



LABOUR MARKET
INTELLIGENCE PARTNERSHIP

High-Level Audit of Administrative Datasets

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PREFACE

The 2009 South African government administration, informed by a results-focused philosophy, identified 12 priority outcomes for the country. Government departments are committed to a ‘joined-up’ approach to deliver on each of the outcomes. Outcome 5 refers to ‘a skilled and capable workforce to support an inclusive growth path’, and the delivery of this outcome is being led by the Minister of Higher Education and Training.

Delivery Agreement 5 consists of three parts, with Output 5.1 committing the Department of Higher Education and Training (DHET) to establish a credible mechanism for skills planning in collaboration with 20 national and provincial ministries. The DHET commissioned the Human Sciences Research Council (HSRC) to support the DHET in establishing a credible institutional mechanism for skills planning (Memorandum of Agreement between the DHET and the HSRC, February 2012).

To inform the architecture of the skills planning mechanism, the following reports have been written:

- Marcus Powell & Vijay Reddy (2014) *An Architecture for Skills Planning: Lessons and Options for Reform in South Africa*, Report 9
- Marcus Powell & Vijay Reddy (2014) *Roadmap for the Implementation of a Skills Planning Unit*, Report 10
- Marcus Powell, Vijay Reddy & Andrew Paterson (2014) *Approaches and Methods for Understanding What Occupations Are in High Demand and Recommendations for Moving Forward in South Africa*, Report 11
- Cuen Sharrock & Sybil Chabane (2015) *International Comparative Analysis of Skills Planning Indicator Systems across National Contexts*, Report 12
- Vijay Reddy & Marcus Powell (2015) *Indicators and Data to Support Skills Planning in South Africa*, Report 13
- Andrew Paterson, Mariette Visser, Fabian Arends, Menzi Mthethwa, Thembinkosi Twalo & Titus Nampala (2015) *High Level Audit of Administrative Datasets*, Report 14
- Fabian Arends, Sybil Chabane & Andrew Paterson (2015) *Investigating Employer Interaction with the Employment Services of South Africa (ESSA)*, Report 15
- Bongiwe Mncwango (2015) *Public Attitudes Towards Work in South Africa*, Report 16
- Xolani Ngazimbi & Marcus Powell (2015) *Information and Skills Planning for the Workplace: Case Studies of Companies in South Africa*, Report 17
- Lynn Woolfrey (2013) *South African Labour Market Microdata Scoping Study*, Working Paper 2
- Andrew Kerr (2013) *Understanding Labour Demand in South Africa and the Importance of Data Sources*, Working Paper 5.

EXECUTIVE SUMMARY

This High-level Audit of Administrative Datasets, as part of the Labour Market Intelligence Partnership programme, conducted research in more than 20 national government departments and other entities. The aim was to investigate the relevance of databases to skills planning, particularly on the demand side, and to assess options for linking with other databases as part of the skills planning mechanism.

The audit revealed that databases have different levels of relevance and usability:

- Datasets that are relevant and immediately usable, such as the Quarterly Labour Force Survey, Quarterly Employment Survey and General Household Survey from Statistics South Africa;
- Datasets that are highly relevant and require some preparation, such as the Unemployment Insurance Fund database from the Department of Labour;
- Datasets that contain relevant variables but are currently undergoing validation and cleaning before they can be utilised, such as the population register in the Department of Home Affairs; and
- Datasets that are in an early stage of evolution and will require further development (e.g. in terms of completeness) before they can be used, such as a new farmer database in the Department of Agriculture, Forestry and Fisheries.

This audit has proved valuable for identifying a selection of datasets that are the strongest candidates to be linked into the evolving HETIS system, thereby contributing to the development of a more powerful HETIS data environment that can support more sophisticated skills planning analysis.

It is **recommended** that the DHET pursue collaboration and implement MoAs as appropriate to formalise database development and sharing with other government entities, to broaden the base of data available for skills planning.

The audit also contributes towards meeting the data needs for skills planning through:

- Feeding into the development of a functioning system of data exchange between the DHET and partner departments to support skills planning;
- Advancing awareness among data managers, administrators and researchers in government departments of the importance of the skills planning mechanism;
- Contributing to initial thinking about appropriate stakeholder roles and responsibilities in the planning mechanism as a nationally strategic programme;
- Bringing to light the kinds of data relevant to skills planning that various departments and agencies are generating; and
- Supporting the DHET's integral role in the skills planning mechanism.

This project has prompted the following observations:

- The culture of inter-government-department mutual access and sharing of data is not particularly well developed;
- Awareness of data and databases as a vital asset for planning needs to be strengthened;
- Staff members other than those directly involved seem to have a limited knowledge of what data their department owns (other than HR data with which every employee must interact);
- During fieldwork, difficulty experienced in identifying the 'right' people to speak to in departments gives the impression that personnel have limited knowledge of which units generate and own datasets; and
- Pursuing a developmental approach towards government data systems, and engaging with the National Statistics System (NSS), will

generate mutual benefits for the skills planning mechanism and the NSS.¹

This report has the following structure:

Part 1 consists of an overview of the Audit of Datasets including a problem statement, background, purpose, methodology, discussion of results and recommendations.

Part 2 presents case studies of relevant data holdings of nominated departments and entities.

Part 3 consists of the appendices including a glossary; introductory letters from the DG of the DHET; templates of forms used in the study for capturing data on each of the different datasets; and details of interactions with respondents to obtain data from departments and to set up interviews.

¹ Statistician General, Statistics South Africa (nd) *Data Quality Assessment Framework Report* (Template). National Statistics System, Statistics South Africa, p. 6. Refer, for instance, to SASQAF, Statistical Reform in South Africa (nd), p. 28 <http://www.statssa.gov.za/nss/index.asp?link=about.asp>, http://apps.statssa.gov.za/nss/documents/Statistical_Reform.pdf

TABLE OF CONTENTS

Preface	iii
Executive summary	iv
Abbreviations and acronyms	ix
List of figures	xiii
List of tables	xiv
PART 1: OVERVIEW OF THE AUDIT OF DATASETS	1
1. Introduction and problem statement	1
2. Background	1
3. Purpose	2
4. Links to other projects in the LMIP	2
5. Methodology	4
6. Summary of the case-study recommendations	9
7. Conclusion	12
8. Recommendations	14
PART 2: CASE STUDIES OF DEPARTMENTS AND ENTITIES	17
1. Department of Agriculture, Forestry and Fisheries (DAFF)	17
2. Department of Cooperative Governance and Traditional Affairs (COGTA)	24
3. Department of Correctional Services (DCS)	27
4. Economic Development Department (EDD)	31
5. Department of Health (DoH)	33
6. Department of Home Affairs (DHA)	37
7. Department of Labour (DoL)	45
8. Department of Performance Monitoring and Evaluation (DPME)	53
9. Department of Public Service and Administration (DPSA)	56
10. Department of Rural Development and Land Reform (DRDLR)	64
11. South African Local Government Association (SALGA)	68
12. South African Police Service (SAPS)	71
13. Provincial government departments	80
14. South African Revenue Service (SARS)	84
15. Strategic Integrated Projects (SIPs)	88

16.	Statistics South Africa (Stats SA)	92
17.	Department of Trade and Industry (dti)	102
18.	National Treasury	105
19.	South African Qualifications Authority (SAQA)	110
20.	National School of Government (NSG)	115
21.	Diplomatic Training, Research and Development	116
22.	National Development Agency (NDA)	118
23.	Recommendations for collaborating with other government departments about data sharing	119

PART 3: APPENDICES **121**

Appendix 1: Glossary	122
Appendix 2: Letter from DG: DHET in support of conducting research in education and training institutions	124
Appendix 3: Example: DG: DHET letter to DG: Agriculture, Forestry and Fisheries	124
Appendix 4a: Instrument for administrative database sources	127
Appendix 4b: Instrument for survey database sources	128
Appendix 5: Public and private Nursing Education Institutions	129
Appendix 6: Pre-analysis undertaken to consider which departments might be likely to contain databases relevant to skills planning, based on existing departmental mandates	144
Appendix 7: Records of contacts and communication with different government departments and entities	153
Appendix 8: Example of a letter that was attached to the e-mail in which the request for comments was made	159
Appendix 9: Establishing a register of farmers	160

ABBREVIATIONS & ACRONYMS

ACMS	African Centre for Migration and Society
ACSA	Airports Company South Africa
AMDP	advanced management development programme
ANC	African National Congress
B-BBEE	Broad-Based Black Economic Empowerment
BPDLP	Basic Police Development Learning Programme
CBM	citizen-based monitoring
CHE	Council on Higher Education
CIP	Compulsory Induction Programme
CIPC	Companies and Intellectual Property Commission
CIT	Company Income Tax
CMRA	Centre for Municipal Research and Advice
COGTA	Department of Cooperative Governance and Traditional Affairs
COMESA	Common Market for Eastern and Southern Africa
CPI	consumer price index
CRDP	Comprehensive Rural Development Programme
CSO	Civil Society Organisation
DAFF	Department of Agriculture, Forestry and Fisheries
DBE	Department of Basic Education
DBSA	Development Bank of Southern Africa
DCS	Department of Correctional Services
DHA	Department of Home Affairs
DIRCO	Department of International Relations and Cooperation
DHET	Department of Higher Education and Training
DoH	Department of Health
DoL	Department of Labour
DoPW	Department of Public Works
DoT	Department of Treasury
DPME	Department of Performance Monitoring and Evaluation
DPSA	Department of Public Service and Administration
DRDLR	Department of Rural Development and Land Reform

dti	Department of Trade and Industry
EAC	East African Community
EA	enumeration area
ECD	Early Childhood Development
EDD	Economic Development Department
ESSA	Employment Services of South Africa
ETQA	Education and Training Quality Assurance Body
FET	Further Education and Training
FRSC	Financial Reporting Standards Council
GHS	General Household Survey
GPG	Gauteng Provincial Government
HDACC	Health Data Advisory and Coordination Committee
HEMIS	Higher Education Management Information System
HETIS	Higher Education and Training Information System
HETMIS	Higher Education and Training Management Information System
HR	human resource
HRIMS	Human Resource Information Management System
HS	Harmonised System
HSRC	Human Sciences Research Council
ICBMIS	Integrated Capacity Building Management Information System
ICDL	International Computer Driving Licence
IES	Income and Expenditure Survey
IFMS	Integrated Financial Management System
IGR	intergovernmental relations
JMPD	Johannesburg Metro Police Department
LCS	Living Conditions Survey
LFS	Labour Force Survey
LGTAS	Local Government Turnaround Strategy
LMIP	Labour Market Intelligence Partnership
LMIPP	Labour Market Intelligence Partnership Programme
LMIU	Labour Market Information Unit
M&E	monitoring and evaluation
MCS	Movement Control System
MDB	Municipal Demarcation Board
MIGMIS	Municipal Infrastructure Grant Management Information System
MISA	Municipal Infrastructure Support Agent
MoA	Memorandum of Agreement
MPAT	Management Performance Assessment Tool
MPD	Metropolitan Police Department
MPDs	Municipalities' Police Departments
NARYSEC	National Rural Youth Service Corps
NCCS	National Council for Correctional Services

NC(V)	National Certificate (Vocational)
NDA	National Development Agency
NEI	Nursing Education Institutions
NEP	National Evaluation Plan
NEPF	National Evaluation Policy Framework
NHIRD	National Health Information Repository and Data Warehouse
NIP	National Infrastructural Plan
NISIS	National Integrated Social Information System
NLRD	National Learners' Records Database
NMCCMC	National Municipal Capacity Coordination and Monitoring Committee
NPC	National Planning Commission
NQF	National Qualifications Framework
NPR	National Population Register
NSC	National Senior Certificate
NSG	National School of Government
NSS	National Statistics System
OCIPE	Office of Companies and Intellectual Property Enforcement
OECD	Organisation for Economic Co-operation and Development
OFO	Organising Framework for Occupations
OHS	October Household Survey
OHS	Occupational Health and Safety
PALAMA	Public Administration Leadership and Management Academy
PALMS	Post-Apartheid Labour Market Series
PERSAL	Personnel and Salary Administration System
PES	Public Employment Services
PHC	Primary Health Care
PICC	Presidential Infrastructure Coordinating Committee
PIDS	Provincial Industrial Development Strategies
PKZN	Province of KwaZulu-Natal
PMDS	Performance Management and Development System
POA	Programme of Action
PRAU	Policy Research and Analysis Unit
PSA	Public Service Act
QC	Quality Council
QCTO	Quality Council for Trades and Occupations
QES	Quarterly Employment Survey
QLFS	Quarterly Labour Force Survey
RTMC	Road Traffic Management Corporation
SABS	South African Bureau of Standards
SACN	South African Cities Network
SADC	Southern African Development Community
SALGA	South African Local Government Association

SANC	South African Nursing Council
SAPS	South African Police Service
SAQA	South African Qualifications Authority
SARB	South African Reserve Bank
SARS	South African Revenue Service
SETA	Sector Education and Training Authority
SIPS	Strategic Integrated Projects
SITA	State Information Technology Agency
SKA	Square Kilometre Array
SSP	Sector Skills Plan
Stats SA	Statistics South Africa
TB	Tuberculosis
T-FTA	Tripartite Free Trade Agreement
TVET	Technical and Vocational Education and Training
UIF	Unemployment Insurance Fund
UNESCO	United Nations Educational, Scientific and Cultural Organization
VAT	Value-added Tax
WAIO	'Who am I online'
WCG	Western Cape Government

LIST OF FIGURES

Figure 1: Overview of the procedures undertaken in the project	5
Figure 2: High-level DAFF organisational structure	18
Figure 3: Organisational structure of the Food Security and Agrarian Reform branch	19
Figure 4: Organisational structure of COGTA	25
Figure 5: Organisational structure of Correctional Services	28
Figure 6: Organisational structure of the EDD	31
Figure 7: Organogram of the National Department of Home Affairs	38
Figure 8: Structure of the Department of Labour	45
Figure 9: Organisational structure of the DPME	54
Figure 10: List of development indicators for South Africa	57
Figure 11: Structure of the DPSA	58
Figure 12: Organisational structure of the Department of Rural Development and Land Reform	65
Figure 13: Organisational structure of the SAPS	72
Figure 14: Organisational structure of Stats SA	94
Figure 15: The National Statistical System (NSS) as a transformation framework and process	95
Figure 16: The organisational structure of the dti	103
Figure 17: Performance indicator dataset analysis tool	107
Figure 18: SAQA board structure	112
Figure 19: SAQA management structure	112
Figure 20: The form and function of, and information provided by, the NLRD	112

LIST OF TABLES

Table 1: Departments originally included in the plan for this audit	6
Table 2: Case study summaries	10
Table 3: Agricultural colleges/institutes	21
Table 4: Offenders' skills development	30
Table 5: Initiatives regarding reliable data and information needs	34
Table 6: The main SAPS strategic outcome-orientated goals	71
Table 7: List of SAPS training institutions	74
Table 8: List of institutions offering training for traffic officers	77
Table 9: List of datasets identified as relevant to skills planning	93
Table 10: Service delivery access strategy	95
Table 11: Structure of the National Treasury	105
Table 12: List of investigated government departments	119

PART 1

OVERVIEW OF THE AUDIT OF DATASETS

1. Introduction and problem statement

The main purpose of the establishment of an institutional mechanism for skills planning is to be able to analyse the skills demand signals from growth (increases, decreases or stability) in both the economy and special government projects to inform the quantity and quality of skills to be provided by education and training institutions under the Department of Higher Education and Training (DHET).

This project is one of a number of projects that inform the establishment of the skills planning institutional mechanism. Specifically, it focuses on the discovery of relevant administrative datasets within selected government departments. The problem statement for this project is: (1) to identify which administrative data sources with variables suitable for incorporation in the skills planning mechanism exist in government departments; and (2) to assess which data sources identified in (1) could be developed into useful resources.

This study reports on the current situation in selected government departments as a snapshot but it also acknowledges that datasets are in a continuous process of development, which could be described as the life cycle of a database or system. A database could, at this stage, be classified as not relevant for the skills planning mechanism but could, in future, develop into an important resource.

2. Background

The benefits of improved labour market and skills planning information systems include better coordination between skills and employment opportunities, which promotes:

- Increased outputs, productivity and economic growth;
- Increased social inclusion and decreased poverty; and
- Improved targeting of education and workforce development.

In 2010, the South African Minister of Higher Education and Training undertook to address one of government's 12 priority outcomes that stipulated the development of '[a] skilled and capable workforce to support an inclusive growth path'.

This overarching delivery mandate was in turn sub-specified in three domains, including a commitment to '[e]stablish a credible institutional mechanism for skills planning'. Such a structure would provide the foundation for evidence-based decision-making, policy-making and skills planning.² Within this structure are three sub-outputs, of which 5.1.1 refers to the need to develop 'standardized frameworks for the

² Ministry of Employment and Learning (2008) *Review of labour market information*. Belfast Department for Employment and Learning, pp. 6–7; Milani CRS (2009) Evidence-based policy research: Critical review of some international programmes on relationships between social science research and policy-making. Policy Paper 18. Paris: UNESCO

assessment of skills supply, shortages and vacancies in the country’.³

Supporting the creation of the mechanism would include developing ‘a standardised framework for information provision and utilization across the supply and demand domains.’⁴ In this instance the terms ‘provision’ and ‘utilisation’ imply the need for cooperation and exchange of data to maximise its use. Government formations have numbers of datasets that are related to their administrative functions and serve the need for departments to accumulate data and information for the purpose of policy-making and decision-making. A further important contributor is Statistics South Africa, which is the producer of official statistics for South Africa.

A key requirement for developing a system of data sharing and exchange would be to know the whereabouts of relevant government datasets, which data contained in the datasets is useful in particular domains of government mandate and service delivery, which departments are responsible for such datasets and, where necessary, how to acquire the data. These requirements are directly relevant to the aims of the LMIP to create an institutional mechanism for skills planning for which data on the supply side – but, especially, the demand side – is of critical importance.

3. Purpose

The core activity in this project involved locating and investigating administrative datasets in government departments other than the DHET that contain data relevant to skills planning.

This project provided a framework according to which datasets held by various government departments could be assessed for whether they should be included in the data holdings of the DHET. The aim of this research was to capture information on characteristics of datasets to support decisions regarding which datasets could

be incorporated in the skills planning mechanism. This required consideration of the relevance of the data content and variables to skills planning, the quality of the datasets, and other features such as size, collection occurrences, unit of collection, geographic coverage, and so on. Identifying datasets on the demand side was of particular interest to the DHET because the strength of that department’s data holdings lies predominantly on the supply side.

In the case of this report, although the focus was mainly on information emanating from government administrative activities, researchers noted other sources that may have relevance to the skills planning mechanism. Government departments are not solely dependent on administrative data as they may commission research and also undertake their own research (e.g. the Job Opportunity Index of the Department of Labour).

4. Links to other projects in the LMIP

This project is conceptually linked with four other LMIP projects, each of which explores a different feature of the skills planning and labour market data environment.

First, there is the *South African Labour Market Microdata Scoping Study*.⁵ The study sought to identify datasets containing unit record data (microdata), including data collected in Census and survey projects by Statistics South Africa, administrative data collected by government as well as survey projects of research institutions and universities.⁶ The value of this exercise was that its wide coverage provided an opportunity to obtain an overview of the range of labour market and skills planning related data coming from various institutions. It also listed the actual questions from each survey that are relevant to the labour market, making it a valuable resource to researchers. The scoping study relied mostly on electronic information and referenced government data only

3 DHET (2009) *Delivery Agreement 5: A skilled and capable workforce to support an inclusive growth path*. Pretoria: DHET, p. 6

4 Ibid., p. 8

5 Woolfrey, L (2013) *South African Labour Market Micro data Scoping Study*. Pretoria: Labour Market Intelligence Partnership

6 Ibid., p. 5

where this existed in a form that could be made publicly available.⁷ This project was therefore complementary to the current project.

However, there are many government administrative datasets that are not ‘visible’ online because these datasets reside only within the departmental systems or are not accessible in the public domain. The current project engaged directly with a selected group of departments to discover whether they owned datasets used for internal administrative purposes. The current study was designed to explore the domain of government datasets more thoroughly by including interviews with personnel in each department. Furthermore, its role was to explore whether the databases discovered would be useful in data exchange between government departments.

It is widely acknowledged that demand-side data is not as extensively available as supply-side data in South Africa’s data repositories, be they government or private. In recognition of this relative scarcity, it was decided to commission a project on how to make the most of demand-side datasets that are available. In ‘Understanding Labour Demand in South Africa, and the importance of data sources’,⁸ the author draws attention to the importance of developing a good knowledge of the data resources available, their strengths and limitations, and the importance of selecting the appropriate data resource that will support a robust result. The author argues that latent value in existing databases would be better exploited if data could be improved and datasets made comparable. He refers to the initiative to build a composite dataset of the OHS, LFS and QLF surveys known as the Post-Apartheid Labour Market Series (PALMS) dataset. In the PALMS, datasets have, as far as possible, ‘been made comparable over the surveys, so that researchers can worry about their analysis rather than spending time putting the data together’. These initiatives can substantially enhance research and data use.⁹

The value of this contribution to the set of inputs is that it addresses approaches to improving the quality of datasets and provides an overview of which data can be used to understand the demand side of the labour market better. More clarity about the PALMS is provided in the next section.

Post-Apartheid Labour Market Series (PALMS)

The PALMS 1994–2012 is a dataset containing data from 39 surveys including the October Household Surveys (OHS) (from 1994 to 1999) and the Labour Force Surveys (LFS) (from 2000 to 2007). It also includes the smaller LFS pilot survey from February 2000, and the Quarterly Labour Force surveys. These surveys were all conducted by Statistics South Africa, the main government statistical agency, between 1994 and 2012. There are over 60 variables in the dataset, which contains over 3.7 million observations (records or cases). The variables included are mainly related to the labour market, but some household variables, such as dwelling type and access to services, as well as access to government social grants, are also included. The data is at individual level, including children and the elderly, but household-level variables may be created using the household ID variable. No attempt has been made to link individuals or households across waves, although there was a panel element to the earlier rounds of the LFS.

The PALMS 1994–2012 dataset provides national coverage. The lowest level of geographic coverage by the comparable PALMS dataset is province. The target population is all households. Coverage of workers’ hostels, convents or monasteries, as well as institutions such as old age homes, hospitals, prisons and military barracks varied across the surveys.

PALMS was created by DataFirst at the University of Cape Town. DataFirst is also the metadata producer and the datasets may be accessed from the DataFirst website¹⁰.

⁷ Ibid., p. 4

⁸ Kerr, A (2013) Understanding Labour Demand in South Africa, and the importance of data sources. Pretoria: Working Paper, Labour Market Intelligence Partnership, pp. 8–12

⁹ Ibid., pp. 7–8

¹⁰ See <https://www.datafirst.uct.ac.za/dataportal/index.php/catalog/434>.

The current version of the PALMS 1994–2012 dataset is version 2.1.

The PALMS is an OHS, LFS and QLFS stacked cross-sectional dataset. There is considerable value in using the PALMS dataset, such as:

- Improved quality of the datasets, which includes corrections to the datasets as any problems were identified – e.g. in version 1.0.6, the 1994 income data from the OHS 1994 has been corrected;
- The ability to merge the datasets – for example, the creation of ‘personnum’ in OHSs and LFSs to allow easier merging;
- Better harmonisation between datasets that enables better-quality analysis over the time series and between variables in the different datasets; and
- The fact that successive versions of the dataset include derived variables that will support additional analysis without any additional coding done by the user.

The third LMIP working paper was commissioned with a brief to the author to consider how the informal sector is reflected or represented in labour market statistics. Most skills planning and labour market data covers formal employment in formal businesses where many employees have formal qualifications. But this is not the case with the informal sector, where datasets are not freely available – which means that there are challenges with framing policy for a sector that is difficult to capture empirically. The author considers this to be a central issue, arguing that ‘limitations of our empirical understanding of informality and unemployment are critical impediments to resolving the “grand” debates about appropriate labour market, social, and macroeconomic policy’.

