

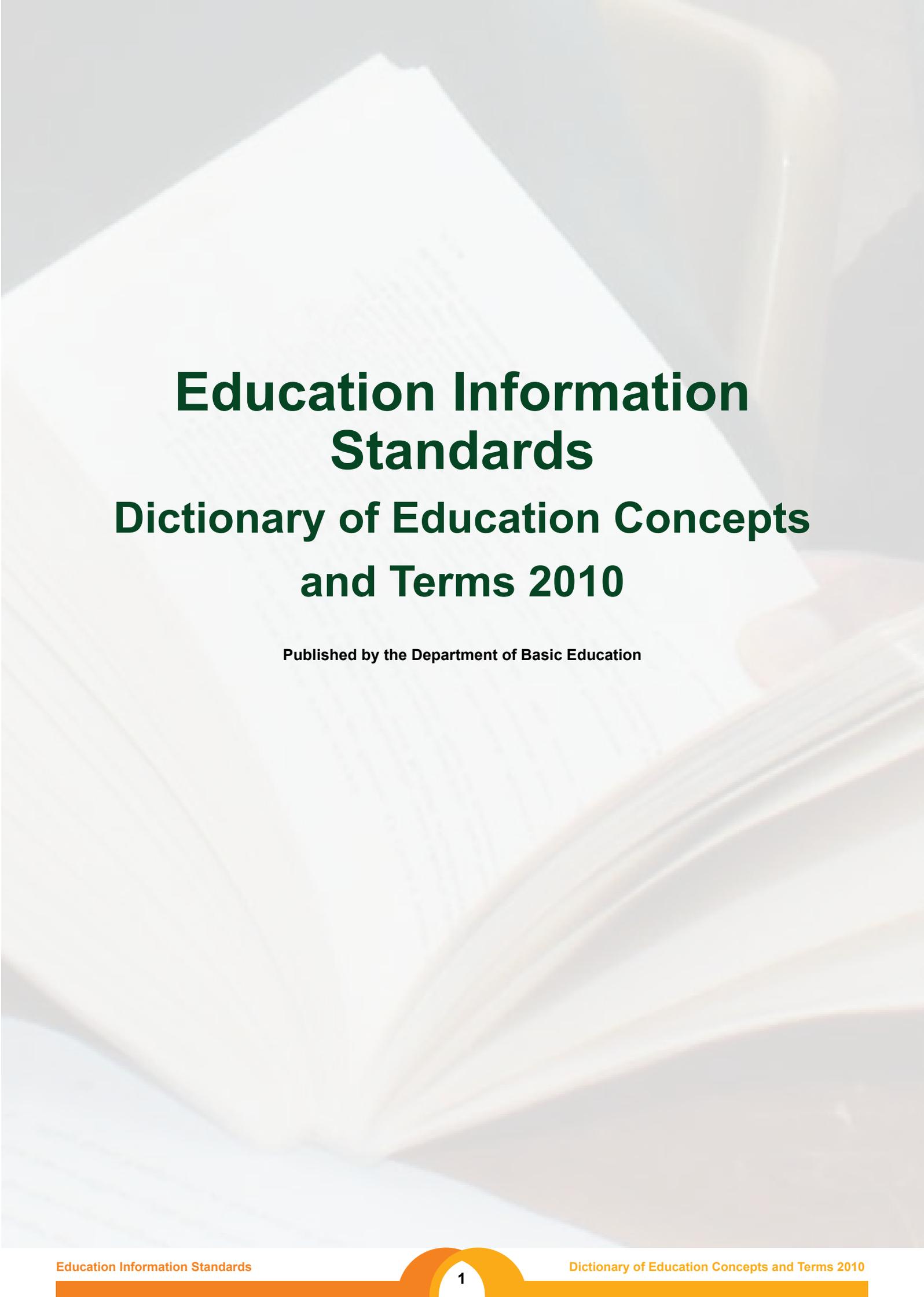


Education Information Standards Dictionary of Education Concepts and Terms 2010



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA



Education Information Standards

Dictionary of Education Concepts and Terms 2010

Published by the Department of Basic Education

DEPARTMENT OF BASIC EDUCATION

SC006: Dictionary of Education Concepts and Terms

I, Angelina Matsie “Angie” Motshekga, Minister of Basic Education, after consultation with the Council of Education Ministers and in terms of section 3(4)(a) of the National Education Policy Act, 1996 (Act No. 27 of 1996), as read with section 59 of the South African Schools Act, 1996 (Act No. 84 of 1996) amend the Education Information Policy as read with paragraph 62 of the Education Information Policy published in Government Gazette No. 26710 of 27 August 2004, and amended 6 August 2010, gazette 33426, hereby publish the standard SC006: Dictionary of Education Concepts and Terms as set out in the schedule.



A handwritten signature in black ink, which appears to read 'uMotshekga'.

MRS ANGIE MOTSHEKGA, MP
MINISTER
DATE:25/02/2011

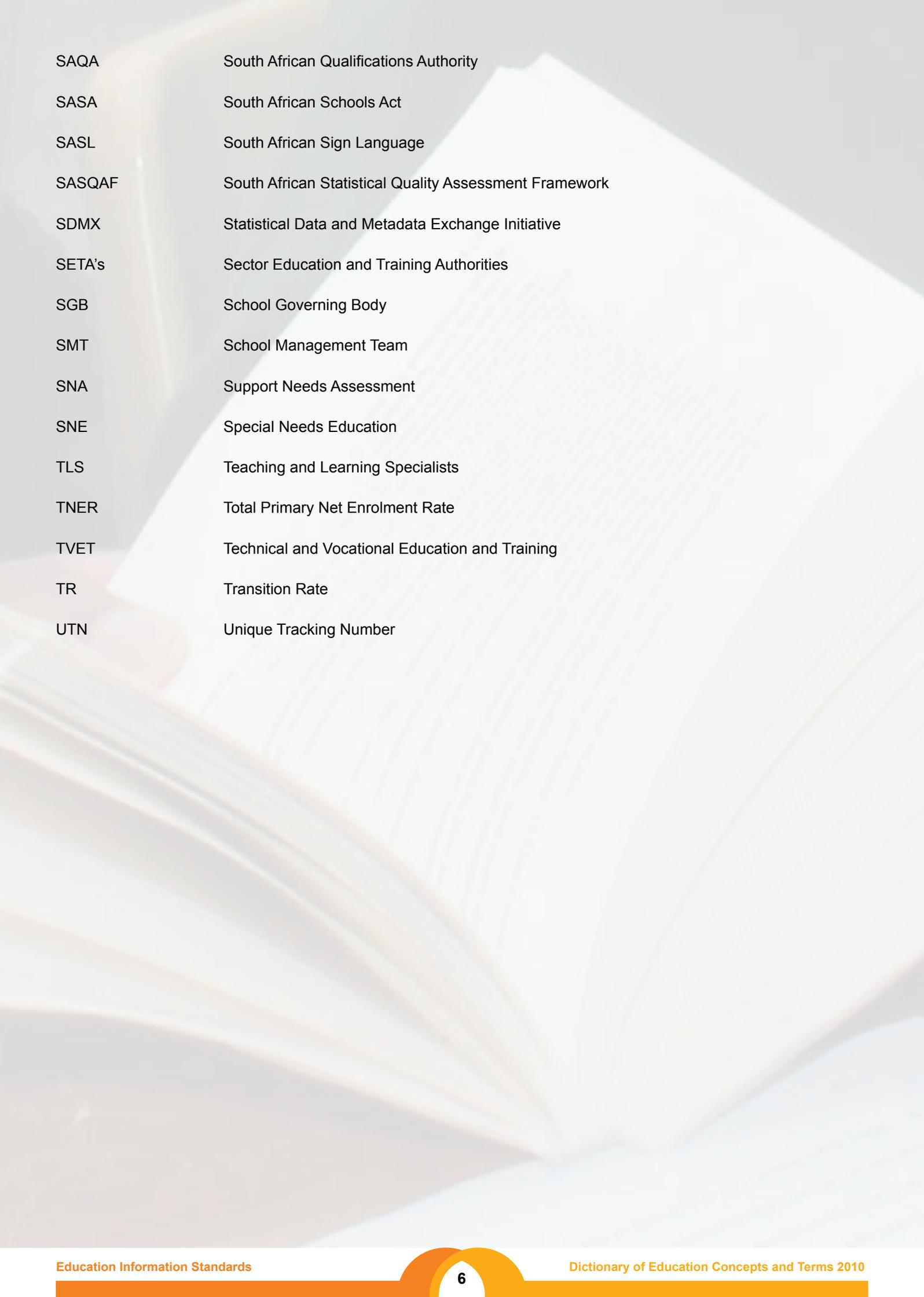
Table of Contents

1.	Acronyms	4
2.	Introduction	7
2.2	Scope and applicability	8
2.3	Conventions followed in the dictionary	8
2.4	Changes to the dictionary	8
2.5	How you can access the dictionary	9
3.	Definitions	10
4.	References	120
5.	Index	125

1. ACRONYMS

AAC	Augmentative and Alternative Communication
ABET	Adult Basic Education and Training
ADHD	Attention Deficit Disorder with/without Hyperactivity
AIDS	Acquired Immune Deficiency Syndrome
AIR	Apparent Intake Rate
ASER	Age Specific Enrolment Ratio
ASS	Annual School Survey
ASD	Autistic Spectrum Disorders
CEM	Council of Education Ministers
CR	Completion Rate
CSG	Child Support Grant
CPTD	Continuing Professional Teacher Development
DBST	District-Based Support Team
ECD	Early Childhood Development
EEA	Employment of Educators Act
EFA	Education for All
ELRC	Education Labour Relations Council
EMIS	Education Management Information System
ESR	Educator-School Ratio
FET	Further Education and Training
FSS	Full Service Schools
FTE	Full Time Equivalent
GENFETQA	General and Further Education and Training Quality Assurance Act
GER	Gross Enrolment Rate
GET	General Education and Training
GPI	Gender Parity Index
HE	Higher Education
HEDCOM	Heads of Education Departments Committee

HEI	Higher Education Institution
HOD	Head of Department
ICT	Information Communication Technology
ISCED	International Standards Classification of Education
IQMS	Integrated Quality Management System
LCR	Learner-Classroom Ratio
LER	Learner-Educator Ratio
LSR	Learner-School Ratio
LOLT	Language of Learning and Teaching
MEC	Member of the Executive Council for Education
NC (V)	National Certificate (Vocational)
NEIMS	National Education Infrastructure Management System
NEPA	National Education Policy Act
NER	Net Enrolment Rate
NIR	Net Intake Rate
NQF	National Qualifications Framework
NSA	National Skills Authority
NSC	National Senior Certificate
OECD	Organisation for Economic Co-operation and Development
OSD	Occupation Specific Dispensation
PANSALB	Pan South African Language Board
PED	Provincial Education Department
PFMA	Public Finance Management Act
PR	Promotion Rate
PSA	Public Service Act
RCL	Representative Council of Learners
REQV	Relative Education Qualification Value
RSA	Republic of South Africa
UNESCO	United Nations Educational Scientific and Cultural Organisation
SACE Act	South African Council for Educators Act



SAQA	South African Qualifications Authority
SASA	South African Schools Act
SASL	South African Sign Language
SASQAF	South African Statistical Quality Assessment Framework
SDMX	Statistical Data and Metadata Exchange Initiative
SETA's	Sector Education and Training Authorities
SGB	School Governing Body
SMT	School Management Team
SNA	Support Needs Assessment
SNE	Special Needs Education
TLS	Teaching and Learning Specialists
TNER	Total Primary Net Enrolment Rate
TVET	Technical and Vocational Education and Training
TR	Transition Rate
UTN	Unique Tracking Number

2. INTRODUCTION

2.1 Background

A dictionary of terms and concepts is a pre-requisite for the effective functioning of any information system. It provides a standard for the terms and concepts used by an organisation in its information collection and reporting processes.

This dictionary seeks to standardise terms and concepts that are commonly used in education in South Africa, especially in its Education Management Information System (EMIS) processes. Consequently, many of the definitions provided reflect the EMIS environment. The dictionary clarifies the language used by officials working in the EMIS terrain. The dictionary harmonises different terms currently used to describe the same concept.

The dictionary is designed to be both technical and broadly usable.

On the technical side, specifications are provided that will assist in the design of databases, the development of survey instruments, data analysis and report writing. Systems designers are expected to use the dictionary to gain an idea of the logic of the education system, and to ensure that standards are adhered to as closely as possible. Education departments should require systems designers doing work for them to adhere to the standards embodied in the dictionary. Deviations should be permissible, but within limits, and only in instances where they are necessary for the quality of the system being developed. Designers of electronic school management systems not employed by the education departments will be encouraged to use the dictionary to standardise their products, and education departments will encourage schools to buy only products that are standardised.

The dictionary will also serve a larger audience. Programme managers at both national and provincial levels can draw on the dictionary to clarify the meanings of terms they come across as part of their work. The dictionary will be particularly beneficial to programme managers who undertake surveys of their own, especially in the development of questionnaires and the analysis of data. Information users both within and outside education departments will better understand and interpret the data they encounter. Researchers will be able to engage with data obtained from the Department of Basic Education in an informed manner.

The compilers of the dictionary have drawn on a number of sources. Priority has been given to the Department of Basic Education's own legislative and policy documents. In the absence of definitions in official sources, the compilers have sought advice from the Department of Basic Education programme managers. Statistics South Africa's standard terminology has been adopted where relevant.

The UNESCO Institute of Statistics, UNESCO's International Standard Classification of Education (ISCED) and the OECD's glossaries have been fruitful sources of international definitions.

The Department of Basic Education has undertaken an extensive process of consultation in order to achieve a broad level of consensus for the dictionary definitions. The Department's Education Information Standards Committee, established in 2004 (*Government Gazette* 26710, August 2004), which includes *inter alia*, two representatives from Statistics South Africa and three from Provincial Education Departments, has engaged thoroughly with each definition, and by consensus has proposed what it believes to be appropriate.

Much appreciation is expressed to Statistics South Africa for permitting their officials to engage in all the work related to the dictionary. Statistics South Africa has played its role in accordance with Section 7 (2) (e) of the Statistics Act, 1999, which states: "The Statistician-General must...formulate quality criteria and establish standards, classifications and procedures for statistics".

Additionally, both internal and inter-provincial consultative processes have been undertaken to promote coherence at horizontal and vertical levels of the system. Over and above these processes, the draft dictionary was published in the *Government Gazette* for public comment and the Education Information Standards Committee considered all comments received. The committee expresses its appreciation to all who contributed.

2.2 Scope and applicability

The scope and applicability of the dictionary is affected by recent changes in the administration of the education and training sector. From 1994 to 2009 the national Department of Education was responsible for all formal education and the Department of Labour was responsible for skills development in the labour market. Following national elections in April 2009 the new government established two departments to administer the education and training sector.

The new Department of Basic Education (DBE) is responsible for the school system and adult literacy. This dictionary is published by the DBE.

The new Department of Higher Education and Training (DHET) is responsible for Higher Education Institutions (HEIs), Further Education and Training (FET) Colleges and Adult Basic Education and Training (ABET) Centres. It is also responsible for the system of workforce skills development, including the National Skills Authority (NSA), the Sector Education and Training Authorities (SETAs), trade testing centres and skills development institutes that had previously been developed and managed by the Department of Labour.

The dictionary is directed largely at the school system; however, it does include some definitions relating to FET Colleges, ABET Centres and HEIs, although these bodies are now the responsibility of the DHET. Such definitions are included as a matter of practical convenience since they relate to the legacy of statistical reporting by the Department of Education.

The dictionary is largely for the use of persons working in the EMIS environment and programme managers in national and provincial Departments of Basic Education. Other information system developers, researchers and stakeholders who utilise the Departments information and data will also find it helpful.

2.3 Conventions followed in the dictionary

This section needs to be understood if the dictionary is to be utilised correctly. Each entry in the definition section has the following elements:

Term: label for the concept

Definition: a short definition of the term or concept

Source: the source for the definition. The reference section at the end of the dictionary lists all sources.

Note: comments on the usage of the term, where applicable

Cross reference: a link with other definitions

Reference code: each term has been assigned a unique code. These codes are continuous and will not change over time.

The dictionary must be used in conjunction with the Information Standard on Data Coding.

2.4 Changes to the dictionary

The Department of Basic Education plans to upgrade the dictionary every three years. In the meanwhile comments and suggestions are welcome on an ongoing basis.

You are welcome to submit comments to the EMIS Officer: definitions@dbe.gov.za.

Comments are particularly sought on:

- more appropriate definitions that should be incorporated in preference to those already listed;
- definitions for other concepts or terms that should also be included; or

- sources that are insufficiently detailed.

The Education Information Standards Committee will control changes, which will be gazetted at least every three years. In the meantime, a register of temporary definitions will be approved by the EMIS Officer.

2.5 How you can access the dictionary

- The dictionary is available on the Department of Basic Education's website (www.education.gov.za). The electronic version is searchable using any pdf viewer or reader.
- A limited number of printed copies are available at the Resource Centre at the Department of Basic Education.

3. DEFINITIONS

Academic staff

Definition: Includes personnel whose primary or major assignment is instruction or research and so covers personnel who hold an academic rank with such titles as professor, associate professor, assistant professor, lecturer, or the equivalent.

Source: OECD, 2004, OECD Handbook for Internationally Comparative Education Statistics: Concepts, Standards, Definitions and Classifications

Note: The category includes personnel with other titles (dean, director, associate dean, assistant dean, chair or head of department), if their principal activity is instruction or research. This category excludes teaching or research assistants. In South Africa the term “academic staff” applies to HEIs but the use of the title “professor” by a private HEI is regulated in terms of the Higher Education Act, 1997.

Cross reference: Higher Education Institution (HEI), university

Reference code: 10001

Access

Definition: A measure of opportunities available to learners for learning comprising factors such as the availability of learning places, travelling distance, transport availability, affordability and other barriers faced by learners in enrolling and remaining in an education programme.

Source: Department of Basic Education

Note: Scholars have noted that “physical access” to learning opportunities does not necessarily translate into “cognitive access” or “meaningful access” to learning.

Cross reference: None

Reference code: 10003

Accessibility of data

Definition: The ease with which data can be obtained.

Source: Adapted from Statistics South Africa, 2008, South African Statistical Quality Assessment Framework (SASQAF)

Note: None

Cross reference: Accuracy of data, coherence of data, interpretability of data, methodological soundness, relevance of data, timeliness of data

Reference code: 10004

Accuracy of data

- Definition:* The degree to which the output correctly describes the phenomena it was designed to measure.
- Source:* Adapted from Statistics South Africa, 2008, South African Statistical Quality Assessment Framework (SASQAF)
- Note:* None
- Cross Reference:* Accessibility of data, coherence of data, interpretability of data, methodological soundness, relevance of data, timeliness of data
- Reference Code:* 10005
-

Acquired immune deficiency syndrome (AIDS)

- Definition:* The acquired immune deficiency syndrome that is the final phase of HIV infection.
- Source:* Department of Education, 1999, National Policy on HIV/AIDS for Learners and Educators in Public Schools, and Students and Educators in Further Education and Training Institutions
- Note:* None
- Cross reference:* HIV/AIDS status
- Reference code:* 10006
-

Additional language

- Definition:* A language learned in addition to one's home language.
- Source:* Department of Education, 2008, National Curriculum Statement, Grades 10-12 (General)
- Note:* None
- Cross Reference:* Home language
- Reference Code:* 10421
-

Address type

- Definition:* The type of address for employee/learner/institution.
- Examples: physical address, postal address.
- Source:* Department of Basic Education
- Note:* None
- Cross reference:* None
- Reference code:* 10007

Addressee

Definition: Person to whom correspondence at an institution is addressed.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10008

Administrative data

Definition: Data collected from administrative sources.

Examples: data from PERSAL, attendance registers, admission registers and NEIMS.

Source: Adapted from UNESCO Institute for Statistics, undated, Glossary

Note: None

Cross reference: Operational data

Reference code: 10009

Administrative spaces

Definition: Spaces in a school that are used by school management and staff for the day to day running of the school.

Examples: principal's office, deputy principal's office, administration office, reception area, storage area, storage room, printing room, staff room, pastoral care (counselling) room, sick room, HOD's office and kitchenette.

Source: RSA, 2010, Regulations relating to the National Uniform Norms and Standards for School Infrastructure (Draft)

Note: None

Cross reference: Core educational spaces, education support spaces

Reference code: 10010

Administrative staff

Definition: Employees in an administrative capacity that provide services to offices and institutions.

Examples: secretaries, typists, administrative clerks and accountants.

Source: Department of Basic Education

Note: None

Cross reference: Assistant teacher, support staff

Reference code: 10011

Admission

Definition: Means admission of a learner to a school.

Source: Department of Basic Education, 2010, Policy on Learner Attendance

Note: Has the same meaning as enrolment (verb).

Cross reference: Attend, enrolment

Reference code: 10481

Admission register

Definition: A permanent, compulsory record of all learners admitted at a school that lists the school's former and current learners.

Source: Department of Education, 2004, National Guidelines on How to Manage School Records

Note: None

Cross reference: None

Reference code: 10013

Adult Basic Education and Training (ABET)

Definition: All learning and training programmes for adults from levels 1 to 4, where ABET Level 4 is equivalent to Grade 9 in public schools or a National Qualifications Framework Level 1, as contemplated in the South African Qualifications Authority Act, 58 of 1995.

Source: RSA, 2000, Adult Basic Education and Training Act

Note: None

Cross reference: Adult Basic Education and Training (ABET) Centre, Private Adult Basic Education and Training (ABET) Centre, Public Adult Basic Education and Training (ABET) Centre

Reference code: 10014

Adult Basic Education and Training (ABET) Centre

Definition: Education institutions that offer ABET programmes as derived in the ABET Act.

