas
	6	National Certificates
	7	National Senior Certificate (Grade 12)
	8	Adult Education and Training Courses
	9	Short Skills Development Courses

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