The fourth LMIP project is an investigation into the Public Employment Services (PES) offered by the Department of Labour through its Labour Centres, and their interactions with work seekers and also employers. The main aim is to explore low levels of employer interaction with the Centres. Employer participation levels will impact on the extent to which data from the Employment Service of South Africa (ESSA) can be used as part of the system of

demand-side data that is needed to support skills planning. As more employers participate, the quality of labour demand data will improve and skills and occupations in demand will be more clearly and reliably revealed. A key issue would be how to increase employer involvement and administrative systems so that the resulting demand-side data increases in value for skills planning.¹¹ The contribution of this research will be to highlight how administrative data as an information resource is impacted positively or negatively through citizen interactions and how to find opportunities to improve participation.

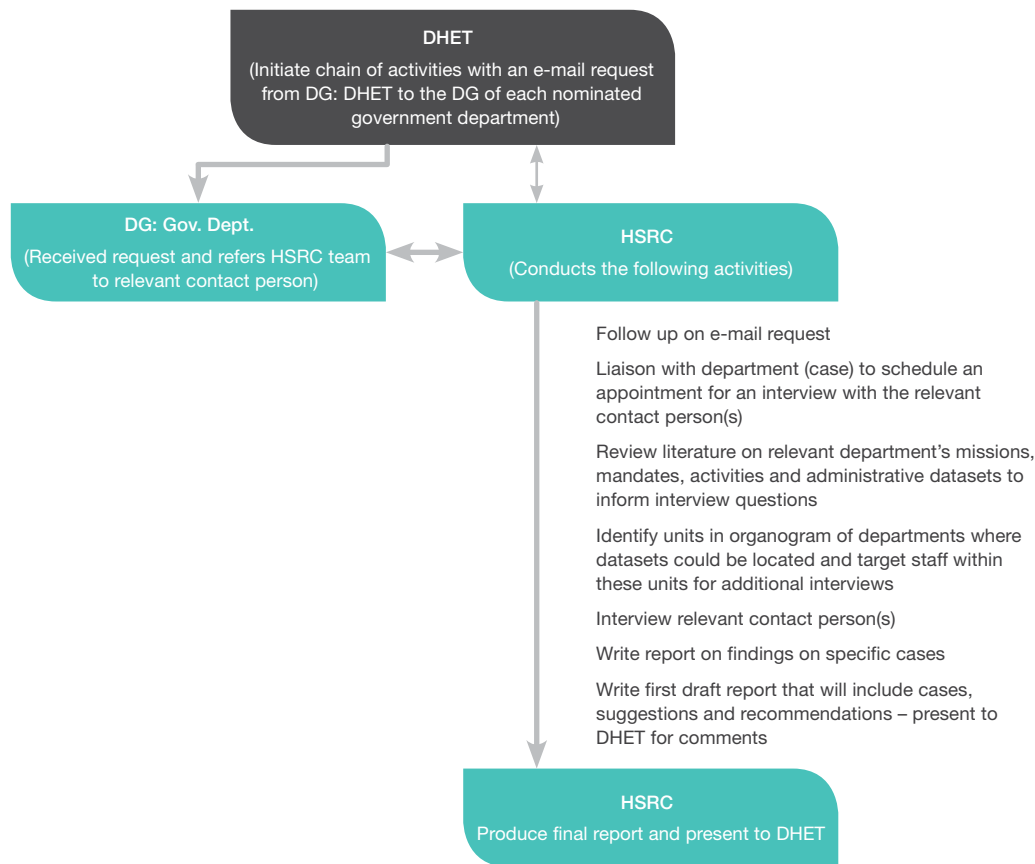
5. Methodology

The departments included in the study were nominated by the Department of Higher Education and Training (DHET) and included departments and entities outside of the DHET’s mandate. The DHET requested participation of the following departments: Department of Agriculture, Forestry and Fisheries, Department of Cooperative Governance and Traditional Affairs, Department of Home Affairs, Department of Health, Department of Labour, Department of Trade and Industry, Department of Rural Development and Land Reform, Economic Development Department, Department of Public Service and Administration, South African Revenue Service and Statistics South Africa. In some instances where evidence implied that administrative datasets in a department may contain relevant data, the HSRC approached these departments to obtain more information about these datasets. During the course of the audit, further databases nominated and followed up included: Agricultural Colleges, Police and Metropolitan Police Departments, the National School of Government, Diplomatic Training and the National Development Agency.

The HSRC relied solely on referrals by the offices of the DGs of the other departments in accessing personnel for interviews. In many cases the HSRC

11 Arends F (2013) *Investigating employer interaction in the Employment Services of South Africa (ESSA)*. Labour Market Intelligence Partnership Project Proposal: Human Sciences Research Council

Figure 1: Overview of the procedures undertaken in the project



team also worked through the switchboard to find relevant contacts who could provide information about the department's administrative datasets. The researchers usually asked to speak to the office of the DG, or the head of the Information Technology or Human Resources unit.

The project was intended to enable an informed judgement as to whether the database(s) identified in other departments were of sufficient value to be linked to the DHET's database system, and how.

The research team determined that acquiring background information about the mandate, objectives, operational arrangements, administrative systems and activities of each department would assist in identifying the relevant datasets. Having this contextual understanding would put the research team in a better position to ask appropriate follow-up questions about the various databases. Hence, the main body of the report is structured as a set of 'case studies' of government departments and the datasets they own.

An overview of the procedures undertaken in this project is provided in Figure 1.1.

A uniform structure was followed for investigating and reporting on each departmental case study:

1. **Introduction:** Gives background such as the vision and mission and other relevant facets of the department.
2. **Legislative mandate:** Sets out the role and the functions that the department must perform. Some of these will require databases.
3. **Departmental structure:** Assists in identifying the divisions of the department (e.g. branches, directorates and sub-divisions) and their roles, which can include creating and maintaining databases and analysing the information that these databases contain.
4. **Relevant data sources:** Based on the above information and on interviews, this section can provide details about the databases relevant to skills planning.

5. **Overall assessment:** Assessment of the need for the database to be transferred in part or in entirety to the HETMIS for use in skills planning.

5.1 Departments and entities included in this study

Departments and entities included in the audit are listed in Table 1.

Table 1: Departments originally included in the plan for this audit

Departments
Department of Agriculture, Forestry and Fisheries (DAFF)
Department of Cooperative Government and Traditional Affairs (COGTA)
Department of Correctional Services (DCS)
Department of Economic Development (EDD)
Department of Health (DoH)
Department of Home Affairs (DHA)
Department of Labour (DoL)
Department of Performance Management and Evaluation (DPME)
Department of Public Service Administration (DPSA)
Department of Rural Development and Land Reform (DRDLR)
Department of Trade and Industry (dti)
Department of Treasury (DoT)
Provincial Departments, Office of the Premier
Strategic Integrated Projects (SIP)
Square Kilometre Array (SKA)
South African Local Government Association (SALGA)
South African Police Service (SAPS)
South African Revenue Service (SARS)
Statistics South Africa (Stats SA)

5.2 Fieldwork

A fieldwork plan was formulated to visit and gather data from each department selected. Key preparations that were made for the fieldwork included the following:

5.2.1 Development of an interview plan for meetings with colleagues in government departments

The research team designed a semi-structured interview approach focused on the nature and function of datasets containing data related to skills planning (see Box 1).

5.2.2 Design of a standard form for capturing information on each dataset

A standard form for capturing information on each dataset was designed so that the key characteristics of the dataset, the underlying purpose and procedures could be captured (see Box 2).

The research team created two templates for capturing information on the databases: one for administrative data and one for survey data. Refer to Appendices 4a and 4b for examples of the administrative and the survey-oriented forms.

Quality of the datasets

The project focuses on identifying datasets and dataset variables in government departments perceived as valuable and relevant to skills planning by considering specific guiding criteria. A full investigation into the quality of the data was not within the scope of this project. However, the research team relied on three sources of evidence regarding quality: the views of the departmental officials; datasets from which publications were produced and distributed that were considered to be of good quality; and data quality as defined by Juran:¹² 'Data are of high quality ... if they are fit for their intended uses in operations, decision making and planning'. In general, the datasets covered were considered to be fit for purpose.

¹² Juran JM (1951) *Quality Control Handbook*. New York, NY: McGraw-Hill

Box 1: Interview questions

Core interview questions included:

1. Please give an overview of all administrative datasets currently managed and maintained by your department.
2. Which datasets in your department contain variables related to skills planning in the labour market? Are variables such as occupations, qualifications, certificates, schooling grades, or skills levels, etc. contained in any of the datasets?
3. Do you have any data exchange or sharing agreements with other government departments relating to your department's data needs? Please explain.
4. Please provide names of publications in which data, indicators or information sourced from your administrative databases are published.
5. Please provide information (as complete as possible) to populate the templates given in Tables 1 and 2 with regard to each administrative dataset and survey dataset that contains variables related to skills planning in South Africa.

Any further issues that ensue from the above set of questions would be followed up at the discretion of the interviewer.

Box 2: Form for capturing basic information on an administrative data source

Data collection template	Responses
Data characteristics	
Data source name	
Purpose of data collection	
Data collection date	
One-off collection or repeatedly updated (e.g. daily, annually, quarterly, etc.)	
Series available (e.g. from 2003–2010): in which year did dataset start?	
Size of data source (# of variables, # of records)	
Geographic levels (spread of data collected), e.g. province, magisterial district, urban/rural, etc.	
Spatial geo-locational characteristics, e.g. latitude and longitude, postal code, magisterial code, physical address, enumerator area, etc.	
Unit level (individual, household, district, province, etc.)	
Method of capturing data: captured by individual, client, HR staff, electronically, etc.	
Data collection instrument(s)/tool(s)	
Instrument used for collection (e-copy of survey questionnaire, interview schedule, etc.)	
Data management methodology	
Methodology used for collection (mention if formal structure for collection exists)	
Methodology used for capturing	
Methodology used for cleaning	Investigate if selected
Methodology for quality assurance of data	Investigate if selected
Methodology used for data analysis	Investigate if selected
Data accessibility	
Software of data source and data format	
Access conditions (restricted, public, etc.)	
Where available?	
Data users	

Data collection template	Responses
Who are the users of the data? How is the data used?	
Data dissemination	
In which publications is the data reported? (Name publications)	
URL for data source	
URL for publications (Provide name of publication)	
Data quality	
Is the data source SASQAF-certified by Stats SA?	
Data quality notes (proxy = level of use, cleaning procedures)	
Database contact	
Contact details of relevant person involved in managing and maintaining the data source, e.g. database administrator or manager	

5.2.3 Preparations by the researchers

5.2.3.1 Internet search

An Internet search on each department focusing on datasets was conducted before the interview took place. The creation of data is integrally linked to the functions and activities of an organisation and will be generated depending on the responsibilities of that organisation and of its sub-units. For this reason, the research team members familiarised themselves with the mandate, functions and activities of the departments and entities visited. This information informed the interview questions specific to each department and was used as a resource when the report on the specific department was written after the visit.

5.2.3.2 Pre-analysis

The research team undertook a pre-analysis involving a hypothetical scenario to identify which databases a department might be expected to have created and owned according to the requirements of its mandate, and when such databases could contain data relevant to skills planning. Accordingly, a table was created in which the missions, mandate and strategic goals of a department would be set out in a cell. In the

adjoining cell, the data sources that might be expected to be necessary for fulfilling a mandate or goal were specified. The intention of this exercise was to determine whether a department would generate the data at some point or whether the DHET would have to request it. Please refer to Appendix 6 for information on the pre-analysis.

5.2.4 Contact with the departments

The project was initiated through a formal request from the DG of the DHET to the DG of each government department from which information on administrative datasets was requested according to the initial plan.¹³ The request was made via electronic mail. The HSRC then followed up with telephone calls to the office of each DG, requesting contact details of a relevant person(s) in the department with whom an interview could be conducted. After the relevant contact(s) were identified, appropriate dates and times for a meeting were considered and a meeting was scheduled. After each interview, the findings were written up as a case-study report.

Follow-up calls and e-mails to relevant departments were made to clarify issues or gain further information. This was especially important for completing the template for each database.

¹³ See Appendices 2 and 3, which show copies of letters of introduction from the DHET DDG.

5.2.5 Difficulty in accessing and identifying relevant contact persons at departments

Initiating contact with departments proved to be most challenging, and included the following experiences:

- Responses from initial e-mail requests from the DG of the DHET's office: With the exception of a few departments, departments tended not to respond to the e-mail request that were sent from the DG of the DHET's office. Telephonic follow-up activities needed to be conducted to initiate the process with departments.
- Department DGs' availability and time constraints for attending to the request: In most cases, the office manager or personal assistant of the DG had to prompt the DG many times before the request was referred to a 'relevant' person.
- Telephone contact was unpredictable and inconsistently answered: In many cases, telephone calls were not answered or the telephone stayed engaged.
- Most follow-up calls started with the switchboard: In a number of instances, contacts were initiated via the switchboard to try to track down the correct respondents.
- Often, the contact person given was not the most appropriate respondent: In many cases, the identified 'relevant' contact person referred the request to another and again to another person before a meeting could be scheduled (see Appendix 3).
- Slow responses to e-mails were experienced: This delayed progress in making arrangements for interviews (see Appendix 3).
- Unavailability of the senior officials of the department when contacted telephonically: This caused delays because the junior officials needed approval from their seniors to release information or agree to an interview.
- Difficulty in gaining access to officials in government after 5 December, the day on which Nelson Mandela passed away.
- In a number of instances, officials were unsure about who the appropriate person was for responding to the research enquiry.

Please refer to Appendix 7: Records of contacts and communication with different government departments and entities for detailed records of contacts made with each of the departments concerned.

5.3 Circulation for feedback from participants

On 30 July 2014 the second draft of the report was circulated to all people who participated in the study from the selected government departments and other experts. The final draft was sent via e-mail to 47 people representing 17 government departments and entities who were interviewed during the study. They were requested to verify the information related to their department and to provide comments and suggestions for changes to the report (see Appendix 8 for an example of a letter that accompanied the e-mail request). Similar requests were also sent to the DGs' offices of the participating government departments and entities.

A total of 12 responses (which included responses from DAFF, DPSA, SARS, DoL, Department of Health, the dti, Stats SA and SAQA) were received by the end of September 2014 and all comments and suggestions were incorporated in the report.

The final report was circulated for a second round of comments and suggestions during July 2015 by the DHET to all the DGs of the participating government departments. All comments and suggestion received were incorporated in the report.

6. Summary of the case-study recommendations

This section provides a summary of the case-study recommendations regarding which databases could be linked with the DHET database system. First, the criteria that guided the selection of the databases are provided below.

Criteria guiding the recommendations regarding database eligibility for linking with the DHET database system:

- **Contains variable(s) related to skills planning:** For example, certificate, qualification, occupation, education level;

- **Existence of a linking variable:** A common variable in each dataset that occurs at the unit record level, e.g. ID number;
- **Standard unit of collection and analysis:** The area from which data was collected is based on a standard geographical unit of analysis/administration in South Africa, e.g. municipal boundary, province;
- **Spatial reference:** The geographical unit of analysis must be standard. Individuals or institutions can be allocated to this standard spatial unit of analysis or, for example, an enumerator area, a postal code, or unique geo-referenced coordinates;
- **Size:** The database must cover an area on a standard unit of collection that is relevant or useful to skills planning, e.g. province versus enumerator area;
- **Completeness:** The proportion of the total population captured in the database;
- **Sampling:** If the dataset is based on a sample, this should be of acceptable standard;
- **Level of aggregation:** Data on a number of contiguous municipalities may be more useful than on a dispersed group of municipalities unless they are purposely selected to address a particular question;
- **Primary data source:** The dataset should be a complete administrative dataset or a complete survey dataset. This should be unaggregated primary data and based on the unit of collection, e.g. individual, household, school; and
- **Data not in possession of the DHET:** Some departments acquire data (e.g. individuals' university results) through interaction with citizens that duplicates DHET data. For example Correctional Services possesses university study results of small numbers of offenders, which has only localised value to the individuals and the department for aggregated reporting.

It should be noted that the above criteria were set out as a guiding framework for making the recommendations below. Not all the criteria were applicable in every instance.

Table 2: Case study summaries

Department/Agency	Summary of each case study	Data transfer required
Agriculture, Forestry and Fisheries	Databases containing variables related to skills are limited in size and currently are not considered viable for transfer to DHET.	No, but the MIS on Register of Farmers and datasets on Agricultural Training Institutes could develop into valuable resources
Cooperative Government and Traditional Affairs	Skills-related variables are contained in a number of small project databases. The spread of small datasets does not meet the criteria for database acquisition of the DHET.	No
Correctional Services	It is not necessary for the DHET to obtain the data managed by the DCS as it is already in possession of the DHET (e.g. post-school enrolment and graduations). Data resides in the DCS sub-national structures, and the National Department does not collate this data. Sizes of datasets are relatively small.	No
Economic Development	The mandate of the EDD lies in the policy domain rather than front-line service delivery. The EDD, therefore, does not create databases through administrative functions that might be of use to the DHET. As a participant in framing economic policy it will be a primary user of skills planning data.	As part of the development of a skills-planning mechanism, a task will be to explore how the EDD's economic and investment plans can be modelled to generate estimates of future skills demand.
Health	The Department of Health, the Nursing Council and the DHET are recommended to proceed with collaboration on data sharing in regard to the nursing occupations. This would apply to records of students and graduates in the nursing colleges, subject to quality assurance.	Yes

Department/Agency	Summary of each case study	Data transfer required
Home Affairs	Investigation did not reveal datasets in the DHA that could currently contribute empirically to skills-planning activities. Databases covering the three key dimensions – citizenship (population register), emigration and immigration – are in a phase of upgrading.	No, but important datasets on emigration and immigration need to be reinstated and employed in planning.
Labour	The DHET may consider investigating the UIF and the EE databases for data exchange.	Yes
Performance Management and Evaluation	The monitoring and evaluation mandate of the DPME entails use of existing administrative data in other departments to do its work. (For example, it uploads other departments' data to create indicators). It does not hold primary skills-development-related data.	No
Provincial Office of the Premier (Education, Economic Development Departments)	The focus of the investigation was on economic growth issues, labour demand and migration.	No
Public Service Administration	Both PERSAL and HRConnect have advantages and disadvantages and both are central to public sector skills. However, HRConnect had a limited completion rate, took place some years ago, and is oriented more to HR than skills development. Therefore, PERSAL is recommended only for consideration for sharing.	Yes
Rural Development and Land Reform	Databases in the DRDLR are not comprehensive enough to warrant data transfer arrangements. Also, data resides at the provincial level.	No
Trade and Industry	No datasets in the dti were identified that could contribute to skills planning. The dti, like EDD, will be canvassed on the intelligence that it needs to support industrial planning.	As part of the development of a skills planning mechanism, a task will be to explore how the EDD's economic and investment plans can be modelled to generate estimates of future skills demand.
Treasury	Vulindlela presents a model of how externally sourced datasets can be integrated into a Management Information System to serve Treasury's analytic needs. Treasury does not offer raw data of use to skills planning.	No
Strategic Integrated Projects	The SIP programme's skills demand 'database' may be compared with actual employment to better calibrate projected demand.	Yes
Square Kilometre Array	The SKA's employment demand profile is included in the SIP project's projected labour needs.	Yes
South African Local Government Association	SALGA is embarking on a major revamp of its database resources in dealing with two challenges: (1) improving the HR-related data of municipalities; and (2) improving the data available to municipalities in conducting local economic planning with reference to skills and job creation needs in their locality.	No
South African Police Services	All employees of the SAPS must undergo initial and further training while employed. Information on qualifications from Police and Metro Police Training Academies partly captured on the SAPS PERSAL system could be useful in future.	No
South African Revenue Service	SARS pointed out that it would, in principle, be possible to link qualification and skills data at an individual level to tax records where there is a common identifier, and thereby create a rich dataset for analysis and planning. However, due to the legal obligation to keep taxpayer information confidential, SARS would have to undertake this matching and could only provide analysis at aggregate level based on the integrated dataset.	Yes
Statistics South Africa	Summary: The following datasets are directly relevant to the activities of skills planning as envisaged in the LMIP: Quarterly Labour Force Survey (QLFS); Quarterly Employment Survey (QES) as well as the General Household Survey (GHS) (Annual).	Yes

7. Conclusion

7.1 Value and contribution of this audit

This work was able to identify a selection of datasets considered the strongest candidates to be linked into the evolving HETIS database system linked to the skills planning mechanism, thereby contributing to the development of a more powerful data environment that can support more sophisticated skills planning analysis.

This project is not a stand-alone one, but contributes to the skills planning mechanism in a number of different ways. It plays a key role in supporting and strengthening the skills planning mechanism's information value chain by identifying datasets that enrich the data holdings. New additions of datasets will extend the analytic coverage of the data holdings, covering questions that could not previously be addressed through lack of data.

Specifically, the audit contributed towards expanding the availability of relevant and accessible data for skills planning currently and in future:

- It brought to light the kinds of data relevant to skills planning that various departments and agencies are generating;
- Its results will inform the development of a functioning system of data exchange between the DHET and partner departments to support skills planning;
- It revealed how, depending on their mandate, departments differ in their approach to databases, making some more valuable for skills planning than others;
- It drew attention to the need to define appropriate stakeholder roles and responsibilities within the skills planning mechanism as a nationally strategic programme;
- The investigation contributed to advancing awareness among data managers, administrators and researchers in government departments of the importance of the skills planning mechanism in supporting skills planning;

- It alerted senior managers in departments that some of their datasets hold considerable value for skills planning, which is a high-priority national goal; and
- It supported the DHET's integral role in developing the skills planning mechanism.

Therefore, the report has contributed in three dimensions. First, it has identified administrative data sources with variables suitable for incorporation in the skills planning mechanism and, through a high-level assessment, has identified data sources that could be useful resources for the skills planning mechanism.

Second, it has identified a set of important organisational and management factors that have to do with creating, systematising and sustaining conditions for ongoing supply of data into the skills planning mechanism.

Third, it has identified the following methods of securing data for the mechanism:

- Acquiring administrative data from a dataset via an agreement with another government department;¹⁴
- Acquiring survey data from Statistics South Africa;
- Commissioning a new survey, under the auspices of the DHET (e.g. an enterprise survey) that would generate data otherwise unavailable through other means; and
- Obtaining agreement to add a variable (or variables) to an existing survey or to an administrative data source owned by the DHET, another government department or Statistics South Africa.

7.2 Developmental approach to accumulation of database resources

This project focuses on identifying and assessing datasets for inclusion in the skills planning

¹⁴ Should databases in question contain personal information, the Protection of Personal Information Bill [B 9—2009] would apply to the processing of this data, which includes obligations such as only collecting information that is needed for a specific purpose, and applying acceptable security measures to protect it. Available at <http://www.popi-compliance.co.za/>

mechanism. In the process of evaluating datasets, the researchers realised that the databases could not be allocated to only two categories, namely 'useful' or 'not useful'. Among the databases investigated, some would contain data relevant to skills planning but might not be sufficiently developed to justify immediate transfer into the skills planning mechanism. Some time must be allowed for them to mature, to show consistent levels of quality and accumulate a sufficient number of records to justify inclusion in the mechanism. Examples of these databases with potential included:

- The ESSA public employment services database in the Department of Labour;
- The Farmer's Register in the Department of Agriculture, Forestry and Fisheries; and
- The National Population Register in the Department of Home Affairs.

The selection of datasets for possible uploading into the skills planning mechanism data holdings therefore needs to take account of datasets that, at the stage of assessment, are not eligible for sharing but show the potential to be brought into the environment once they mature and achieve a sufficiently high quality level to support reasonably valid and reliable analysis.