Source: Department of Basic Education

Note: None

Cross reference: Adult Basic Education and Training (ABET), Private Adult Basic Education and Training (ABET) Centre, Public Adult Basic Education and Training (ABET) Centre

Reference code: 10015

Adult education

Definition: The entire body of organised educational processes, whatever the content, level and method, whether formal or otherwise, whether they prolong or replace initial education in schools, colleges and universities as well as in apprenticeship, whereby persons regarded as adults by the society to which they belong, improve their technical or professional qualifications, further develop their abilities, enrich their knowledge with the purpose: to complete a level of formal education; to acquire knowledge and skills in a new field; to refresh or update their knowledge in a particular field.

Source: Postlethwaithe, TN and Husén, T, 1994, The International Encyclopaedia of Education

Note: None

Cross reference: None

Reference code: 10016

Adult literacy programme

Definition: Literacy, numeracy and basic skills programme within or outside the school system which may be similar in content to Foundation Phase programmes in primary education but adapted for adults and making use of adult learners' knowledge and life experience.

Example: Kha Ri Gude (Let us Learn) Adult Literacy Campaign.

Source: Adapted from OECD, 2004, OECD Handbook for Internationally Comparative Education Statistics: Concepts, Standards, Definitions and Classifications

Note: None

Cross reference: None

Reference code: 10018

Adult literacy rate

Definition: The percentage of the population aged 15 years and over who can both read and write with understanding a short simple statement on his/her everyday life.

Source: UNESCO Institute of Statistics, undated, Education Indicators Technical Guidelines

Note: Proxy: an adult who has completed up to Grade 7 of schooling is deemed to be literate.

Cross reference: Literacy, youth literacy rate

Reference code: 10017

Age

Definition: The number of completed years from date of birth to the year in which the survey is being undertaken. The age is calculated as at 31 December in the year of the survey.

Source: Department of Basic Education

Note: None

Cross reference: Age of admission of a learner

Reference code: 10019

Age of admission of a learner

Definition: The age at which a learner can be admitted to a school.

Source: RSA, 1996, South African Schools Act

Note: The age of admission of a learner to a public school to Grade 1 is age five turning six by June in the year of admission. The age of admission of a learner to a public school to Grade R is age four turning five by June in the year of admission. This applies to both public and independent schools.

Cross reference: Age, learner

Reference code: 10422

Age specific enrolment ratio (ASER)

Definition: Percentage of the population of a specific age enrolled, irrespective of the level of education.

Source: UNESCO Institute of Statistics, undated, Education Indicators Technical Guidelines

Note: None

Cross reference: None

Reference code: 10020

Aggregated data

Definition: The result of transforming unit level data into quantitative measures for a set of characteristics of a population.

Source: Statistics South Africa, 2009, Concepts and Definitions for Statistics South Africa

Note: None

Cross reference: None

Reference code: 10021

Alternative institution name

Definition: Names other than the official name used for an institution.

Source: Department of Basic Education

Note: Includes previous official names, commonly used names, names in other languages, etc.

Cross reference: Institution name

Reference code: 10022

Annual School Survey (ASS)

Definition: A survey conducted by all nine provinces in March each year in every ordinary school. The ASS is a self-reporting instrument completed by the principal or his/her delegate.

Source: Department of Basic Education

Note: The Annual School Survey is a census.

Cross reference: Snap survey, survey

Reference code: 10023

Apparent intake rate (AIR)

Definition: Total number of new entrants in the first grade of primary education, regardless of age, expressed as a percentage of the population at the appropriate school entrance age.

Source: UNESCO Institute of Statistics, undated, Education Indicators Technical Guidelines

Note: None

Cross reference: None

Reference code: 10024

Approved dataset

Definition: A provincial and or national dataset that has been officially approved by the provincial and or national EMIS officer respectively.

Source: Department of Basic Education

Note: This definition applies exclusively to information obtained through EMIS processes. It does not apply to HEMIS, FETMIS or to other databases such as PERSAL, NEIMS, Examinations or Systemic Evaluation.

Cross reference: Signed-off data

Reference code: 10026

Archive

Definition: Repository holding documents or other material containing a variety of data, usually those of historical and/or rare value.

Source: University of South Dakota, undated, Glossary of Library and Internet Terms

Note: Also referred to as special collections.

Cross reference: None

Reference code: 10027

Assault

Definition: The unlawful and intentional (a) application of force, directly or indirectly, to another person; or (b) threatening another with immediate personal violence in circumstances which lead the threatened person to believe that the other intends or has the power to carry out the intent.

Examples: stabbing, physical fighting.

Source: Department of Education, 2002, Regulations to Prohibit Initiation Practices in Schools

Note: None

Cross reference: None

Reference code: 10028

Assessment body

Definition: A department of education or any other body registered with the General and Further Education and Training Quality Assurance Council as a body responsible for conducting external assessment.

Examples: Department of Basic Education, Independent Examinations Board.

Source: RSA, 2001, General and Further Education and Training Quality Assurance Act

Note: None

Cross reference: None

Reference code: 10030

Assessment standards

Definition: The knowledge, skills and values that learners need to show to achieve the learning outcomes in each grade.

Source: Department of Education, 2002, Revised National Curriculum Statement Grades R-9 (Schools)

Note: It spells out the expected level of performance of a learner for each subject for each grade. It specifies what a learner is expected to know, do and demonstrate as part of the learning process.

Cross reference: None

Reference code: 10031

Assistant teacher

Definition: Person employed at a school to provide support to qualified teachers allowing them time to focus on core teaching duties.

Source: Department of Basic Education

Note: None

Cross reference: Administrative staff, support staff

Reference code: 10032

Attend

Definition: Enrol at and go regularly to a legally recognised public or private educational institution to undertake organised learning at any level of education.

Source: Adapted from Statistics South Africa, 2009, Concepts and Definitions for Statistics South Africa

Note: Attendance may be full time or part time, and distance learning is included. Temporary absence due to illness does not interrupt attendance. Statistics South Africa equates “attendance” with “enrolment” in its survey forms.

Cross reference: Admission, daily attendance, enrolment

Reference code: 10033

Attention deficit disorder with/without hyperactivity (ADHD)

Definition: A chronic disorder that initially manifests in childhood and is characterised by hyperactivity, impulsivity and/or inattention in varying combinations.

Source: Department of Basic Education

Note: May lead to difficulty in academic, emotional, and social functioning. May be associated with other neurological, significant behavioural, and developmental or learning disabilities. Not all of those affected by ADHD manifest all three behavioural categories.

Cross reference: None

Reference code: 10035

Augmentative and alternative communication (AAC)

Definition: The way people supplement their communication when they cannot speak clearly enough to be understood by those around them. These strategies include a wide range of communication methods ranging from gestures and communication boards to assistive communication devices.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10036

Autistic spectrum disorders

Definition: A range of related developmental disorders that impact on the normal development of the brain in the areas of social interaction and communication skills.

Source: Department of Basic Education

Note: A medical practitioner, preferably a specialist paediatrician or psychiatrist must examine and diagnose learners who present such symptoms. Children with autistic spectrum disorders typically have difficulties in verbal and non-verbal communication, social interactions, and leisure or play activities, find it hard to communicate with others and relate to the outside world.

Cross reference: None

Reference code: 10037

Automatic exemption from payment of school fees

Definition: Total exemption from the payment of school fees in a public school is available to the following: (a) a person who has the responsibility of a parent in respect of a child placed in a foster home, a youth care centre, a place of safety or an orphanage; (b) a person who is a kinship caregiver of an orphan or of a child who has been abandoned by his or her parents and is without any visible means of support; (c) a person who receives a social grant on behalf of a child; or (d) a child who heads a household.

Source: RSA, 2006, Regulations for the exemption of parents from the payment of school fees

Note: None

Cross reference: Conditional exemption from payment of school fees, fee exemption, partial exemption from payment of school fees, total exemption from payment of school fees.

Reference code: 10423

Barriers to learning

Definition: Difficulties that arise within the education system as a whole, the learning site and/or within the learner which prevent access to learning and development for learners. Intrinsic barriers to learning and development are those that emerge from mental, neurological, physical, sensory and intellectual disabilities as well as from health conditions, psycho-social and emotional disturbances within the individual.

Source: Department of Education, 2001, Education White Paper 6 (section 1.5.2): Special Needs Education: Developing an Inclusive Education and Training System.

Note: None.

Cross reference: Disability, inclusive education, learner with special education needs, person with disabilities, primary disability, special needs education, support needs assessment, support package

Reference code: 10038

Behavioural/conduct disorder (including severe behavioural problems)

Definition: Repeated violation of the basic rights of others and the rules of society.

Examples: lying, theft, aggression, truancy, the setting of fires and vandalism.

Source: Department of Basic Education

Note: A learner who manifests serious challenging behaviour (serious misconduct in terms of the South African Schools Act, 1996) may be subjected to formal disciplinary procedures. These could lead to the learner being temporarily suspended or expelled from school.

Cross reference: None

Reference code: 10040

Bilingualism

Definition: Ability to communicate effectively in two languages with more or less the same degree of proficiency.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10041

Blindness

Definition: Loss of useful sight.

Source: Department of Basic Education

Note: Blindness may be temporary or permanent. Damage to any portion of the eye, the optic nerve, or the area of the brain responsible for vision may lead to blindness. A common medical definition is visual acuity not exceeding 3/60 in the better eye, after maximum correction, or limitation of the field of vision subtending an angle of 20 degrees or worse.

Cross reference: Partial sightedness/low vision

Reference code: 10042

Boarding school

Definition: A school where some or all learners not only study, but also live during term time, with their fellow learners and possibly teachers.

Source: Department of Basic Education

Note: The word “boarding” means to have food and lodging provided.

Cross reference: None

Reference code: 10043

Campus

Definition: The grounds of an educational institution.

Source: Mothata, S et al, 2000, A Dictionary of South African Education and Training

Note: A campus may be geographically removed from the main or central institution but is still regarded as part of the institution.

Cross reference: None

Reference code: 10044

Catchment area

Definition: The area to be served by a school.

Source: RSA, 2010, Regulations relating to the National Uniform Norms and Standards for School Infrastructure (Draft)

Note: Encapsulates the distance between a school and the community it serves.

Cross reference: None

Reference code: 10045

Cause of death

Definition: All diseases, morbid conditions or injuries which either resulted in or contributed to death and the circumstances of the accident or violence which produced any such injuries.

Source: Statistics South Africa, 2009, Concepts and Definition for Statistics South Africa

Note: None

Cross reference: None

Reference code: 10046

Census

Definition: A total count of a set of observations belonging to a given population at a given time at a given area.

Source: Adapted from Statistics South Africa, 2009, Concepts and Definitions for Statistics South Africa

Note: Synonym: census survey

Cross reference: Survey

Reference code: 10047

Centre manager

Definition: The head of a public centre appointed by the HoD in terms of the Employment of Educators Act, 1998 (Act No 76 of 1998).

Examples: Centre managers of ABET Centres, Centre managers of Teacher Centres.

Source: RSA, 2000, Adult Basic Education and Training Act

Note: None

Cross reference: None

Reference code: 10048

Cerebral palsy

Definition: A group of chronic conditions affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, whether traumatic, infectious, or developmental. Major types include spastic, dystonic, athetoid and ataxic, and they can be quadriplegic, diplegic or hemiplegic.

Source: Department of Basic Education

Note: A medical practitioner must make the diagnosis.

Cross reference: None

Reference code: 10049

Certificate

Definition: A document indicating satisfactory fulfilment of requirements of a course of study. Alternatively, the term applies to a qualification that is generally of shorter duration and less cognitively demanding than a diploma or degree.

Example: Higher Certificate.

Source: Adapted from Mothata, S et al., 2000, A Dictionary of South African Education and Training

Note: The term “certificate programme” is used to differentiate a programme of study from degree and diploma programmes. A certificate programme may be as short as a day.

Cross reference: Degree, diploma

Reference code: 10050

Child support grant (CSG)

Definition: The monthly grant paid to a child’s primary care giver by the South African Social Security Agency to provide for a child’s basic needs.

Source: Department of Basic Education, 2010, Policy on Learner Attendance

Note: None

Cross reference: None

Reference code: 10482

Circuit

Definition: See education circuit.

Source: None

Note: None

Cross reference: Education circuit

Reference code: 10424

Circuit manager

Definition: The head of an education circuit.

Source: Department of Basic Education

Note: None

Cross reference: Circuit, circuit office, education circuit

Reference code: 10425

Circuit office

Definition: See education circuit office.

Source: None

Note: None

Cross reference: Circuit, circuit manager, education circuit

Reference code: 10426

Class

Definition: A group of learners who are under the administrative supervision of a class teacher. Commonly referred to as a form class or a register class.

Source: Department of Basic Education, 2010, Policy on Learner Attendance

Note: A class could also refer to a subject class wherein a group of learners are taught a subject together, example math's class.

Cross reference: Classroom, class register, class size, class teacher

Reference code: 10051

Class register

Definition: An official document, which may be an electronic document, in which the attendance of learners in a class is recorded each school day.

Source: Department of Basic Education, 2010, Policy on Learner Attendance

Note: None

Cross reference: Admission, attend, class, class teacher, daily attendance

Reference code: 10054

Class size

Definition: The average number of learners per class, calculated by dividing the number of learners enrolled by the number of classes.

Source: OECD, 2007, Education at a Glance 2007

Note: None

Cross reference: Class, classroom, learner-classroom ratio (LCR), learner-educator ratio (LER), educator-school ratio (ESR)

Reference code: 10055

Class teacher

Definition: A teacher to whom the principal has allocated administrative responsibility for a class for a school year.

Source: Department of Basic Education, 2010, Policy on Learner Attendance

Note: None

Cross reference: None

Reference code: 10056

Classification

Definition: A set of discrete, exhaustive and mutually exclusive categories that can be assigned to one or more variables or items.

Source: Statistics South Africa, 2009, Concepts and Definitions for Statistics South Africa

Note: None

Cross reference: None

Reference code: 10052

Classroom

Definition: A physical structure or room within a school where learners are taught.

Source: Oxford University Press, 2010, Oxford Advanced Learner's Dictionary

Note: The National Education Infrastructure Management System (NEIMS) distinguishes between ordinary, multipurpose and general classrooms.

Cross reference: Class, core educational spaces

Reference code: 10053

Closed dataset

Definition: A dataset on which no further data can be recorded.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10057

Cluster schools

Definition: More than one school with their own facilities on the same site. The site is registered in the name of one of the schools.

Source: Department of Basic Education

Note: Schools on different sites can also be grouped together in a cluster for curriculum or other arrangements.

Cross reference: Host school, platooning school

Reference code: 10060

Co-curricular activity

Definition: Activities that support the formal curriculum in which learners are required to participate.

Example: A tourism business set up by a school that offers tourism as a subject.

Source: Department of Basic Education

Note: None

Cross reference: Extra curricular activity

Reference code: 10427

Code switching

Definition: Switching from one language of instruction to another language of instruction during teaching and learning.

Source: Department of Basic Education

Note: It occurs when one language of instruction is dominant but is accompanied by the use of other languages of instruction in the form of snippets (words or phrases).

Cross reference: None

Reference code: 10061

Coherence of data

Definition: The degree to which data can be successfully brought together with other data within a broad analytical framework and over time.

Source: Adapted from Statistics South Africa, 2008, South African Statistical Quality Assessment Framework (SASQAF)

Note: None

Cross reference: Accessibility of data, accuracy of data, interpretability of data, methodological soundness, relevance of data, timeliness of data

Reference code: 10062

College

Definition: A public or private educational institution generally offering post-school instruction in a professional, vocational or technical field or fields.

Source: Department of Basic Education

Note: Historically, some secondary schools have used the term “college” in their title.

Cross reference: Further Education and Training College

Reference code: 10063

Combined school

Definition: A school that offers all or a selection of grades from Grade R to Grade 12, but such a selection is not in line with the grade limits of either a primary school or a secondary school.

Source: Department of Basic Education

Note: None

Cross reference: Focus school, primary school, school secondary school

Reference code: 10064

Complete dataset

Definition: A dataset that contains data received from 100% of units targeted for a survey.

Source: Department of Basic Education

Note: None

Cross reference: Compliant dataset, dataset

Reference code: 10065

Completion rate (CR)

Definition: Number of learners who have successfully completed the last grade of a given level of education expressed as a percentage of the population of the relevant age group for that particular grade.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10066

Compliant dataset

Definition: A dataset that conforms to requirements prescribed by the Department of Basic Education.

Source: Department of Basic Education

Note: None

Cross reference: Complete dataset, dataset, non-compliant dataset

Reference code: 10428

Compulsory education

Definition: The number of years or the age-span during which children and young people are legally obliged to attend school.

Source: UNESCO, Institute for Statistics, 2005, Survey 2006 Data Collection on Education Statistics

Note: In South Africa this refers to nine years of schooling from the first school day of the year in which a learner reaches the age of seven years until the last school day of the year in which the learner reaches the age of fifteen years or until the last school day of the ninth grade, whichever occurs first (RSA, 1996, South African Schools Act).

Cross reference: Further Education and Training (FET), General Education and Training (GET)

Reference code: 10067

Computer room

Definition: A physical space designed and equipped with computers to train learners in information communication technology (ICT).

Source: Adapted from Department of Education, 2007, National Assessment Report (public schools) National Education Infrastructure Management System (NEIMS)

Note: None

Cross reference: None

Reference code: 10429

Conditional exemption from payment of school fees

Definition: The exemption granted to a parent who – (a) qualifies for partial exemption but, owing to personal circumstances beyond his or her control, cannot pay even the reduced amount; or (b) does not qualify for exemption but supplies information indicating his or her inability to pay school fees owing to personal circumstances beyond his or her control, which exemption the school governing body grants with the proviso that the parent agrees to certain conditions for the payment of the school fees.

Source: RSA, 2006, Regulations for the exemption of parents from the payment of school fees

Note: None

Cross reference: Automatic exemption from payment of school fees, fee exemption, partial exemption from payment of school fees, total exemption from payment of school fees

Reference code: 10430

Condonation

Definition: The limited relaxation of promotion requirements in the case of a student who comes very close to meeting such requirements.

Source: RSA, 2006, Policy for the National Certificate (Vocational): Qualifications at Levels 2 to 4 on the National Qualifications Framework (NQF)

Note: None

Cross reference: None

Reference code: 10068

Continuing education

Definition: Courses, programmes, or organised learning experiences that bring participants up-to-date in a particular area of knowledge or skills and enhance personal or professional goals.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10069

Continuing professional teacher development (CPTD)

Definition: All development activities, programmes and courses engaged in by in-service teachers for professional growth.

Source: Department of Basic Education

Note: None

Cross reference: Teacher development centre

Reference code: 10070

Continuous assessment

Definition: The chief method by which assessment took place in the Revised National Curriculum Statement. It covers all the outcomes-based education assessment principles.

Source: Department of Education, 2002, Revised National Curriculum Statement Grades R-9 (Schools)

Note: None

Cross reference: None

Reference code: 10431

Core educational spaces

Definition: Critical teaching and learning spaces that are essential to carry out the core teaching and learning function in a school.

Examples: classroom, Grade R facility, multimedia centre, multipurpose classroom, science laboratory, computer room, library centre and storage area.

Source: RSA, 2010, Regulations relating to the National Uniform Norms and Standards for School Infrastructure (Draft)

Note: None

Cross reference: Administrative spaces, classroom, computer room, education support spaces

Reference code: 10071

Curriculum

Definition: A statement of intended outcomes to be achieved, what knowledge content is to be acquired, which competencies and skills are to be developed, and the levels of performance that are expected from learners in each of the grades.

Source: Department of Basic Education

Note: It defines what teachers must teach and what learners 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.

Cross reference: Curriculum adaptation, curriculum differentiation, subject

Reference code: 10073

Curriculum adaptation

Definition: The process of making the curriculum accessible for learners with disability.

Source: UNESCO, 2004, Changing Teaching Practices: using curriculum differentiation to respond to students' diversity: Guidelines for Inclusive Learning Programmes

Note: Material may be made accessible by translating it to Braille, language can be simplified and additional time can be allocated in assessment.

Cross reference: Curriculum, curriculum differentiation, environmental access

Reference code: 10475

Curriculum differentiation

Definition: The process of modifying or adapting the curriculum according to the different ability levels and learning styles of learners in one class.

Source: UNESCO, 2004, Changing Teaching Practices: using curriculum differentiation to respond to students' diversity: Guidelines for Inclusive Learning Programmes

Note: Differentiation is intrinsic to all aspects of flexible curriculum delivery, namely the content selection, the way in which it is taught or presented and the way in which the learner's performance is assessed. The same activity can be taught to a class with learners who have diverse needs ranging from those with intellectual disabilities to those who are gifted, by differentiating what is taught, how it is taught and how the learners demonstrate that they have achieved the learning outcome.

Cross reference: Curriculum, curriculum adaptation, special class, standard language

Reference code: 10476

Daily attendance

Definition: The record in a class register of a learner's presence at school on each school day.

Source: Department of Basic Education, 2010, Policy on Learner Attendance

Note: The Policy on Learner Attendance (2010) requires the class teacher to record only learner absences.

Cross reference: Attend, admission, class register, enrolment

Reference code: 10075

Dangerous object

Definition: (a) Any explosive material or device; (b) any firearm or gas weapon; (c) an article, object or instrument that may be employed to cause bodily harm to a person or damage to property, or to render a person temporarily paralysed or unconscious; or (d) any object that the Minister may, by notice in the *Government Gazette*, declare to be a dangerous object for the purpose of this Act.

Examples: sword, knife, gun.

Source: RSA, 1996, South African Schools Act

Note: None

Cross reference: None

Reference code: 10076

Data

Definition: A representation of facts, concepts, or instructions in a formal manner, suitable for communication, interpretation, or processing by humans or by automatic means.