In approaching the rating this way, datasets are recognised as living and changing over time. This opens discussion about how the quality and quantity of data in a database should be improved, perhaps through incentivising participation. Databases may even be targeted for improvement by their host department and, over time, also begin to deliver viable data.

Finally, pursuing a developmental approach towards data systems, encouraging suppliers to pursue quality standards¹⁵ and keeping links with

the National Statistics System (NSS) will benefit the LMIP and the NSS.¹⁶

7.3 Following up on this initial audit on a regular basis

The design and implementation of this audit provided a basic template and a methodology that can be adapted for the DHET to schedule follow-ups at some point in the future by the DHET. Conducting this kind of exercise at intervals will provide the DHET with the latest intelligence on which datasets held by other government departments have matured sufficiently and are generating data of acceptable quality that qualifies them for inclusion in the skills planning mechanism's data system. It is recommended that this first audit is followed up on a regular basis.

An important starting point for this research was to acknowledge that within more than 30 national government departments at any given point in time there are likely to be new databases in creation as mandates change, as implementation methods are adapted, and as budgets are reprioritised. This means that, collectively, the set of national government administrative datasets is changing. Accordingly, the current audit project should not be understood as a one-off exercise.

It was apparent that there are differences between departments in how they view, use and acquire datasets in pursuing their own mandate. One dimension that became apparent is that departments without major administrative functions to perform tended to have very few datasets. In these cases, the practice was to draw data from other departments. In one example, the DPME would request data from departments according to which only specific data – sometimes just an indicator value – was shared. In another instance, National Treasury created its Vulindlela database by integrating a number of datasets, including the DPSA's PERSAL data, to create its own management information system. Consequently,

¹⁵ Statistician General, Statistics South Africa (nd) *Data Quality Assessment Report (Template)*, National Statistics System, Statistics South Africa, p. 6. Refer, for instance, to SASQAF.

¹⁶ Statistics South Africa (nd) *Statistical Reform in South Africa*, p. 28, <http://www.statssa.gov.za/nss/index.asp?link=about.asp>, http://apps.statssa.gov.za/nss/documents/Statistical_Reform.pdf

neither of these departments possessed data that could be usefully incorporated into the HETMIS. It is recommended that these departments be interviewed to obtain their views on the quality of the databases that they source.

7.4 Raising awareness of government data for data sharing and data exchange

The skills planning mechanism is a substantial intergovernmental programme that is sure to lead to functional data exchange links over time between numbers of departments. In this undertaking, it is clearly going to be a path-breaker, bringing it into contact with a culture of poor data awareness in some departments with which the research team contended in the course of its own tasks.

Based on this experience, a few observations can be made that reflect challenges to be addressed in moving towards 'joined-up government' in terms of data sharing:

- The culture of inter-government department access and sharing of data is not particularly well developed;
- Awareness of data and databases as a vital asset for planning does not seem as strongly developed as it should be;
- Staff members, other than those directly involved, seem to have a limited overview of which data a department owns (other than HR data, since every employee must interact with HR data systems of necessity);
- Difficulty experienced in identifying the 'right' people to speak to gives the impression that personnel have limited knowledge about which departmental divisions have or use which data;
- In the DHET and its allied institutions, data holdings are known and data exchange can be implemented with minimal problems. Knowledge of databases relevant to skills planning in other government departments is not complete, necessitating this exercise in dataset discovery;
- The volume of data relevant to skills planning in the skills planning mechanism will increase, which will enrich the data holdings and extend the scope of analysis; and

- This project takes account of the changing nature of government database environments where databases may become more or less valued depending on changes in government priorities, or as its mandate changes, or as administrative processes are redesigned.

8. Recommendations

- It is recommended that closer functional relationships be encouraged between government departments and Statistics South Africa to embed the structures and functions of the National Statistics System to provide relevant, up-to-date and accurate data and information for planning purposes.
- It is recommended that effort is made to encourage buy-in among government departments into the National Statistics System so that various standards governing data systems and their management can be recognised. This will contribute to a much-improved environment for data sharing between departments.
- The skills planning mechanism must acquire administrative data from various departments. It must acquire official data emanating from national surveys. Therefore, Statistics South Africa is a key supplier of data to the skills planning mechanism. It is recommended that higher levels of collaboration be encouraged between HETMIS management, the Labour Market Intelligence Unit and Statistics South Africa to embed sustainable structures and functions to supply the skills planning mechanism.
- It is recommended that government departments create visible and accessible data-service units to (a) provide a publicly visible point of contact that can assist and advise clients/users from other government departments; and (b) provide a visible point of contact that can assist and advise clients/users from inside the department who need data.
- It is recommended that government departments establish or develop more visible information units to guide external queries.

These units should, furthermore, have access to the latest official documents that could be distributed to interested parties.

- It is recommended that a framework of Key Indicators of Skills Planning (KISP) that is to be developed as part of the skills planning mechanism be implemented as a framework for obtaining priority data to support the indicators.
- Where government department data is hosted by the State Information Technology Agency (SITA), it is recommended that the option of sourcing departmental data directly by transfer from SITA should be exercised to ensure timeliness of delivery and accuracy of the datasets being acquired.
- Information drawn from government databases must be sourced according to specified protocols, which can be time consuming. Accordingly, it is recommended that where new data needs become known through the development of new indicators or changed indicator data needs from KISP, the new needs must be communicated in advance.
- It is recommended that skills planning indicators be developed to include specifications on data requirements and to indicate specific government departments that should provide the data and information.
- Where data required for populating indicators in the KISP is owned by one department, but managed and analysed in collaboration with Statistics SA, it is recommended that a memorandum of understanding include all partners' clear specifications of roles and responsibilities.
- The envisaged Labour Market Intelligence Unit's skills planning operators or database maintainers should be in close relationship with relevant departments to be kept abreast of future developments. It is important to keep in mind that the search for relevant datasets should go hand in hand with a study of appropriate indicators for inclusion in the mechanism.

PART 2

CASE STUDIES OF DEPARTMENTS AND ENTITIES

1. Department of Agriculture, Forestry and Fisheries (DAFF)

1.1 Introduction

The agriculture, forestry and fisheries sectors are crucial to South Africa's socio-economic development. The key priorities of the DAFF are therefore aligned to alleviating poverty, creating employment and improving food security.¹⁷

The DAFF strives towards a united and prosperous agricultural sector, with the aim of supporting sustainable agricultural development. The departmental values are underpinned by the ethos of *Vuk'uzenzele*, which is the name of its flagship newspaper.

Vision: A leading, dynamic, united, prosperous and people-centered sector.

The department's vision will be achieved through developing and sustaining a sector that contributes to and embraces: Economic growth (and development); Job creation; Rural development; Sustainable use of natural resources; Food security.¹⁸

Strategic goals and strategic objectives relevant to skills planning:¹⁹

Strategic Goal 4: A transformed and united sector

Strategic objectives

- Increase equity, ownership and participation of PDIs;
- Establish and maintain effective early-warning and mitigation systems;
- Improve social working conditions in the sector; and
- Provide leadership and support to research, training and extension in the sector

Strategic Goal 6: Effective and efficient governance

Strategic objectives

- Establish and strengthen cooperative governance and functional relations with local and international stakeholders;
- Strengthen policy, planning, monitoring, evaluation, reporting and sector information;
- Provide effective audit, investigative and legal, human resources and financial risk services;
- Management to improve departmental service excellence through implementation of quality standards, Batho Pele principles and the general legislative mandate; and
- Provide leadership and manage communication and information.

1.2 Legislative mandate

The legislative mandate of the DAFF covers the agriculture, forestry and fisheries value chains from inputs, production and value-adding to retailing. The mandate is derived from section 27(1) (b) of the Constitution of South Africa.²⁰ The department is primarily responsible for Acts relating to agriculture, forestry and fisheries.

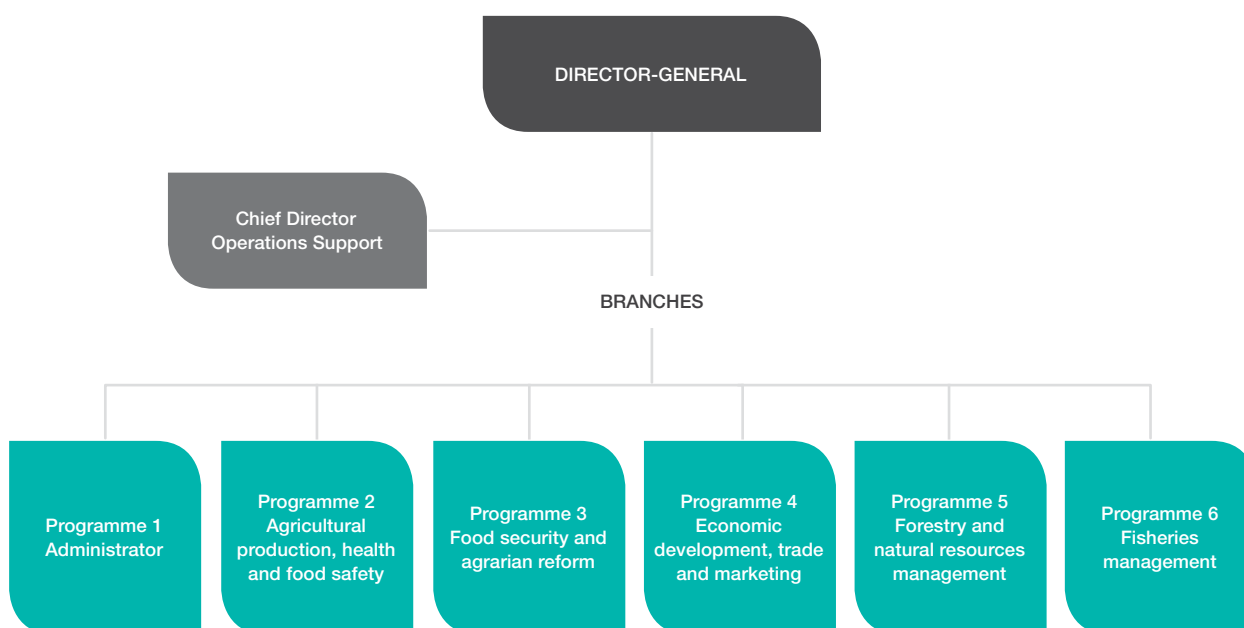
¹⁷ Department of Agriculture Forestry and Fisheries (DAFF) (2013a) *Department of Agriculture Forestry and Fisheries Strategic Plan 2012/3–2016/7*. Pretoria: DAFF, p. 2

¹⁸ DAFF (2013b) *Department of Agriculture, Forestry and Fisheries Annual Report 2012/2013*. Pretoria: DAFF, pp. 19–21

¹⁹ Ibid.

²⁰ DAFF (2013a), p. 2

Figure 2: High-level DAFF organisational structure



1.3 Departmental structure²¹

An examination of the organisational structures of the department suggests that the Food Security and Agrarian Reform and the Policy, Planning, Monitoring and Evaluation branches are likely to be owners of databases that contain data relevant to skills planning.

The diagram of Programme 3 (Figure 3) shows particular areas that will involve skills development and training and may, therefore, hold databases relevant to skills planning – for example, through sector capacity building, extension services and sectoral colleges.

1.4 Relevant data sources

1.4.1 Directorate: Statistics and Economic Analysis

In the Policy, Planning, Monitoring and Evaluation branch is the Directorate: Statistics and Economic Analysis.

The strategic objectives of the directorate relevant to the interests of this case study are:

- To develop and maintain a register of South African farmers, including small-scale farmers,

in order to represent all farmers in the statistics produced;

- To determine the needs and requirements of stakeholders; and
- To provide statistical information in line with customer and stakeholder requirements.

1.5 The organisational structure

In addition to management support services, the Directorate: Agricultural Statistics comprises three line function sub-directorates, i.e. Sectoral Statistics, Statistical Research and Statistical Information.

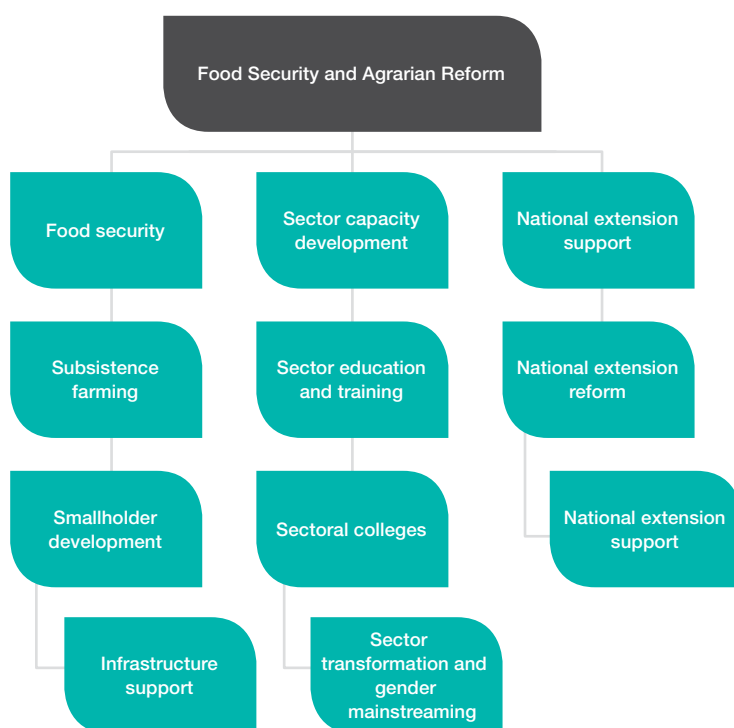
As will be seen, the directorate collects statistics on the production of agricultural products but does not record statistics related to individuals. Most of the collected data is on agricultural supply, with a focus on selected products. The directorate mostly produces aggregated statistics from the raw data, which is used internally and in publications.

1.5.1 Sub-directorate: Sectoral Statistics

The aim is to establish and maintain a comprehensive database on the agricultural sector. This includes the following functions: compiling commodity statistics, determining economic trends and price indices, monitoring the statistical indicators of the sector and establishing farm

²¹ DAFF (2013b), p. 9

Figure 3: Organisational structure of the Food Security and Agrarian Reform branch



profiles and sector demographics. In the last function, this sub-directorate may have data relevant to the skills characteristics in the sector demographics.

1.5.2 Sub-directorate: Statistical Research

The aim is to monitor and project trends in agricultural production, food security and food utilisation. This directorate does not address issues of skills and the labour market.

1.5.3 Sub-directorate: Statistical Information

The aim is to disseminate agricultural statistical information. The function of greatest interest for the purposes of this case study is that this sub-directorate has a mandate to develop and maintain a Farmers' Register System that may contain information relevant to skills on farms.

During the interview, according to the principal statistician, the only relevant data source identified was the Farmers' Register, 2011, which is the responsibility of the Sub-directorate: Statistical Information. The aim of this survey is to develop and maintain a register of South African farmers,

including small-scale farmers, in order to represent all farmers in the statistics produced.

The information is collected at the individual level (refer to Appendix 9 for a copy of the questionnaire), and contains relevant variables required for labour market analysis and skills planning, such as education, income (turnover) and farming practices.

The DAFF intended conducting a census of farmers but, due to financial constraints, the survey was administered to a limited number of farmers only. The census was put on hold until funding is secured.

1.5.4 Branch: Food Security and Agrarian Reform, Directorate: Sector Education and Training

At the interview held with officials from the Directorate: Sector Education and Training, they indicated that they implement the External Bursary Scheme. There is a database for recording the progress of the awards for agriculture, forestry and fisheries studies bursaries and tracking the recipients' performance.

External Bursaries Scheme Database: There is also a database for recording the progress of the awards of agriculture studies bursaries and tracking the recipients' performance.

1.5.5 Directorate: Sectoral Colleges

The Directorate: Sectoral Colleges was established to transform colleges of agriculture into agricultural training institutes on the basis of the outcome of the *Green Paper on Agricultural Training Institutes*. Policies have been reviewed to align with the Agricultural Training Institutes Bill and with reference to accreditation criteria and norms and standards.

There are 13 colleges of agriculture in South Africa that provide training programmes in both the Higher Education (HE) and Further Education and Training (FET) bands. Lowveld College of Agriculture has a satellite campus in Marapyane, which started operating as the 13th college of agriculture in January 2012.²²

1.6 DAFF strategy regarding agricultural colleges

Findings from DAFF research reports indicate that Agricultural Education and Training (AET) is, in many cases, characterised by lack of coordination, differences in quality standards and curricula between various education institutions, and poor linkages with the agriculture industry. In addition, agriculture has a negative career image among the youth. There are numbers of unemployed agriculture graduates, but also a shortage of people with critical skills in agriculture, such as agricultural economists. These challenges have resulted in a need for the development of the AET Strategy.²³

The 2013/14 to 2017/18 strategy proposes to improve the quality of education in colleges of

agriculture by transforming them into Agricultural Training Institutes (ATIs). All agricultural colleges currently comply with the relevant criteria, regulations, norms and standards to fulfil accreditation with the CHE, which means that the institutions may offer higher education qualifications. Although most of the institutions still have names that do not include the term 'training institute', they are all officially called Agricultural Training Institutes. (Names only change through legal processes.) The institutions Elsenburg and Grootfontein changed their names to Cape Institute for Agricultural Training: Elsenburg and Grootfontein Agricultural Development Institute respectively.

Although three ATIs – Madzivhandila, Tompi Seleka and Tsolo – lost their accreditation, they have regained it; currently, all colleges are transformed into ATIs by accreditation with CHE.²⁴ Only one ATI, Grootfontein Agricultural Development Institute, is being funded by the DAFF, whereas all other ATIs, except for Fort Cox College of Agriculture, are funded by the provincial agricultural departments. Fort Cox College is administrated through Decree No. 5 of 1991, which was promulgated by the former Ciskei homeland government. This gave the college a measure of autonomy. Fort Cox College of Agriculture is the only institution that operates autonomously but is partly funded by the provincial agricultural department.²⁵

Regarding data, no formal national management information system exists at present but the Directorate: Sectoral Colleges is working on the establishment of an MIS for ATIs. The Directorate gathers data on the number of enrolments and graduates from the ATIs and publishes the results annually.²⁶ The enrolment and graduate data is disaggregated by year of study (e.g. first year, second year and third year).

22 Department of Agriculture, Forestry and Fisheries (2012) *Status Report on the twelve colleges of Agriculture in South Africa*. Pretoria: Department of Agriculture, Forestry and Fisheries

23 DAFF (2005) *Agricultural Education and Training Strategy for Agricultural and Rural Development in South Africa*. Available at <http://www.daff.gov.za/daffweb3/Branches/Food-Security-Agrarian-Reform/Sectoral-Colleges/Strategie> [accessed 27 November 2013]

24 DAFF (2013) *Strategic Plan for the Department of Agriculture, Forestry and Fisheries 2013/14 to 2017/18*. Pretoria: DAFF. Available at <http://www.daff.gov.za/daaDev/topMenu/DAFF%20Strategic%20Plan%202013.pdf> [accessed 27 November 2013]

25 Information provided by Mr Nompuzolo, Director: Sectoral Colleges, DAFF, 012 319 7211.

26 Information provided by Mr Nompuzolo, Director: Sectoral Colleges, DAFF, 012 319 7211.

Table 3: Agricultural colleges/institutes

Agricultural colleges/institutes					
Institution	Governed/ funded by:	Name	Position	Tel.	E-mail
Cedara College of Agriculture	Provincial dept	Mr Bernd Lutge	Principal	033 355 9306	bernd.lutge@kzndae.gov.za
Cape Institute for Agricultural Training: Elsenburg	Provincial dept	Mr Marius Pause	Principal	021 808 5018/9	mariusp@elsenburg.com
Fort Cox College of Agriculture	Autonomous but partly funded by provincial dept	Mr Mulugheta Araia	Acting principal	040 653 8033/4 083 451 1555	gmulugheta@fortcox.ac.za
Glen College of Agriculture	Provincial dept	Ms Lieketseng Taole-Kolisang	Principal	051 861 8637	Taole@fs.agric.za
Grootfontein Agricultural Development Institute	DAFF	Mr Strydom Schoonraad	Principal	049 802 6725	StrydomS@daff.gov.za
Lowveld College of Agriculture	Provincial dept	Mr George Mahlangu	Acting principal	013 753 3064	
Marapyane Satellite Campus of Lowveld	Provincial dept	Mr Gerald Viljoen	Principal	082 372 0775 076 487 0504	gerhardpviljoen@gmail.com
Madzivhandila College of Agriculture	Provincial dept	Ms Musandiwa Cathrine Tshisikule	Principal	015 962 7200	tshisikulemc@gmail.com
Owen Sitole College of Agriculture	Provincial dept	Mr Siyabonga Mazibuko	Principal	035 795 1345	Siya.mazibuko@kzndae.gov.za
Potchestroom College of Agriculture	Provincial dept	Mr Lufuno Thovhakale	Campus head	018 299 6739	lthovhakale@nwpg.gov.za
Taung College of Agriculture	Provincial dept	Mr Abraham van Heerden	Campus head	053 994 9800	avanheerden@nwpg.gov.za
Tomp Seleka College of Agriculture	Provincial dept	Mr Philemon Modise Tshwana	Acting Principal	013 268 9300/1	tshwanamodiseiphilemon@yahoo.com
Tsolo Agriculture and Rural Development Institute	Provincial dept	Mr Ntsabo Hamilton	Principal	047 542 0220/1	ntsaboh@gmail.com

1.7 Overall assessment

From the Sector Skills Development and Training Directorate, data is available on the number of graduates from ATIs and graduates at universities. In the case of the latter, the DHET has full data in the HEMIS system on agricultural graduates. In the case of the former, the repositioning of the colleges or institutes will, over time, lead to the full

incorporation of these institutions into the domain of the National Agriculture Department. However, there is as yet no single unified national dataset as some colleges of agriculture are still linked to provincial departments of agriculture.

Summary: It does not seem that the databases identified are complete enough to be considered for transfer to the DHET.

1.8 Characteristics of identified datasets: DAFF

1.8.1 Sponsored students: External bursary support

Organisation: DAFF Sponsored students External bursary support	Description
Data characteristics	
Data source name	Sponsored students – external bursary support
Purpose of data collection	To record the progress of the awards of bursaries and how the recipients are performing
Data collection date	December 2012
One-off collection or repeatedly updated (by occurrence, daily, annually, quarterly, etc.)	Annually
Series available (e.g. from 2003–2010): in which year did dataset start?	2008–2013
Size of data source (# of variables, # of records)	n/a
Geographic levels (spread of data collected) e.g. province, magisterial district, urban/rural, etc.	National
Spatial geo-locational characteristics, e.g. latitude and longitude, postal code, magisterial code, physical address, enumerator area, etc.	Physical
Unit level (individual, household, district, province, etc.)	Individual
Method of capturing data: captured by individual, client, HR staff, electronically, etc.	HR and training staff
Instrument used for collection (e-copy of survey questionnaire, interview schedule, etc.)	Internal recruitment
Methodology used for collection (mention if formal structure for collection exists)	n/a
Methodology used for capturing	As per recruitment by unit handling bursaries
Methodology used for cleaning	n/a
Methodology for quality assurance of data	n/a
Methodology used for data analysis	n/a
Data accessibility	
Software of data source and data format	Excel
Access conditions (restricted, public, etc.)	Public
Where available?	Online or per request
Data users	
Who are the users of the data? How is the data used?	DAFF
Data dissemination	n/a
In which publications are the data reported on? (Name publications)	Annual department report
URL for data source	www.daff.gov.za
URL for publications (provide name of publication)	Annual report on the implementation of the External Bursary Scheme
Data quality	
Is the data source SASQAF-certified by Stats SA?	No
Data quality notes (proxy = level of use, cleaning procedures)	n/a
Database contact	
Contact details of relevant person involved in managing and maintaining the data source: e.g. database administrator or manager.	Phillemon Mathebula Tel.: 012 319 7843 E-mail: PhillemonMat@daff.gov.za

1.8.2 Establishing a register of farmers

Organisation: DAFF Establishing a register of farmers	Description
Data characteristics	
Data source name	Establishing a register of farmers – 2011
Purpose of data collection	The main aim of this survey is to establish an up-to-date database of all agricultural producers in South Africa and to determine in which areas the different types of farming occur. The Register will enable the Department of Agriculture, Forestry and Fisheries (DAFF) to measure the number of agricultural producers in the country – commercial, smallholder and subsistence – and to make informed decisions.
Data collection date	Not specified
One-off collection or repeatedly updated (by occurrence, daily, annually, quarterly, etc.)	One-off collection (future data collection will depend on available funding)
Series available (e.g. from 2003–2010): in which year did dataset start?	2011
Size of data source (# of variables, # of records)	Not yet operational
Geographic levels (spread of data collected) e.g. province, magisterial district, urban/rural, etc.	National
Spatial geo-locational characteristics: e.g. latitude and longitude, postal code, magisterial code, physical address, enumerator area, etc.	Variables: Name of farm; farm/erf/plot number; district and local municipalities
Unit level (individual, household, district, province, etc.)	Individual
Method of capturing data: captured by individual, client, HR staff, electronically, etc.	Individual
Instrument used for collection (e-copy of survey questionnaire, interview schedule, etc.)	Survey questionnaire
Methodology used for collection (mention if formal structure for collection exists)	Not operational yet
Methodology used for capturing	–
Methodology used for cleaning	–
Methodology for quality assurance of data	–
Methodology used for data analysis	–
Data accessibility	
Software of data source and data format	Not yet operational
Access conditions (restricted, public, etc.)	Restricted
Where available?	DAFF: Statistics and Economic Analysis Directorate, Sub-directorate: Statistical Information
Data users	
Who are the users of the data? How is the data used?	DAFF: Statistics and Economic Analysis Directorate
Data dissemination	
In which publications are the data reported on? (Name publications)	Data not available yet
URL for data source	None
URL for publications (provide name of publication)	None
Data quality	
Is the data source SASQAF-certified by Stats SA?	No
Data quality notes (proxy = level of use, cleaning procedures)	None
Database contact	
Contact details of relevant person involved in managing and maintaining the data source: e.g. database administrator or manager	Ms Ellen Matsei, DAFF: Statistics and Economic Analysis Directorate

2. Department of Cooperative Governance and Traditional Affairs (COGTA)

2.1 Introduction

Vision: An integrated, responsive and highly effective governance system working with communities to achieve sustainable development and improved service delivery.²⁷

Mission: Our mission is to facilitate cooperative governance and support all spheres of government, the institution of traditional leadership and associated institutions through:

- Development and implementation of appropriate policies and regulatory mechanisms to promote integration of government development programmes;
- Achievement of social cohesion through the creation of enabling mechanisms for communities to participate in governance; and
- Monitoring and evaluation of cooperation amongst government stakeholders to achieve improved service delivery.²⁸

2.2 Legislative mandate

Reference to the full set of legislation mandating COGTA may be found at COGTA (2013).²⁹

COGTA's primary mandate is to:

- Develop and monitor the implementation of national policy and legislation seeking to transform and strengthen key institutions and mechanisms of governance to fulfil their developmental role;
- Develop, promote and monitor mechanisms, systems and structures to enable integrated service delivery and implementation within government; and
- Promote sustainable development by providing support to provincial and local government.

2.3 The organisational structure

The branches that have been identified as possibly possessing data relevant to the skills planning focus of the LMIP are:

- Provincial and Municipal Government Support;
- Infrastructure and Economic Development; and
- Policy, Research and Knowledge Management Support.

2.4 Relevant data sources

The department has strategic administrative databases related to the Municipal Infrastructure Grant Management Information System (MIGMIS) and has been involved in improving access to, and functionality of, these databases coordinated through the provinces with COGTA.

The following databases deal with skills and capacity-building.

2.4.1 Integrated Capacity Building Management Information System (ICBMIS)

The Integrated Capacity Building Management Information System (ICBMIS) was developed to improve coordination of individual, institutional and environmental capacity-building in local government and associated institutions. The ICBMIS is used to keep a record of all capacity-building initiatives that are being implemented by all stakeholders. The ICBMIS is linked to the National Municipal Capacity Coordination and Monitoring Committee (NMCCMC), which was established by the Department. The NMCCMC implemented the *National Capacity Building Framework: 2012–2016* to address Parliament's concern that coordination and impact made with capacity-building initiatives offered to local government is fragmented and ineffective. This resource does not contain records per individual but records information per project, so it has limited value from a database perspective.

2.4.2 Local Government Turnaround Strategy

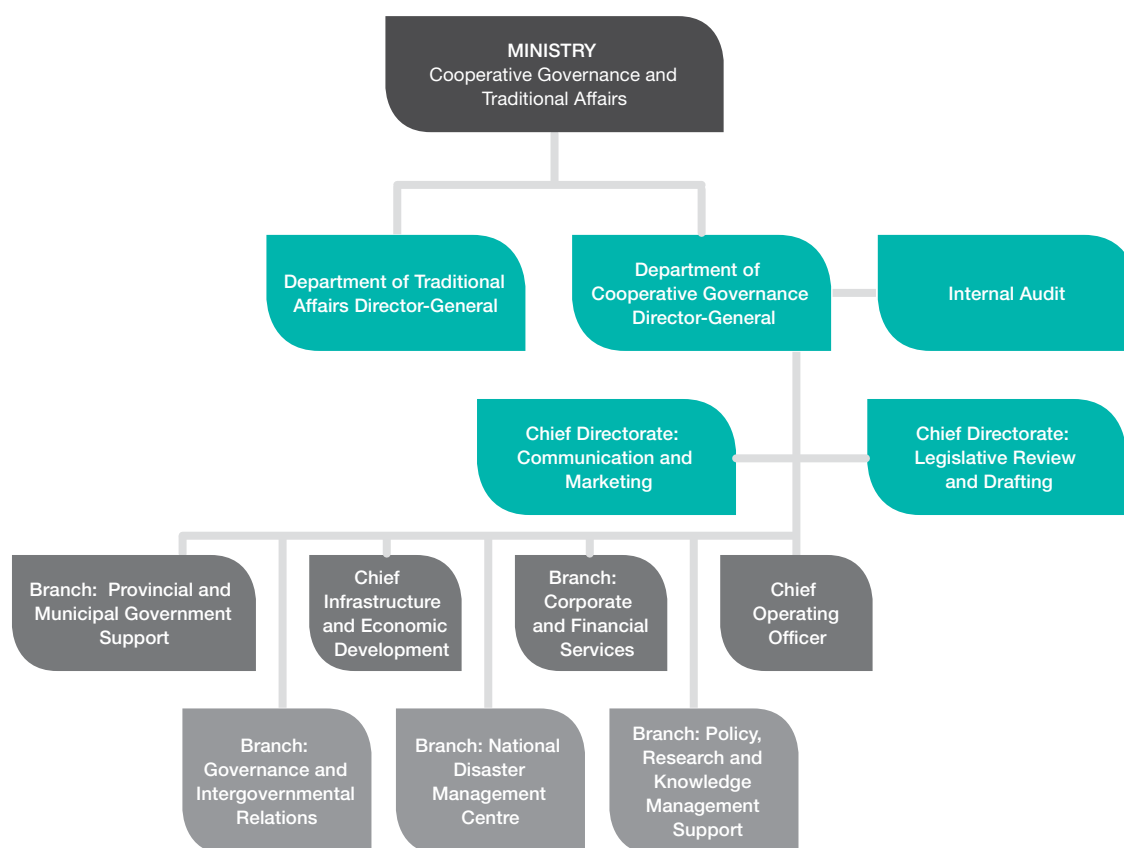
The acceleration of Local Government Turnaround Strategy (LGTAS) during 2012/13 was put into effect by the identification of 108 municipalities for targeted support. Municipal Infrastructure Support Agent (MISA) diagnostic reports (indicating

²⁷ COGTA (2013) *Department of Cooperative Governance and Traditional Affairs Annual Report 2012/13*. Pretoria: COGTA, p. 7

²⁸ Ibid.

²⁹ Ibid., p. 8

Figure 4: Organisational structure of COGTA



municipal institutional and environmental capacity challenges) and integrated support plans were developed to support the LGTAS. This dataset seems to focus more on institutional structures than on individual records. It also focuses on specific service delivery functions, such as progress on the Water and Sanitation Programme or on infrastructure-related systems. Therefore, most of the data on capacity is focused on particular personnel and occupational groups.

2.4.3 Municipal Demarcation Board capacity assessments

The board is mandated to delimit wards for local elections, to determine and redetermine municipal boundaries and to assess the capacity of municipalities to perform their functions.

During the review period, the Municipal Demarcation Board – for the first time – conducted its municipal capacity assessment within the context of three interdependent but key local government performance barriers:

- Where a municipality finds itself representative of the socio-geographic and legacy factors that constrain the ability of a municipality to perform;
- Constrained capacity, which includes resources such as staff and finances, skills and competencies, systems and processes; and
- The leadership behaviours of councillors and heads of the executive, which play a less measurable but significant role in determining the ability of a municipality to perform well.

Improvements to the methodology and the analytical tools used, as suggested in a review of the MDB's capacity assessment model undertaken in 2010, brought about a national analytical report as well as:

- A municipal comparison report;
- A district-level report card; and
- An in-depth qualitative assessment report for nine districts.

However, the capacity assessments are carried out on a rotation basis of 20% of municipalities per five years and are completed online with aggregated data per municipality.

2.4.4 Gapskill

This is a web-based skills audit tool developed for municipalities but not yet used by all municipalities. It generates content to enable Personal Development Plans to be created per employee. Each employee inputs his or her information and improves it over time. This information is oriented toward HRM rather than skills development.

2.5 Overall assessment

Data on capacity and skills in municipalities is necessarily linked to COGTA's specific and focused implementation of programmes.

However, the COGTA databases do not seem to contain datasets or variables that cover the whole population of municipalities.

Summary: Since the various forms of data are linked to different projects, small disparate databases will be of low value to the DHET.

3. Department of Correctional Services (DCS)

3.1 Introduction

Vision: Contributing to a just, peaceful and safer South Africa through effective and humane incarceration of inmates, and rehabilitation and social reintegration of offenders.

Mission: Providing the best correctional services for a safer South Africa:

- By enforcing decisions and sentences of courts in the manner prescribed in legislation;
- By detaining all inmates in safe custody while ensuring their human dignity; and
- By promoting the rehabilitation, social responsibility and human development of all offenders.³⁰

3.2 Legislative and policy mandates

Acts: Correctional Services Act (Act 111 of 1998) as amended, and Criminal Procedure Act (Act 51 of 1977), as amended.

3.2.1 Policy mandates

The *White Paper on Corrections in South Africa* (2005) obliges management to:

- Capacitate the Department of Correctional Services to play its role as a security institution responsible for promotion of public safety through breaking the cycle of crime;
- Develop the Department of Correctional Services into an institution of rehabilitation and social reintegration; and
- Promote corrections as a societal responsibility.

The *Draft White Paper on Remand Detention Management* was approved by Cabinet for consultation with stakeholders in 2013.³¹

3.2.2 Strategic outcome-oriented goals

- Goal 1: There is effective criminal justice through the effective management of remand processes.

- Goal 2: Society is protected by secure incarceration and rehabilitation of offenders.
- Goal 3: Society is protected by offenders being reintegrated into the community as law-abiding citizens.³²

3.3 The organisational structure

Based on consideration of the organogram in Figure 5, the likely divisions of Correctional Services to use management information relevant to the skills and competencies of offenders were identified to be:

- **Strategic Management:** A high-level overview of the overall skills profile of the incarcerated offenders;
- **Incarceration and Corrections:** Use of data on the skills profile of offenders to provide opportunities to offenders to develop their skills while in prison. Remand detention is short-term and prior to sentencing, so this would not be a group considered for skills planning; and
- **Regional Commissioners:** This decentralised structure suggested to the research team that much data would reside at the regional level, which is the level at which operations are managed.

3.3.1 Strategic objectives with reference to skills development

Administration: Professionalising for effective human resource management and development.

Rehabilitation: Offenders' human development is improved through literacy, education and skills competency programmes.

Social reintegration: Probationers and parolees are rehabilitated and monitored, and accepted as law-abiding citizens by communities.

The Department confirms that skills acquisition is an important facet of preparation for returning to society: A critical aspect of rehabilitating offenders is to empower them with skills so they can go back to their communities and make meaningful contributions to the economy.³³

³⁰ Department of Correctional Services (2013) *Annual Report 1 April 2012 to 31 March 2013*. Pretoria: Department of Correctional Services, p. 8

³¹ Ibid., p. 10

³² Department of Correctional Services (2013), pp. 8–9

³³ Department of Correctional Services (2012), p. 25

Figure 5: Organisational structure of Correctional Services



In particular, skills development programmes are seen as central to building the offenders’ sense of self-worth: ‘Development programmes seek to provide inmates with skills that will promote self-worth such as education, technical skills development, including computer training’.³⁴

3.4 Administration and use of data in Correctional Services institutions

The department seeks to improve the ‘management of records and the management of data collection ... [for] appropriate, accurate, timeous data for accountability on performance and for decision making’.³⁵

Relevant data sources on skills development activities for offenders reside in the department’s institutions.

At the end of the 2012/13 financial year, the department had 242 correctional centres³⁶ across the country, which provided a challenge in terms of coordinating skills development activities since all opportunities are not equally accessible in each centre. As at 31 March 2013, South Africa’s inmate population was 150 608; 45 730 (30.4%) were remand detainees, and 104 878 were sentenced offenders.³⁷ It is also worth noting that skills development activities offered by the department are not compulsory. Offenders are not obliged to enroll for training or self-development.

The range of opportunities for offenders to develop themselves is broad. Officials also train offenders to be productive. For example, the bakery at

Boksburg Correctional Centre produces 2 000 loaves of bread daily, which feed 5 000 offenders. The department produced nearly 13 million litres of milk during the past two years. Food production on the department’s farms alleviates the tax burden on citizens to feed the country’s offender population.³⁸

The Department tries to ensure that the skills development and education programmes are a needs-based service. The different types of opportunity are identified below, giving recently reported numbers of participants from official documents.

3.4.1 Work-based learning

Production workshops, which operate as business units, include:

- 10 wood workshops;
- 10 steel workshops;
- 19 textile workshops;
- one shoe factory;
- six bakeries; and
- three sanitary towel workshops.

Agricultural productivity over 40 000 ha of land takes place in:

- 21 correctional centre farms, including abattoirs; and
- 96 smaller vegetable production sites.³⁹

3.4.2 National Senior Certificate (NSC)

In 2013, 1 713 offenders were registered for the Report 550 (former matric) mid-year examinations

34 Ibid., p. 25

35 Department of Correctional Services (2012), Op. Cit., p. 29

36 Department of Correctional Services (2013), Op. Cit., p. 32

37 Department of Correctional Services (2012), Op. Cit., p. 12

38 Department of Correctional Services (2014) Officials train offenders to be productive. Available at <http://www.dcs.gov.za/docs/landing/Officials%20train%20offenders.pdf> [accessed 22 November 2013]

39 Department of Correctional Services (2013), Op. Cit., p. 13

and 212 offenders wrote the October/November NSC examinations.

3.4.3 Post-matric

In 2012/2013:

- 1 762 offenders were studying for post-school/higher education and training qualifications;
- 3 525 were studying for FET college programmes (including electrical engineering, civil engineering, mechanical engineering and marketing);
- 4 188 participated in skills development programmes (including basic business skills training and entrepreneurship);
- Also included here were:
 - The Pollsmoor Management Area for offenders who had completed a qualification in computer literacy;
 - 30 offenders with Grade 12 who qualified as Literacy Facilitators in Groenpunt Correctional Centre; and
 - 416 youth offenders who graduated with International Computer Driving Licence (ICDL) certificates.⁴⁰
- Youth offenders: During the 2012/2013 financial year, a total of 2 935 youth offenders participated in Formal Education Programmes comprising Literacy, Adult Education and Training, Further Education and Training (Mainstream) and Computer-based Training.

3.4.4 National Skills Fund training

The Department of Correctional Services signed a Protocol Agreement from 2012/2013 to 2015/2016 with the DHET for accredited vocational and basic occupational skills programmes for offenders through the National Skills Fund. These include scarce skills such as welding, plumbing, bricklaying, plastering, electrical, carpentry and agricultural skills programmes and others. Accordingly R66 423 713 was allocated to the DCS for training about 5 837 offenders during the 2012/2013 financial year.⁴¹

The percentage of eligible offenders who participate in skills development programmes differs in relation to the type of training and the target group. The participation of offenders in various skills development programmes can fall in the 15% range of the total of all offenders.

Table 4 summarises the various activities in skills development of offenders.

3.5 Overall assessment

There are datasets identified as being under the Department of Correctional Services' responsibility that deal with a variety of education and skills development activities. The following aspects must be noted:

- Offenders who graduate from any DHET institution will appear in that institution's data, so there is no need to source DCS data on offenders;
- Offenders' results data is managed at the regional level by the departments' 18 regions and is communicated to the National Correctional Services Department in an aggregated form only;
- Correctional Services are obliged to keep offenders' information confidential to protect their rights not to be discriminated against. Therefore, dissemination of this data would not easily be granted;
- Numbers of graduates from Correctional Services skills development and education programmes are relatively small. Therefore, obtaining these data does not appear to hold much value for research or analysis purposes; and
- The numbers of offenders in correctional institutions represents a loss of skills to the economy. The option of centralising offender data to understand the skills profile of the population in DCS units may be taken up.

Summary: It is not necessary for the DHET to obtain the data managed by the DCS as it is already in possession of the DHET.

40 Ibid., p. 14

41 Ibid., pp. 14, 23

42 Ibid., pp. 65–68

Table 4: Offenders' skills development

Summary of offender involvement across all main skills development activities from 2011/12 to 2012/13 ⁴²			
Performance indicator	Actual achievement 2011/2012	Planned target 2012/2013	Actual achievement
Percentage of eligible offenders who participate in literacy training as stipulated in their sentence plans	36% (2 452/6 811)	Establish baseline of rate of literacy and decrease rate of literacy by 2%	1 345
Percentage of eligible offenders who participate in AET programmes as stipulated in their correctional sentence plans	65.4% (11 296/17 273)	64% (10 936/17 100)	9 720/17 100 = 56.8 %
Percentage of eligible offenders who participate in FET mainstream education programmes	1.4 % (546/40 370)	1.4% (543/39 966)	638/39 966 = 1.6%
Percentage of eligible offenders who participate in FET College programmes	17.05% (3 655/21 427)	13.4% (2 872/21 427)	33.90% (3 525/10 396)
Percentage of youth involved in formal schooling	Youth: 18.6% (3 351/17 856) 7 full-time schools	Increase percentage of youth involved in education against 2011/2012 baseline: 18.6% (3 318/17 856)	2 935/17 856 = 16.4% 10 centres registered as full-time schools with one centre given provisional accreditation by the Department of Basic Education
No baseline information	11 centres registered as full-time schools by Department of Basic Education	Centres registered as full-time schools by Department of Basic Education FS/NC: 2 schools WC: 1 school	Rustenburg youth centre did not receive full accreditation as a full-time school from the Department of Basic Education because of a shortage of educators
Percentage of eligible offenders who participate in skills development programmes	10.52 % (3 924/37 303)	Establish baseline of eligible offenders who participated in skills development programmes during 2011/2012 and increase by 1%	50.25% (4 188/8 334)
Percentage of offenders who participate in production workshops and agriculture programmes	The average of the financial year under review is 1 608 offenders, which is 10.6% below the baseline of 2010/2011	3% (3 232) improved offenders involved in agriculture (note: denominator was target of previous financial year of 3 138)	2.06 % (1 515/73 464) of the sentenced medium and minimum offenders
Improved offender involvement in Production Workshops. The special remission process decreased the number of sentenced minimum and medium offenders and this had a positive impact on the attainment of the target due to the fact that the denominator decreased	The average of the financial year under review is 3 215 offenders, which is 4.35% above the baseline of 2010/2011. Eligibility for agriculture produce refers: 13% of the sentenced minimum and medium offenders	10% (2 079) improved offender involvement in Production Workshops	4.23 % (3 110/73 464) of the sentenced minimum and medium offenders

4. Economic Development Department (EDD)

4.1 Introduction

The vision of the EDD is to create decent work for all through meaningful economic transformation and inclusive growth.

The EDD aims to:

- Coordinate the contributions of government departments, state entities and civil society to effect economic development;
- Improve alignment between economic policies and the plans of the state, its agencies, and the government's political and economic objectives and mandate; and
- Promote government's goal of advancing economic development via the creation of decent work opportunities.

4.2 The organisational structure

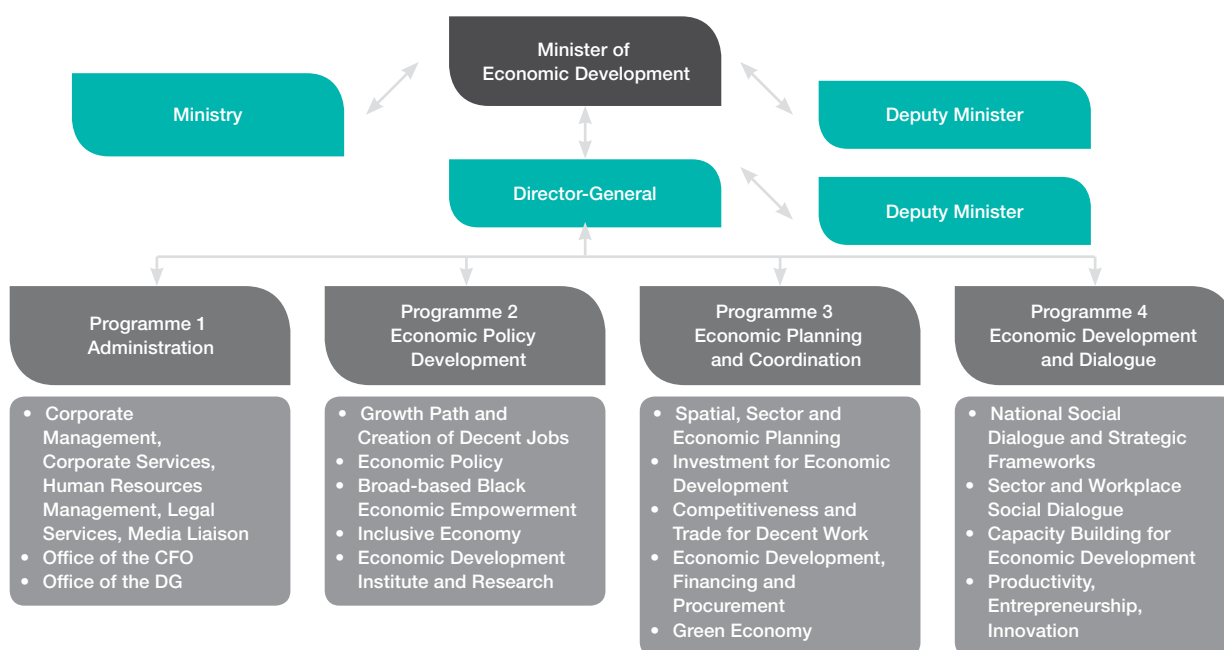
4.3 Strategic outcome-oriented goals

The strategic outcome-oriented goals and goal statement for the EDD are to:

- Promote decent work through meaningful economic transformation and inclusive growth; and
- Provide participatory, coherent and coordinated economic policy, planning and dialogue for the benefit of all South Africans.