Source: Statistics South Africa, 2009, Concepts and Definitions for Statistics South Africa

Note: Dataset, data element

Cross reference: Information, knowledge

Reference code: 10077

Data confidentiality

Definition: A property of data indicating the extent to which its unauthorised disclosure could be prejudicial or harmful to the interest of the source or other relevant parties.

Source: Adapted from Statistics South Africa, 2009, Concepts and Definitions for Statistics South Africa

Note: None

Cross reference: None

Reference code: 10079

Data consolidation

Definition: The act of combining homogenous data residing in different sources and providing the user with a unified view of these data.

Example: the combination of Annual School Survey data from different provincial departments.

Source: Department of Basic Education

Note: None

Cross reference: Data integration, national education data, national level data, provincial education data

Reference code: 10080

Data credibility

Definition: The quality, capability, or power of the data to elicit belief.

Source: Department of Basic Education

Note: 'Data' in this context can be substituted by 'information' with no loss of meaning.

Cross reference: Data integrity

Reference code: 10074

Data element

Definition: A unit of data in which the definition, identification, representation and permissible values are specified by a set of attributes.

Examples: learners, teachers, schools.

Source: Adapted from Statistics South Africa, 2009, Concepts and Definitions for Statistics South Africa

Note: Gender of learner is not an element but an attribute.

Cross reference: None

Reference code: 10081

Data integration

Definition: A process of combining heterogeneous data residing in different sources and providing the user with a unified view of these data.

Example: linking PERSAL, LURITS NEIMS, Examinations, SNAP, ASS and other databases in any combination.

Source: Department of Basic Education

Note: None

Cross reference: Data consolidation, national education data, national level data, provincial education data

Reference code: 10082

Data integrity

Definition: The correctness and consistency of data.

Source: Department of Basic Education

Note: None

Cross reference: Data credibility

Reference code: 10182

Data source

Definition: A record, organisation, individual or database from which data is obtained.

Source: Adapted from OECD, 2007, Glossary of Statistical Terms

Note: The organisation or individual may be the primary source or secondary source of data.

Cross reference: None

Reference code: 10083

Data verification

Definition: The processes by which data is checked, assessed, reviewed and audited.

Source: Statistics South Africa

Note: None

Cross reference: None

Reference code: 10084

Database

Definition: A logical collection of information that is interrelated and that is managed and stored as a unit, for example in the same computer file.

Source: OECD, 2007, Glossary of Statistical Terms

Note: The terms database and dataset are often used interchangeably.

Cross reference: Data, dataset

Reference code: 10078

Dataset

Definition: See database

Source: None

Note: None

Cross reference: Data, complete dataset, compliant dataset, non-compliant dataset, open dataset

Reference code: 10473

Deaf-blindness

Definition: Concomitant hearing and visual impairments, the combination of which causes severe communication and other developmental and educational needs which are different from those associated with deafness or blindness alone.

Source: Department of Basic Education

Note: None

Cross reference: Blindness, deafness

Reference code: 10085

Deafness

Definition: Severe or profound hearing loss.

Source: Department of Basic Education

Note: The level of hearing loss must be assessed through audiological tests and the decibel loss should be more than 60dB at 0, 5; 1; 2 and 4 KHz in the better ear. Learners who are deaf depend on specialised educational support.

Cross reference: Deaf-blindness, South African Sign Language (SASL)

Reference code: 10086

Degree

Definition: A qualification whose primary purpose is to provide a well-rounded, broad education, that equips graduates with the knowledge base, theory and methodology of disciplines, and enables them to demonstrate initiative and responsibility in an academic or professional context. Principles and theory are emphasised as a basis for entry into the labour market, professional training, postgraduate studies, or professional practice in a wide range of careers.

Source: Department of Education, 2007, Higher Education Qualifications Framework

Note: Certificate, diploma

Cross reference: None

Reference code: 10087

Deputy Principal

Definition: An educator appointed to the post and assigned duties to assist the principal and to deputise for the principal during his/her absence.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10089

Diploma

Definition: A qualification that is primarily professional, vocational or industry-specific. The knowledge emphasises general principles and application. The purpose of the diploma is to develop graduates who can demonstrate focused knowledge and skills in a particular field. Typically they will have gained experience in applying such knowledge and skills in a workplace context.

Source: Department of Education, 2007, Higher Education Qualifications Framework

Note: None

Cross reference: Certificate, degree

Reference code: 10090

Disability

Definition: A moderate to severe limitation in a person's ability to function or ability to perform daily life activities as a result of a physical, sensory, communication, intellectual or mental impairment.

Source: Department of Basic Education

Note: Article 1 of the UN Convention on the Rights of Persons with Disability (2007) defines persons with disabilities as those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

Cross reference: Barriers to learning, inclusive education, learner with special education needs, mainstreaming, persons with disability, primary disability, special needs education

Reference code: 10091

Distance learning

Definition: Study by means of correspondence, telecommunication media or computer programmes. Courses are self-instructional and two-way communication takes place between students and the institution. Learners and or students need not be on campus to attend classes but can continue their normal work programmes at home.

Source: Mothata, S, et al., 2000, A Dictionary of South African Education and Training, 2000

Note: Distance learning institutions such as universities, colleges, technikons and others offer a wide variety of lifelong study opportunities and programmes, from pre-tertiary level certificates to higher diplomas and advanced degrees such as Masters and Doctorates, thus catering for all levels of the National Qualifications Framework (NQF). Well-known institutions for this purpose are the University of South Africa (UNISA), Vista and other universities and colleges such as Success, Lyceum and Damelin.

Cross reference: None

Reference code: 10092

District

Definition: See education district.

Source: None

Note: None

Cross reference: District manager, district office, education district

Reference code: 10433

District Based Support Teams (DBST)

Definition: Groups of departmental professionals whose responsibility it is to promote inclusive education through training, curriculum delivery, distribution of resources, identifying and addressing barriers to learning, leadership and general management.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10093

District manager

Definition: The head of an education district office.

Source: Department of Basic Education

Note: None

Cross reference: District, district officer, education district

Reference code: 10434

District municipality

Definition: A municipality that shares municipal executive and legislative authority in an area that includes more than one municipality.

Source: RSA, 1998, Local Government Municipal Structures Amendment Act

Note: None

Cross reference: None

Reference code: 10094

District office

Definition: See education district office.

Source: None

Note: None

Cross reference: District, district manager, education district

Reference code: 10435

Double shift schools

Definition: Schools where the school day is divided into two sessions and two groups of learners are taught by the same educators and principal.

Source: Department of Basic Education

Note: Double shifting occurs where there are too few classrooms to accommodate all the learners.

Cross reference: None

Reference code: 10095

Dropout rate by grade

Definition: Percentage of learners who drop out of a given grade in a given school year. It is the difference between 100% and the sum of the promotion and repetition rates.

Source: UNESCO, 2008, EFA Global Monitoring Report 2009, Education for All: Overcoming Inequality: Why Governance Matters

Note: None

Cross reference: None

Reference code: 10096

Dual medium of instruction

Definition: The use of two media of instruction by a teacher in a lesson, switching from one medium to the other on a 50: 50 percent basis.

Source: Department of Basic Education

Note: Media of instruction refers to language of learning and teaching (LOLT).

Cross reference: Language of learning and teaching (LOLT), parallel medium of instruction, parallel medium school, single medium of instruction, single medium school

Reference code: 10097

Duration of appointment

Definition: The period of time which an employee serves at any education institution or office.

Examples: temporary, permanent.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10098

Early childhood development (ECD)

Definition: An umbrella term that applies to the processes by which children from birth to at least nine years grow and thrive, physically, mentally, emotionally, spiritually, morally and socially.

Source: Department of Education, 2001, Education White Paper 5 on Early Childhood Education

Note: None

Cross reference: Early childhood development (ECD) centre, early childhood development (ECD) practitioner

Reference code: 10099

Early Childhood Development (ECD) Centre

Definition: Any building or premises maintained or used, whether or not for gain, for the admission, protection and temporary or partial care of more than six children away from their parents. Depending on registration, an ECD centre may admit babies, toddlers and/or pre-school aged children.

Source: Department of Social Development, 2006, Guidelines for Early Childhood Development Services

Note: Synonyms for ECD centre: ECD site, day-care centre, preschool, crèche, nursery, playgroup. Attendance is not compulsory. The Child Care Act, 1983 (Act No. 74 of 1983) provides guidelines and minimum standards for these places of care. They must be registered and licensed by the state or a provincial authority. People who care for no more than six children need not be licensed to do so, nor need they comply with the provisions of the Child Care Act.

Cross reference: Early childhood development (ECD)

Reference code: 10100

Early childhood development (ECD) practitioner

Definition: Formally and non-formally trained individuals providing an educational service in ECD including persons currently covered by the Educators' Employment Act, 1994 (Act No. 138 of 1994).

Source: Department of Social Development, 2006, Guidelines for Early Childhood Development Services

Note: Synonyms: caregiver (deprecated), edu-carer (deprecated).

Cross reference: Early childhood development (ECD)

Reference code: 10101

Education

Definition: Education undertaken in an educational institution established, declared or registered in terms of the Child Care Act, South African Schools Act, Adult Basic Education Act, Further Education and Training Colleges Act, Higher Education Act or a provincial law.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10102

Education circuit

Definition: The geographic area within an education district that has been demarcated by the MEC for Education as the second-level administrative sub-division with a PED.

Source: Department of Basic Education

Note: Historically, some PEDs have adopted different nomenclature for an education district but the trend supported by CEM is towards standardising on "district" and "circuit" to describe the first-level and second-level administrative sub-divisions respectively within a PED.

Cross reference: None

Reference code: 10103

Education circuit office

Definition: The field office of an education district office in a circuit.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10436

Education district/region

Definition: The geographic area within a province that has been demarcated by the MEC for Education as the first-level administrative sub-division within a PED.

Source: Department of Basic Education

Note: Historically, some PEDs have adopted different nomenclature for an education district but the trend supported by CEM is towards standardising on “district” and “circuit” to describe the first-level and second-level administrative sub-divisions respectively within a PED.

Cross reference: None

Reference code: 10104

Education district office

Definition: The headquarters of an education district.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10437

Education institution

Definition: An institution that provides education, whether early childhood education, primary, secondary, further or higher education, and also an institution providing specialised, vocational, adult, distance or community education.

Examples: school, FET College, university, ABET centre, ECD centre.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10106

Education management

Definition: The day-to-day organisation of teaching and learning, and the activities that support teaching and learning. The professional management of public schools is the responsibility of the head of the institution who is also the manager of the school (principal) and other members of the professional management team. Management in schools includes a wide variety of processes related to teaching and learning.

Source: Mothata, S et al., 2000, A Dictionary of South African Education and Training

Note: None

Cross reference: None

Reference code: 10107

Education Management Information System (EMIS)

Definition: A system designed to systematically organise information related to the management of educational development.

Source: Department of Basic Education

Note: It is a tool and support system for processing of information for the management of education.

Cross reference: None

Reference code: 10483

Education Management Information System (EMIS) Officer

Definition: The official of the education department charged with certain responsibilities regarding education management information, in terms of the Education Information Policy (2004).

Source: RSA, 2004, National Education Information Policy

Note: None

Cross reference: None

Reference code: 10108

Education office

Definition: A facility used for the management and administration of education and education processes by the national and provincial education departments.

Examples: provincial head office, district office, circuit office, teachers' centre.

Source: Department of Basic Education

Note: Each education office may be assigned a National EMIS Number. An education office is not an education institution.

Cross reference: None

Reference code: 10110

Education sector

Definition: See government sector.

Source: None

Note: None

Cross reference: Education sub-sector

Reference code: 10438

Education specialist

Definition: A person employed in terms of the Employment of Educators Act 76 of 1998 as an educator based in the office supporting curriculum delivery in various ways. There are four levels of education specialists; namely, Education Specialist, Senior Education Specialist, Deputy Chief Education Specialist and a Chief Education Specialist.

Source: Derived from ELRC, 2008, Collective Agreement 1 of 2008

Note: None

Cross reference: None

Reference code: 10109

Education subsector

Definition: Grouping of programmes in the education sector.

Examples: ECD, ordinary schools, special schools, ABET, FET, HE.

Source: Department of Basic Education

Note: The National Qualifications Act (Act No 67 of 2008) refers to a sector as “education and training for which a quality council is responsible for”.

Cross reference: Education sub-sector, government sector

Reference code: 10386

Education support spaces

Definition: Spaces that are not critical but are required for the core functions of the school.

Examples include food gardens, tuck-shop, kitchen, nutrition centres/food storage, security room, general purpose hall, parking bays, caretaker room and storage areas.

Source: RSA, 2010, Regulations relating to the National Uniform Norms and Standards for School Infrastructure (Draft)

Note: None

Cross reference: Administrative spaces, core educational spaces

Reference code: 10388

Educational programme

Definition: A collection of educational activities which are organised to accomplish a pre-determined objective or the completion of a specified set of educational tasks.

Source: OECD, 2004, OECD Handbook for Internationally Comparative Education Statistics: Concepts, Standards, Definitions and Classifications

Note: None

Cross reference: None

Reference code: 10111

Educator

Definition: Any person, who teaches, educates or trains other persons or who provides professional educational services.

Examples: teacher, principal, SMT member, office-based educator.

Source: RSA, 1998, Employment of Educators Act

Note: In the case of an educator employed by the state, it refers to an educator employed in terms of the EEA.

Cross reference: Educator staff, non-educator staff, office-based educator, school-based educator, school management team (SMT), teacher

Reference code: 10112

Educator attendance register

Definition: A daily record of educators' attendance at school.

Source: Adapted from Mothata, S et al., 2000, A Dictionary of South African Education and Training

Note: None

Cross reference: None

Reference code: 10034

Educator staff

Definition: All educators employed at a school.

Source: Department of Basic Education

Note: Whether remunerated by the state, SGB or any other source.

Cross reference: Educator, non-educator staff

Reference code: 10113

Educator-school ratio (ESR)

Definition: Average number of educators per school.

Source: Department of Basic Education

Note: None

Cross reference: Learner-school ratio (LSR), learner-educator ratio (LER)

Reference code: 10439

Effectiveness

Definition: A measure of the extent to which an intervention (policy, programme, project) achieves its objectives.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10114

Efficiency

Definition: A measure of how well the education system uses resources to achieve its objectives.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10115

Enrolled learner

Definition: A learner who is admitted at a school and whose name is recorded in the admission register.

Source: Department of Basic Education

Note: None

Cross reference: Admission, admission register, enrolment

Reference code: 10117

Enrolment

Definition: Admission of a learner by a principal to a grade in a school (verb); the number of learners enrolled in a class or at a school (noun).

Source: Department of Basic Education, 2010, Policy on Learner Attendance

Note: None

Cross reference: Admission, attend, enrolled learner

Reference code: 10118

Environmental access

Definition: The means with which people with disabilities are able to enter, use and leave the built environment.

Source: Department of Education, 2006, Full-Service School Environmental Access Manual

Note: Environmental accessibility features include ramps, wheelchair accessible toilets, widened doorways, levelled walkways, lowered light switches, etc. The South African Schools Act, 1996, section 12 (5) states that a Member of the Executive Council must take all reasonable measures to ensure that the physical facilities at public schools are accessible to disabled persons.

Cross reference: Curriculum adaptation, inclusive education

Reference code: 10477

Epilepsy

Definition: Disorder caused by the sudden over activity of brain cells and characterised by repetitive attacks of a diverse nature.

Source: Epilepsy South Africa, undated

Note: Seizures (or convulsions) occur when there is abnormal electrical discharge in the brain. This may be triggered by chemical imbalance or a structural abnormality. Seizures differ in cause, nature, severity, management and long term effect.

Cross reference: None

Reference code: 10119

Equity

Definition: A measure of the fairness with which education opportunities, resources or outcomes are distributed among the learning population.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10120

Evaluation

Definition: The systematic determination of merit, worth and significance of something or someone using criteria determined against a set of standards.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10121

Ex department of education

Definition: Government departments of education that existed prior to 1994.

Examples: Department of Education and Training, Department of National Education, Houses of Representatives, Department of Education and Culture, Natal Education Department, Bophuthatswana Education Department, Venda Education Department and KwaZulu Department of Education and Culture.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10122

Examination

Definition: A component of the assessment process in which learners' knowledge and understanding of the curriculum is tested by requiring them to provide written or oral answers to questions or to perform practical tasks in a laboratory or workshop in conditions of strict security.

Source: Department of Basic Education

Note: None

Cross reference: Assessment, examination centre, formative assessment, summative assessment

Reference code: 10123

Examination centre

Definition: A registered venue, at which the National Senior Certificate Examinations are conducted, administered and managed.

Source: RSA, 2008, Regulations Pertaining to the Conducting, Administration and Management of Assessment for the National Senior Certificate

Note: None

Cross reference: Examination

Reference code: 10124

Extra-curricular activity

Definition: Activities organised for learners by an education institution that fall outside of the formal curriculum.

Examples: sports, music, dance, science club, book clubs.

Source: Department of Basic Education

Note: Extra-curricular activities may take place within or outside the education institution. They are not generally compulsory for every learner and learners are not assessed on their performance. A school may charge participation or joining fees. This term is often used interchangeably with the term extra mural activity.

Cross reference: Co-curricular activity

Reference code: 10125

Fee exemption

Definition: The total, partial or conditional exemption of parents who are unable to pay school fees from the payment of such fees.

Source: RSA, 2006, Regulations for the exemption of parents from the payment of school fees

Note: None

Cross reference: Automatic exemption from payment of school fees, conditional exemption from payment of school fees, partial exemption from payment of school fees, total exemption from payment of school fees

Reference code: 10440

Financial statement

Definition: Statements consisting of at least (a) a balance sheet; (b) an income statement; (c) a cash-flow statement; (d) any other statements that may be prescribed; and (e) any notes to the statements.

Source: RSA, 1999, Public Finance Management Act

Note: None

Cross reference: None

Reference code: 10129

First additional language

Definition: A compulsory language subject that learners are expected to undertake at that level.

Source: Adapted from Department of Education, 2002, Revised National Curriculum Statement Grades R-9 (Schools)

Note: None

Cross reference: Home language, second additional language

Reference code: 10130

Focus school

Definition: A school that specialises in an area of the curriculum.

Examples: technical school, school of skill, agricultural school, art school, drama school, music school, sport school, commercial school, finishing school.

Source: Department of Basic Education

Note: None

Cross reference: School, ordinary school, special school, school specialisation

Reference code: 10441

Formal education

Definition: Education provided in an educational institution that is established, declared or registered in terms of an Act of Parliament or a provincial legislature.

Source: Department of Basic Education

Note: None

Cross reference: Non-formal education, informal learning

Reference code: 10131

Formally closed institution

Definition: An education institution whose closure is published in a provincial *Gazette* by an MEC.

Source: Department of Basic Education

Note: None

Cross Reference: Formally opened institution, institution closure date, institution status, legal status of an institution

Reference Code: 10133

Formally opened institution

Definition: An education institution whose establishment is published in a provincial *Gazette* by an MEC.

Source: Department of Basic Education

Note: An education institution that is listed as 'not yet opened' in the Master list of Institutions is one that has not been formally opened in terms of a provincial *Gazette*.

Cross reference: Formally closed institution, institution closure date, institution status, legal status of an institution

Reference code: 10132

Formative assessment

Definition: Assessment of learners' achievement whose purpose is to monitor and support the process of learning and teaching.

Source: Adapted from Department of Education, 2002, Revised National Curriculum Statement Grades R-9 (Schools)

Note: Formative assessment is used to provide constructive feedback to both learners and teachers about learners' progress.

Cross reference: Examination, summative assessment

Reference code: 10442

Foundation phase

Definition: The first phase of the school curriculum applicable in Grades R, 1, 2 and 3.

Source: Department of Basic Education

Note: Although Grade R is part of the foundation phase, it is not part of the primary level of schooling.

Cross reference: Further Education and Training (FET) phase, intermediate phase, primary level of schooling, senior phase

Reference code: 10134

Full service schools (FSS)

Definition: An ordinary school that is specially resourced and orientated to address a full range of barriers to learning in an inclusive education setting.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10135

Full time equivalence

Definition: A measure that attempts to standardise a student's actual course load against the normal course load.

Source: OECD, 2002, Education at a Glance 2002

Note: A programme that covers only 200 hours of the agreed contact time of 1300 hours would be 0.15 FTE. The FTE measure can also be applied to staff members.

Cross Reference: Full time equivalent (FTE) enrolment

Reference Code: 10136

Full time equivalent (FTE) enrolment

Definition: Measure of student enrolment calculated in student years, where the unit is a full time student who is registered for all courses in a full academic year.

Source: Department of Basic Education

Note: A student registered for half the courses required for a full year academic programme is counted as 0.50 FTE. In Higher Education, FTE enrolment is obtained by multiplying the head-count enrolment by the credit value of the programme rather than the programme duration.

Cross reference: Full time equivalence, head-count enrolment

Reference code: 10137

Full time staff member

Definition: A staff member who is employed in a full time post for a minimum of 12 months and delivers at least 22.5 hours of teaching per week.

Source: Department of Basic Education

Note: None

Cross reference: Part time staff member, permanent staff, temporary staff

Reference code: 10138

Funding type

Definition: The funding sector to which the educational institution belongs.
Example: independent, public.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10139

Further Education and Training (FET)

Definition: All learning and training programmes leading to qualifications on levels 2, 3 and 4 of the National Qualifications Framework.

Source: RSA, 2001, General and Further Education and Training Quality Assurance Act

Note: Corresponds to ISCED Level 3.

Cross reference: Further Education and Training (FET) Band, Further Education and Training (FET) College, Further Education and Training (FET) College Management Staff, Further Education and Training (FET) College Council, Further Education and Training (FET) Lecturer, Private Further Education and Training (FET) College, Public Further Education and Training (FET) College

Reference code: 10140

Further Education and Training (FET) College

Definition: A public or private further education and training institution that is established, declared or registered under the Further Education and Training Colleges Act, but does not include a school offering further education and training programmes under the South African Schools Act; or a college under the authority of a government department other than the Department of Education.