These goals have been given greater detail through the various outcomes that the Presidency has introduced, which include Outcome 4 (decent employment through inclusive growth). Other outcomes that are also relevant to the goals of the department include Outcome 5 (a skilled and capable workforce to support inclusive growth); Outcome 6 (efficient, competitive and responsive infrastructure); and Outcome 7 (vibrant, equitable, sustainable rural communities).

Figure 6: Organisational structure of the EDD



The EDD, as one of the three coordinating departments for Outcome 4, has provided policy advice, drafting assistance and support, as required, to both the Economic Sectors and Employment clusters and the Outcome 4 Secretariat.

The Annual Performance Plan (APP) of the EDD reflects its strategic outcome-orientated goal of creating decent work and inclusive growth opportunities, whilst integrating its work around other outcomes (particularly on infrastructure) to ensure participatory, coherent and coordinated economic policy, planning and dialogue for the benefit of all South Africans. Within the EDD, work activities are divided into four programmes, namely:

- Programme 1: Administration;
- Programme 2: Economic Policy Development;
- Programme 3: Economic Planning and Coordination; and

- Programme 4: Economic Development and Social Dialogue.

4.4 Overall assessment

The mandate of the EDD lies in the policy domain rather than front-line service delivery. The EDD, therefore, does not create databases through administrative functions that might be of use to the DHET. However, as a participant in framing economic policy, the EDD is likely to be a key user of skills planning data. As part of the development of a skills planning mechanism, a task will be to explore how the EDD's economic and investment plans can be modelled to generate estimates of future skills demand. Furthermore, as a key participant in framing South Africa's economic strategy, the EDD's strategy and policy documents alongside strategic and policy documents from the dti, for instance, may provide guidance to researchers who seek to model future demand for skills.

5. Department of Health (DoH)

5.1 Introduction

The vision of the Department of Health is an accessible, caring and high-quality health system. The department is committed to increasing life expectancy; decreasing maternal and child mortality; combating HIV and Aids and decreasing the burden of disease from tuberculosis (TB); and strengthening health system effectiveness.

The department's mission is to improve the health status of citizens through prevention of illness and the promotion of healthy lifestyles and consistently to improve the healthcare delivery system by focusing on access, equity, efficiency, quality and sustainability.⁴³

5.2 Legislative mandate

Forty-eight different Acts as listed in the Annual Report of 2011/12 fall under the minister's portfolio, of which the Act on National Health, Medical Schemes, Medicines and Related Substances, Mental Health Care, Choice on Termination of Pregnancy, and Sterilisation are examples.⁴⁴

5.3 Main databases related to operational activities

A list of resources is given in Table 5. The different resources and datasets were developed as a response to the department's mandate and contribute towards enhanced healthcare data quality. These datasets are regarded as not relevant to the LMIP project, which aims to locate datasets that can contribute to a mechanism for skills planning in South Africa.⁴⁵

5.4 Nursing Education Institutions and data resources: The key role of the South African Nursing Council

The Department of Health is in the process of upgrading public hospital infrastructure and equipment and is also refurbishing and equipping Nursing Education Institutions (NEIs). Nursing Education Institutions include institutions such as universities, colleges and schools in which nurses are trained. The accreditation and management of public and private NEIs for training of nurses are conducted by the South African Nursing Council (SANC), which was established under the Nursing Act of 1978.

Apart from accrediting NEIs, in terms of legislation the SANC also accredits the training programmes presented by those NEIs. There are 14 public universities, 11 public colleges (20 campuses), 34 public schools and 89 private NEIs listed on the SANC's website. (see Tables 5.1 and 5.2 in Appendix 5 for names and contact information of public and private nursing education institutions – <http://www.sanc.co.za/neis.htm>)

Section 42 of the Nursing Act of 2005 makes it illegal for any institution in South Africa to provide education and/or training intended to qualify a person to practice as a nurse or a midwife unless both the institution and the programme of education and training are accredited by the Nursing Council.⁴⁶

The SANC manages and maintains a register or database on the nursing workforce as well as on nurses in training. At the end of 2012, the database contained 248 736 records on the nursing workforce and 43 254 records on nurses in training. Information on qualified nurses is being fed to the NLRD, which is managed by SAQA.

The NEIs are required to submit the following documents to the SANC in order to update and maintain the database:

- Applications for registration as learners;
- Applications for learners to write SANC examinations;

⁴³ Department of Health (2012), Op. Cit., and Department of Health (2011/12) *Annual Report of the Department of Health, 2011/12*. Pretoria: Department of Health pp. 8, 15

⁴⁴ Department of Health (2012), Op. Cit., pp. 8–11.

⁴⁵ Department of Health (2012), Op. Cit.

⁴⁶ Source: South African Nursing Council Accredited Nursing Education Institutions web page: <http://www.sanc.co.za/neis.htm>

Table 5: Initiatives regarding reliable data and information needs⁴⁵

Dataset	Description
Health Data Advisory and Coordination Committee (HDACC)	The committee was established (October 2010) to ensure improved data quality and integrity on health outcomes; to establish consensus on indicator values; and to identify reliable data sources to be used by the health sector. The HDACC produced more accurate baseline figures for the key health outcome indicators: maternal mortality, child mortality and infant mortality, as well as realistic targets for 2014.
National Health Information Repository and Data Warehouse (NHIRD)	The first phase of the NHIRD was completed in 2011/12. Information from different warehouses will be stored in the NHIRD and regularly updated. The NHIRD is a crucial step towards evidence-based health planning and decision-making to improve health outcomes in SA. The system allows for comparative analysis of data and information. A web-based pivot reporting system with a GIS platform based on the District Health Information System forms part of the NHIRD. Access to the NHIRD was rolled out to eight provinces during 2011/12. It has been reported that further access to the NHIRD will be rolled out to 11 NHI pilot districts during 2012/13. Appointed information officers, interns and data capturers. The department employed 163 data capturers in 2011/12.
Annual National HIV and Syphilis Prevalence Survey	The department produced the Annual National HIV and Syphilis Prevalence Report of 2010. The data for 32 198 records was cleaned and validated. Data for the 2011 Antenatal Sentinel HIV and Syphilis Prevalence Survey has also been collected.
Data gathering for the global AIDS report	Data requests and data completion forms are sent or circulated to producers in private and public sectors.
School health nurses database	Established a database of school health nurses, including retired nurses (September 2011).
Monitoring of occurrences of different diseases	Malaria transmission. The regulation on compulsory registration of cancer created a legal platform for the establishment of the National Cancer Registry and the gradual phasing in of population-based cancer registries.
Nutritional Landscape Survey	The data collection process relied on secondary data on a number of primary health care (PHC) facilities that are initiating patients on ART.
Patient satisfaction survey at hospitals	In 2011/12, 96% of hospitals conducted this survey. Contributed to the Health Systems Trust baseline audit.

- Notices of termination of training of learners;
- Notices of completion of training of learners;
- Declarations;
- Applications for learners to be registered as practitioners; and
- Applications to register additional qualifications.⁴⁷

Comprehensive statistics and data tables from 1998 to 2013 are available on the SANC's website.⁴⁸ The statistics as presented include all those persons who are registered with the SANC. It is a legal requirement for a person to be registered before he/she can be employed in nursing. The numbers therefore represent persons

who are employed in nursing; job-seekers; and persons who are not employed in nursing, but who choose to remain registered. At present, the SANC does not keep a record of who is (or is not) employed in nursing. More detail on the database or register of nurses is given in the Appendix.

Examples of statistical tables on the website

Time Series Statistics:

- Growth in the Registers and Rolls, 2003 to 2012
- Nursing Education Institution Output 2003 to 2012: Four-year Comprehensive Programme
- Nursing Education Institution Output 2003 to 2012: Bridging Programme
- Nursing Education Institution Output 2003 to 2012: Enrolled Nursing Programme
- Nursing Education Institution Output 2003 to 2012: Enrolled Nursing Auxiliary Programme
- Professional Misconduct Cases: July 2003 to June 2008

47 South African Nursing Council (2010) Guidelines for Nursing Education Institutions – Requirements for Processing of Learners who are registered in terms of the Nursing Act, 2005. SANC Guidelines for Nursing Education Institutions: Processing of Learners. Available at http://www.sanc.co.za/serv_learners.htm [accessed 2 September 2013]

48 South African Nursing Council Statistics web page. Available at <http://www.sanc.co.za/stats.htm> [accessed 2 September 2013]

Earlier versions of the Time Series Statistics:

- Growth in the Registers and Rolls, 1996 to 2005
- Nursing Education Institution Output 1996 to 2005: Four-year Comprehensive Programme
- Nursing Education Institution Output 1996 to 2005: Bridging Programme
- Nursing Education Institution Output 1996 to 2005: Enrolled Nursing Programme
- Nursing Education Institution Output 1996 to 2005: Enrolled Nursing Auxiliary Programme

Statistics for 2013:

- Verification and Transcripts Issued: Calendar Year 2013 (Provisional to June 2013)

Statistics for 2012:

- Age Analysis of Persons on the Registers and Rolls, 2012
- Provincial Distribution of Nursing Manpower versus the Population of South Africa, 2012
- Additional Qualifications on the Register, 2012
- Listed Qualifications on the Register, 2012
- Verification and Transcripts Issued: Calendar Year 2012

Statistics for 2011:

- Age Analysis of Persons on the Registers and Rolls, 2011
- Provincial Distribution of Nursing Manpower versus the Population of South Africa, 2011
- Additional Qualifications on the Register, 2011
- Listed Qualifications on the Register, 2011
- Verification and Transcripts Issued: Calendar Year 2011

Statistics for 2010:

- Age Analysis of Persons on the Registers and Rolls, 2010
- Provincial Distribution of Nursing Manpower versus the Population of South Africa, 2010
- Additional Qualifications on the Register, 2010
- Listed Qualifications on the Register, 2010
- Verification and Transcripts Issued: Calendar Year 2010

5.5 Overall assessment

The datasets administered in the Department of Health being related to health issues are regarded as not being relevant to skills planning in South Africa.

However, the data managed by the SANC is considered highly relevant to the aims of the LMIP as these provide a comprehensive overview of this occupational group. These datasets will be valuable for analysis of the health sector and also analysis of key occupations in this sector subject to quality assurance of the data.

Summary: The Department of Health the Nursing Council and the DHET are recommended to proceed with collaboration on data sharing in regard to the nursing occupations.

5.6 Characteristics of identified datasets: Department of Health

Organisation: South African Nursing Council (SANC) Register of nurses	
Data characteristics	
Data source name	SANC – register of nurses
Purpose of data collection	To serve and protect healthcare users by regulating the nursing and midwifery professions.
Data collection date	Continuously, by occurrence
One-off collection or repeatedly updated (by occurrence, daily, annually, quarterly, etc.)	Continuously, by occurrence
Series available (e.g. from 2003–2010): in which year did dataset start?	Data is available from 1998 to 2013
Size of data source (# of variables, # of records)	At the end of 2012 the database contained 248 736 records on nursing manpower and 43 254 records on nurses in training
Geographic levels (spread of data collected) e.g. province, magisterial district, urban/rural, etc.	Province, institution, migration = home address
Spatial geo-locational characteristics: e.g. latitude and longitude, postal code, magisterial code, physical address, enumerator area, etc.	Postal code, physical address
Unit level (individual, household, district, province, etc.)	Nurse, student and learner level
Method of capturing data: captured by individual, client, HR staff, electronically, etc.	Qualified people can register electronically through the SANC website – eRegister at http://www.sanc.co.za/eRegister.htm . Registered and qualified learners complete forms at the NEI that are then sent to SANC to be captured on the register
Data collection instrument(s)/tool(s)	
Instrument used for collection (e-copy of survey questionnaire, interview schedule, etc.)	Copy of form in PDF format is available at: http://www.sanc.co.za/serv_learners.htm
Data management methodology	
Methodology used for collection (mention if formal structure for collection exists)	Form is completed by student or learner at the NEI and then sent to the SANC
Methodology used for capturing Methodology used for cleaning Methodology for quality assurance of data	Information on forms is verified and captured over a period of three to four months. Incomplete forms or inconsistencies on forms are referred back to the institution
Methodology used for data analysis	–
Data accessibility	
Software of data source and data format	The data and information that is published on SANC website is presented in PowerPoint file format
Access conditions (restricted, public, etc.)	Analysed data in the form of summarised tables is published on the website
Where available?	http://www.sanc.co.za/stats.htm
Data users	
Who are the users of the data? How is the data used?	People in healthcare sector, researchers
Data dissemination	
In which publications are the data reported on? (Name publications)	Many publications on SANC website
URL for data source	The database is not accessible through the website
URL for publications (provide name of publication)	http://www.sanc.co.za/publications.htm
Data quality	
Is the data source SASQAF-certified by Stats SA?	No
Data quality notes (proxy = level of use, cleaning procedures)	Information from the dataset is published on the SANC website and used by stakeholders and researchers
Database contact	
Contact details of relevant person involved in managing and maintaining the data source: e.g. database administrator or manager	Ms Davids at the Accreditation Section, which is part of the Education and Training unit of the SANC.

6. Department of Home Affairs (DHA)

6.1 Introduction

The role of the Department of Home Affairs (DHA) in the state and society is to:

- Ensure that all citizens and residents have enabling documents in order to have equal access to rights and services in the interests of development, redress, building democracy and fighting poverty;
- Further national interests in a globalised and highly competitive world by the facilitation of business and trade and by the strategic acquisition of scarce skills;
- Ensure the security of the state. Security is broadly defined, as in the Constitution, including the rights to peace and stability and the pursuit of a better life. The fight against crime and corruption is a key element;
- Support Southern African Development Community (SADC) development and cooperation through the progressive and secure facilitation of the movement of people and trade; and
- Transform the DHA into a well-organised arm of the state that can lead development and deliver secure, caring and efficient services.⁴⁹

6.2 Legislative mandate

The core mandate of the DHA is to know with certainty the identity and status of all persons living in South Africa and to regulate the entry and exit of persons into and out of the country at the ports of entry. The department plays a critical role in ensuring the efficient and comprehensive delivery of government services; securing peoples' right to security and self-determination; and achieving national development goals.⁵⁰

Three of the 12 national outcomes fall within the scope of the departments mandate, namely:

- Outcome 3: All people in South Africa are and feel safe;
- Outcome 5: A skilled and capable workforce to support an inclusive growth path; and
- Outcome 12: An efficient, effective and development-oriented public service and an empowered, fair and inclusive citizenship.

The strategic plan of the department is aimed at achieving three department-specific strategic outcomes that, taken together, support the achievement of the above national outcomes, namely:

- Home Affairs outcome 1: Secured South African identity and citizenship;
- Home Affairs outcome 2: Immigration managed effectively and securely in the national interest including economic, social and cultural development; and
- Home Affairs Outcome 3: A service that is efficient, accessible and corruption-free.

The DHA initiated a project, 'Who am I online' (WAIO), in 2008/09. The project has experienced many delays and the department spent R1.4 billion on it between 2008/09 and 2011/12. The DHA aimed to modernise its systems through the WAIO project, which was to process identity documents faster. The project, now jointly managed by the DHA and the South African Revenue Service (SARS), is set for completion by 2014/15.

In the medium term, several aspects of the system are due to be completed, such as:

- Live capture functionality for identity documents and passports;
- Cleaning of the national population register;
- Core systems integration of civic services and immigration;
- The visa and permitting system;
- Rollout of the movement control system to 38 remaining ports of entry that were not covered in the run-up to the 2010 FIFA World Cup; and
- Piloting of the smart ID card.

6.3 The organisational structure

The DHA is responsible for civic services, issuing documents such as birth certificates, identity documents, marriage certificates, death

⁴⁹ Department of Home Affairs (2011a) Presentation to the Select Committee on Social Services, Strategic Plan and Budget of the Department of Home Affairs – 2011/12–2013/14 on 7 June 2011

⁵⁰ Department of Home Affairs (2011b) *Department of Home Affairs Annual Report 2011/12*. Pretoria: Department of Home Affairs

certificates, adoption certificates, citizenship documents and travel documents. These activities are linked to the first DHA outcome, which relates to citizenship and identity. The DHA tries to ensure that registration at birth is the only entry point for South Africans to the National Population Register (NPR). One of the strategies to prevent contamination of the NPR is to replace the current late registration of birth process with new stringent measures to ensure that entry into the NPR is through birth registration only. The department is also responsible for managing immigration matters such as application for visas, temporary and permanent residency, types of temporary permits, scarce skills and work permits, refugee status and asylum, and the management of the South African ports of entry.

Figure 7 depicts the organisational structure of the DHA. The Civic Services, Immigration Services and the Information Services units were identified as possible sites where datasets could be located.

6.4 The South African population register⁵¹

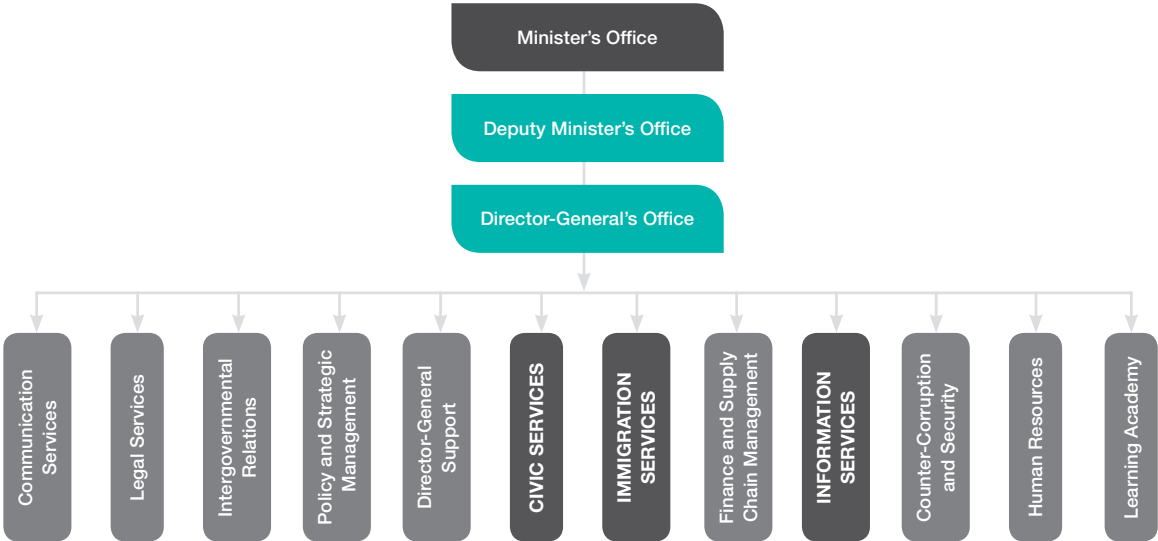
The South African population register covers births, deaths, identity, marriages, divorces and movements of all South African citizens and permanent residents. The Births and Deaths

Registration Act, 1992 (Act No. 51 of 1992) guides the registration of births and deaths throughout South Africa. The Act was subsequently amended in 1997 (Act No. 67 of 1997), in 1998 (Act No. 43 of 1998) and in 2010 (Act No. 18 of 2010). Another Act pertinent to the population register is the Identification Act, 1997 (Act No. 68 of 1997). This Act repealed previous Identification Acts (Act No. 72 of 1986, Act No. 21 of 1991, Act No. 4 of 1993 and Act No. 47 of 1995). Thus, each of the Acts dealing with any aspect of civil registration has implications for the information recorded in the population register. From these Acts and amendments, the following persons and particulars are eligible to be included on the population register:

- All children born of South African citizens and permanent residents when the notice of the birth is given within one year after the birth of the child;
- All children born of South African citizens and permanent residents when the notice of the birth is given one year after the birth of the child together with the prescribed requirement for a late registration of birth;
- All South African citizens and permanent residents who, upon attainment of the age of 16, applied for and were granted identification cards (or books);
- All South African citizens and permanent residents who die at any age after birth; and

51 Statistics South Africa (2012) *Statistical Release P0305: Recorded live births*. Pretoria: Statistics South Africa, p. 35

Figure 7: Organogram of the National Department of Home Affairs



- All South African citizens and permanent residents who depart permanently from South Africa.

Persons whose particulars are not eligible for inclusion on the population register are:

- Non-South African citizens who sojourn temporarily in the country; and
- All South African citizens and permanent residents who died before notice of their birth had been given.

6.5 Relevant data sources on immigration and emigration information

In South Africa, national information on immigration and emigration is generated mainly by two government departments: the DHA and Statistics South Africa (Stats SA). There is a paucity of data on the DHA website with regards to records on skills immigration and emigration. Other sources, such as the Labour Market Review produced by the Department of Labour (DoL), may provide additional information on this issue, particularly regarding the issuing of work permits, which requires interaction between the DoL and the DHA. The DHA is mandated to process and issue all visas and work and residence permits that non-South African nationals need.

Stats SA used to publish an annual report on migration statistics (documented immigration and self-declared emigration) for South Africa. The most recent update was published in 2005 based on 2003 data. The information for this report was obtained from two source documents of the DHA (which include information on gender, age and the type of occupation of the relevant migrant), namely:

- Form BI-55, filled in by immigrants on their arrival in South Africa, and Form BI-117, filled in by emigrants on their departure from either O.R. Tambo, Cape Town or King Shaka International Airports; and
- Forms BI-807 and BI-834 concerning persons, who, after their arrival as visitors, were approved as immigrants by the DHA.⁵²

⁵² Statistics South Africa (2003) *Documented migration 2003 Report No. 03-51-03*. Pretoria: Stats SA

The interruption of the publication of information on immigrants and emigrants since 2005 has created a vacuum in national systematic statistical information on immigrants. Stats SA is revisiting the publication of data on immigrants.⁵³ (Refer to section 6.5.1.)

Data on documented migration is not updated in the 2012 Stats SA reports because Stats SA is still negotiating data acquisition from the DHA. In addition, from April 2003 to January 2005, statistics on arrivals or departures of South African residents were not collected due to the new Immigration Act, 2002 (Act No. 13 of 2002).⁵⁴ The background to this eventuality is explained as follows in a Stats SA publication:

For more than three decades, DHA had provided data on permanent residents from its border statistics and administrative registers to Stats SA for the production of statistics on documented immigrants. However, due to challenges encountered by DHA that mainly affected coverage and the quality of the contents of the migration related administrative registers, subsequent publications of the results based on them were suspended in 2005, with the publication of 2003 data.

However, since then, DHA has undertaken various revamping exercises and introduced new systems, particularly the extension of the *Track and Trace System* to cover the issuance of permits since 2009. All these activities have contributed greatly in clearing backlogs and the processing of applications for renewals and new temporary and permanent residence permits but have also made it possible to electronically capture some data.⁵⁵

⁵³ Statistics South Africa (2011) *Documented immigrants in South Africa, Discussion document D0351.4*. Pretoria: Statistics South Africa; Department of Labour (2007) *Labour Migration and South Africa: Towards a fairer deal for migrants in the South African Economy. Labour Market Review*. Pretoria: Department of Labour

⁵⁴ Statistics South Africa (2012) *Stats in Brief 2012*. Pretoria: Statistics SA. Available at <http://www.statssa.gov.za/publications/StatsInBrief/StatsInBrief2012.pdf> [accessed 1 December 2013]

⁵⁵ Statistics South Africa (2011), Op. Cit., pp. 16–17

Stats SA – and the former Central Statistical Services – has tended to be the main official suppliers of information on migration in and out of South Africa.

Home Affairs Minister Naledi Pandor spoke at a High-level Dialogue at the UN General Assembly in New York on 4 October 2013 where a declaration was adopted that seeks to elevate the concerns of migrants – be they legal or undocumented – in the post-2015 development agenda. She said that South Africa is not yet at a point where it can effectively administer all the different types of migration.⁵⁶

She noted, furthermore, that World Bank figures show that migrants from developing countries will send home over \$400 billion in remittances this year alone, which is precisely why member states and NGOs are working on an inclusive agenda on international migration that recognises development as a core principle. But Pandor says it cannot be a one-size-fits-all approach.

A survey of published research on immigration and emigration to and from South Africa does not uncover any reference to the DHA's databases from which data can be obtained. For example, the most recent study co-published by the French Development Agency and the World Bank could only cite aggregated data drawn from Department of Home Affairs Annual Reports.⁵⁷

Upon searching for further data sources on emigration, the research team identified the Financial Surveillance Department of the South

African Reserve Bank, which deals with individuals emigrating from South Africa who are obliged to complete the documentation Emigration:

Application for foreign capital allowance. This five-page document establishes the status of the applicant's assets and liabilities, and intentions to emigrate, upon which a determination is made regarding an allowance to take money out of this country. The applicant's remaining South African assets are controlled and recorded subsequent to emigration. No information relating to the occupation(s), qualifications, skills, work experience or other information relevant to skills planning about the emigrating individuals or households is required on the forms.⁵⁸ However, the form does require a South African ID number, a key variable for linking to other datasets. Assuming that data can be accessed through the ID number on this documentation, the resulting dataset of emigrants may reveal some features of their skills, though this would be of a subset of all emigrants.

6.5.1 Permanent and Temporary Residence Permit

In respect to the data holdings of the DHA, a central information requirement from the perspective of skills planning would be to have information on immigrant workers.

Immigrant workers could enter the country on a permanent basis and obtain work through application for a Permanent Residence Permit. Until 2014, immigrant workers could enter the country on a temporary basis through application for a Temporary Residence Permit (B1-1736), but this immigration route was closed in 2014, and temporary workers must now apply for a temporary work visa.

The implementation of the Immigration Amendment Act, Act No. 13 of 2011 (Government Gazette No. 37679), which provides for the Minister of Home Affairs to compile and publish a Critical Skills List to facilitate the issuing of work visas, was

⁵⁶ Bryce-Pease, S (2013) Migration not yet effectively managed in SA: Pandor. Available at <http://www.sabc.co.za/news/a/6b0cab804154068caa48be93343a19ea/Migration-not-yet-effectively-managed-in-SA:-Pandor> [accessed 14 December 2013]

⁵⁷ Segatti, A & Landau, LB (2011) (eds) *Contemporary Migration to South Africa: A regional development issue*. A co-publication of the Agence Française de Développement and the World Bank. Washington: IBRD. Available at <https://openknowledge.worldbank.org/handle/10986/2349> [accessed 4 January 2014]. Table C.5 Legal and Undocumented Immigrants in and Emigrants from South Africa, 1980–2009, p. 156. See also Figures C1 and C2 on p. 157. The same publication discusses the empirical and political challenges for migration data collection in Appendix B: How Many Are They? Migration Data Collection Issues, pp. 145–150.

⁵⁸ South African Reserve Bank (2010) Emigration: Application for foreign capital allowance. Financial Surveillance Department of the South African Reserve Bank MP 336(b) SARB•20100802. Form used for collection of information from applicants.

discussed at a workshop jointly presented by the DHA and SAQA on 22 September 2014. The Critical Skills List was published on 3 July 2014 in GG No. 37716 for public comment. It was noted that the Exceptional Skills Permit and the Quota Work Permit will no longer exist, but will be incorporated in the new Critical Skills Work Visa.

In both the old Temporary Residence Permit and the Permanent Residence Permit a number of questions are asked of the applicants relating to their skills, qualifications, work experience and registration with or membership of professional bodies. The relevant questions are presented in the box on page 40.

This means that the forms used by the DHA provided the opportunity to capture skills-planning-related data. The question about this potential to capture data must be how consistently, comprehensively and accurately the data was entered by applicants and whether departmental officers exercised quality control at the time of entering data. Thereafter, the question is whether the data was entered electronically by the applicant or on hard copy and, in the latter case, whether all data on the forms was captured electronically for storage on the relevant database. We understand that this process is not completed for all records of immigrants processed by the DHA. However, we have not been able to establish the progress made by the DHA in transferring all application data to the relevant database.

Of additional relevance to the aim of establishing the patterns and frequency of issuance of work permits to immigrants as individuals is the DHA's Corporate Accounts Unit, which manages applications for work permits via corporate employers. We would need to explore whether this unit has its own database or whether its business process is linked to the main databases containing all immigration records.

6.5.2 Stats SA report on tourism and migration

Stats SA released a report on tourism and migration in October 2013 that was embargoed

until 27 January 2014.⁵⁹ The purpose of this release was to report on arrivals and departures of South African residents and foreign travellers. Detailed information on the gender and age structure; mode of travel; national and regional distribution; and purpose of travel of overnight visitors or tourists was provided. Information published in the release was based on data obtained from the following data sources within the DHA:⁶⁰

- Data routinely collected by immigration officers at all road, air and sea entry ports on all travellers (South African residents and foreign travellers) arriving at or departing from South Africa is captured into the DHA's population Movement Control System (MCS). However, the counts/statistics relate to the number of individual movements, rather than to the number of people;
- Stats SA downloads the data covering a particular calendar month from the mainframe of the State Information Technology Agency (SITA), where the DHA stores its data; and
- As part of data interrogation, data from the O.R. Tambo International Airport, which has the highest volume of travellers, is compared with passenger statistics from the Airports Company South Africa (ACSA).

Limitations: The information on the total number of arrivals and departures of South African residents is collected from the scanning of passports. However, data are not collected from passengers on country visited; country of final destination; the duration of stay; intended duration of stay; and purpose of visit. With this limitation, it is impossible to identify the number South Africans who are travelling as tourists from South Africans travelling as emigrants.

Due to unavailability of data from the DHA, information on documented immigrants is not included in this current report. The documented immigration information will be provided as soon as it is made available to Stats SA.

⁵⁹ Statistics South Africa (2014) *Statistical Release P0351: Tourism and Migration*. Pretoria: Statistics South Africa

⁶⁰ Ibid., p. 20

6.5.3 Mortality data⁶¹

The latest (2014) Stats SA statistical release, P0309.3, presents information on mortality and causes of death in South Africa for deaths that occurred in 2011. It also provides information on death occurrences from 1997 to 2010 to show trends in mortality and causes of death. It is based on data collected through the South African civil/population registration system that is maintained

by the Department of Home Affairs. The information on causes of death provided is as recorded on death notification forms completed by medical practitioners and other certifying officials.

Death notification forms that Stats SA collects from the DHA include forms for deaths captured on the National Population Register (NPR) and also those that were not eligible for inclusion on the NPR (deaths for non-South African citizens and South African citizens whose births were not registered on the NPR). This is the reason why the number of deaths processed and published by Stats SA will always be higher than those included on the NPR.

61 Statistics South Africa (2013) *Statistical Release P0309.3: Mortality and causes of death in South Africa, 2010: Findings from death notification*. Pretoria: Statistics South Africa, pp. 2, 10–11

Application for a temporary residence permit BI-1736 [Section 10(2); regulation 791 (a)]

Part E: In respect of a quota work permit:

Part F: In respect of a general work permit:

Part G: In respect of an exceptional skills work permit:

Requests for data included: (skills related requirements selected)

Part E: Proof of qualifications, proof of registration with a professional body, proof of experience in the occupation

Part F: Proof of qualifications, proof of registration with a professional body, proof of experience in the occupation

Part G: Curriculum vitae, testimonials from previous employers, possession of a job offer

Application for a permanent residence permit (Sections 26 and 27 of Act No. 13 of 2002: Regulation 33)

'Question 9: Employment record of applicant (to cover full period of employment)

Details required: Name of employer; Address (Town/City); From-To; Nature of work' (p. 7)

'Question 10: Language proficiency

Details required: What is your mother tongue? What is your proficiency in other languages? (Answer Yes or No under the different headings. Language: Speak; Read; Write' (p. 8)

'Question 15.1 Supporting document required for all categories of applicants

Details required:

15.1.12 Highest educational, trade and or professional certificate evaluated by a South African Qualifications Authority

15.1.13 Work reference or certificate of service (covering at least the last five years)' (p. 13)

'Question 15.2 Category 26 (a): Main applicant has been the holder of a temporary work permit in the Republic for the past five (5) years

Details required:

15.2.1 Proof of permanent employment offer and/or proof of 5 years continuous work permit status

15.2.4 Proof of registration with professional body, board or council in the Republic; if applicable' (p. 14)

'Question 15.6 Category 27 (a): Main applicant has received an offer of permanent employment which falls within the yearly limits of available permits prescribed from time to time for each sector of industry and commerce in regulation 33 (10)

15.6.1 An offer of permanent employment. The work offer must state clearly the occupation to be followed and salary offered and must not be older than three months at time of submission' (p. 15)

'Question 15.7 Category 27 (b): Main applicant has extraordinary skills or qualifications

15.7.1 Testimonials from previous employers, if applicable

15.7.2 A comprehensive curriculum vitae

15.7.4 Other proof to substantiate exceptional skills or qualifications, such as publications and testimonials' (p. 16)

The continued collaboration between Stats SA, the DHA and the DoH has ensured continuous data from the civil registration system as well as improvement in the quality of mortality and causes of death data. This has resulted in the estimation of indicators used in the monitoring of the Millennium Development Goals such as the under-five mortality rate, infant mortality rate and maternal mortality ratio.

Mortality and causes of death statistics can suffer from incomplete registration, missing data and causes of death attributed to ill-defined causes. Data quality assurance for the 2014 release assessed the extent of late registrations; timeliness of death registration; completeness of information for selected variables; and ill-defined causes of death, and then applied the Mahapatra et al. (2007)⁶² framework to summarise the quality of mortality and cause-of-death statistics. Since the death certificate contains the person's identity number, it should be possible to link this information to a dataset recording the same person's education background.

6.5.4 Birth registrations⁶³

All children born in South Africa must be registered within 30 days of their birth in terms of the Births and Deaths Registration Act, 1992.⁶⁴

The 2012 Stats SA statistical release, P0305, presents information on recorded live births in South Africa, based on data from the national birth registration system at the DHA. The release reports on birth registrations and birth occurrences for 2012. It also provides information on trends and patterns of recorded live births from 1992, highlighting provincial differences in the registration and occurrence of births.

The DHA provides Stats SA with information on recorded live births. Two sets of birth statistics are provided: registration-based and occurrence-based data. Both of these datasets come from the Nucleus Bureau of the DHA. When the officials at the various offices of the DHA capture the information about a birth, they do so directly onto the database at the Nucleus Bureau. These transactions are used to update the database of the birth register.

6.6 Data on immigration and emigration

Several years ago, the OECD started to compile data based on population censuses of OECD countries for the 2000 census round.⁶⁵ Since then, another round has been added, and the OECD and the World Bank have joined their efforts in a project aimed at extending the coverage of the Database on Immigrants in OECD Countries (DIOC) to non-OECD destination countries (DIOC-E or DIOC extended). This data collection made it possible to calculate emigration rates by skill level. The datasets include information on demographic characteristics (age and gender), duration of stay, labour market outcomes (labour market status, occupations, sectors of activity), fields of study, educational attainment and place of birth.

While South Africa is one of the world's most popular tourist destinations, thousands of people also apply to settle in the country each year.⁶⁶ The country limits the number of immigrants each year. This, according to the government, is to protect work opportunities for the country's vast reserve of unskilled and semi-skilled workers. In line with international trends, potential immigrants who fall into the unskilled and semi-skilled categories will normally not be accepted as immigrant workers in the country.

62 Mahapatra P, Shibuya K, Lopez AD, Coullare F, Notzon FC & Szreter S on behalf of the Monitoring Vital Events (MoVE) writing group (2007) Civil registration systems and vital statistics: Successes and missed opportunities. *The Lancet* 370(10): 1653–1663

63 Statistics South Africa (2012) *Statistical Release P0305: Recorded live births*. Pretoria: Statistics South Africa, p. 35

64 Department of Home Affairs (2014) Birth Certificates. Available at <http://www.home-affairs.gov.za/index.php/birth-certificates1> [accessed 23 July 2014]

65 OECD (2014) International migration policies and data. Available at <http://www.oecd.org/els/mig/dioc.htm> [accessed 23 July 2014]

66 SouthAfrica.info (2014) Rainbow immigration. Available at <http://www.southafrica.info/travel/documents/immigration-trends.htm#.U7FpD9iKCM8> [accessed 23 July 2014]

6.6.1 Immigration trends⁶⁷

International population movements, influenced as they are by a variety of socio-economic, political, environmental and other factors, are complex to measure. There are, in fact, no official figures available on the total number of foreign residents in South Africa.

However, figures from South Africa's 2011 Census suggest that 3.3% – or about 1.7 million – of the country's 51.7-million population are 'non-South African' citizens. According to AfricaCheck, data collated by the World Bank and the United Nations also suggests a migrant population of about 1.86 million people. The majority of these people would be undocumented migrants.

In contrast, a report by Stats SA on official immigration statistics drawn from Home Affairs data shows that 1 283 permanent residence permits were issued in 2012. About half of the issued permits were acquired using the relatives' category status, while only 50, or 4%, used refugee status.

Nationals from Zimbabwe (20%), the UK (11%), Congo (7%), China (7%), India (6%), Germany (5%), Nigeria (5%) and DRC (3%) made up almost 64% the recipients of permanent residence permits.

6.6.2 Emigration trends⁶⁸

While reasons for emigration are varied, and unique to individuals, many choose to settle in more developed countries in Europe or North America, where the earning potential for skilled labour tends to be higher. The exodus of skills from the country has affected the IT industry, the scientific and medical professions, including nursing, as well as teaching.

Stats SA no longer collects information on emigration. However, data from the Organisation of Economic Co-operation and Development (OECD) quoted by Politicsweb⁶⁹ in 2012 show that

588 388 South African emigrants aged 15 or over were living in OECD countries in 2010.

The countries with the highest numbers of individuals born in South Africa are, in descending order: the United Kingdom, Australia, the United States, New Zealand and Canada.

A study released in 2014 by workforce management company Adcorp suggests that nearly 359 000 'high-skilled South Africans' have returned home from overseas assignments since the global financial crisis of 2008–9. 'This is a sizeable number, representing 18% of the total pool of managers and professionals in South Africa and 12% of the total pool of graduates,' Adcorp said in a statement.⁷⁰

6.7 Overall assessment

There is currently a concerted effort to clean the contaminated NPR. DHET officials have expressed the intention to use the births and deaths registers to forecast population trends impacting on the post-school environment.

Data on immigration and emigration (e.g. datasets on application for visas, passports, permits, etc.) are fragmented, and do not appear to be updated on the system. Not all the information as completed on the application forms is captured onto the system. The DHA is in a process of capturing historical data. Activities to ameliorate these conditions will improve the completeness and quality of data owned by the DHA, making data on flows more representative of population movements. Nevertheless, challenges for obtaining accurate emigration data are experienced in South Africa as elsewhere.

Summary: At this stage, datasets in the DHA are in a phase of upgrading and, currently, the quality of the data may not yet be sufficient to be incorporated in analysis for planning activities (e.g. deriving figures on permanent emigration).

67 Ibid.

68 Ibid.

69 Politicsweb (2012) How many South Africans have left the country? Available at <http://www.politicsweb.co.za/politicsweb/view/politicsweb/en/page71619?oid=318618&sn=Detail> [accessed 23 July 2014]

70 Adcorp (2014) Skills 'flowing back into South Africa'. Available at <http://www.southafrica.info/abroad/skills-140114.htm#.VWx8f2CmC-I> [accessed 23 July 2014]

7. Department of Labour (DoL)

7.1 Introduction

The vision of the Department of Labour (DoL) is to 'strive for a labour market which is conducive to investment, economic growth, employment creation and decent work'. The DoL aims to 'play a significant role in reducing unemployment, poverty and inequality through a set of policies and programmes developed in consultation with social partners, which are aimed at:

- Improved economic efficiency and productivity
- Employment creation
- Sound labour relations
- Eliminating inequality and discrimination in the workplace
- Alleviating poverty in employment'.⁷¹

The mission of the DoL is to '[r]egulate the South Africa labour market for a sustainable economy through:

- Appropriate legislation and regulations
- Inspection, compliance monitoring and enforcement
- Protection of human rights
- Provision of Employment Services
- Promoting equity
- Social and income protection
- Social dialogue'.⁷¹

⁷¹ Department of Labour web page: <http://www.labour.gov.za/DOL/about-us>

7.2 The organisational structure⁷²

The directly relevant programmes are Labour Policy and Industrial Relations, Public Employment Services, and the Unemployed Insurance Fund.

7.3 Mandate of the directorate/division that is responsible for administrative dataset(s)

7.3.1 Programme 3: Public Employment Services

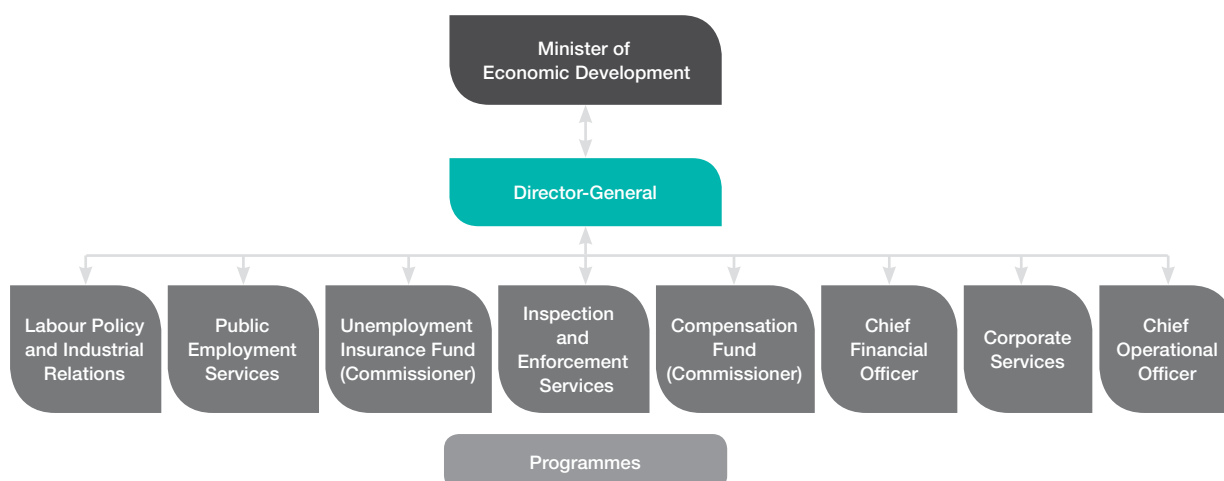
The purpose of the programme is to support enterprises and workers to adjust to changing conditions in the labour market and to regulate private employment agencies.

The programme consists of the following sub-programmes that are directly relevant to the provision of services to employers and work-seekers and the associated ESSA database:

- 'Employer Services: facilitates registration of vacancies, and disseminates scarce skills information, makes recommendations on the issue of immigrant corporate and work Visas, assist[s] companies in distress and regulates private employment agencies

⁷² Department of Labour (2012) *Department of Labour Strategic Plan, 2012–2017*. Pretoria: Department of Labour. Available at <http://www.labour.gov.za/DOL/downloads/documents/annual-reports/departement-of-labour-strategic-plan/2012-2017/smaller%20strat%20plan%2012aintro.pdf> [accessed 5 February 2014]

Figure 8: Structure of the Department of Labour



- Work-Seekers Services: registers work-seekers, provides employment counselling and facilitates matching of work seekers to vacancies and training and income generating opportunities.⁷³

The key functions of Employment Services are to register work-seekers on the database, obtain information about job vacancies, and to identify other work opportunities to be able to facilitate the entry or the re-entry of work-seekers into the labour market via placement in employment. Important supporting programmes include: providing career information and guidance, implementation of '[s]pecial labour market (employment) programmes' and '[r]egulatory functions including registration and monitoring of private employment agencies'.⁷⁴

The number of work-seekers registered on ESSA in different categories increased from 553 883 work-seekers registered on the system during 2011/12 to 600 259 in 2012/13.

The programme has oversight over entities including the Unemployment Insurance Fund (UIF), and provides for current and future funding of the UIF. The UIF's activities are funded from its revenue and it reports separately to Public Employment Services, which will be referred to below.⁷⁵

7.4 Relevant data sources

Programme 4: Labour Policy and Industrial Relations

Purpose of this programme is to 'facilitate the establishment of an equitable and sound labour relations environment and the promotion of South Africa's interests in international labour matters through research, analysing and evaluating labour policy and providing statistical data on the labour market, including providing support to institutions that promote social dialogue'.⁷⁶

The following sub-programmes bear relevance to skills-planning-related information:

- 'Employment Equity promotes equity in the labour market through improving the enforcement of the Employment Equity Act (1998)
- Research, Policy and Planning researches and monitors working conditions and policies affecting the labour market in South Africa
- Labour Market Information and Statistics collects, collates, analyses and disseminates internal and external labour market statistics about changes in the South African labour market that impact on legislation.⁷⁷

Administrative datasets

*Employment Equity Submissions Database*⁷⁸

The Employment Equity Submissions Database was established in 2000 in terms of the Employment Equity Act No. 55 of 1998, which obliges 'Designated Employers' (> 50 employees) to submit Employment Equity documents to the DoL every two years (< 150 employees) or every year (≥150 or more employees).⁷⁹ From the year 2014, all employers who are designated are required to report annually.⁸⁰

The purpose of this administrative process is to encourage equal opportunity and fair treatment in employment by enterprises. The submissions enable monitoring of affirmative action for designated groups – people formerly classified 'black' ('African', 'Coloured' and 'Indian') under apartheid, as well as women and people with disabilities.

Detailed data submitted by firms for this database could be a valuable tool for an investigation of equity in the South African labour market. Data collected includes location of the business, industry/sector (industry in this report's classification scheme), and business type (e.g. private sector/government/educational institution/

73 Department of Labour (2013a) *Annual Report of the Department of Labour, 1 April 2012 – 31 March 2013*. Pretoria: Department of Labour, p. 44

74 Ibid., p. 6

75 Ibid., p. 44

76 Ibid., p. 50

77 Ibid.

78 Woolfrey (2013), Op. Cit., pp. 32–33

79 The National Intelligence Agency and South African Secret Service are excluded from EE reporting. The National Defence Force is also excluded, except for its civilian employees.

80 Comment received by Mr Abrahams Mutedi on 25 August 2014.

NGO). Data on employees is collected by skill/occupational level, gender, race and nationality. For large firms, the compliance forms also collect data on workforce recruitment, promotions, terminations and skills development and disciplinary action, according to these categories, as well as data on earnings differentials. Large firms also need to provide data on measures taken to inform and consult with stakeholders concerning employment equity, obstacles to fair employment and monitoring of affirmative action implementation.

Accuracy: In 2007 the DoL reported that 75% of EE Reports submitted in KwaZulu-Natal contained errors. Inconsistent reporting by some firms can compromise the quality of the data.

Comprehensiveness: According to DoL reports, EE reporting by large firms fell significantly between 2000 and 2001, which will affect any time-series analysis of the data. However, compliance has steadily improved. Since 2006, only fully and accurately completed reports are analysed by the DoL.

Database linkages: Employers are required to provide their UIF reference number for the EE database. This makes it possible to link the EE to the UIF database in some cases only. Employers paying UI may pay contributions by workplace, whereas they submit EE reports by company. Therefore, not all employers on the EE database match up with the UI database.

7.4.1 Employment Services of South Africa (ESSA) Database⁸¹

The Employment Services of South Africa (ESSA) database was initiated in 2006. Its inception is driven by the Skills Development Act (No. 97 of 1998), which stipulates that the department establishes labour centres that must register work-seekers, job vacancies, employment opportunities and existing employment services. This registration would then form the information basis for labour market intermediation activities such as referral and placement services for work-seekers.