Source: RSA, 2006, Further Education and Training Colleges Act

Note: None

Cross reference: Further Education and Training (FET), Further Education and Training (FET) College Council, Further Education and Training (FET) College Management Staff, Further Education and Training (FET) Lecturer, Private Further Education and Training (FET) College, Public Further Education and Training (FET) College

Reference code: 10142

Further Education and Training (FET) College Council

Definition: The governing structure of a public FET college.

Source: RSA, 2006, Further Education and Training Colleges Act

Note: None

Cross reference: Further Education and Training (FET), Further Education and Training (FET) College Management Staff, Further Education and Training (FET) Lecturer, Private Further Education and Training (FET) College, Public Further Education and Training (FET) College

Reference code: 10143

Further Education and Training (FET) College lecturer

Definition: Any person, who teaches, educates or trains other persons or who provides professional educational services at any college, and who is appointed in a post on any lecturer establishment under the FET Act.

Source: RSA, 2006, Further Education and Training Colleges Act

Note: None

Cross reference: Further Education and Training (FET), Further Education and Training (FET) College, Further Education and Training (FET) College Management Staff, Further Education and Training (FET) College Council, Private Further Education and Training (FET) College, Public Further Education and Training (FET) College

Reference code: 10128

Further Education and Training (FET) College management staff

Definition: Means the principal and vice-principal of a FET College.

Source: RSA, 2006, Further Education and Training Colleges Act

Note: None

Cross reference: Further Education and Training (FET) Band, Further Education and Training (FET) College, Further Education and Training (FET) College Council, Further Education and Training (FET) Lecturer, Private Further Education and Training (FET) College, Public Further Education and Training (FET) College

Reference code: 10213

Further Education and Training (FET) phase

Definition: The fourth phase of the public school programme, comprising Grades 10, 11 and 12.

Source: Department of Basic Education

Note: None

Cross reference: Further Education and Training (FET), foundation phase, intermediate phase, senior phase

Reference code: 10141

Gender

Definition: Social distinction between males and females.

Source: Statistics South Africa, 2009, Concepts and Definitions for Statistics South Africa

Note: Gender is distinguished from sex which is biologically determined.

Cross reference: None

Reference Code: 10144

Gender parity index (GPI)

Definition: Ratio of female to male values of a given indicator.

Source: UNESCO, 2008, EFA Global Monitoring Report 2009. Education for All: Overcoming Inequality: Why Governance Matters

Note: A GPI of 1 indicates parity between sexes. A GPI above or below 1 indicates a disparity in favour of one sex over the other.

Cross reference: None

Reference code: 10145

General Education and Training (GET)

Definition: All programmes leading to a qualification at Level 1 on the National Qualifications Framework.

Source: RSA, 2001, General and Further Education and Training Quality Assurance Act

Note: GET represents nine years of schooling from Grade 1 to Grade 9 as well as ABET levels 1 to 4.

Cross reference: Compulsory education, Further Education and Training (FET)

Reference code: 10146

Geographical coordinates

Definition: An ordered set of two coordinates specifying a position in degrees of latitude and longitude.

Source: Department of Basic Education

Note: 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.

Cross reference: Geographical waypoints

Reference code: 10148

Geographical waypoints

Definition: An ordered set of three coordinates specifying a position in degrees of latitude, longitude and altitude.

Source: Department of Basic Education

Note: Latitude denotes North South or Y-axis distance covered. Longitude denotes East West or X-axis distance covered. Altitude denotes vertical distance above sea level, measured upwards.

Cross reference: Geographical coordinates

Reference code: 10443

Government sector

Definition: A grouping of government functions according to area of focus.

Examples: Basic Education, Health, Defence and Security, Transport.

Source: Department of Basic Education

Note: None

Cross reference: Education sector, education sub-sector

Reference code: 10354

Grade

Definition: The part of an educational programme which a learner may complete in one school year, or any other education programme which the Member of the Executive Council may deem equivalent thereto.

Source: RSA, 1996, South African Schools Act

Note: None

Cross reference: None

Reference code: 10149

Grade R

Definition: The reception year for a learner in a school or an ECD Centre, that is, the grade immediately before Grade 1.

Source: Department of Basic Education

Note: Also known as Reception Grade.

Cross reference: Pre-grade R, pre-primary education

Reference code: 10152

Grades approved

Definition: The grades that a school is permitted to offer as approved by the Head of Department of the Provincial Education Department.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10150

Grades offered

Definition: The actual grades offered by a school in a particular year.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10151

Graduate

Definition: A student who has successfully completed all requirements of an educational programme and has been awarded a certificate of completion.

Source: Postlethwaite, T and Husén, T, 1994, The International Encyclopaedia of Education

Note: None

Cross reference: None

Reference code: 10153

Gross enrolment rate (GER)

Definition: Number of learners or students enrolled in a given level of education, regardless of age, expressed as a percentage of the population in the theoretical age group for the same level of education.

Source: UNESCO Institute of Statistics, 2008, Global Education Digest 2008

Note: None

Cross reference: Net enrolment rate (NER), Net intake rate (NIR)

Reference code: 10154

Harassment

Definition: Behaviour which is hostile or offensive to a reasonable person and which unreasonably interferes with an individual's work, academic performance and any behaviour that creates an undermining of the integrity or dignity of an individual. Such behaviour can make a reasonable person feel uncomfortable, unsafe, frightened, embarrassed, and may be physical, verbal or non-verbal. The common link is that the behaviour would be unwanted by any reasonable person and could not be justified through a personal or family relationship.

Source: Department of Education, 2002, Regulations to Prohibit Initiation Practices in Schools

Note: None

Cross reference: None

Reference code: 10444

Hard of hearing (mild to moderate hearing loss)

Definition: Refers to learners who experience mild to moderate hearing impairment and who are in need of additional specialised support.

Source: Department of Basic Education

Note: Hearing must be assessed through an auditory test and the decibel loss must be more than 31dB for persons under the age of 15 and more than 41dB for persons 15 years and older.

Cross reference: South African Sign Language (SASL)

Reference code: 10155

Head of Department (HoD)

Definition: Title applied to the head of a Provincial Education Department or to an educator in a public school who is at Post-Level 2 and is head of a subject area, a learning area or a phase.

Source: RSA, 1996, South African Schools Act, 1996, RSA, 1998, Employment of Educators Act, and RSA, 1999, Personnel Administrative Measures

Note: None

Cross reference: None

Reference code: 10157

Head-count enrolment

Definition: Number of students enrolled on a given census date. 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.

Source: Department of Basic Education

Note: Students enrolled for 20%, 50% or 100% of a full time curriculum will all be counted as units in a headcount total.

Cross reference: Full Time Equivalent (FTE) enrolment

Reference Code: 10156

Health professional

Definition: Person employed in a Provincial Education Department who is qualified in terms of the Health Act, 2003 and registered with the Health Professions Council of South Africa.

Examples: paramedic, nurse.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10158

Higher Education

Definition: All learning programmes that meet the requirements of the Higher Education Qualifications Framework.

Source: Adapted from RSA, 1997, Higher Education Act

Note: Corresponds to ISCED Levels 5 and 6. Includes tertiary education as contemplated in Schedule 4 of the Constitution of the Republic of South Africa, 1996. Formerly defined in the Higher Education Act as “all learning programmes leading to qualifications higher than Grade 12 or its equivalent in terms of the National Qualifications Framework as contemplated in the South African Qualifications Authority Act, 1995 (Act No 58 of 1995), and includes tertiary education as contemplated in Schedule 4 of the Constitution of the Republic of South Africa, 1996”.

Cross reference: None

Reference code: 10160

Higher Education Institution (HEI)

Definition: 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.

Source: Adapted from RSA, 1997, Higher Education Act

Note: None

Cross reference: Academic staff, private higher education institution (HEI), public higher education institution (HEI), university

Reference code: 10161

Highest level of education completed

Definition: The highest grade completed at school or the highest post-school qualification obtained.

Source: Adapted from Statistics South Africa, 2009, Concepts and Definitions for Statistics South Africa

Note: None

Cross reference: None

Reference code: 10159

Historical data

Definition: Refers to data that is two or more years old.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10162

HIV/AIDS status

Definition: Actual or perceived presence in a person's body of the Human Immunodeficiency Virus (HIV) or symptoms of Acquired Immune Deficiency Syndrome (AIDS), as well as adverse assumptions based on this status.

Source: RSA, 2000, Promotion of Equality and Prevention of Unfair Discrimination Act

Note: None

Cross reference: Acquired immune deficiency syndrome (AIDS)

Reference code: 10163

Home education

Definition: A programme of education that a parent of a learner may provide to his/her own child at their own home. A parent may, if necessary, enlist the services of a tutor for specific areas of the curriculum; or a legal independent form of education, alternative to attendance at a public or an independent school.

Source: RSA, 1996, National Education Policy Act, Policy for the Registration of a learner for Home Education

Note: A parent who wishes to provide home education for his or her child must apply for registration to the HOD. Provincial Education Departments must maintain a register of learners registered for home education.

Cross reference: None

Reference code: 10164

Home language

Definition: The language that is spoken most frequently at home by a learner.

Source: Department of Basic Education

Note: It also refers to a subject offered at school at a particular language level.

Cross reference: Additional language, first additional language, language level, language of learning and teaching, second additional language, South African Sign language (SASL)

Reference code: 10165

Host school

Definition: A school that owns the buildings and shares its infrastructure with another education institution.

Source: Department of Basic Education

Note: None

Cross reference: Cluster schools, platooning school

Reference code: 10166

Hostel

Definition: A facility that provides accommodation, and/or food and care for learners.

Source: Department of Basic Education

Note: None

Cross reference: Boarding school, hostel boarders, hostel staff

Reference code: 10167

Hostel boarders

Definition: Learners or staff who live in a hostel during school terms.

Source: Department of Basic Education

Note: None

Cross reference: Hostel

Reference code: 10168

Hostel staff

Definition: Persons employed for the administration, maintenance and management of the hostel.

Source: Department of Basic Education

Note: Excludes educators responsible for learner supervision at the hostel.

Cross reference: Hostel

Reference code: 10169

Impact

Definition: A measure of the direct and indirect long-term effects on a situation, whether intended or unintended, of interventions by a policy, programme or project.

Examples: impact of education on income levels and on access to employment.

Source: Department of Basic Education

Note: Impact could also refer to changes that an intervention brings about.

Cross reference: None

Reference code: 10170

In loco parentis

Definition: Acting in the place of a parent who has entrusted the custody and control of his or her child to an educator or another person during normal intramural or extramural school activities.

Source: Department of Education, 2002, Regulations to Prohibit Initiation Practices in Schools

Note: None

Cross reference: Parent

Reference code: 10178

Inclusive education

Definition: Pedagogical approach that recognises and respects the differences among learners, builds on their similarities, and involves changing attitudes, behaviour, teaching methodologies, curricula and the environment to meet the needs of all learners.

Source: Adapted from Department of Education, 2001, Education White Paper 6 (Section 1.5.2): Special Needs Education: Developing an Inclusive Education and Training System

Note: In South Africa the inclusive education system includes both ordinary schools and special schools, special school resource centres, full-service/inclusive schools and District Based Support Teams.

Cross reference: Barriers to learning, curriculum adaptation, mainstreaming, persons with disabilities, physical disability

Reference code: 10478

Independent school

Definition: A school registered or deemed to be registered in terms of section 46 of the South African Schools Act 84 of 1996.

Source: RSA, 1996, South African Schools Act

Note: None

Cross reference: Ordinary school, public school, school, special school

Reference code: 10171

Indicator

Definition: A measure designed to assess the performance of a system, policy, programme or project.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10172

Indigenous language

Definition: A language that originated in a specified territory or community and was not brought in from elsewhere.

Source: UNESCO, 2008, EFA Global Monitoring Report 2009, Education for All: Overcoming Inequality: Why Governance Matters

Note: None

Cross Reference: None

Reference Code: 10173

Individual support plan

Definition: A plan designed for learners who need additional support or expanded opportunities, developed by educators in consultation with the parents and the Institution-level Support Team.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10174

Informal learning

Definition: Learning that has been acquired outside a formal course of study undertaken at an education institution or in structured non-formal or experiential learning.

Source: Adapted from OECD, 2004, OECD, Handbook for Internationally Comparative Education Statistics, Concepts, Standards, Definition and Classifications

Note: None

Cross reference: Formal education, non-formal education

Reference code: 10175

Informal settlement

Definition: An unplanned settlement on land that has not yet been surveyed or proclaimed as residential, consisting mainly of informal dwellings.

Source: Statistics South Africa, 2009, Concepts and Definitions for Statistics South Africa

Note: None

Cross reference: None

Reference code: 10176

Information

Definition: Data presented in a context so that it can be applied or used.

Source: The Presidency, 2007, Policy Framework for the Government-wide M&E System

Note: None

Cross reference: Data, knowledge

Reference code: 10177

Institution closure date

Definition: Date on which an education institution is officially closed.

Source: Department of Basic Education

Note: Together with the institution closure reason, this is a repeating field – but it is used for historical purposes. If an institution is ‘reopened’, it should be assigned a new National EMIS Number.

Cross reference: Institution closure reason, institution status, formally closed institution, formally opened institution, legal status of an institution

Reference code: 10058

Institution closure reason

Definition: Reason for an education institution being closed.

Source: Department of Basic Education

Note: None

Cross reference: Institution closure date, institution status, formally closed institution, formally opened institution, legal status of an institution

Reference code: 10059

Institution name

Definition: The official name of an education institution.

Source: Department of Basic Education

Note: None

Cross reference: Alternate institution name

Reference code: 10446

Institution status

Definition: The legal, practical or reporting status of an education institution.

Source: Department of Basic Education

Note: None

Cross reference: Institution closure reason, institution status, formally closed institution, formally opened institution, legal status of an institution, reporting status of an institution

Reference code: 10382

Instructional period

Definition: Allocated time slot in a school day designated for instruction in a subject, learning area, or learning programme for a particular day in a school timetable.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10180

Instructional time

Definition: The amount of allocated time during which instruction is provided in the essential subjects.

Source: Department of Education, 2000, National Policy for Designing School Calendars for Ordinary Public Schools in South Africa

Note: None

Cross reference: None

Reference code: 10181

Intended instructional time

Definition: The number of hours per year that are officially allocated for a learner to receive instruction in the curriculum from an educator.

Source: Adapted from OECD, 2009, Education at a Glance: OECD Indicators

Note: Synonym: notional time

Cross reference: None

Reference code: 10183

Intermediate phase

Definition: The second phase of the school curriculum applicable in Grades 4, 5 and 6.

Source: Department of Basic Education

Note: None

Cross reference: Further Education and Training (FET) phase, foundation phase, senior phase

Reference code: 10184

International Standard Classification of Education (ISCED)

Definition: A classification system that provides a framework for the comprehensive statistical description of national educational systems and a methodology that translates national educational programmes into internationally comparable levels of education.

Source: UNESCO Institute for Statistics, 2004, Global Education Digest 2004

Note: None

Cross reference: None

Reference code: 10447

Interpretability of data

Definition: The ease with which users can understand data through provision of metadata.

Source: Adapted from Statistics South Africa, 2008, South African Statistical Quality Assessment Framework (SASQAF)

Note: None

Cross reference: Accessibility of data, accuracy of data, coherence of data, methodological soundness, relevance of data, timeliness of data

Reference code: 10185

Intervention school

Definition: A school in which special intervention programmes are being implemented.

Examples: Dinaledi school, QIDS-Up school, schools in nodal areas, full service school.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10186

Item response rate

Definition: The ratio of the number of units responding to an item in a questionnaire (survey form) to the number of responding units eligible to have responded to the item.

Source: Adapted from Statistics South Africa, 2009, Concepts and Definitions for Statistics South Africa

Note: None

Cross reference: Response rate

Reference code: 10187

Joint appointment

Definition: Appointment of the same person to more than one position, whether in the same institution or a different institution

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10188

Knowledge

Definition: Information becomes knowledge when connections and links to other information items are analysed to facilitate critical thinking and reasoning.

Source: The Presidency, 2007, Policy Framework for the Government-wide M&E System

Note: None

Cross reference: Data, information

Reference code: 10189

Language learning areas

Definition: The 11 official languages, other languages approved by the Pan South African Language Board (PANSALB), Braille and the South African Sign Language approved by Umalusi.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10193

Language level

Definition: Proficiency level at which language learning areas are offered at school.

Examples: home language, first additional language, second additional language.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10190

Language of learning and teaching (LOLT)

Definition: Is a language medium through which learning and teaching, including assessment occurs.

Source: Department of Basic Education

Note: Synonym: medium of instruction, standard language

Cross reference: Home language

Reference code: 10191

Language proficiency

Definition: The level of competence at which an individual is able to use language for both basic communicative tasks and academic purposes.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10192

Learner

Definition: A person who attends an ECD centre, school or ABET centre.

Source: Department of Basic Education

Note: This is contextualised to South Africa. The term “learner” is also used in the Skills Development Act, 1998, with reference to learnership agreements, and in that context includes apprentices. The term “student” is reserved for a person who attends a FET college or a higher education institution.

Cross reference: Age of admission of a learner, student

Reference code: 10196

Learner assessment

Definition: The process of identifying, gathering and interpreting information about a learner’s achievement.

Source: Department of Basic Education

Note: Includes internal and external assessment.

Cross reference: None

Reference code: 10029

Learner profile

Definition: A continuous record of information that provides an all-round impression of a learner's progress, including the holistic development of values, attitudes and social development.

Source: Department of Education, 2002, Revised National Curriculum Statement Grades R-9 (Schools)

Note: It assists the teacher in the next grade or school to understand the learner better and therefore to respond appropriately to the learner. The profile must be safeguarded for every learner and should accompany learners throughout their school careers.

Cross reference: None

Reference code: 10197

Learner retention in school

Definition: The continued participation of a learner in the formal school system until the completion of schooling.

Source: Department of Education, 2008, Learner Retention in the South African Schooling System

Note: An indicator of the efficiency or quality of the school system; the opposite of drop-out.

Cross reference: Survival rate by grade, transition rate

Reference code: 10201

Learner transfers from a school

Definition: A measure of the number of learners that have deregistered from their current school and intend to enrol at another school.

Source: Department of Basic Education

Note: This information can be obtained from the learner transfer form that schools usually provide to learners that intend to enrol at another school. This measure excludes those learners that are transferred from a primary school to a high school.

Cross reference: None

Reference code: 10198

Learner transfers to a school

Definition: A measure of the number of learners enrolled at a school that had previously been enrolled at another school.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10199

Learner with special education needs

Definition: A learner who has been identified through a screening, identification and assessment process as having additional support needs that would require reasonable accommodation and interventions of a specialised nature.

Source: Department of Basic Education

Note: Specialised intervention may include availability of staff with specialised skills, training and orientation of staff, supply of specialised equipment and assistive technology as well as ensuring environmental accessibility at the site of learning.

Cross reference: Barriers to learning, disability, persons with disabilities, primary disability, support needs assessment

Reference code: 10200

Learner-classroom ratio (LCR)

Definition: Average number of learners per classroom in a given school year.

Source: Department of Basic Education

Note: None

Cross reference: Class size, learner-educator ratio (LER), learner-school ratio (LSR)

Reference code: 10448

Learner-educator ratio (LER)

Definition: Average number of learners per educator at a specific level of education in a given school year.

Source: UNESCO Institute of Statistics, undated, Education Indicators Technical Guidelines

Note: None

Cross reference: Class size, educator-school ratio (ESR), learner-classroom ratio (LCR), learner-school ratio (LSR)

Reference code: 10202

Learner-school ratio (LSR)

Definition: Average number of learners per school.

Source: Department of Basic Education

Note: None

Cross reference: Class size, educator-school ratio (ESR), learner-classroom ratio (LCR), learner-educator ratio (LER)

Reference code: 10418

Learning

Definition: The acquisition of knowledge, understanding, values, skill, competence or experience.

Source: RSA, 2008, National Qualifications Framework Act

Note: None

Cross reference: None

Reference code: 10449

Learning area

Definition: A field of knowledge, skills and values which has unique features as well as connections with other fields of knowledge and learning areas.

Source: Department of Education, 2002, Revised National Curriculum Statement Grades R-9 (Schools)

Note: None

Cross reference: None

Reference code: 10203

Learning outcome

Definition: A description of what knowledge, skills and values learners should know, demonstrate and be able to do.

Source: Department of Education, 2002, Revised National Curriculum Statement Grades R-9 (Schools)

Note: None

Cross reference: None

Reference code: 10450

Learning programme

Definition: Structured and systematic arrangements of activities that promote the attainment of learning outcomes and assessment standards for the phase.

Source: Department of Education, 2002, Revised National Curriculum Statement Grades R-9 (Schools)

Note: None

Cross reference: None

Reference code: 10204

Legal status of an institution

Definition: Status of being formally opened, formally closed or not yet open in terms of the South African Schools Act, 1996 or other relevant legislation.

Source: Department of Basic Education

Note: None

Cross reference: Formally closed institution, formally opened institution, institution status, practical status of an institution, reporting status of an institution

Reference code: 10205

Lesson plan

Definition: A document that describes what a teacher intends to teach, how the teacher intends to teach and the preparatory material intended to be used for a particular lesson or sequence of lessons.

Source: Department of Basic Education

Note: A lesson plan could range in duration from a single activity to a term's teaching, learning and assessment.

Cross reference: None

Reference code: 10451

Level of support needs

Definition: Scope and intensity of support needed at system, school, educator and learner level.

Source: Department of Basic Education

Note: This is the main organiser for schools, funding and post provisioning in the inclusive education system.

Cross reference: None

Reference code: 10206

Lifelong learning

Definition: All informal and formal learning that is acquired throughout a person's life.