The ESSA system to which a database is integral is intended to assist work-seekers in finding work and employers in finding suitable candidates to take up vacant positions. Work-seekers can register at one of 126 labour centres distributed across the country, or they can go online.

Registering entitles work-seekers to search the database for jobs. Dedicated DoL employees provide advice and support by matching jobs and work-seekers. The intention is to integrate the ESSA database with the work permit system of the DHA to match work-seekers with opportunities that are registered by employers who applied for work permits for foreigners. The average rate of matching is five registered work-seekers to one opportunity.

There has been an increase in the number of work-seekers placed or referred to other opportunities or services. Compared to the 96 505 work-seekers placed or referred during 2011/12, a total of 412 348 people were placed or referred during 2012/13. To break this down for the recent period: 16 176 were placed and 396 172 referred. Increasing numbers of employers are registering vacancies on ESSA, with 2 620 employers registering vacancies in the recent reporting period.⁸²

The ESSA database has high potential to yield important data on labour market performance. Currently, work-seekers register in much higher numbers than enterprises, of which medium to large companies register in small numbers.

Work-seeker data captured may include name, gender, age, race, skills level, post-school field of study, disability, criminal status, location and date of registration. Sometimes fields are omitted. What is intended to be a self-help system for work-seekers to input their own information has involved data capturing by labour centre staff. With regard to work-seekers, data capturing lacks sufficient system controls, with the consequence that data capturing is uneven in reliability. The coding system is challenged by work-seekers who have low qualification levels; the system is not currently designed to capture the variety of work experience

81 Woolfrey (2013), Op. Cit., pp. 33–34

82 Department of Labour (2013a), Op. Cit., p. 19

and additional skills that work-seekers have acquired while on the job. Non-standard coding in the form of abbreviations, truncations and spelling inconsistencies occurs with the result that matching of relevant jobs, occupations and placements may not be picked up by a search.⁸³

There are a number of challenges. Data is not updated, especially where work-seekers register solely for the purpose of receiving UIF payments from the labour centres, without providing updates if they regain employed status. Some centres have to cope with long queues of work-seekers but have too few workstations, so staff must resort to using the hard copy of the ESSA form with the intention of inputting the data later. This creates duplication of workload and generates significant capturing backlogs, which erode the quality of the service.⁸⁴

Linkages to other datasets

The database is stand-alone without links to the DoL's UIF database or to other databases in government departments.

7.4.2 Unemployment Insurance Fund (UIF) database⁸⁵

The UIF has, since 2002, provided short-term unemployment insurance protection to all workers who qualify for unemployment-related benefits. These include 'claiming unemployment benefits for unemployment, maternity benefits, illness benefits, adoption benefits and dependents' benefits'.⁸⁶ The Fund is financed by a dedicated tax on the wage bill. Employers are obliged to register with the UIF and make contributions to the fund.

The Unemployment Insurance Act and Unemployment Insurance Contributions Act (amended by the Unemployment Insurance Amendment Act [No 32 of 2003]) apply to all employers and workers, but not to – workers working less than 24 hours a month for an employer; learners; public servants;

foreigners working on contract; workers who get a monthly State (old age) pension; or workers who only earn commission.⁸⁷

Domestic employers and farm workers have been included under the Act since 1 April 2003.⁸⁸ With reference to which data is available, employer data includes location, industry and sector. Employee data includes gross remuneration, working hours, date of employment and termination, and reason for termination. Employee UIF payment data is also collected, as well as reasons for non-contribution.

Data quality notes

Comprehensiveness: Part-time, foreign contract workers and the public service are not included, which limits research on these groups. On the other hand, inclusion of domestic and farm workers will assist research on these occupations. There is also low registration in some sectors, such as the taxi industry, and no data on the informal sector.

Dataset linkages: Links to the Compensation Fund and South African Receiver of Revenue data provide the opportunity for data proving and comparison.⁸⁹

7.4.3 Other datasets that the department has developed: The Job Opportunity Index

In 2003, a division of the DoL started a project to capture job vacancies advertised in the classified section of *The Star* newspaper and, in the following year, of the weekly *Sunday Times* newspaper. Both publications had a national distribution network, which meant that employers would advertise nationally and work-seekers would consult published vacancies. The aim was to record and analyse advertisements for which jobs were offered, in which occupations, in which industries, in which provinces, with which conditions of employment. Other information included which qualifications, years of experience, skills and competencies would be

83 Woolfrey (2013), Op. Cit., p. 33

84 Ibid., p. 34

85 Ibid., pp. 34–35

86 Department of Labour (2013a), Op. Cit., p. 8

87 Ibid.

88 Ibid.

89 Woolfrey (2013), Op. Cit., p. 35

applied to the selection. Subsequently, further media sources were added for vacancy capturing.⁹⁰

The data on advertised jobs had to be consistently categorised and labelled according to a framework for categorising occupations, and has been coded according to the Organising Framework for Occupations (OFO) version 09. The OFO does not accommodate all job titles, especially the newly introduced ones. The OFO is a skills-based coded classification system that encompasses all occupations in the South African context. The classification of occupations is based on a combination of job titles, tasks, experience, skill levels and specifications. Therefore, the purpose of the OFO is to enable broad discussions on labour market trends based on a common language of the classification system.

Over time, the data harvested from months of job advertisements provides the basis for tracking changes in demand for skills in the labour market. Thus, the index provides a foundation for job vacancy analysis that will be useful to employers, work-seekers, policy-makers, leaders of education institutions, professional associations and others.

Benefits

Knowledge of trends in skills demand or potential employment growth could be used as follows:

- To identify emerging labour shortages, or to estimate insufficient aggregate labour demand;
- To formulate policies to minimise frictional unemployment and lower structural joblessness;
- To shed light on labour demand-supply conditions in relation to changing wage levels;

- To support education departments and other providers of education and training to design training programmes to meet the labour needs of economic sectors or sub-sectors, and the job prospects of workers;
- To support labour organisations in developing their policies for training, social policies and collective bargaining;
- To supply work-seekers with better appreciation of where job openings are most likely to emerge and to support improved counselling for work-seekers and new entrants to the labour market; and⁹¹
- For Sector Education and Training Authorities (SETAs) for their Sector Skills Plans (SSPs).

7.5 Overall assessment

Datasets in the DoL are regarded as being highly relevant to skills planning in South Africa. This data includes (a) the Employment Equity Submissions Database; (b) the Unemployment Insurance Fund database; and (c) the Employment Services South Africa (ESSA) Database

The ESSA database will become more valuable as employees and employers register in larger numbers. The take-up is not strong among larger enterprises. With greater participation, the value of this database can grow and add value to skills planning in the future.

There is also the Job Opportunities Index that the DoL maintains, which has potential for yielding relevant intelligence about skills demand.

Summary: The DHET may consider investigating the UIF and the EE databases for data exchange.

⁹⁰ Department of Labour (2013b) *Job opportunities and Unemployment 2012–2013*. Pretoria: Department of Labour, p. 10

⁹¹ Adapted from Department of Labour (2013b), p. 16

7.6 Characteristics of identified datasets: Department of Labour

7.6.1 Employment Equity Submissions Database

Organisation: Department of Labour Employment Equity Submissions Database	Description
Data source name	Employment Equity Submissions Database
Type of data source (administrative or survey)	Survey
Data collection date	Fixed each year
Series available (e.g. from 2003–2010)	Since 2002
Survey objective – rationale for data collection	Monitor employment equity
One-off collection or repeatedly (annually, quarterly, etc.)	Annual
Administrative data (captured by individual, HR staff, etc.)	n/a
Instrument used for collection (e-copy of survey questionnaire, interview schedule, etc.)	Questionnaire
Size of data source (# of variables, # of records)	Standard variables, size dependent on response from industry
Size and description of survey population (response rate)	'Designated Employers' (> 50 employees) to submit Employment Equity documents to the DoL every two years (< 150 employees) or every year (150 or more employees)
Methodology used for collection (mention whether structure for collection exists)	Enterprises capture. Online EE reporting service for employers in 2006
Methodology used for capturing	Online
Methodology used for cleaning	Investigate if selected
Methodology for quality assurance of data	Investigate if selected
Methodology used for data analysis	Investigate if selected
Geographic levels (spread of data collected)	National
Unit level (individual, household, district, province, etc.)	Enterprise
Software of data source/data format	Investigate if selected
Access conditions (restricted, public, etc.)	Restricted
Where available?	Not available to researchers
Who are the users of the data? How is the data used?	Used for the administration of the Employment Equity Act
In which publications are the data reported on? (Name publications)	Annually, the DoL publishes list of companies that have submitted EE reports in the Government Gazette
URL for data source	n/a
URL for publications (Provide name of publication)	http://www.labour.gov.za/DOL/documents/annual-reports/Commission%20for%20Employment%20Equity%20Report/2013-2014/commission-for-employment-equity-report-2013-2014
Contact details of relevant person involved in data source	n/a
Is the data source SASQAF-certified by Stats SA?	No
Data quality notes (proxy = level of use, cleaning procedures)	Investigate when selected

7.6.2 Employment Services of South Africa

Organisation: Department of Labour Employment Services of South Africa (ESSA) Database	Description
Data source name	Employment Services of South Africa (ESSA)
Type of data source (administrative or survey)	Administrative
Data collection date	Continuous
Series available (e.g. from 2003–2010)	Since 2006
Survey objective – rationale for data collection	Intermediation in the labour market by matching work-seekers with employers
One-off collection or repeatedly (annually, quarterly, etc.)	Continuously with clients
Administrative data (captured by individual, HR staff, etc.)	Captured by centre staff or online by work-seeker or employer
Instrument used for collection (e-copy of survey questionnaire, interview schedule, etc.)	Form SD – work-seeker registration. This form is used to register work-seekers with the Department of Labour. Once this form is completed and given to a labour centre, the work-seeker's details will be placed on a database
Size of data source (# of variables, # of records)	Investigate if selected
Size and description of survey population (Response rate)	n/a
Methodology used for collection (mention if structure for collection exists)	Enterprises capture
Methodology used for capturing	Online EE reporting service for employers in 2006
Methodology used for cleaning	Investigate if selected
Methodology for quality assurance of data	Investigate if selected
Methodology used for data analysis	Investigate if selected
Geographic levels (spread of data collected)	National. Supported by online registration. Physical registration clustered in locality of Employment Centres
Unit level (individual, household, district, province, etc.)	Individual, enterprise, labour broker, labour centre
Software of data source/data format	Oracle database
Access conditions (restricted, public, etc.)	Restricted
Where available?	n/a
Who are the users of the data? How is the data used?	Department of Labour staff
In which publications are the data reported on? (name publications)	Annually, the DOL releases a publication that analyses the data
URL for data source	For work-seekers' data: https://essa.labour.gov.za/EssaOnline/WebBeans/
URL for publications (Provide name of publication)	http://www.labour.gov.za/DOL/downloads/documents/annual-reports/job-opportunities-and-unemployment-in-the-south-african-labour-market/2012/jobopporeport201112.pdf
Contact details of relevant person involved in data source	Abrahams Mutedi – LMIS – 012 309 4047
Is the data source SASQAF-certified by Stats SA?	No
Data quality notes (proxy = level of use, cleaning procedures)	–

7.6.3 Unemployment Insurance Fund Database

Organisation: Department of Labour Unemployment Insurance Fund (UIF) Database	Description
Data source name	Unemployment Insurance Fund Database
Type of data source (administrative or survey)	Administrative
Data collection date	The UIF developed the Siyaya system in 2005 to process the registration of employers, employees, claims and payments. Online UIF declarations (employee data) and UIF payments were initiated in 2006–2007. Systems Information is updated in real time. ID numbers of registered individuals are linked to the Population Register of the Department of Home Affairs (DHA)
Series available (e.g. from 2003–2010)	2002
Survey objective – rationale for data collection	n/a
One-off collection or repeatedly (annually, quarterly, etc.)	n/a
Administrative data (captured by individual, HR staff, etc.)	Businesses and employers in private homes of domestic workers register with the UIF and provide their information
Instrument used for collection (e-copy of survey questionnaire, interview schedule, etc.)	Standard registration form
Size of data source (# of variables, # of records)	By March 2012 the database contained records of more than 8 million workers. 722 528 claims were recorded and 555 969 received for unemployment benefits in the 2011–2012 financial year.
Size and description of survey population (response rate)	Not all who qualify for UIF will claim benefits
Methodology used for collection (mention whether structure for collection exists)	Employers register mostly online and beneficiaries register in person at labour centres
Methodology used for capturing	Investigate if selected
Methodology used for cleaning	Investigate if selected
Methodology for quality assurance of data	Investigate if selected
Methodology used for data analysis	Investigate if selected
Geographic levels (spread of data collected)	National
Unit level (individual, household, district, province, etc.)	Individual
Software of data source/data format	Oracle database
Access conditions (restricted, public, etc.)	The UIF provides data to other government departments on request. Researchers must apply for access to the Unemployment Insurance Commissioner and Director General of the Department of Labour. The request must be via an organisation stating clearly how the requested data will be used
Where available?	For enquiries contact Mokgadi Pela [n dash] 082 808 2168. Email mokgadi.pela@labour.gov.za
Who are the users of the data? How is the data used?	Department of Labour: Labour policies and industrial relations
In which publications is the data reported on? (Name publications)	Annually, the DoL releases a publication that analyses the data
URL for data source	n/a
URL for publications (provide name of publication)	http://www.labour.gov.za/DOL/downloads/documents/annual-reports/job-opportunities-and-unemployment-in-the-south-african-labour-market/2012/jobopporeport201112.pdf
Contact details of relevant person involved in data source	Abrahams Mutedi – LMIS – 012 309 4047
Is the data source SASQAF-certified by Stats SA?	No
Data quality notes (proxy = level of use, cleaning procedures)	–

8. Department of Performance Monitoring and Evaluation (DPME)

8.1 Introduction

The Department of Performance Monitoring and Evaluation (DPME) was established on the principle that the systematic use of monitoring and evaluation (M&E) evidence in policy, planning and implementation is essential for continuous performance improvement. To date, the focus has been on putting in place the internal architecture of government's performance monitoring system – the delivery agreements, progress reporting against the delivery agreements, the Management Performance Assessment Tool (MPAT), front-line services delivery monitoring, etc. These systems are now in place and are supporting the uptake of monitoring and evaluation as a required practice in government.⁹²

8.2 Legislative mandate

The mandate of the DPME is derived from Section 85(2) (c) of the Constitution of the Republic of South Africa, which states that the President exercises executive authority, together with the other members of the Cabinet, for coordinating the functions of state departments and administrations. Performance monitoring and evaluation would constitute an important facet of this responsibility. This mandate has been elaborated in State of the Nation addresses, cabinet decisions and by the *Policy Framework on Performance Monitoring and Evaluation – Our Approach* document.

Based on these resources the key mandates of the DPME are to:

- Facilitate the development of plans or delivery agreements for the cross-cutting priorities or outcomes of government and monitor and evaluate the implementation of these plans;

- Monitor the performance of individual national and provincial government departments and municipalities;
- Monitor frontline service delivery;
- Carry out evaluations; and
- Promote good M&E practices in government.⁹³

8.3 The organisational structure

The Branch: Outcomes Monitoring and Evaluation in the organisational structure of the DPME as depicted in Figure 9 was identified as the branch where possible datasets could be located. In the text below, the nature of the DPME's work and, in particular, how it obtains data will be discussed. It will be shown that this department does not gather large datasets in its own right, except insofar as its monitoring and evaluation projects are concerned.

8.4 Relevant data sources from monitoring systems

8.4.1 National Evaluation Plan (NEP)

The National Evaluation Policy Framework (NEPF) was approved on 23 November 2011. This set out the approach to establishing a National Evaluation System for South Africa. It sought to address the problem that 'evaluation is applied sporadically and not informing planning, policy-making and budgeting sufficiently, so we are missing the opportunity to improve government's effectiveness, efficiency, impact and sustainability'. The underlying purpose is as follows:

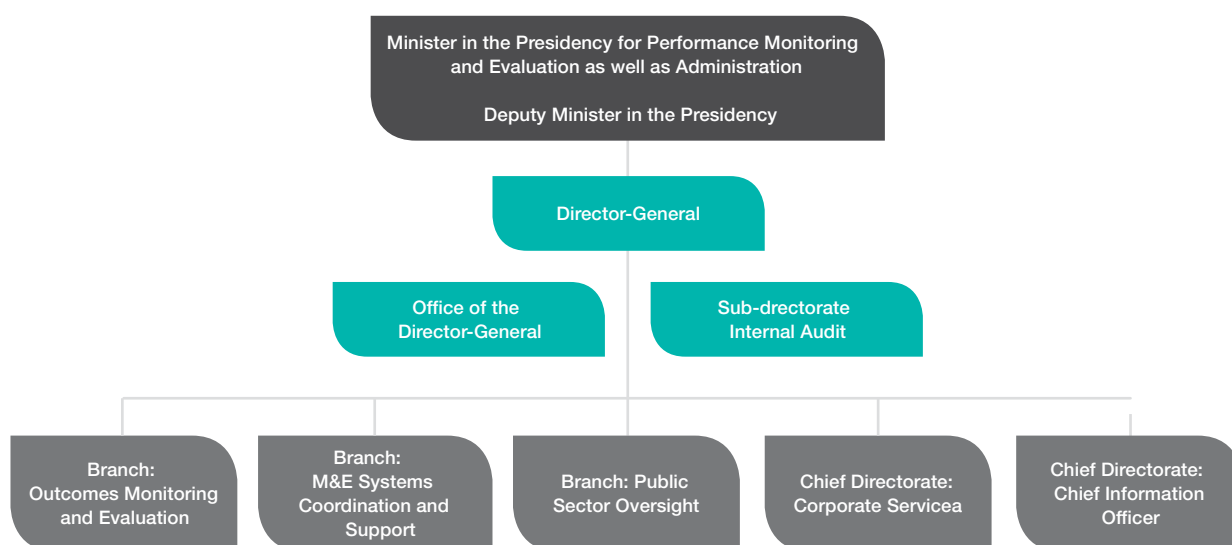
- Improving policy or programme performance (evaluation for continuous improvement) – providing feedback to managers;
- Improving accountability for where public spending is going and the difference it is making;
- Improving decision-making e.g. about what is working or not working; and
- Increasing knowledge about what works and what does not with regards to a public policy, plan, programme, or project.⁹⁴

92 Department of Performance Monitoring and Evaluation (2013) *A framework for strengthening citizen-government partnerships for monitoring frontline service delivery*. Pretoria: The Presidency and the DPME, p. iii. Available at <http://www.thepresidency-dpme.gov.za/about/Pages/default.aspx> [accessed 9 December 2013]

93 Department of Performance Monitoring and Evaluation (2011) *Department of Performance Monitoring and Evaluation: Strategic Plan 2011/12–2015/16*. Pretoria: DPME, p. 5.

94 Ibid., p. 6

Figure 9: Organisational structure of the DPME



The NEPF focuses on different government interventions, including policies, plans, programmes and projects. It envisages evaluation as a process carried out throughout the intervention life cycle, including prior to development of an intervention (a diagnostic evaluation) to confirm the design (design evaluation); to assess progress and how implementation can be improved (implementation evaluation); to assess impact (impact evaluation); and to see the relationship between costs and benefits (economic evaluation).⁹⁵

The NEPF envisages a rolling National Evaluation Plan (NEP) including the key evaluations across government seen as a national priority.

The initial focus is on eight evaluations agreed as national priorities to be implemented as part of an NEP, which sets the benchmark for evaluations in the country.

Minimum standards and guidelines are being developed, and these will be tested out in 2012/13.

8.4.2 Citizen-based monitoring

In the past, citizens' experiences of government services and the systematic use of this evidence to improve performance have remained largely

missing from the government's monitoring system. Due to this, the government has introduced citizen-based monitoring (CBM).

CBM is an approach to monitoring government performance that focuses on the experiences of ordinary citizens in order to strengthen public accountability and drive service delivery improvements.

CBM is informed by a body of international and local experience and there are numerous established CBM methodologies and instruments. These range from client satisfaction surveys, grievance mechanisms (ombudsman, hotlines etc.), citizen report cards, and web- and SMS-based reporting tools to facility-level monitoring by community members. These methodologies and the concentration of the DPME on perceptions and experience of government accountability and service delivery make education and skills development of peripheral concern to the DPME's mandate.

The impetus for involving citizens in monitoring comes from both the state and civil society. Public participation in monitoring service delivery and the performance of government, however, remains an important yet underdeveloped aspect of public participation.

The National Development Plan describes this as routine, or bottom-up, accountability (as opposed to hierarchical accountability) where the users of a

⁹⁵ Department of Performance Monitoring and Evaluation (2012) *National Evaluation Plan 2012–13*. Pretoria: DPME, pp. iv–v

service are able to influence how that service is delivered by inputting and engaging directly at the point of delivery. CBM mechanisms are an important way to drive and strengthen routine accountability. Where customer care systems are in place, CBM can support its strengthening and accountability.⁹⁶

8.4.3 Development indicators

*Programme of Action (POA)*⁹⁷

The DPME publishes South Africa's development indicators on an annual basis. These indicators are approved by Cabinet as quantitative markers that track the progress being made towards achieving key policy goals. The data is sourced from government administrative systems, international databases, research institutions and official statistics. The documents in which the definition, original sources and method of calculation for each indicator are provided can be found on the website <http://www.poa.gov.za/Pages/default.aspx>. Both the PDF version of the published document and the detailed data in MS Excel format are published on this website.

8.5 Overall assessment

The DPME requests data and information from different resources/organisations/departments on already developed indicators. Although the DPME is concerned with information on skills development and the labour market, this is mainly from the macro level as applied in the 80 or more indicators associated with the National Programme of Action.

Summary: The DPME is not geared to generate data that would be useful to the DHET, but exemplifies a different approach to sourcing and using data.

⁹⁶ Department of Performance Monitoring and Evaluation (2013) Strengthening Citizen Based Monitoring Update – April 2013. Available at <http://www.thepresidency-dpme.gov.za/keyfocusareas/flsdSite/Frontline%20Service%20Delivery/CBM%20Update%20April%202013.pdf> [accessed 10 December 2013]

⁹⁷ DPME website: <http://www.poa.gov.za/>

9. Department of Public Service and Administration (DPSA)

9.1 Introduction

The vision of the Department of Public Service and Administration (DPSA) is of '[a] professional, productive and responsive public service and administration', and its core mission includes to '[e]stablish norms and standards to ensure that the state machinery functions optimally and that such norms and standards are adhered to' and to '[i]mplement interventions to maintain a compliant and functioning Public Service'.⁹⁸

These functions require the establishment of administrative systems and associated information systems and database systems to support accountable and efficient management of human resources and skills planning to fulfill the various mandates allocated within the machinery of government.

9.2 Legislative mandate

'The Department of Public Service and Administration draws its mandate from Section 195(1) of the Constitution which sets out basic values and principles that the public service should adhere to, and the Public Service Act (PSA) of 1994, as amended. In terms of the Public Service Act (PSA) of 1994, as amended, the Minister for the Public Service and Administration is responsible for establishing norms and standards relating to:

- The functions of the public service;
 - Organisational structures and establishments of departments and other organisational and governance arrangements in the public service;
 - Labour relations, conditions of service and other employment practices for employees;
 - The Health and wellness of employees;
 - Information management;
 - Electronic government in the public service;
 - Integrity, ethics, conduct and anti-corruption;
- and

98 Department of Public Service and Administration (2013) *Department of Public Service and Administration Annual Report 2012/13*. Pretoria: Department of Public Service and Administration, p. 6

- Transformation, reform, innovation and any other matter to improve the effectiveness and efficiency of the public service and its service delivery to the public.⁹⁹

9.3 The organisational structure

Figure 11 helps to identify which departments/directorates/divisions are responsible for administrative datasets (other than the information technology department responsible for the systems on which the data resides). For the purposes of the LMIP project, the division of interest would be the Human Resources Management and Development division.