Source: UNESCO Institute for Statistics, undated, Glossary

Note: None

Cross reference: None

Reference code: 10207

Literacy

Definition: Ability to read and write with understanding in any language.

Source: Statistics South Africa, 2009, Concepts and Definitions for Statistics South Africa

Note: A person is literate who can, with understanding; both read and write a short simple statement on his or her everyday life. Level of education attainment equivalent to Grade 7 is often used as proxy measure for literacy.

Cross reference: Adult literacy rate, youth literacy rate

Reference code: 10208

Local municipality

Definition: A municipality that shares municipal executive and legislative authority in its area with a district municipality within whose area it falls, and which is described in section 155 (1) of the Constitution of the Republic of South Africa, 1996 as a category B municipality.

Source: RSA, 1998, Local Government Municipal Structures Amendment Act

Note: None

Cross reference: None

Reference code: 10209

Lower secondary level of education

Definition: Generally designed to continue the basic programmes of the primary level but the teaching is typically more subject-focused, requiring more specialised teachers for each subject area.

Source: UNESCO, 2008, EFA Global Monitoring Report 2009. Education for All: Overcoming Inequality: Why Governance Matters

Note: Corresponds with ISCED Level 2. The end of this level often coincides with the end of compulsory education. In South Africa this level of education refers to Grades 8 and 9.

Cross reference: None

Reference code: 10210

Macro data

Definition: Observation data gained by a purposeful aggregation of statistical micro data.

Source: Statistics South Africa, 2009, Concepts and Definitions for Statistics South Africa

Note: None

Cross reference: None

Reference code: 10211

Mainstreaming

Definition: Integration of learners with disabilities into the ordinary school without changes in curriculum, organisation or teaching strategies.

Source: Adapted from UNESCO, 2005, Guidelines for Inclusion: Ensuring Access to Education for All

Note: Contrast with inclusive education. Mainstreaming and inclusion are often used interchangeably, but the latter involves purposeful adaptation of the ordinary school environment whereas the former does not.

Cross reference: Barriers to learning, inclusive education

Reference code: 10212

Marital status

Definition: Personal status of an individual in relation to the marriage laws or customs of a country.

Source: Statistics South Africa, 2009, Concepts and Definitions for Statistics South Africa

Note: None

Cross reference: None

Reference code: 10214

Master list of institutions

Definition: A register of all education institutions and all education offices.

Source: Department of Basic Education

Note: Includes open and closed schools.

Cross reference: Education institution, education office, institution status

Reference code: 10215

Master teacher

Definition: A classroom teacher who has been upgraded from a position of Senior Teacher with the added responsibility of facilitating professional development activities and providing support to the school management team if and when required.

Source: Derived from ELRC, 2008, Collective Agreement 1 of 2008

Note: None

Cross reference: None

Reference code: 10216

Metadata

Definition: Information on the underlying concepts, definitions and classifications used, the methodology of data collection and processing, and indicators or measures of accuracy of the statistical information.

Source: Association for Development of Education in Africa's (ADEA) Working Group on Education Management and Policy Support (WGMPS), 2009, Education Management Information System Norms and Standards for SADC Region)

Note: Metadata are data that describe other data, and data become metadata when they are used in this way. This happens under particular circumstances and for particular purposes, as no data are always metadata. 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 data in some context.

Cross reference: Data

Reference code: 10220

Methodological soundness

Definition: The application of international, national, or peer-agreed standards, guidelines, and practices to produce statistical outputs.

Source: Adapted from Statistics South Africa, 2008, South African Statistical Quality Assessment Framework (SASQAF)

Note: One of the dimensions of SASQAF.

Cross reference: Accessibility of data, accuracy of data, coherence of data, interpretability of data, relevance of data, timeliness of data

Reference code: 10221

Micro data

Definition: Observation data collected on an individual object or statistical unit.

Source: Statistics South Africa, 2009, Concepts and Definitions for Statistics South Africa

Note: None

Cross reference: Data

Reference code: 10223

Mild to moderate intellectual disability

Definition: Learners with an intellectual disability have significantly lower than average intellectual ability and deficits in social and adaptive functioning, that is, limitations in such areas as communication, social, daily living or movement skills. Learners with mild to moderate intellectual disability are academically functioning on level below 75% of that of their peers.

Source: Department of Basic Education

Note: None

Cross reference: Moderate to severe/profound intellectual disability

Reference code: 10225

Misconduct

Definition: A deed or behaviour of an educator or learner that does not comply with their respective code of conduct.

Examples include damage to property, smoking, gambling, substance abuse, graffiti, pornographic material, vandalism, disruption of teaching and lessons, use of alcohol, verbal abuse, truancy, forgery of parents' signatures, gangsterism, carrying of dangerous weapons, bullying, disregarding instructions of authority, racism, etc

Source: Mothata, S et al., 2000, A Dictionary of South African Education and Training

Note: None

Cross reference: None

Reference code: 10226

Moderate to severe/profound intellectual disability

Definition: Learners with moderate to severe/profound intellectual disability are academically functioning on a level below 50% of that of their peers. Some identifiable causes include: hereditary factors; chromosome abnormalities, such as in Down Syndrome; brain damage before or at birth; brain damage after birth due to illness or accident; malnutrition or other deprivation in early childhood.

Source: Department of Basic Education

Note: None

Cross reference: Mild to moderate intellectual disability

Reference code: 10227

Monitoring

Definition: The systematic collection and recording of information in order to track progress towards the achievement of the objectives of an intervention and identify the need for corrective action.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10228

Mortality statistics

Definition: The statistics collected on deaths amongst educators and learners.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10229

Mother tongue

Definition: The language which a learner has acquired in early years and which normally has become his or her natural instrument of thought and communication.

Source: Department of Basic Education

Note: None

Cross reference: Home language, primary language, indigenous language

Reference code: 10230

Multi-grade class

Definition: A class where learners in more than one grade are taught in the same classroom at the same time.

Source: Department of Basic Education

Note: Learners in multi-grade classes may be taught by more than one educator.

Cross reference: None

Reference code: 10231

Multilingualism

Definition: Ability to speak more than two languages; proficiency in many languages.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10232

Multiple disability

Definition: Any combination of two or more types of disabilities.

Source: Department of Basic Education

Note: Compare multiple barriers to learning.

Cross reference: None

Reference code: 10233

Multipurpose classroom

Definition: A room designed or used for several purposes.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10452

National Certificate (Vocational)

Definition: A qualification at levels 2, 3 or 4 on the National Qualifications Framework (NQF) awarded to students who comply with the national policy requirements for the NC (V).

Source: RSA, 2003, National Policy on the Conduct, Administration and Management of the Assessment on the National Certificate (Vocational)

Note: None

Cross reference: National Senior Certificate (NSC)

Reference code: 10236

National education data

Definition: Data collected processed by the Department of Basic Education.

Examples: Maths and Science Survey, Data Quality Audit.

Source: Department of Basic Education

Note: This data is not collected and processed by the PED.

Cross reference: Data consolidation, data integration, national level data, provincial education data

Reference code: 10234

National EMIS number

Definition: A nationally unique number that identifies an education institution.

Source: Department of Basic Education

Note: The National EMIS Number is allocated to the institution as soon as the possibility of it is conceived. The institution is recorded on the Master List of Institutions when it is allocated a National EMIS Number. The National EMIS Number must not be reused. When an institution moves from one province to another because of demarcation, it must be closed in the first province and opened in the new province, with a new National EMIS Number. When a new institution is opened on premises previously used, it must be allocated a new National EMIS Number. Each campus for an FET College and each site for an ABET Centre must have its own National EMIS Number. Synonym: Institution ID (deprecated).

Cross reference: None

Reference code: 10235

National level data

Definition: Data that is consolidated at the national level.

Examples: SNAP, Annual School Survey.

Source: Department of Basic Education

Note: None

Cross reference: Data consolidation, data integration, national education data

Reference code: 10237

National Qualifications Framework (NQF)

Definition: A comprehensive system for the classification, registration, publication and articulation of quality-assured national qualifications.

Source: RSA, 2008, National Qualifications Framework Act

Note: None

Cross reference: None

Reference code: 10238

National Qualifications Framework (NQF) levels

Definition: A series of levels of learning achievement arranged in ascending order from one to ten, with each level described by a statement of learning achievement known as a level descriptor.

Source: RSA, 2008, National Qualifications Framework Act

Note: Level 1: General Education

Levels 2-4: FET

Levels 5-10: Higher Education

Cross reference: None

Reference code: 10239

National School Nutrition Programme

Definition: A national programme managed by the Department of Basic Education, targeted at poor communities, whose objectives are to contribute to enhanced learning capacity through school feeding; promote and support the implementation of food production initiatives in schools; and strengthen nutrition education for school communities.

Source: Department of Basic Education, 2009, National School Nutrition Programme 2008 Annual Report.

Note: None

Cross reference: None

Reference code: 10241

National Senior Certificate (NSC)

Definition: The NSC is a 130 credit certificate at Level 4 on the National Qualifications Framework (NQF). The NSC is to be awarded for the achievement of the exit level learning outcomes stipulated in the National Curriculum Statement (NCS) Grades 10-12 (General).

Source: Department of Education, 2005, The National Senior Certificate: A Qualification at Level 4 of the National Qualifications Framework (NQF)

Note: The NSC is equivalent to the successful completion of Grade 12 of the school system.

Cross reference: National Certificate (Vocational) (NC (V))

Reference code: 10240

Nature of appointment

Definition: Describes the manner in which a staff member is appointed.

Examples: temporary appointment, appointment on contract, abnormal appointment, permanent appointment, probation, substitute appointment.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10242

Net enrolment rate (NER)

Definition: Enrolment of the official age-group for a given level of education expressed as a percentage of the corresponding population.

Source: UNESCO Institute of Statistics, undated, Education Indicators Technical Guidelines

Note: None

Cross reference: Age specific enrolment ratio (ASER), gross enrolment rate (GER), net intake rate (NIR), total primary net enrolment rate (TNER)

Reference code: 10243

Net intake rate (NIR)

Definition: New entrants in the first grade of primary education that are of official primary school-entrance age, expressed as a percentage of the population of the same age.

Source: UNESCO Institute of Statistics, undated, Education Indicators Technical Guidelines

Note: None

Cross reference: Net enrolment rate (NER), net intake rate (NIR)

Reference code: 10244

New entrant

Definition: A learner who is enrolled in a grade during the current reference period but who was not enrolled in that grade in the previous reference year.

Source: Adapted from OECD, 2004, OECD Handbook for Internationally Comparative Education Statistics: Concepts, Standards, Definitions and Classifications

Note: None

Cross reference: None

Reference code: 10245

Nil response

Definition: A numeric response the value of which is zero.

Source: Statistics South Africa

Note: None

Cross reference: Non-response, null response

Reference code: 10246

No fee school

Definition: A school defined as a 'no fee school' in Section 1 of the South African Schools Act.

Source: RSA, 2006, Amended National Norms and Standards for School Funding

Note: 'A 'No fee school' may not levy compulsory school fees.

Cross reference: Quintile

Reference code: 10247

Nodal area school

Definition: A school located in a presidential nodal area.

Source: Department of Basic Education

Note: None

Cross reference: Presidential nodal area

Reference code: 10248

Non-compliant dataset

Definition: A dataset that does not conform to requirements as prescribed by the Department of Basic Education.

Source: Department of Basic Education

Note: None

Cross reference: Complete dataset, compliant dataset, dataset

Reference code: 10249

Non-educator staff

Definition: Persons employed at a school who are not educators.

Source: Department of Basic Education

Note: Refers to the following categories: support staff, administrative staff, hostel staff, professional non-teaching staff. Such staff members may be remunerated by the state, SGB or any other source.

Cross reference: Educator, educator staff

Reference code: 10250

Non-formal education

Definition: Any organised and sustained educational activity that does not correspond exactly to formal education.

Source: UNESCO, 2008, EFA Global Monitoring Report 2009. Education for All: Overcoming Inequality: Why Governance Matters

Note: Non-formal education may take place both within and outside educational institutions, and may cater for persons of all ages. Depending on country contexts, it may cover educational programmes to impart adult literacy, basic education for out-of-school children, life-skills, work-skills and general culture. Non-formal education programmes do not necessarily follow the 'ladder' system, may have varying durations, and may or may not confer certification of the learning achieved.

Cross reference: Formal education, informal learning

Reference code: 10251

Non-official language

Definition: A language that, though relatively widely used, lacks official status.

Source: Adapted from OECD, 2007, Glossary of Statistical Terms

Note: None

Cross reference: None

Reference code: 10453

Non-response

Definition: Failure to obtain a measurement on one or more study variables for one or more key elements selected for a survey.

Source: OECD, 2007, Glossary of Statistical Terms

Note: Also referred to as null response, where no response is provided by the respondent.

Cross reference: Item response rate, nil response, response rate

Reference code: 10252

Null response

Definition: See non- response.

Source: None

Note: None

Cross reference: None

Reference code: 10474

Nutrition centre

Definition: Space used to prepare food for learners in terms of National School Nutrition Programme.

Source: Department of Education, 2007, National Assessment Report (public schools) National Education Infrastructure Management System (NEIMS)

Note: None

Cross reference: None

Reference code: 10454

Office-based educator

Definition: A person assigned to work in an office of a national or provincial department of education and who is employed in terms of the EEA.

Source: Department of Basic Education

Note: An office-based educator does not work in an education institution.

Cross reference: Educator, school-based educator

Reference code: 10254

Official institution name

Definition: The current official registered name of an education institution.

Source: Department of Basic Education

Note: The National EMIS Number is the official identifier for an institution, because a school may decide to change its name. In the past some survey forms have given the instruction that a school name should not include the word 'school'. This kind of instruction should be avoided, as it creates incorrect names such as 'Lesedi for Girls', as opposed to 'Lesedi School for Girls'.

Cross reference: None

Reference code: 10253

Official language

Definition: The official languages of the Republic of South Africa are Sepedi, Sesotho, Setswana, siSwati, Tshivenda, Xitsonga, Afrikaans, English, isiNdebele, isiXhosa and isiZulu.

Source: RSA, 1996 Constitution of the Republic of South Africa

Note: None

Cross reference: None

Reference code: 10455

Open dataset

Definition: A dataset which is still being updated, corrected or modified.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10255

Operational data

Definition: See administrative data.

Source: None

Note: Synonym is administrative data.

Cross reference: Administrative data

Reference code: 10456

Ordinary school

Definition: A school that is not a special school.

Source: Department of Basic Education

Note: An ordinary school could be both a public school and an independent school.

Cross reference: Focus school, school, special school

Reference code: 10256

Orphan

Definition: A learner who has one or both parents deceased.

Source: Department of Basic Education

Note: A single orphan has one parent deceased and a double orphan has both parents deceased.

Cross reference: None

Reference code: 10257

Outcome

Definition: The intended (or unintended) results of a policy or programme intervention.

Source: Department of Basic Education

Note: Outcomes are specified in terms of the effect the intervention is expected to have on beneficiaries, such as to raise the quality of teachers, or improve the retention of learners in the system.

Cross reference: None

Reference code: 10259

Outlier

Definition: A data value that lies in the tail of the statistical distribution of a set of data values. It refers to data that does not fit the central tendency shown by the remaining data.

Source: OECD, 2007, Glossary of Statistical Terms

Note: An alternative way of determining an outlier is by predetermining the parameters for the variable.

Cross reference: None

Reference code: 10260

Out-of-school children

Definition: Children in the official school age group who are not enrolled in school.

Source: UNESCO, 2008, EFA Global Monitoring Report 2009. Education for All: Overcoming Inequality: Why Governance Matters

Note: None

Cross reference: None

Reference code: 10258

Output

Definition: The final products, goods and services produced for delivery; 'what we produce or deliver'.

Source: Adapted from The Presidency, 2007, Policy Framework for the Government-wide M&E System

Note: None

Cross reference: None

Reference code: 10261

Ownership of building

Definition: Whether a building in which an educational institution is housed, is privately or publicly owned.

Source: Department of Basic Education

Note: None

Cross reference: Ownership of institution, ownership of land

Reference code: 10420

Ownership of institution

Definition: Whether an institution is publicly or privately owned.

Source: Department of Basic Education

Note: None

Cross reference: Ownership of building, ownership of land

Reference code: 10262

Ownership of land

Definition: Whether the land on which an institution is located is publicly or privately owned.

Source: Department of Basic Education

Note: None

Cross reference: Ownership of institution, ownership of building

Reference code: 10263

Parallel medium of instruction

Definition: Teaching that occurs in two or more languages of instruction in separate classes in the same grade.

Source: Department of Basic Education

Note: None

Cross reference: Dual medium of instruction, parallel medium school, single medium of instruction, single medium school

Reference code: 10264

Parallel medium school

Definition: A school that practises parallel medium of instruction in all grades.

Source: Department of Basic Education

Note: None

Cross reference: Dual medium of instruction, parallel medium of instruction, single medium of instruction, single medium school

Reference code: 10265

Parent

Definition: The (a) biological or adoptive parent or legal guardian of a learner, (b) the person legally entitled to custody of a learner, or (c) the person who undertakes to fulfil the obligations of a person referred to in (a) and (b) towards the learner's education at the institution.

Source: RSA, 1996, South African Schools Act

Note: A status that is important for determining dependency exemptions.

Cross reference: In loco parentis, parent learner

Reference code: 10266

Parent learner

Definition: A learner who has a dependent child.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10267

Part time staff member

Definition: A staff member appointed to work fewer hours than a full time staff member.

Source: Department of Basic Education

Note: None

Cross reference: Full time staff member, permanent staff, temporary staff

Reference code: 10269

Partial exemption from payment of school fees

Definition: The financial concession granted to a parent in terms of which he or she is liable for the payment of only a portion of the school fees.

Source: RSA, 2006, Regulations for the exemption of parents from the payment of school fees

Note: None

Cross reference: Automatic exemption from payment of school fees, conditional exemption from payment of school fees, fee exemption, total exemption from payment of school fees

Reference code: 10457

Partial sightedness/low vision

Definition: Impairment of visual functioning even after treatment, such as an operation or standard refractive correction (has been given glasses or lenses) and has a visual acuity of less than 6/18 to light perception, or a visual field of less than 10° from the point of fixation (i.e. 20° across) but who uses, or is potentially able to use, vision for the planning or execution of a task.

Source: Department of Basic Education

Note: None

Cross reference: Blindness

Reference code: 10268

Performance appraisal

Definition: Assessment against a set of pre-determined criteria of the efficiency and effectiveness with which an individual fulfils an agreed set of tasks.

Source: OECD, 2007, Glossary of Statistical Terms

Note: None

Cross reference: None

Reference code: 10419

Period register

Definition: An official document in which the attendance of learners in an instructional period is recorded.

Source: Department of Basic Education, 2010, Policy on Learner Attendance

Note: None

Cross reference: None

Reference code: 10270

Permanent staff

Definition: Staff employed on a permanent contract.

Source: Department of Basic Education

Note: None

Cross reference: Full time staff, part time staff, temporary staff

Reference code: 10271

PERSAL component number

Definition: The number used by PERSAL to identify institutions and offices in the organogram.

Source: Department of Basic Education

Note: None

Cross reference: Education institution, education office, PERSAL pay point number

Reference code: 10272

PERSAL pay point number

Definition: The number used by PERSAL to identify the site of payment for employees.

Source: Department of Basic Education

Note: None

Cross reference: PERSAL component number

Reference code: 10273

Personnel category

Definition: Refers to the following: principal, deputy principal, HoD, educator, SNE educator and remedial educator.

Source: Department of Basic Education

Note: PERSAL refers to the following personnel ranks: principal, deputy principal, departmental head, teacher, teacher intern, education specialist, teaching and learning specialist and circuit manager.

Cross reference: None

Reference code: 10274

Persons with disabilities

Definition: People who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis.

Source: United Nations, 2007, Convention on the Rights of Persons with Disabilities, Article 1

Note: None

Cross reference: Barriers to learning, disability, inclusive education, learners with special education needs, mainstreaming, physical disability, primary disability

Reference code: 10275

Physical disability

Definition: A condition that substantially limits one or more basic physical activities, such as walking, climbing stairs, reaching, lifting, or carrying.

Source: Department of Basic Education

Note: Barriers to learning, disability, inclusive education learners with special education needs, persons with disabilities

Cross reference: None

Reference code: 10276

Platooning school

Definition: A school with its own learners, staff, principal and EMIS number which uses the building and infrastructure of a host school.

Source: Department of Basic Education

Note: None

Cross reference: Cluster schools, host school

Reference code: 10277

Population (statistical)

Definition: The total membership/universe of a defined class of people/objects/events under study.

Source: Statistics South Africa

Note: None

Cross reference: None

Reference code: 10278

Population group

Definition: A group with common characteristics (in terms of descent and history) particularly in relation to how they were classified before 1994.

Source: Statistics South Africa

Note: The following categories are provided: Black African, Coloured, Indian/Asian, White, Other. Information is collected to determine the extent to which equity is being addressed and redress has occurred.

Cross reference: None

Reference code: 10279

Post

Definition: An approved position relating to a particular job description on the establishment for which financial provision exists.

Source: RSA, 1994, Adapted from Public Service Act

Note: None

Cross reference: None

Reference code: 10280

Post-matric

Definition: Instructional programme offered by a school to learners who have completed Grade 12.

Source: Department of Basic Education

Note: This usually applies in schools that offer programmes such as A Levels or O levels.

Cross reference: None

Reference code: 10281

Poverty indicator

Definition: A group of criteria used to determine the level of poverty of a public school, according to the Norms and Standards for School Funding.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10282

Practical status of an institution

Definition: The operational status of an institution.

Examples: institution under construction, institution providing services, institution not providing services.

Source: Department of Basic Education

Note: None

Cross reference: Institution status, legal status of an institution, reporting status of an institution

Reference code: 10283

Preferred language of instruction

Definition: The preferred language of instruction as indicated on admission of a learner to a school.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10284

Pre-grade R

Definition: A programme of learning provided by a school or other education institution in a grade before Grade R.

Source: Department of Basic Education

Note: None

Cross reference: Pre-primary education

Reference code: 10285

Preliminary data

Definition: Released version of an information series before finalisation.

Source: Department of Basic Education

Note: Data may be preliminary due to (a) incomplete returns from sources (b) justifiably incomplete processing of data.

Cross reference: None

Reference code: 10458

Pre-primary education

Definition: Initial stages of organised instruction designed primarily to introduce very young children to a school environment.

Source: UNESCO, 2006, International Standard Classification of Education ISCED 1997

Note: Corresponds with ISCED Level 0. In SA this refers to all education programmes before Grade 1.

Cross reference: Grade R, Pre-grade R

Reference code: 10286

Presidential nodal area

Definition: Severely impoverished areas in South Africa, identified during 2001 through the Integrated Sustainable Rural Development Programme (ISRDP) and Urban Renewal Programme (URP), whose underdevelopment is addressed in interventions by the Government of South Africa.

Source: Department of Basic Education

Note: None

Cross reference: Nodal area school

Reference code: 10287

Primary disability

Definition: The predominant impairment of a learner; the area in which the functional limitation is most severe.

Source: World Health Organisation, 2001, International Classification of Functioning, Disability and Health (ICF)

Note: None

Cross reference: Barriers to learning, inclusive education, learners with special education needs, mainstreaming, persons with disability, primary disability

Reference code: 10288

Primary level of education

Definition: Grade 1 to Grade 7 in the school system.

Source: Department of Basic Education

Note: Corresponds with ISCED Level 1. It excludes Grade R.

Cross reference: Foundation phase, primary school, secondary level of education, school, school level

Reference code: 10290

Primary school

Definition: A school that offers all or a selection of grades from Grade R to Grade 7

Source: Department of Basic Education

Note: Some schools do not yet offer Grade R since it is still being phased in. Institutions that offer only Grade R and that are registered with a PED as schools are also referred to as primary schools.

Cross reference: Combined school, primary level of education, school, secondary school

Reference code: 10292

Principal

Definition: An educator employed and appointed as a manager of a school responsible for providing school leadership and management.

Source: Adapted from RSA, 1998, Employment of Educators Act

Note: Synonyms: headmaster, headmistress (deprecated), rector (deprecated).

Cross reference: None

Reference code: 10294

Private Adult Basic Education and Training (ABET) Centre

Definition: A private centre registered in terms of section 27 of the ABET Act, 1998.

Source: RSA, 2000, Adult Basic Education and Training Act

Note: None

Cross reference: Adult Basic Education and Training (ABET), Adult Basic Education and Training (ABET) Centre, Public Adult Basic Education and Training (ABET) Centre

Reference code: 10295

Private Further Education and Training (FET) College

Definition: An institution that is registered or provisionally registered as a private college under the Further Education and Training Colleges Act, 2006.

Source: RSA, 2006, Further Education and Training Colleges Act

Note: None

Cross reference: Further Education and Training (FET), Further Education and Training (FET) College, Further Education and Training (FET) College Council, Further Education and Training (FET) College Management Staff, Further Education and Training (FET) Lecturer, Public Further Education and Training (FET) College

Reference code: 10296

Private higher education institution

Definition: An institution registered or conditionally registered as a private higher education institution in terms of Chapter 7 of the Higher Education Act, 1997.

Source: RSA, 1997, Higher Education Act

Note: None

Cross reference: Higher Education Institution (HEI), Public Higher Education Institution (HEI), university

Reference code: 10297

Processes

Definition: Key activities aimed at achieving outputs.

Examples: management and leadership practices, time on task, teaching practices, use of books, participation in governance structures.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10298

Professional non-teaching staff

Definition: Staff members of a school who are registered with a professional body other than the South African Council for Educators (SACE).

Examples: paramedics, social workers, caregivers, therapists, psychologists.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10299

Promotion rate (PR)

Definition: Proportion of learners from a cohort who proceed from a given grade in a given school year to the next grade in the next school year.

Source: Adapted from UNESCO, undated Institute of Statistics Glossary

Note: The actual number of learners promoted is calculated by taking the number of learners enrolled in a grade and subtracting the number of learners repeating that grade. This gives the number of learners who were promoted from one grade to the next.

Cross reference: None

Reference code: 10300

Provincial education data

Definition: Data obtained through provincial specific surveys.

Source: Department of Basic Education

Note: None

Cross reference: Data consolidation, data integration, national education data, national level data

Reference code: 10301

Provincial EMIS number

Definition: A number unique within a province that identifies an institution and was allocated to the institution at registration.

Source: Department of Basic Education

Note: This concept is included only for historical purposes.

Cross reference: None

Reference code: 10302

Psychiatric disorder

- Definition:** Psychiatric illness or diseases manifested primarily as abnormalities of thought, feeling and behaviour producing either distress or impairment of function. Examples:
- Personality disorders:* Extreme or significant deviations from the way in which the average individual in a given culture perceives, thinks, feels and, particularly, relates to others. Behaviour patterns tend to be stable and encompass multiple domains of behaviour and psychological functioning.
- Adjustment disorders:* Relate to a significantly more difficult adjustment to a life situation than would normally be expected considering the circumstances.
- Mood disorders:* Primary symptom is a disturbance in mood; inappropriate, exaggerated, or limited range of feelings. Examples: bipolar disorder, major depression disorder.
- Anxiety disorders:* Primary feature is abnormal or inappropriate anxiety. Examples: acute stress disorder, obsessive-compulsive disorder, phobias, post-traumatic stress disorder.
- Psychotic disorders:* Major symptoms are psychosis, delusions (false beliefs that significantly hinder a person's ability to function), hallucinations. Example: schizophrenia
- Source:** Department of Basic Education; World Health Organisation, 2007, International Classification of Diseases: Mental and Behavioural Disorders; Medical Dictionary Online at <http://www.online-medical-dictionary.org>
- Note:** These disorders must be diagnosed by a psychiatrist or psychologist. See also South African Society of Psychiatry (SASOP) at <http://www.sasop.co.za>
- Cross reference:** None
- Reference code:** 10303
-

Public Adult Basic Education and Training (ABET) Centre

- Definition:** A public education institution established in terms of the ABET Act which offers adult basic education and training programmes.
- Source:** RSA, 2000, Adult Basic Education and Training Act
- Note:** None
- Cross reference:** Adult Basic Education and Training (ABET), Adult Basic Education and Training (ABET) Centre, Private Adult Basic Education and Training (ABET) Centre
- Reference code:** 10304
-

Public Further Education and Training (FET) College

- Definition:** An institution that is established under the Further Education and Training Colleges Act.
- Source:** Adapted from RSA, 2006, Further Education and Training Colleges Act
- Note:** None
- Cross reference:** Further Education and Training (FET), Further Education and Training (FET) College, Further Education and Training (FET) College Council, Further Education and Training (FET) College Management Staff, Further Education and Training (FET) Lecturer, Private Further Education and Training (FET) College
- Reference code:** 10305

Public higher education institution

Definition: A higher education institution that is established, deemed to be established or declared as a public higher education institution under the Higher Education Act.

Source: RSA, 1997, Higher Education Act

Note: None

Cross reference: Higher education institution (HEI), private higher education institution (HEI), university

Reference code: 10306

Public school

Definition: A school contemplated in Chapter 3 of the South African Schools Act, 1996.

Source: RSA, 1996, South African Schools Act

Note: This refers to both an ordinary school and a special school.

Cross reference: Independent school, school

Reference code: 10307

Public service staff

Definition: All personnel employed in education under the Public Service Act, 1994.

Source: RSA, 1994, Public Service Act

Note: None

Cross reference: None

Reference code: 10308

Publication

Definition: (1) The act of publishing; (2) document of which copies are available for public consumption.

Examples: book, periodical, magazine, journal and newspaper.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10459

Qualification

Definition: A qualification registered by the South African Qualifications Authority.

Source: RSA, 2001, General and Further Education and Training Quality Assurance Act

Note: None

Cross reference: Qualification band, qualification category, qualification type, relative education qualification value (REQV)

Reference code: 10309

Qualification band

Definition: One of three horizontal bands in which the National Qualifications Framework was organised under the South African Qualifications Act.

Source: Department of Basic Education

Note: The three bands were GET, FET and HE. The term 'band' is being phased out and replaced by the term 'sector' in terms of the NQF Act. The three sectors are General and Further Education and Training, Higher Education, and Trades and Occupations.

Cross reference: Qualification, qualification category, qualification type, relative education qualification value (REQV)

Reference code: 10310

Qualification category

Definition: Classification of qualifications according to the Relative Education Qualification Value (REQV) level.

Source: Department of Basic Education

Note: This definition has been arrived at in the context of the EMIS survey forms. Refer to the Criteria for the Recognition and Evaluation of Qualifications for Employment in Education Based on the Norms and Standards for Educators, 2000, *Government Gazette* No. 21565, 22 September 2000.

Cross reference: Qualification, qualification band, qualification type, relative education qualification value (REQV)

Reference code: 10311

Qualification type

Definition: Classification of qualifications according to professional and academic qualifications.

Source: Department of Basic Education

Note: This definition has been arrived at in the context of the EMIS survey forms. Refer to the Criteria for the Recognition and Evaluation of Qualifications for Employment in Education Based on the Norms and Standards for Educators, 2000, *Government Gazette* No. 21565, 22 September 2000.

Cross reference: Qualification, qualification band, qualification category, relative education qualification value (REQV)

Reference code: 10312

Qualified educator

Definition: A person who is in possession of an approved and recognised professional teaching qualification for employment in public education.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10313

Questionnaire

Definition: A group or sequence of questions designed to elicit information from a subject or a sequence of subjects.

Source: OECD, 2007, Glossary of Statistical Terms

Note: None

Cross reference: None

Reference code: 10314

Quintile

Definition: One of five poverty-based categories to which public schools are allocated for purposes of non-personnel funding by PEDs. Quintile 1 schools are the poorest and Quintile 5 schools are the least poor.

Source: Department of Education, 1998, National Norms and Standards for School Funding; Department of Education (2006); Amended National Norms and Standards for School Funding; South African Schools Act, 1996, chapter 4.

Note: Since 1 January 2007 quintiles have been determined on the basis of national criteria. Schools in quintiles 1 and 2 are no fee schools.

Cross reference: No fee school, resource targeting list

Reference code: 10315

Reception Grade

Definition: See Grade R

Source: None

Note: None

Cross reference: Grade R

Reference code: 10484

Redress

Definition: Deliberate interventions to overcome disparities in educational opportunity and performance, generally inherited from South Africa's past history of racial, ethnic and gender discrimination.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10316

Re-entrant to a level of education

Definition: A learner who returns to a level of education following a period of absence of at least one year from studying at the same level.

Source: OECD, 2004, OECD Handbook for Internationally Comparative Education Statistics: Concepts, Standards, Definitions and Classifications

Note: A re-entrant will not have been enrolled at that level in the previous reference year, but will have been enrolled at that level; in some year prior to that.

Cross reference: Repeater

Reference code: 10317

Register of exempted learners

Definition: A list of learners who have been exempted entirely, partially or conditionally from compulsory education by the HoD.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10460

Relative education qualification value (REQV)

Definition: A relative value attached to an education qualification primarily for purposes of salary determination.

Source: Adapted from RSA, 1998, Employment of Educators Act 76 of 1998

Note: None

Cross reference: Qualification, qualification band, qualification category, qualification type

Reference code: 10319

Relevance of data

<i>Definition:</i>	Reflects the degree to which data meets the real needs of clients.
<i>Source:</i>	Adapted from Statistics South Africa, 2008, South African Statistical Quality Assessment Framework (SASQAF)
<i>Note:</i>	None
<i>Cross reference:</i>	Accessibility of data, accuracy of data, coherence of data, interpretability of data, methodological soundness, timeliness of data
<i>Reference code:</i>	10320

Remedial class

<i>Definition:</i>	Refers to a class that learner who experience specific learning difficulties attend on a part time basis so that their curriculum support needs can be individually addressed and they can eventually return to the ordinary class.
<i>Source:</i>	Department of Basic Education
<i>Note:</i>	None
<i>Cross reference:</i>	Special class
<i>Reference code:</i>	10479

Remedial educator

<i>Definition:</i>	A person, who teaches, educates or trains special needs learners or who provides professional educational services, including professional therapy and educational psychological services, at any public school, departmental office or adult basic education centre and who is appointed in a post in terms of the Employment of Educators Act 76 of 1998.
<i>Source:</i>	RSA, 1998, Employment of Educators Act
<i>Note:</i>	None
<i>Cross reference:</i>	None
<i>Reference code:</i>	10321

Remuneration source

<i>Definition:</i>	The source of the remuneration for a particular staff member. Example: school governing body, PED.
<i>Source:</i>	Department of Basic Education
<i>Note:</i>	None
<i>Cross reference:</i>	None
<i>Reference code:</i>	10322

Repeater

Definition: A learner who enrolls in the same grade or the same educational programme for a second or further time.

Source: Adapted from OECD, 2004, OECD Handbook for Internationally Comparative Education Statistics: Concepts, Standards, Definitions and Classifications

Note: None

Cross reference: Re-entrant to a level of education, repetition rate by grade

Reference code: 10323

Repetition rate by grade

Definition: Number of repeaters in a given grade in a given school year, expressed as a percentage of enrolment in the grade of the previous school year.

Source: UNESCO, 2008, EFA Global Monitoring Report 2009. Education for All: Overcoming Inequality: Why Governance Matters

Note: None

Cross reference: Repeater

Reference code: 10324

Reporting status of an institution

Definition: An indication of whether an institution is expected to submit data in response to a survey.

Source: Department of Basic Education

Note: None

Cross reference: Institution status, legal status of an institution, practical status of an institution

Reference code: 10325

Representative Council of Learners (RCL)

Definition: Statutory council to represent learners' interests that must be elected by learners in grade 8 or higher in every public school every school year.

Source: RSA, 1996, South African Schools Act

Note: In terms of section 11(a) of SASA, a representative council of learners must be established at every public school enrolling learners in the 8th grade or higher. The RCL must elect learners who will form the learner component of the SGB.

Cross reference: None

Reference code: 10326

Resource targeting list

- Definition:* A list of schools in a province, with schools ranked according to poverty of the school community.
- Source:* RSA, 2006, Amended National Norms and Standards for School Funding
- Note:* Public schools are assessed and ranked in a resource targeting list according to criteria provided in the Norms and Standards. Schools must be sorted from poorest to least poor on this list.
- Cross reference:* Quintile
- Reference code:* 10327
-

Respondent

- Definition:* The person or organisation that responds to the questions in a survey or questionnaire.
- Source:* Adapted from Statistics South Africa, 2009, Concepts and Definitions for Statistics South Africa
- Note:* None
- Cross reference:* None
- Reference code:* 10328
-

Response rate

- Definition:* The number of respondents who respond to a questionnaire compared to the number of respondents provided with a questionnaire expressed as a percentage.
- Source:* Department of Basic Education
- Note:* Sometimes referred to as unit response rate.
- Cross reference:* Item response rate
- Reference code:* 10329
-

Return rate

- Definition:* The proportion of questionnaires received in response to a survey, whether completed or not, expressed as a percentage of the total questionnaires distributed.
- Source:* Department of Basic Education
- Note:* The return rate is equal to, or more than, the response rate, because some questionnaires that are returned are incomplete, illegible or otherwise unusable. See response rate.
- Cross reference:* Response rate
- Reference code:* 10330

Rural area

Definition: Farms and traditional areas characterised by low population densities, low levels of economic activity and low levels of infrastructure.

Source: Adapted from Statistics South Africa, 2009, Concepts and Definitions for Statistics South Africa

Note: None

Cross reference: Urban area

Reference code: 10331

Sample

Definition: A subset of the population from which information can be obtained.

Source: Adapted from OECD, 2007, Glossary of Statistical Terms

Note: In the case of a representative sample, information from a sample can be used to infer about the whole population.

Cross reference: Sample size, sample survey

Reference code: 10332

Sample size

Definition: The number of sampling units to be included in the sample.

Source: OECD, 2007, Glossary of Statistical Terms

Note: In the case of a multi-stage sample the number refers to the number of units at the final stage in the sampling.

Cross reference: Sample, sample survey

Reference code: 10334

Sample survey

Definition: A survey conducted using a sampling method in which a portion only, and not the whole population is surveyed.

Source: Adapted from OECD, 2007, Glossary of Statistical Terms

Note: None

Cross reference: Sample, sample size

Reference code: 10333

School

Definition: An education institution which enrolls learners in one or more grades from Grade R to Grade 12.

Source: Department of Basic Education

Note: In terms of SASA a school is a juristic person. The term includes both ordinary and special schools.

Cross reference: School, independent school, public school, ordinary school, special school, focus school, primary school, secondary school, primary level of education, secondary level of education

Reference code: 10335

School - based educator

Definition: A person, who teaches, educates or trains learners at a school and is expected in terms of the law to be registered with the South African Council for Educators.

Source: Adapted from RSA, 1998, Employment of Educators Act

Note: None

Cross reference: Educator, office-based educator

Reference code: 10337

School activity

Definition: An official educational, cultural, recreational or social activity of the school within or outside the school premises.

Source: RSA, 1996, South African Schools Act

Note: None

Cross reference: None

Reference code: 10336

School allocation

Definition: An amount allocated by the state to each public ordinary school in the country on an annual basis in order to finance non-personnel non-capital expenditure items.

Source: RSA, 2006, Amended National Norms and Standards for school funding

Note: None

Cross reference: None

Reference code: 10461

School calendar

Definition: The annual plan that allocates the total number of school days in a school year in a specific pattern, in accordance with the published regulations.

Source: Department of Education, 2000, National Policy for Designing School Calendars For Ordinary Public Schools in South Africa

Note: None

Cross reference: School term

Reference code: 10338

School day

Definition: A day in a school term on which learners enrolled at the school are scheduled to be taught.

Source: Adapted from Department of Education, 1995, Terms and Conditions of Employment of Educators

Note: None

Cross reference: None

Reference code: 10339

School fees

Definition: Any form of contribution of a monetary nature paid by a person or body in relation to the attendance or participation by a learner in any programme of a public school.

Source: RSA, 1996, South African Schools Act

Note: None

Cross reference: None

Reference code: 10340

School Governing Body (SGB)

Definition: A statutory body vested with the governance of a public school and it may perform only such functions and obligations and exercise such rights as prescribed by the South African Schools Act.

Source: Adapted from RSA, 1996, South African Schools Act 84 of 1996

Note: A SGB is represented by educators, learners, non-educators, parents, principal and other individuals.

Cross reference: None

Reference code: 10341

School level

Definition: The level at which a school functions.
Examples: primary level, secondary level.

Source: Department of Basic Education

Note: None

Cross reference: Primary level of education, secondary level of education

Reference code: 10342

School Management Team (SMT)

Definition: The management team of a school comprising the Principal, Deputy Principal and Heads of Department whose defined role is to assist and support the Principal in the management of the school.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10343

School site

Definition: The physical location of a school.

Source: RSA, 2010, Regulations relating to the National Uniform Norms and Standards for School Infrastructure (Draft)

Note: The total space a school including covered areas, uncovered areas and sports facilities.

Cross reference: None

Reference code: 10344

School size

Definition: Refers to the minimum and maximum number of learners that a school can accommodate.

Source: RSA, 2010, Regulations relating to the National Uniform Norms and Standards for School Infrastructure (Draft)

Note: The minimum number of learners in a primary school is 135 with a maximum of 810 learners and in a secondary school the minimum number of learners is 200 with a maximum of 1000 learners.

Cross reference: None

Reference code: 10345

School specialisation

Definition: The provision of specialised curriculum programmes by a school.

Examples: art, agriculture, drama, music.

Source: Department of Basic Education

Note: None

Cross reference: Focus school, special school

Reference code: 10346

School term

Definition: A period of several weeks into which a school year is divided for tuition purposes and fixed as such by the HOD of a province.

Source: Adapted from RSA, 1996, South African Schools Act

Note: None

Cross reference: School calendar

Reference code: 10347

Second additional language

Definition: A non-compulsory language subject that may be taken by learners at that level.

Source: Adapted from Department of Education, 2002, Revised National Curriculum Statement Grades R-9 (Schools)

Note: None

Cross reference: Home language, first additional language

Reference code: 10348

Secondary level of education

Definition: Grade 8 to Grade 12 in the school system.

Source: Department of Basic Education

Note: Corresponds to ISCED Levels 2 and 3. Some schools offer fewer than the maximum number of grades at this level.

Cross reference: Primary level of education, school, school level, secondary school, upper secondary level of education

Reference code: 10349

Secondary school

Definition: A school that offers all or a selection of grades from Grade 8 to Grade 12.

Source: Department of Basic Education

Note: None

Cross reference: Combined school, primary school, school, secondary level of education

Reference code: 10350

Secondment of educators

Definition: A procedure that permits an educator in the service of an education department to be placed at the disposal of another department of education, another government, any council, institution or body established by or under any law, or any other body or person for a particular service for a stated period on such conditions prescribed by or under any law, as may be determined by the Director-General or the Head of Department, as the case may be.

Source: Adapted from RSA, 1998, Employment of Educators Act

Note: None

Cross reference: None

Reference code: 10351

Section 14 school

Definition: A public school on private property in respect of which the MEC of the relevant province and the legal owner of the property have signed a legal agreement.

Source: Department of Basic Education

Note: Section 14 of SASA provides for public schools on private property, including farm land, church property, mine property and trust land. The term “farm school” applied to a public school on farm land is deprecated.

Cross reference: None

Reference code: 10352

Section 21 school

Definition: A public school to which an HOD has allocated any of the functions stipulated under section 21 of SASA.

Source: RSA, 1996, South African Schools Act 84 of 1996

Note: An HOD may allocate one or more functions under Section 21.

Cross reference: None

Reference code: 10353

Senior phase

Definition: The third phase of the school curriculum applicable in Grades 7, 8 and 9.

Source: Department of Basic Education

Note: None

Cross reference: Further education and training (FET) phase, foundation phase, intermediate phase

Reference code: 10355

Senior teacher

Definition: A Post Level 1 educator who has progressed to the applicable notch and has performed at the level of “good” in terms of the Integrated Quality Management System (IQMS).

Source: ELRC, 2008, Collective Agreement 1 of 2008

Note: None

Cross reference: None

Reference code: 10356

Senior teaching and learning specialist

Definition: A general classroom educator who has demonstrated outstanding leadership and performance (measured in terms of IQMS) in a teaching phase, learning area or subject and has a REQV 16 qualification.

Source: ELRC, 2008, Collective Agreement 1 of 2008

Note: None

Cross reference: None

Reference code: 10357

Sexual abuse

Definition: Sexual harassment or sexual violence.

Source: Department of Basic Education, 2010, Speak Out: Youth Report Sexual Abuse: A Handbook for Learners on How to Prevent Sexual Abuse in Public Schools

Note: None

Cross reference: Sexual harassment, sexual violence

Reference code: 10358

Sexual harassment

Definition: Unwanted conduct of a sexual nature which may include unwelcome physical, verbal or non-verbal conduct, discrimination or offensive behaviour on the basis of gender or sexual orientation.

Examples: making rude jokes, sexual graffiti, circulating or displaying pornographic or otherwise offensive material, improper suggestions of a sexual nature, demand for sexual favours, public indecency.

Source: Adapted from Department of Education, 2008, Guidelines for the Prevention and Management of Sexual Violence and Harassment in Public Schools

Note: Not limited to situations where an unequal power relationship exists between the parties involved. Sexual harassment may be committed by and against a male or female person. Sexual attention constitutes sexual harassment if: (a) the behaviour is persisted in (although a single incident of harassment may constitute sexual harassment); (b) the recipient has made it clear that the behaviour is considered offensive; or (c) the perpetrator knows or should have known that the behaviour is regarded as unacceptable.

Cross reference: Sexual abuse, sexual violence

Reference code: 10359

Sexual violence

Definition: Any sexual act or attempted sexual act using intimidation, threat or physical force.

Source: Department of Education, 2008, Guidelines for the Prevention and Management of Sexual Violence and Harassment in Public Schools

Note: In schools this may include sexual harassment, assault, forced sex or rape, sexual abuse and sexualised touching of another's intimate parts or forcing any person to touch any person's intimate parts. Intimate parts include the mouth, primary genital area, groin, inner thighs, buttocks, breasts, as well as clothing covering these areas.

Cross reference: Sexual abuse, sexual harassment

Reference code: 10463

Signed-off data

Definition: See approved data.

Source: None

Note: None

Cross reference: None

Reference code: 10367

Single medium of instruction

Definition: The use of one medium of instruction by a teacher in a class.

Source: Department of Basic Education

Note: Medium of instruction refers to LOLT.

Cross reference: Dual medium of instruction, parallel medium of instruction, parallel medium school, single medium school

Reference code: 10368

Single medium school

Definition: A school that uses one medium of instruction for all learners in all grades.

Source: Department of Basic Education

Note: Medium of instruction refers to LOLT.

Cross reference: Dual medium of instruction, parallel medium school, parallel medium of instruction, single medium of instruction

Reference code: 10369

Snap survey

Definition: Survey undertaken annually in ECD centres, schools, FET colleges, and ABET centres to collect information on the number of learners/students and staff at the institution.

Source: Department of Basic Education

Note: The Snap survey is a census.

Cross reference: Annual school survey (ASS), survey

Reference code: 10371

Social grant

Definition: Means a child support grant, a care dependency grant, a foster child grant, a disability grant, an older person's grant, a war veteran's grant and a grant-in aid.

Source: RSA, 2004, Social Assistance Act

Note: None

Cross reference: None

Reference code: 10372

South African Sign Language (SASL)

Definition: The home language of the deaf community of South Africa, recognised by the Constitution and accepted as the official language of instruction in the education of deaf learners.

Source: The Pan South African Language Board

Note: None

Cross reference: Deafness, hard of hearing, home language, standard language

Reference code: 10373

Special class

Definition: A class attended full time by learners who experience specific learning difficulties so that their curriculum support needs can be individually addressed.

Source: Department of Basic Education

Note: Curriculum differentiation will be applied in such a class to ensure that learners acquire basic as well as functional skills, knowledge and attitudes that will enable them to progress to vocational pathways.

Cross reference: Curriculum differentiation, remedial class

Reference code: 10480

Special needs education

Definition: Specialised education provided in special or ordinary schools that addresses barriers to learning and development experienced by learners with specific or severe learning difficulties or disabilities.

Source: Department of Basic Education

Note: None

Cross reference: Barriers to education, disability, special school

Reference code: 10374

Special school

Definition: A school that caters for learners who have special education needs due to severe learning difficulties, physical disabilities or behavioural problems.

Source: Department of Basic Education

Note: None

Cross reference: Focus school, ordinary school, school, school specialisation, special needs education

Reference code: 10375

Specialised room

Definition: A room equipped according to the requirements of the curriculum.

Examples: technical drawing room, music room, metalwork room.

Source: Adapted from Department of Education, 2007, National Assessment Report (public schools) National Education Infrastructure Management System (NEIMS)

Note: None

Cross reference: None

Reference code: 10464

Specific learning disability

Definition: A disorder in one or more of the central nervous system processes involved in perceiving, understanding and/or using concepts through verbal (spoken or written) language or nonverbal means.

Source: Department of Basic Education

Note: This disorder manifests itself with a deficit in one or more of the following areas: attention, reasoning, processing, memory, communication, reading, writing, spelling, calculation, coordination, social competence and emotional maturity.

Cross reference: None

Reference code: 10378

Staff type

Definition: Employee category within a department of education.

Examples: educator, professional non-teaching staff, administrative staff, support staff, hostel staff.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10379

Stakeholder

Definition: An organisation or body with a direct and continuing interest in the education institution, programme, phase or sector in question.

Source: RSA, 1996, National Education Policy Act

Note: None

Cross reference: None

Reference code: 10380

Standard language

Definition: A particular variety of a language that has been given either legal or quasi-legal status.

Source: Department of Basic Education

Note: As it is the form promoted in schools and the media it is usually considered by speakers of the language to be more 'correct' than other dialects. Synonyms: standard dialect, standardised dialect.

Cross reference: Language of learning and teaching, South African Sign Language (SASL)

Reference code: 10485

Statistical age norm

Definition: The age that a learner is expected to be in a particular grade or phase of education.

Source: Department of Basic Education

Note: The appropriate age for primary schooling is 7 to 13 years and for secondary schooling is 14 to 18 years. See age requirements for admission to an ordinary public school [Government Notice 1356 (2001)].

Cross reference: None

Reference code: 10025

Statistical unit

Definition: A unit about which statistics are tabulated, compiled or published.

Source: Statistics South Africa, 2009, Concepts and Definitions for Statistics South Africa

Note: None

Cross reference: None

Reference code: 10381

Statistics

Definition: Refers to both a field of study as well as numerical data. In the case of the latter, it is the science of collecting, analysing and interpreting such data.

Source: Adapted from OECD, 2007, Glossary of Statistical Terms

Note: None

Cross reference: None

Reference code: 10465

Student

Definition: A person who attends a FET college or a higher education institution.

Source: Department of Basic Education

Note: This is contextualised to education in South Africa. The term learner is used to refer to those who attend an ECD centre, school or ABET centre.

Cross reference: Learner

Reference code: 10383

Subject

Definition: A specific body of academic knowledge selected and organised as part of a curriculum.

Source: Department of Education 2008, National Curriculum Statement, Grade 10-12 (General)

Note: None

Cross reference: Curriculum, subject level

Reference code: 10384

Subject level

Definition: An indication of the degree of difficulty or complexity of a subject.

Source: Department of Basic Education

Note: None

Cross reference: Subject

Reference code: 10385

Substitute educator

Definition: A person appointed to an additional post to take the place of an educator in a substantive post who is not at school for a period of time.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10387

Summative assessment

Definition: Assessment that gives an overall picture of learners' progress at a given time, for example, at the end of a term or year, or on transfer to another school.

Source: Adapted from Department of Education, 2002, Revised National Curriculum Statement Grades R-9 (Schools)

Note: None

Cross reference: Examination, formative assessment

Reference code: 10466

Support needs assessment (SNA)

Definition: Process of determining the additional support provision that is needed for a learner at risk as identified by the Learner Profile or Diagnostic Profile.

Source: Department of Basic Education

Note: The process is guided by the sections of the SNA form.

Cross reference: Barriers to learning, learner with special education needs, support package

Reference code: 10389

Support package

Definition: Package of support needed to address the barriers to learning identified for a learner or group of learners in a school.

Source: Department of Basic Education, 2009, Guidelines for Full-service/ Inclusive Schools 2009 Education White Paper 6 Special Needs Education Building an Inclusive Education and Training System.

Note: Packages vary from Level 1 to Level 5, in terms of intensity and variety. Each consists of a variety of resources which may be human, physical, or material, or a combination of these.

Cross reference: Barriers to learning, support needs assessment

Reference code: 10390

Support programmes

Definition: Structured interventions delivered at schools and in classrooms within specific time frames.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10391

Support staff

Definition: Staff employed at a school to support the core functions of a school.

Examples: laboratory assistant, cleaner, kitchen staff, gardener, caretaker, messenger.

Source: Department of Basic Education

Note: Excludes administrative staff, assistant teacher.

Cross reference: Administrative staff, assistant teacher

Reference code: 10392

Survey

Definition: A process which collects, examines, and reports data concerning variables of interest for a reference period.

Source: Statistics South Africa, 2009, Concepts and Definitions for Statistics South Africa

Note: Refers to both sample surveys and census surveys.

Cross reference: Annual school survey (ASS), census, snap survey

Reference code: 10393

Survival rate by grade

Definition: Percentage of a cohort of learners who are enrolled in the first grade of an education cycle in a given school year and are expected to reach a specified grade, regardless of repetition.

Source: Adapted from UNESCO, 2008, EFA Global Monitoring Report 2009. Education for All: Overcoming Inequality: Why Governance Matters

Note: None

Cross reference: Learner retention in school, transition rate

Reference code: 10394

Systemic evaluation

Definition: The assessment of the performance of the system by gathering and analysing information on learner achievement as well as the context in which teaching and learning takes place.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10467

Teacher

Definition: A school- based educator whose core responsibility is that of classroom teaching at a school.

Source: Adapted from ELRC, 2008, Collective Agreement 1 of 2008

Note: None

Cross reference: None

Reference code: 10395

Teacher development centre

Definition: Education institution that provides opportunities for educators to develop and strengthen their knowledge, skills and values to improve the quality of education provided.

Source: Department of Basic Education

Note: None

Cross reference: Continuing Professional Teacher Education

Reference code: 10468

Teacher intern

Definition: Student in final year of four-year professional education qualification.

Source: ELRC, 2008, Collective Agreement 1 of 2008

Note: None

Cross reference: None

Reference code: 10396

Teaching and learning specialist (TLS)

Definition: A general classroom teacher who has demonstrated outstanding leadership and performance (measured in terms of IQMS) in a teaching phase, learning area or subject and who has a REQV 15 qualification.

Source: ELRC, 2008, Collective Agreement 1 of 2008

Note: None

Cross reference: None

Reference code: 10397

Teaching level

Definition: The level at which an educator teaches.

Examples: primary level, secondary level.

Source: Department of Basic Education

Note: A teacher may teach at more than one level.

Cross reference: None

Reference code: 10398

Technical and vocational education and training (TVET)

Definition: See vocational education.

Source: None

Note: None

Cross reference: Vocational education

Reference code: 10399

Technical report

Definition: Presents information on the design, metadata, methodologies and processes followed in the generation of the main report.

Source: Department of Basic Education

Note: This definition is contextualised in information standards.

Cross reference: None

Reference code: 10400

Temporary education facility

Definition: A facility that does not enrol learners itself, but that provides teaching for learners temporarily absent from their usual educational institution.

Example: church hall, municipal hall.

Source: Department of Basic Education

Note: None

Cross reference: None

Reference code: 10127

Temporary staff

Definition: Personnel employed on a contract for a limited period.

Source: Department of Basic Education

Note: None

Cross reference: Full time staff member, part time staff member, permanent staff

Reference code: 10401

Timeliness of data

Definition: The delay between the reference points to which the data pertains, and the date on which the data becomes available.

Source: Adapted from Statistics South Africa, 2008, South African Statistical Quality Assessment Framework (SASQAF)

Note: None

Cross reference: Accessibility of data, accuracy of data, coherence of data, interpretability of data, methodological soundness, relevance of data

Reference code: 10403

Total exemption from payment of school fees

Definition: Financial concession (a) granted to a parent in accordance with the calculation result contemplated in regulation 6 (3) of the Regulations for the Exemption of Parents from the Payment of School Fees or (b) available to a parent who qualifies for the automatic exemption contemplated in regulation 4 (3) of the same regulations.

Source: Adapted from RSA, 2006, Regulations for the Exemption of Parents from the Payment of School Fees

Note: None

Cross reference: Automatic exemption from payment of school fees, conditional exemption from payment of school fees, fee exemption, partial exemption from payment of school fees

Reference code: 10469

Total primary net enrolment rate (TNER)

Definition: Enrolment of children of the official primary school age group in either primary or secondary school, expressed as a percentage of the population in that age group.

Source: UNESCO, 2008, EFA Global Monitoring Report 2009. Education for All: Overcoming Inequality: Why Governance Matters

Note: A similar term for this definition is adjusted net enrolment rate.

Cross reference: Net enrolment rate

Reference code: 10404

Transition rate (TR)

Definition: The number of learners admitted to the first grade of a higher level of education in a given year, expressed as a percentage of the number of learners enrolled in the final grade of the lower level of education in the previous year.

Source: UNESCO Institute of Statistics, undated, Education Indicators Technical Guidelines

Note: None

Cross reference: Learner retention in school, survival rate by grade

Reference code: 10405

Unique identifiers

Definition: Refers to numbers such as the EMIS number, PERSAL number, exam centre number.

Source: Department of Basic Education

Note: Similar to index, primary and foreign keys in databases.

Cross reference: None

Reference code: 10410

Unique tracking number (UTN)

Definition: A nationally unique tracking number that identifies a learner.

Source: Department of Basic Education

Note: This number is linked to LURITS.

Cross reference: None

Reference code: 10407

University

Definition: 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 Act, or registered or conditionally registered as a private higher education institution under the Higher Education Act, No 101 of 1997.

Source: RSA, 1997, Higher Education Act

Note: 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.

Cross reference: Academic staff, higher education institution (HEI), private higher education institution (HEI), public higher education institution (HEI)

Reference code: 10409

Upper secondary level of education

- Definition:** The final stage of secondary education in most countries.
- Source:** UNESCO, 2008, EFA Global Monitoring Report 2009. Education for All: Overcoming Inequality: Why Governance Matters
- Note:** Corresponds to ISCED Level 3. Instruction is often organised even more strictly along subject lines and teachers typically need a higher or more subject-specific qualification than teachers in lower secondary education. In South Africa this level of education refers to Grades 10 to 12.
- Cross reference:** Secondary level of education
- Reference code:** 10411
-

Urban area

- Definition:** Formal cities and towns characterised by higher population densities, high levels of economic activities and high levels of infrastructure.
- Source:** Adapted from Statistics South Africa, 2009, Concepts and Definitions for Statistics South Africa
- Note:** None
- Cross reference:** Rural area
- Reference code:** 10412
-

Variables

- Definition:** A variable is a characteristic of a unit being measured that may assume more than one of a set of values.
- Examples of variables: age, gender, population group, home language, disability. Examples of values: male, female, age groupings, White, Black African, deafness.
- Source:** Statistics South Africa
- Note:** None
- Cross reference:** None
- Reference code:** 10413
-

Vocational education

- Definition:** Education which is mainly designed to acquire the practical skills, know-how and understanding necessary for direct entry into a particular occupation or trade (or class of occupations or trades).
- Source:** Adapted from UNESCO Institute of Statistics, 2007, Glossary
- Note:** Successful completion of such programmes normally leads to a labour-market relevant vocational qualification recognized by the competent authorities (e.g. Ministry of Education, employers' associations, etc.) in the country in which it is obtained. Vocational Education is also referred to as TVET.
- Cross reference:** Technical and vocational education and training (TVET)
- Reference code:** 10414
-

Work schedule

Definition: A year-long programme that shows how teaching, learning and assessment will be sequenced and placed in a particular grade.

Source: Department of Education, 2003 Revised National Curriculum Statement Grades R – 9. Teachers Guide for the Development of Learning Programmes

Note: It is a delivery tool, a means of working towards the achievement of the learning outcomes specified in the learning programme, and incorporates the assessment standards that will be achieved in that grade.

Cross reference: None

Reference code: 10470

Youth literacy rate

Definition: Number of literate persons aged 15 to 24, expressed as a percentage of the total population in that age group.

Source: UNESCO, 2008, EFA Global Monitoring Report 2009. Education for All: Overcoming Inequality: Why Governance Matters

Note: Proxy: a person is literate when he/she has attained at least Grade 7

Cross reference: Adult literacy rate, literacy

Reference code: 10416

4. REFERENCES

1. Association for Development of Education in Africa (ADEA) (2009). *Education Management Information System Norms and Standards for SADC Region*. Working Group on Education Management and Policy Support (WGMPS).
2. Department of Basic Education (DBE) (2009). *National School Nutrition Programme 2008 Annual Report*. Pretoria. Department of Basic Education.
3. Department of Basic Education (DBE) (2009). *Guidelines for Full-service/ Inclusive Schools 2009 Education White Paper 6 Special Needs Education Building an Inclusive Education and Training System*. Pretoria. Department of Basic Education.
4. Department of Basic Education (DBE) (2010). *Policy on Learner Attendance*. 4 May. Government Gazette, No. 33150. Pretoria. Department of Basic Education.
5. Department of Basic Education (DBE) (2010). *Speak Out: Youth Report Sexual Abuse: A Handbook for Learners on How to Prevent Sexual Abuse in Public Schools*. Pretoria. Department of Basic Education.
6. Department of Education (DoE) (1995). *Terms and Conditions of Employment of Educators*. 13 November. Government Gazette, No. 16814. Pretoria. Department of Education.
7. Department of Education (DoE) (1998). *National Norms and Standards for School Funding*. 1 October. Pretoria. Department of Education.
8. Department of Education (DoE) (1999). *National Policy on HIV/AIDS, for Learners and Educators in Public Schools, and Students and Educators in Further Education and Training Institutions*. 10 August. Government Gazette, No. 20372. Pretoria. Department of Basic Education.
9. Department of Education (DoE) (2000). *National Policy for Designing School Calendars for Ordinary Public Schools in South Africa*. 1 March. Government Gazette, No. 20945. Pretoria. Department of Basic Education.
10. Department of Education (DoE) (2001). *Education White Paper 5 on Early Childhood Education: Meeting the Challenge of Early Childhood Development in South Africa*. May. Pretoria. Department of Education.
11. Department of Education (DoE) (2001). *Education White Paper 6: Special Needs Education: Developing an Inclusive Education and Training System*. July. Pretoria. Department of Education.
12. Department of Education (DoE) (2002). *Regulations to Prohibit Initiation Practices in Schools*. 13 December. Government Gazette, No. 24165. Pretoria. Department of Education.
13. Department of Education (DoE) (2002). *Revised National Curriculum Statement Grades R-9 (Schools) Policy*. May 2002. Government Gazette, No. 23406. Pretoria. Department of Education.
14. Department of Education (DoE) (2003). *Revised National Curriculum Statement Grades R-9 (Schools) Policy. Teacher's Guide for the Development of Learning Programmes*. Pretoria. Department of Education.
15. Department of Education (DoE) (2005). *The National Senior Certificate: A Qualification at Level 4 of the National Qualifications Framework (NQF)*. Pretoria. Department of Education.
16. Department of Education (DoE) (2006). *Amended National Norms and Standards for School Funding*. 31 August. Pretoria. Department of Education.
17. Department of Education (DoE) (2006). *Full-Service School Environmental Access Manual*. Pretoria. Department of Education.
18. Department of Education (DoE) (2007). *National Assessment Report (public schools)*. National Education

Infrastructure Management System (NEIMS). Pretoria. Department of Education.

19. Department of Education (DoE) (2007). *The Higher Education Qualifications Framework*. 5 October. Government Gazette, No. 30353. Pretoria. Department of Education.
20. Department of Education (DoE) (2008). *Guidelines for the Prevention and Management of Sexual Violence and Harassment in Public Schools*. Pretoria. Department of Education.
21. Department of Education (DoE) (2008). *Learner Retention in the South African Schooling System*. Pretoria. Department of Education.
22. Department of Education (DoE) (2008). *National Curriculum Statement, Grades 10-12 (General)*. Pretoria. Department of Education.
23. Department of Education (DoE) (2004). *National Guidelines on How to Manage School Records*. Pretoria. Department of Education.
24. Department of Social Development (DSD) (2006). *Guidelines for Early Childhood Development Services*. Pretoria. Department of Social Development.
25. ELRC (2008) *Collective Agreement 1 of 2008: Framework for the establishment of an occupation specific dispensation (OSD) for educators in public education*. ELRC
26. Epilepsy South Africa (undated). *Frequently asked questions*. Available at: <http://www.epilepsy.org.za/epsa/faq.php#what> [Accessed on 25 August 2010]
27. Mothata, S, Lemmer, E Mda, T and Pretorius, F (2000). *A Dictionary of South African Education and Training*. Hodder and Stoughton.
28. OECD (2002). *Education at a Glance: OECD Indicators 2002*. Paris. OECD Publishing.
29. OECD (2004). *OECD Handbook for Internationally Comparative Education Statistics, Concepts, Standards, Definition and Classifications*. Paris. OECD Publishing.
30. OECD (2007). *Education at a Glance 2007: OECD Indicators*. Paris. OECD Publishing.
31. OECD (2007). *Glossary of Statistical Terms*. Paris. OECD Publishing.
32. OECD (2009). *Education at a Glance 2009: OECD Indicators*. Paris. OECD Publishing.
33. Oxford University Press (2010). *Oxford Advanced Learners Dictionary*, 7th Edition, Clarendon Press.
34. Postlewaithe, TN and Husén, T (1994). *The International Encyclopaedia of Education*. Oxford.
35. Presidency (2007). *Policy Framework for the Government-wide M&E System*. Pretoria. The Presidency.
36. Republic of South Africa (RSA) (1994). *Public Service Act* (Proclamation No 103 of 1994). Government Gazette, No. 15791. 3 June. Pretoria. Government Printers.
37. Republic of South Africa (RSA) (1996). *Constitution of the Republic of South Africa (Act No 108 of 1996)*. 16 December. Pretoria. Government Printers.
38. Republic of South Africa (RSA) (1996). *National Education Policy Act, 1996, (Act No 27 of 1996)*. 24 April. Pretoria. Government Printers.
39. Republic of South Africa (RSA) (1996). *South African Schools Act, 1996 (Act No. 84 of 1996)*. Government Gazette,

No. 1867. 15 November. Pretoria. Government Printers.

40. Republic of South Africa (RSA) (2010). *Regulations relating to the National Uniform Norms and Standards for School Infrastructure [Draft]*
41. Republic of South Africa (RSA) (1997). *Higher Education Act, 1997 (Act No. 101 of 1997)*. Government Gazette. No. 18515. 19 December. Pretoria. Government Printers.
42. Republic of South Africa (RSA) (1998). *Employment of Educators Act, 1998 (Act No 76 of 1998)*. Government Gazette, No. 19420. 2 November. Pretoria. Government Printers.
43. Republic of South Africa (RSA) (1998). *Local Government Municipal Structures Amendment Act (Act No 117 of 1998)*. Government Gazette, No. 19614. 18 December. Pretoria. Government Printers.
44. Republic of South Africa (RSA) (1999). *Personnel Administrative Measures (PAM)*. Government Gazette, No. 19767. 18 February.
45. Republic of South Africa (RSA) (1999). *Public Finance Management Act, 1999 (Act No 1 of 1999)*. Government Gazette, No. 19978, 30 April. Pretoria. Government Printers.
46. Republic of South Africa (RSA) (2000). *Adult Basic Education and Training Act, 2000 (Act No. 52 of 2000)*. Government Gazette, No. 21881. 13 December. Pretoria. Government Printers.
47. Republic of South Africa (RSA) (2000). *Promotion of Equality and Prevention of Unfair Discrimination Act (Act No 4 of 2000)*. Government Gazette, No. 20876. 9 February. Pretoria. Government Printers.
48. Republic of South Africa (RSA) (2000). *South African Council for Educators Act, 2000 (Act No. 31 of 2000)*. Government Gazette No, 21431. 2 August. Pretoria. Government Printers.
49. Republic of South Africa (RSA) (2001). *General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)*. Government Gazette, No. 22896. 5 December. Pretoria. Government Printers.
50. Republic of South Africa (RSA) (2003). *National Policy on the Conduct, Administration and Management of the Assessment on the National Certificate (Vocational)*. Government Gazette, No. 30287. 12 September. Pretoria. Government Printers.
51. Republic of South Africa (RSA) (2003). *Health Act (Act No. 61 of 2003)*. Government Gazette, No. 26595. Pretoria. 23 July. Government Printers.
52. Republic of South Africa (RSA) (2004). *National Education Information Policy (Act No. of 2004)*. Government Gazette, No. 26766, 7 September. Pretoria. Government Printers.
53. Republic of South Africa (RSA) (2004). *Social Assistance Act (Act No 13 of 2004)*. Government Gazette, No. 26446. 10 June. Pretoria. Government Printers.
54. Republic of South Africa (RSA) (2006). *Policy for the National Certificates (Vocational): Qualifications at Levels 2 to 4 on the National Qualifications Framework (NQF)*. Government Gazette, No. 28677. 29 March 2006. Pretoria. Government Printers.
55. Republic of South Africa (RSA) (2006). *Further Education and Training Colleges Act, 2006 (Act No 16 of 2006)*. Government Gazette, No. 29469. 11 December. Pretoria. Government Printers.
56. Republic of South Africa (RSA) (2006). *Regulations for the exemption of parents from the payment of school fees*. Government Gazette, No. 29311, 18 October. Pretoria. Government Printers
57. Republic of South Africa (RSA) (2008). *National Qualifications Framework (Act No 67 of 2008)*. Pretoria. Government

Gazette, No. 31909. 17 February. Pretoria. Government Printers.

58. *Republic of South Africa (RSA) (2008). Regulations Pertaining to the Conducting, Administration and Management of Assessment for the National Senior Certificate. Government Gazette*, No. 31337, 29 August. Pretoria. Government Printers
59. Statistics South Africa, 2008, *South African Statistical Quality Assessment Framework (SASQAF) 1st edition*. Pretoria. Statistics South Africa.
60. Statistics South Africa
61. Statistics South Africa, 2009, *Concepts and Definitions for Statistics South Africa*. Pretoria. Statistics South Africa.
62. The Pan South African Language Board
63. UNESCO, 2004, *Changing Teaching Practices: using curriculum differentiation to respond to students' diversity: Guidelines for Inclusive Learning Programmes*. Paris. UNESCO.
64. UNESCO, 2005, *Guidelines for Inclusion: Access to Education for All*. Paris. UNESCO.
65. UNESCO, 2006, *International Standard Classification of Education ISCED 1997*. Paris. UNESCO.
66. UNESCO, 2008, *EFA Global Monitoring Report 2009, Education for All: Overcoming Inequality: Why Governance Matters*. Paris. UNESCO.
67. UNESCO Institute for Statistics 2004, *Global Education Digest 2004, Comparing Education Statistics across the World*. Montreal. UNESCO Institute for Statistics.
68. UNESCO Institute for Statistics 2005, *Survey 2006 Data Collection on Education Statistics*. Paris. UNESCO.
69. UNESCO Institute for Statistics, 2008, *Global Education Digest 2008: Comparing Education Statistics across the World*. Montreal. UNESCO Institute for Statistics
70. UNESCO Institute for Statistics, undated, *Education Indicators Technical Guidelines*. Montreal. UNESCO Institute for Statistics.
71. UNESCO Institute for Statistics, undated, *Glossary*. Montreal. UNESCO Institute for Statistics.
72. UNESCO Institute for Statistics/UNICEF, 2005, *Children out of School: Exclusion from Primary School*. Montreal. UNESCO Institute for Statistics.
73. United Nations, 2007, *Convention on the Rights of Persons with Disabilities, Article 1*
74. University of South Dakota, undated, *Glossary of Library and Internet Terms*
75. World Health Organisation, 2001, *International Classification of Functioning, Disability and Health (ICF)*, Geneva
76. World Health Organisation, 2007, *International Classification of Diseases: Mental and Behavioural Disorders; Medical Dictionary Online at <http://www.online-medical-dictionary.org>*

5. INDEX

Term	Reference Code	Page number
Academic staff	10001	10
Access	10003	10
Accessibility of data	10004	10
Accuracy of data	10005	11
Acquired immune deficiency syndrome (AIDS)	10006	11
Additional language	10421	11
Address type	10007	11
Addressee	10008	12
Administrative data	10009	12
Administrative spaces	10010	12
Administrative staff	10011	12
Admission	10481	13
Admission register	10013	13
Adult Basic Education and Training (ABET)	10014	13
Adult Basic Education and Training (ABET) Centre	10015	13
Adult education	10016	14
Adult literacy programme	10018	14
Adult literacy rate	10017	14
Age	10019	14
Age of admission of a learner	10422	15
Age specific enrolment ratio (ASER)	10020	15
Aggregated data	10021	15
Alternative institution name	10022	15
Annual School Survey (ASS)	10023	16
Apparent intake rate (AIR)	10024	16
Approved dataset	10026	16
Archive	10027	16
Assault	10028	17
Assessment body	10030	17
Assessment standards	10031	17
Assistant teacher	10032	17
Attend	10033	18
Attention deficit disorder with/without hyperactivity (ADHD)	10035	18
Augmentative and alternative communication (AAC)	10036	18
Autistic spectrum disorders	10037	18
Automatic exemption from payment of school fees	10423	19
Barriers to learning	10038	19
Behavioural/conduct disorder (including severe behavioural problems)	10040	19

Term	Reference Code	Page number
Bilingualism	10041	20
Blindness	10042	20
Boarding school	10043	20
Campus	10044	20
Catchment area	10045	21
Cause of death	10046	21
Census	10047	21
Centre manager	10048	21
Cerebral palsy	10049	22
Certificate	10050	22
Child support grant (CSG)	10482	22
Circuit	10424	22
Circuit manager	10425	23
Circuit office	10426	23
Class	10051	23
Class register	10054	23
Class size	10055	24
Class teacher	10056	24
Classification	10052	24
Classroom	10053	24
Closed dataset	10057	25
Cluster schools	10060	25
Co-curricular activity	10427	25
Code switching	10061	25
Coherence of data	10062	26
College	10063	26
Combined school	10064	26
Complete dataset	10065	26
Completion rate (CR)	10066	27
Compliant dataset	10428	27
Compulsory education	10067	27
Computer room	10429	27
Conditional exemption from payment of school fees	10430	28
Condonation	10068	28
Continuing education	10069	28
Continuing professional teacher development (CPTD)	10070	28
Continuous assessment	10431	29
Core educational spaces	10071	29
Curriculum	10073	29
Curriculum adaptation	10475	29

Term	Reference Code	Page number
Curriculum differentiation	10476	30
Daily attendance	10075	30
Dangerous object	10076	30
Data	10077	30
Data confidentiality	10079	31
Data consolidation	10080	31
Data credibility	10074	31
Data element	10081	31
Data integration	10082	32
Data integrity	10182	32
Data source	10083	32
Data verification	10084	32
Database	10078	33
Dataset	10473	33
Deaf-blindness	10085	33
Deafness	10086	33
Degree	10087	34
Deputy Principal	10089	34
Diploma	10090	34
Disability	10091	34
Distance learning	10092	35
District	10433	35
District Based Support Teams (DBST)	10093	35
District manager	10434	35
District municipality	10094	36
District office	10435	36
Double shift schools	10095	36
Dropout rate by grade	10096	36
Dual medium of instruction	10097	37
Duration of appointment	10098	37
Early childhood development (ECD)	10099	37
Early Childhood Development (ECD) Centre	10100	37
Early childhood development (ECD) practitioner	10101	38
Education	10102	38
Education circuit	10103	38
Education circuit office	10436	38
Education district/region	10104	39
Education district office	10437	39
Education institution	10106	39
Education management	10107	39

Term	Reference Code	Page number
Education Management Information System (EMIS)	10483	40
Education Management Information System (EMIS) Officer	10108	40
Education office	10110	40
Education sector	10438	40
Education specialist	10109	40
Education subsector	10386	41
Education support spaces	10388	41
Educational programme	10111	41
Educator	10112	42
Educator attendance register	10034	42
Educator staff	10113	42
Educator-school ratio (ESR)	10439	42
Effectiveness	10114	43
Efficiency	10115	43
Enrolled learner	10117	43
Enrolment	10118	43
Environmental access	10477	44
Epilepsy	10119	44
Equity	10120	44
Evaluation	10121	44
Ex department of education	10122	45
Examination	10123	45
Examination centre	10124	45
Extra-curricular activity	10125	45
Fee exemption	10440	46
Financial statement	10129	46
First additional language	10130	46
Focus school	10441	46
Formal education	10131	47
Formally closed institution	10133	47
Formally opened institution	10132	47
Formative assessment	10442	47
Foundation phase	10134	48
Full service schools (FSS)	10135	48
Full time equivalence	10136	48
Full time equivalent (FTE) enrolment	10137	49
Full time staff member	10138	49
Funding type	10139	49
Further Education and Training (FET)	10140	49
Further Education and Training (FET) College	10142	49

Term	Reference Code	Page number
Further Education and Training (FET) College Council	10143	50
Further Education and Training (FET) College lecturer	10128	50
Further Education and Training (FET) College management staff	10213	50
Further Education and Training (FET) phase	10141	50
Gender	10144	51
Gender parity index (GPI)	10145	51
General Education and Training (GET)	10146	51
Geographical coordinates	10148	51
Geographical waypoints	10443	52
Government sector	10354	52
Grade	10149	52
Grade R	10152	52
Grades approved	10150	53
Grades offered	10151	53
Graduate	10153	53
Gross enrolment rate (GER)	10154	53
Harassment	10444	54
Hard of hearing (mild to moderate hearing loss)	10155	54
Head of Department (HoD)	10157	54
Head-count enrolment	10156	54
Health professional	10158	55
Higher Education	10160	55
Higher Education Institution (HEI)	10161	55
Highest level of education completed	10159	55
Historical data	10162	56
HIV/AIDS status	10163	56
Home education	10164	56
Home language	10165	56
Host school	10166	57
Hostel	10167	57
Hostel boarders	10168	57
Hostel staff	10169	57
Impact	10170	57
In loco parentis	10178	58
Inclusive education	10478	58
Independent school	10171	58
Indicator	10172	58
Indigenous language	10173	59
Individual support plan	10174	59
Informal learning	10175	59

Term	Reference Code	Page number
Informal settlement	10176	59
Information	10177	60
Institution closure date	10058	60
Institution closure reason	10059	60
Institution name	10446	60
Institution status	10382	60
Instructional period	10180	61
Instructional time	10181	61
Intended instructional time	10183	61
Intermediate phase	10184	61
International Standard Classification of Education (ISCED)	10447	62
Interpretability of data	10185	62
Intervention school	10186	62
Item response rate	10187	62
Joint appointment	10188	63
Knowledge	10189	63
Language learning areas	10193	63
Language level	10190	63
Language of learning and teaching (LOLT)	10191	64
Language proficiency	10192	64
Learner	10196	64
Learner assessment	10029	65
Learner profile	10197	65
Learner retention in school	10201	65
Learner transfers from a school	10198	65
Learner transfers to a school	10199	65
Learner with special education needs	10200	66
Learner-classroom ratio (LCR)	10448	66
Learner-educator ratio (LER)	10202	66
Learner-school ratio (LSR)	10418	66
Learning	10449	67
Learning area	10203	67
Learning outcome	10450	67
Learning programme	10204	67
Legal status of an institution	10205	68
Lesson plan	10451	68
Level of support needs	10206	68
Lifelong learning	10207	68
Literacy	10208	69
Local municipality	10209	69

Term	Reference Code	Page number
Lower secondary level of education	10210	69
Macro data	10211	69
Mainstreaming	10212	70
Marital status	10214	70
Master list of institutions	10215	70
Master teacher	10216	70
Metadata	10220	71
Methodological soundness	10221	71
Micro data	10223	71
Mild to moderate intellectual disability	10225	71
Misconduct	10226	72
Moderate to severe/profound intellectual disability	10227	72
Monitoring	10228	72
Mortality statistics	10229	72
Mother tongue	10230	73
Multi-grade class	10231	73
Multilingualism	10232	73
Multiple disability	10233	73
Multipurpose classroom	10452	73
National Certificate (Vocational)	10236	74
National education data	10234	74
National EMIS number	10235	74
National level data	10237	74
National Qualifications Framework (NQF)	10238	75
National Qualifications Framework (NQF) levels	10239	75
National School Nutrition Programme	10241	75
National Senior Certificate (NSC)	10240	75
Nature of appointment	10242	76
Net enrolment rate (NER)	10243	76
Net intake rate (NIR)	10244	76
New entrant	10245	76
Nil response	10246	77
No fee school	10247	77
Nodal area school	10248	77
Non-compliant dataset	10249	77
Non-educator staff	10250	77
Non-formal education	10251	78
Non-official language	10453	78
Non-response	10252	78
Null response	10474	78

Nutrition centre	10454	79
Office-based educator	10254	79
Official institution name	10253	79
Official language	10455	79
Open dataset	10255	80
Operational data	10456	80
Ordinary school	10256	80
Orphan	10257	80
Outcome	10259	80
Outlier	10260	81
Out-of-school children	10258	81
Output	10261	81
Ownership of building	10420	81
Ownership of institution	10262	81
Ownership of land	10263	82
Parallel medium of instruction	10264	82
Parallel medium school	10265	82
Parent	10266	82
Parent learner	10267	83
Part time staff member	10269	83
Partial exemption from payment of school fees	10457	83
Partial sightedness/low vision	10268	83
Performance appraisal	10419	84
Period register	10270	84
Permanent staff	10271	84
PERSAL component number	10272	84
PERSAL pay point number	10273	85
Personnel category	10274	85
Persons with disabilities	10275	85
Physical disability	10276	85
Platooning school	10277	86
Population (statistical)	10278	86
Population group	10279	86
Post	10280	86
Post-matric	10281	87
Poverty indicator	10282	87
Practical status of an institution	10283	87
Preferred language of instruction	10284	87
Pre-grade R	10285	88
Preliminary data	10458	88
Pre-primary education	10286	88

Term	Reference Code	Page number
Presidential nodal area	10287	88
Primary disability	10288	89
Primary level of education	10290	89
Primary school	10292	89
Principal	10294	89
Private Adult Basic Education and Training (ABET) Centre	10295	90
Private Further Education and Training (FET) College	10296	90
Private higher education institution	10297	90
Processes	10298	90
Professional non-teaching staff	10299	91
Promotion rate (PR)	10300	91
Provincial education data	10301	91
Provincial EMIS number	10302	91
Psychiatric disorder	10303	92
Public Adult Basic Education and Training (ABET) Centre	10304	92
Public Further Education and Training (FET) College	10305	92
Public higher education institution	10306	93
Public school	10307	93
Public service staff	10308	93
Publication	10459	93
Qualification	10309	94
Qualification band	10310	94
Qualification category	10311	94
Qualification type	10312	94
Qualified educator	10313	95
Questionnaire	10314	95
Quintile	10315	95
Reception Grade	10484	95
Redress	10316	96
Re-entrant to a level of education	10317	96
Register of exempted learners	10460	96
Relative education qualification value (REQV)	10319	96
Relevance of data	10320	97
Remedial class	10479	97
Remedial educator	10321	97
Remuneration source	10322	97
Repeater	10323	98
Repetition rate by grade	10324	98
Reporting status of an institution	10325	98
Representative Council of Learners (RCL)	10326	98

Term	Reference Code	Page number
Resource targeting list	10327	99
Respondent	10328	99
Response rate	10329	99
Return rate	10330	99
Rural area	10331	100
Sample	10332	100
Sample size	10334	100
Sample survey	10333	100
School	10335	101
School - based educator	10337	101
School activity	10336	101
School allocation	10461	101
School calendar	10338	102
School day	10339	102
School fees	10340	102
School Governing Body (SGB)	10341	102
School level	10342	103
School Management Team (SMT)	10343	103
School site	10344	103
School size	10345	103
School specialisation	10346	104
School term	10347	104
Second additional language	10348	104
Secondary level of education	10349	105
Secondary school	10350	105
Secondment of educators	10351	105
Section 14 school	10352	105
Section 21 school	10353	105
Senior phase	10355	106
Senior teacher	10356	106
Senior teaching and learning specialist	10357	106
Sexual abuse	10358	106
Sexual harassment	10359	107
Sexual violence	10463	107
Signed-off data	10367	107
Single medium of instruction	10368	108
Single medium school	10369	108
Snap survey	10371	108
Social grant	10372	108
South African Sign Language (SASL)	10373	109

Term	Reference Code	Page number
Special class	10480	109
Special needs education	10374	109
Special school	10375	109
Specialised room	10464	110
Specific learning disability	10378	110
Staff type	10379	110
Stakeholder	10380	110
Standard language	10485	111
Statistical age norm	10025	111
Statistical unit	10381	111
Statistics	10465	111
Student	10383	112
Subject	10384	112
Subject level	10385	112
Substitute educator	10387	112
Summative assessment	10466	113
Support needs assessment (SNA)	10389	113
Support package	10390	113
Support programmes	10391	113
Support staff	10392	114
Survey	10393	114
Survival rate by grade	10394	114
Systemic evaluation	10467	114
Teacher	10395	115
Teacher development centre	10468	115
Teacher intern	10396	115
Teaching and learning specialist (TLS)	10397	115
Teaching level	10398	116
Technical and vocational education and training (TVET)	10399	116
Technical report	10400	116
Temporary education facility	10127	116
Temporary staff	10401	117
Timeliness of data	10403	117
Total exemption from payment of school fees	10469	117
Total primary net enrolment rate (TNER)	10404	117
Transition rate (TR)	10405	118
Unique identifiers	10410	118
Unique tracking number (UTN)	10407	118
University	10409	118
Upper secondary level of education	10411	119

Urban area	10412	119
Variables	10413	119
Vocational education	10414	119
Work schedule	10470	120
Youth literacy rate	10416	120

Points of Contact

Mr Siza Shongwe

Telephone: 012 357 3669

shongwe.s@dbe.gov.za

Published by the Department of Basic Education

222 Struben Street

Private Bag X895, Pretoria, 0001

Telephone: 012 357 3000 Fax: 012 323 0601

ISBN:978-1-4315-1838-8

© Department of Basic Education, 2012

website

www.education.gov.za

facebook

www.facebook.com/BasicEd

twitter

www.twitter.com/dbe_sa