9.4 Mandate of the directorate/division that is responsible for administrative dataset(s)

In the DPSA, the purpose of the Human Resource Management and Development branch in Government is to '[d]evelop and implement an integrated strategy, monitor employment practices, conduct human resource planning and diversity management and improve the health and wellbeing of public service employees'.¹⁰⁰

The key objective and measures applicable to administrative datasets that contain data relevant to skills planning are to:

- 'Equip government departments with the necessary tools and skills in order to ensure optimal health, wellness, and safety of Public Servants ...
- Improve the competency levels of public servants through capacity-development activities such as internships, learnerships and skills programmes to ensure a constant successive pool of production and contributing employees
- Provide information on skills in the public service by phasing in the HR Connect skills database projects in all government departments ...'¹⁰¹

99 Ibid., p. 7

100 About the DPSA: Programme 2: Human Resource Management and Development in Government. Available at <http://www.dpsa.gov.za/about.php?id=6> [accessed 15 October 2013]

101 Ibid.

Figure 10: List of development indicators for South Africa

CONTENTS		DEVELOPMENT INDICATORS
ECONOMIC GROWTH AND TRANSFORMATION		
1 GDP growth	5	44 Enrolment rates
2 Real per capita GDP growth	6	45 National senior certificate pass rate
3 Foreign direct investment (FDI)	7	46 Number of candidates for the NSC with Maths passes
4 Gross fixed capital formation	8	47 Adult literacy
5 Budget surplus or deficit before borrowing	9	48 Graduating SET students
6 Government debt	10	49 Educational performance below high school
7 Interest rates: real and nominal	11	50 Mathematics and science achievement
8 Inflation measures: CPI	12	SOCIAL COHESION
9 Bond points spread	13	51 Strength of civil society
10 Expenditure on R&D	14	52 Voter participation
11 Information and communications technology	15	53 Voters per province
12 Patents	16	54 Women who are members of legislative bodies
13 Balance of payments	17	55 Confident in a happy future for all races
14 SA's competitiveness outlook	18	56 Public opinion on race relations
15 Knowledge-based economy index	19	57 Country going in the right direction
16 Black and female managers	20	58 Identity based on self-description
EMPLOYMENT		59 Pride in being South African
17 Employment	22	SAFETY AND SECURITY
18 Unemployment	23	60 Victims of crimes
19 Expanded Public Works Programme (EPWP)	24	61 Number of all crimes
20 Community Work Programme (CWP)	25	62 Contact crime
POVERTY AND INEQUALITY		63 Drug related crimes
21 Per capita income	27	64 Sexual offences
22 Living standards measure	28	65 Property crimes
23 Inequality measures	29	66 Aggravated robberies
24 Poverty headcount index	30	67 Detection rate
25 Poverty gap analysis	31	68 Charges referred to court
26 Social assistance support	32	69 Conviction rate
27 People with disabilities	33	70 Total number of inmates
HOUSEHOLD AND COMMUNITY ASSETS		71 Rehabilitation of inmates
28 Meeting housing needs	36	72 Road accidents
29 Potable water	37	INTERNATIONAL RELATIONS
30 Sanitation	38	73 Peace operations
31 Electricity	39	74 Democratically elected governments in Africa
32 Land restitution	40	75 Real GDP growth in Africa
33 Land redistribution	41	76 Sustainable Tourism
HEALTH		77 Mission operations
34 Life expectancy	43	78 International agreements
35 Infant and child mortality rate	44	GOOD GOVERNANCE
36 Severe malnutrition under five years	45	79 Tax returns
37 Immunisation coverage	46	80 Audits
38 Maternal mortality ratio (MMR)	47	81 Corruption perceptions
39 HIV prevalence	48	82 Budget transparency
40 Tuberculosis	49	83 Public opinion on delivery of basic services
41 Malaria	50	84 Ease of doing business
EDUCATION		85 Greenhouse gas emissions
42 Early childhood development	52	Transport infrastructure
43 Class ratio in public ordinary schools	53	Energy profile in South Africa
		Demographic trends

9.5 Relevant datasets

The key relevant data sources identified are the PERsonnel and SALary (PERSAL) and the HR Connect systems.

9.5.1 PERSAL

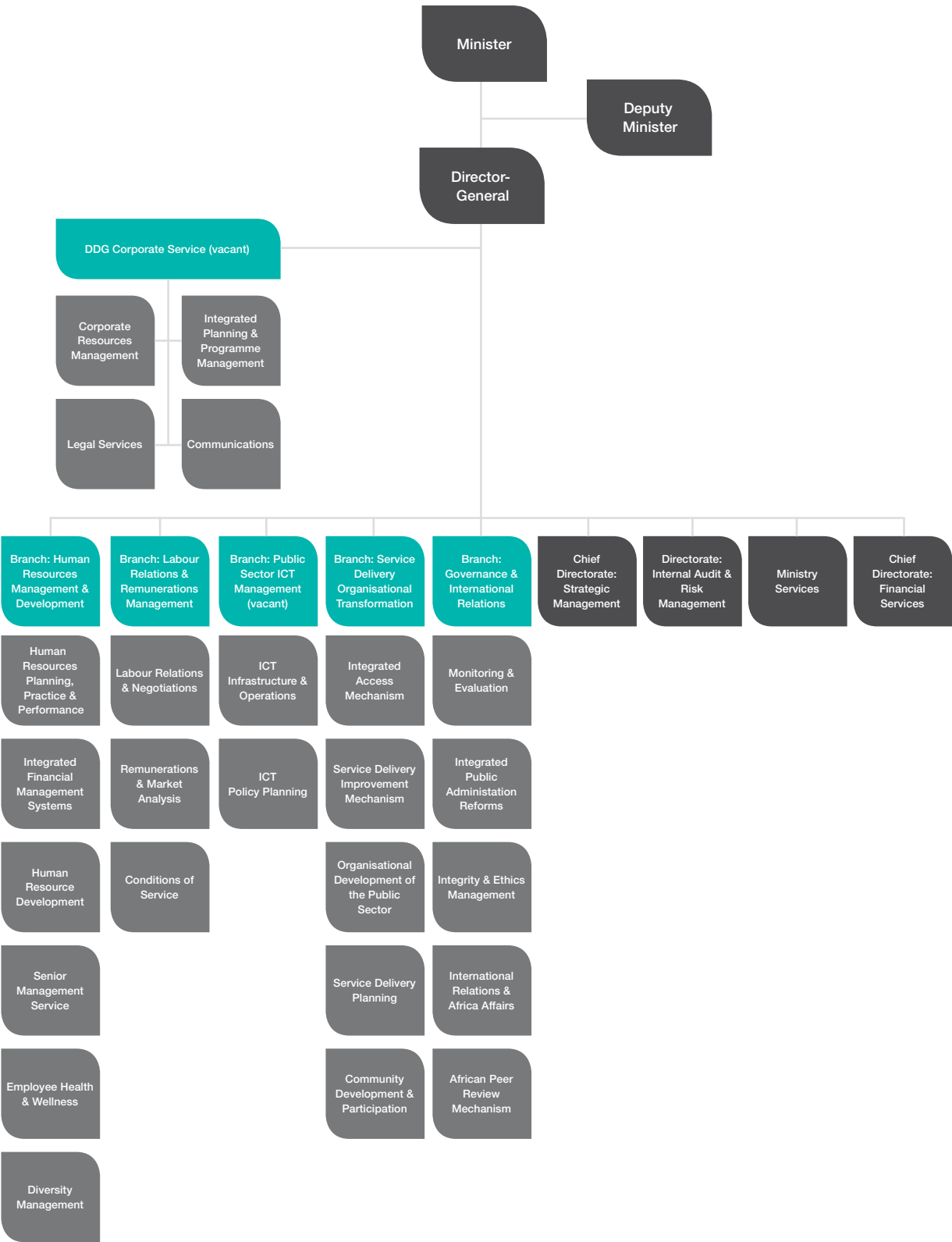
The PERSAL system is the central system used for personnel administration and payroll in the public service.

It has evolved and broadened over time to include a wider spectrum of data categories so that it can support some planning needs of national and provincial government, particularly regarding establishment administration. These include basic

personnel administration (e.g. appointment, movement and termination events), salary administration (all forms of service conditions and benefits), programmatic adjustments to salaries and state contributions, as well as management information reports that are standard or customised. Data accumulation centres on continuous transactions of capturing, approving and authorising. PERSAL evolved in a piecemeal fashion, with developments directed by legislative requirements rather than a human resource development strategy.

Consequently, improvements and expansion could not be informed by a structured systems life cycle approach. For example, salary payment and HR

Figure 11: Structure of the DPSA



requirements are built into a single system, which means that the database cannot be broken into distinct components and restricts data manipulation. The user focus is predominantly on salary rather than on HR functionality. HR data on PERSAL can therefore be incomplete or inaccurate. For example, personal and post-education level data fields on PERSAL are compulsory, whereas there are numerous fields that are optional and consequently are seldom completed or updated.

In PERSAL numerous fields have few or no validation rules except for length (e.g. some are text fields). It is predominantly a transactional database with limited conditional formatting. This creates severe difficulties for analysis. Validity and credibility of the output depends on which analysis is desired and whether this is feasible. Also, in the past, inaccuracies in the capturing of information in certain data fields have impacted on confidence in using PERSAL for planning and decision-making. There do not seem to be linkages with other sources of data except for the financial systems. (The ID number is validated against data from Home Affairs.)¹⁰²

9.5.2 HR Connect data system

The HR Connect project aimed to connect all departments into a single, standardised, centrally coordinated, inter-government, customised or purpose-built system.

The PERSAL system does not adequately support the capturing and tracking of training needs and interventions inside government departments. The DPSA explored ways of combining data from all national government departments to make a national picture but faced a technical problem: departments had independently developed diverse information technology systems using different norms and standards. As a result, the systems were hardly able to 'talk' to each other, so interoperability was low.

Furthermore, departments developed their own HR models leading to variations in how HR functions were conducted with different data definitions and data management. These 'decentralised' circumstances raised system complexity, costs and risks. Variation between systems severely limited data sharing and reporting compliance. Consequently, reporting accuracy across the government HR system was compromised.

In response, the DPSA developed a proposal for the HR Connect project to build skills-audit and limited HR information-management capacity in departments. This proposal supported a 2007 Cabinet lekgotla decision that public service departments should all conform to a consistent, uniform, sustainable skills-audit process for more efficient use of resources and to improve data quality for decision-making.¹⁰³ HR Connect involved profiling all public sector occupations so that skills requirements could be mapped for better management of supply and demand.

The HR Connect project aimed to capture certain sets of information into a single, standardised, centrally coordinated inter-government system accessible by all departments, which has achieved considerable success although it is not a comprehensive Human Resource system. It is attractive as it avoids dependency on exclusive and isolated departmental data systems, which lacked credibility. The HR Connect process is based on the concept of a 'skills audit' according to which the skills of an individual or group are measured against what that individual or group is expected to achieve. The outcome will indicate skills development needs. Essentially, HR Connect provides a picture of the skills capacity of the state and how to improve that capacity. A generic profile was developed to define each set of job requirements, and a profile was mapped to each post. Employees then responded to a survey form against the post they occupied. About 800 000 employees in more than 140 departments responded, generating a picture of the extent (which skills available) and the depth (level) of skills

¹⁰² Western Cape Government (2003) Chapter 4 Part 2. Financial Management Issues, pp. 83–90. Available at: http://www.westerncape.gov.za/text/2003/chapter_4_part_2_financial_management.pdf [accessed 27 June 2014]

¹⁰³ Public Service Commission (2010) *State of the Public Service Report 2010: Integration, Coordination and Effective Public Service Delivery*. Pretoria: Public Service Commission, p. 65

in the public service. Participating departments received data/reports on their own establishment and could analyse the data further, while important analysis was undertaken on key occupations (OFO classification) distributed transversely across the public service.

However, the HR Connect programme is not without challenges, needing higher HR allocations to operate optimally and greater buy-in from senior departmental management. The Public Service Commission observes that departmental organisational cultures must be improved for HR connect to run optimally, including better information capture, application of the Performance Management and Development System (PMDS), and accountability for managing poor performance from management.¹⁰⁴

It is necessary to appreciate that the essence of HR Connect is to understand the skills needs and gaps among currently employed personnel, a key function of Human Resource Management divisions more focused on training and HR skilling than on identifying skills shortages and unfilled vacancies. These two functions are naturally complementary. Nevertheless the contribution of HR Connect to understanding scarce skills and hard-to-fill vacancies will be restricted.

9.6 Recent developments linking datasets that can improve data for skills planning

This section describes how the DPSA has been working on integrating datasets like the Human Resource Management Module and the Financial Management System, enabling analysis between HR resources or skills planning allocations and their financial implications.

Until recently, a systematic shortcoming for skills planning has remained financial data that could not be integrated with human resources and skills development data. This means that the costs of skills development could not be systematically used for impact assessments of programmes, nor return on investment analyses. Then, in 2012, the

DPSA reported that a key milestone in the evolution of Government Management Information Systems had been reached with the implementation of a human resources management module of the Integrated Financial Management System (IFMS) in the DPSA's information system. Further piloting is currently underway in the Free State Department of Education where National Treasury carried the development and application cost of the project.¹⁰⁵

By designing a software module that links departments' human resources data to income and expenditure data residing in the IFMS, Treasury has opened the door to analysis of human resources financial allocations, their costs and their benefits. This is a significant step towards analysing efficiencies and testing cost-benefit and impact relationships with regard to skills planning, training and capacity-building. For instance, there is future potential for tracking transaction data to individual service providers and to individual programme data, including transactions per training programme and even down to the individual unit-record level.

9.7 Recent developments in improving the quality of data in datasets

9.7.1 Integrated Financial Management Systems (IFMS)

The DPSA aimed to modernise and enhance the effectiveness of public service human resource and financial systems by enhancing the human resource module of the IFMS and finalising its implementation and initiating roll-out to the rest of the public service by March 2013. The roll-out of the IFMS HR solution to the rest of the public service has been delayed, mainly because a new integrated IFMS payroll solution has not been completed.¹⁰⁶

¹⁰⁵ National Treasury (2012) *Estimates of National Expenditure: Department of Public Service and Administration*. Pretoria: National Treasury, p. 11; Department of Public Service and Administration (2011) *Department of Public Service and Administration Annual Report 2010/11*. Pretoria: Department of Public Service and Administration

¹⁰⁶ Department of Public Service and Administration (2013), *Op. Cit.*, p. 45

¹⁰⁴ Ibid.

9.7.2 PERSAL

The PERSAL cleanup strategy, which encouraged all government departments to abolish unfunded vacancies from PERSAL, was implemented, leading to a reduction of the vacancy rate from 16.06% in March 2012 to 8.37% as at the end of February 2013, which constituted a 47.88% decline and brought the vacancy rate below the 10% target. Through the implementation of the strategy more than 75% of the departments were supported, during the reporting year, with cleaning their data on PERSAL.¹⁰⁷

A global update of appointments for all departments was effected on PERSAL, which improved the quality of this field for all departments. Strategic Human Resource Performance reports containing key information on key human resource indicators for each of the national and provincial departments were produced and disseminated quarterly.¹⁰⁸

The specific strategic interventions for the medium term 2012/13 to 2014/15 include building the capacity of national and provincial departments for improving PERSAL functionality, accuracy and reliability.¹⁰⁹

In Risk Management, under 'Remuneration policy for the public service', risk is stated as '[i]naccurate and/or incomplete data received from PERSAL'. Mitigation is stated as '[p]erform[ing] statistical projections based on available data'. But this is 'dependent on availability of requisite specialized skills'.¹¹⁰

9.7.3 HR Connect

The Skills Audit through the HR Connect programme was undertaken to identify the skills needed and available in the public service. The first phase of the audit covered approximately 89% of the total workforce, and the second phase will be

undertaken to cover the entire public service during the year under review.¹¹¹

The Skills Audit (HR Connect) was concluded in the outstanding 55 departments by 2012/13 and the skills reports were distributed to departments for them to analyse and to develop intervention plans.¹¹²

The last phase was concluded and departments were issued with their reports to analyse and to decide on appropriate interventions.¹¹³ As part of the development of a methodology to measure the extent and depth of skills of public servants (with the view to extending these skills), two sets of guidelines and toolkits were developed: user guidelines to enable departments to analyse and interpret their HR Connect reports and determine the implications that these have on their departments; and a toolbox to enable departments to determine interventions to address the identified gaps.¹¹⁴

Upgrading the skills of staff working on the data value chain, including analytic types of skill, was also targeted. Under the DPSA Strategic Objective 2, 'Building a professional and equitable Public Service Cadre', the DPSA strategic plan stated the intention of the DPSA to undertake 'development of a methodology to analyse and interpret HR Connect Skills Reports and a Generic Strategy to address identified skills gaps by March 2015'.¹¹⁵

9.8 Overall assessment

The datasets of PERSAL and HR Connect are important instruments and enablers of skills planning in the public sector. Both PERSAL and HR Connect have advantages and disadvantages and both are central to public sector skills. However, HR Connect had a limited completion rate, took place some years ago, and is oriented more to HR than skills development.

¹⁰⁷ Ibid., pp. 16, 21

¹⁰⁸ Ibid., p. 78

¹⁰⁹ Ibid., pp. 128–129

¹¹⁰ Department of Public Service and Administration (2012) *DPSA Strategic Plan 2012–2015*. Pretoria: Department of Public Service and Administration, p. 38

¹¹¹ Department of Public Service and Administration (2013), *Op. Cit.*, p. 23

¹¹² Ibid., p. 45

¹¹³ Ibid., p. 48

¹¹⁴ Ibid., p. 131

¹¹⁵ Department of Public Service and Administration (2012), *Op. Cit.*, p. 28

Summary: Currently, only PERSAL is recommended for consideration for sharing with the DHET.

**9.9 Appendix to case study:
The DPSA**

In terms of the Directive on the implementation of the Human Resource Planning Strategic Framework – Vision 2015 for the Public Service issued by the Minister for Public Service and Administration (MPSA), all departments are required to develop and implement MTEF HR plans

that address the current and future workforce issues they face or may face. Departments are also required annually to implement their HR plans, and continuously monitor, evaluate and make adjustments where necessary.

The following table describes the prescribed standardised report template with which human resource planning data and information are submitted by all heads of national departments, provincial administrations, provincial departments and government components.

Organisation: Department of Public Service and Administration (DPSA)
Data from HR Planning

Description

Data source name	Human Resource Planning report template
Type of data source (administrative or survey)	Administrative
Data collection date	30 June of every year
Series available (e.g. from 2003–2010)	From before 2004
Survey objective – rationale for data collection	HR planning can be defined as an inclusive and dynamic process that involves the identification of both current and future human resource needs as well as potential challenges in order for the department to consistently achieve its organisational objectives. It is also the two-way operational link between high-level strategy and action-orientated implementation that can be regularly monitored and evaluated. Therefore HR planning aims to ensure that an organisation has the right people, with the right skills, at the right place at the right time, all the time.' http://www.dpsa.gov.za/dpsa2g/documents/networks/hr_forum_06_2009/21.pdf
One-off collection or repeatedly (annually, quarterly, etc.)	Annually collected
Administrative data (captured by individual, HR staff, etc.)	Submitted by all heads of national departments, provincial administrations, provincial departments and government components
Instrument used for collection (e-copy of survey questionnaire, interview schedule, etc.)	Is a copy of each instrument attached? The instrument is in the form of a template that develops into a report as it is being populated with department-specific information and data. The report is updated annually. http://www.dpsa.gov.za/dpsa2g/documents/hrp/HRP%20toolkit%20and%20guide/4%20HR%20Planning%20Template.pdf
Size of data source (# of variables, # of records)	The data is submitted in hard copy in the format of a report
Size and description of survey population (response rate)	Each institution submits information on the entire population
Methodology used for collection (mention whether structure for collection exists)	Structure for collection exists in the form of templates and guidelines
Methodology used for capturing	DPSA does not capture the information
Methodology used for cleaning	No formal process of data cleaning
Methodology for quality assurance of data	No formal process of quality assurance
Methodology used for data analysis	No formal analysis of the HR planning data is done
Geographic levels (spread of data collected)	National data on the public service
Unit level (individual, household, district, province, etc.)	National departments, provincial administrations, provincial departments and government components
Software of data source/data format	MS Word/Adobe Acrobat
Access conditions (restricted, public, etc.)	Restricted
Where available?	n/a
Who are the users of the data? How is the data used?	Planning practices and performance unit and development unit officials of the Department of Public Service and Administration
In which publications are the data reported on? (Name publications)	DPSA Annual Report
URL for data source	n/a
URL for publications (provide name of publication)	http://www.dpsa.gov.za/dpsa2g/hrp_documents.asp
Contact details of relevant person involved in data source	Geeva Pillay Leon Pretorius
Is the data source SASQAF-certified by Stats SA?	No
Data quality notes (proxy = level of use, cleaning procedures)	–

10. Department of Rural Development and Land Reform (DRDLR)

10.1 Introduction

The key mandate of the Department of Rural Development and Land Reform is the realisation of the Comprehensive Rural Development Programme (CRDP) to counter poverty and food insecurity. The CRDP is premised on three pillars of agrarian transformation, rural development and land reform.¹¹⁶ Agrarian transformation has a specific focus on increasing agricultural production through sustainable development principles, which will result in food security and improved rural livelihoods. Rural development is premised on improved economic infrastructure and social infrastructure. Land reform is about increasing the pace of restitution, redistribution and land tenure. The view is that, ultimately, these pillars will support an integrated rural development programme and social cohesion through partnerships with all sectors of society.¹¹⁷

10.2 Legislative mandate

The current legislative mandate of the DRDLR is informed by the following pre-existing legislation: Deeds Registries Act, No. 47 of 1937, State Land Disposal Act, No. 48 of 1961, Physical Planning Act, No. 88 of 1967, Sectional Titles Act, No. 95 of 1986, Upgrading of Land Tenure Rights Act, No. 112 of 1991, Land Reform: Provision of Land and Assistance Act, No. 126 of 1993, Restitution of Land Rights Act, No. 22 of 1994, Land Reform (Labour Tenants) Act, No. 3 of 1996, Communal Property Associations Act, No. 28 of 1996, Land Survey Act, No. 8 of 1997, Extension of Security of Tenure Act, No. 62 of 1997, Planning Profession Act, No. 36 of 2002, Professional and Technical

Surveyors Act, No. 40 of 1984, and Spatial Data Infrastructure Act, No. 54 of 2003.¹¹⁸

The new mandate, premised on these legislative enactments, is 'to accelerate rural development and implement meaningful land reform'¹¹⁹ according to Mr Gugile Nkwiti, Minister of Rural Development and Land Reform, DRDLR. This mandate has been a direct consequence of the Outcome 7 delivery agreement between the Minister of Rural Development and Land Reform and the President of the Republic of South Africa, which seeks to fast-track service delivery in rural areas, thus creating 'vibrant, equitable and sustainable rural communities and food security for all'.¹²⁰ This change has necessitated the 're-conceptualisation of the development approach, vision, mission and the strategic objectives, as well as the implementation strategy',¹²¹ such that the department's key priorities are:

- To roll out the CRDP to all rural municipalities;
- To improve productivity in land reform projects through effective implementation of the Recapitalisation and Development Programme;
- To expedite the finalisation of land claims;
- To improve corporate governance and ensure enhanced service delivery;
- To implement proper change management and innovation strategies; and
- To enhance the efficiency of information management systems.¹²²

¹¹⁶ Department of Rural Development and Land Reform (2013a) *Department of Rural Development and Land Reform Strategic Plan 2010–2013*. Pretoria: Department of Rural Development and Land Reform

¹¹⁷ Department of Land Affairs (2012) *Department of Land Affairs strategic plan 2009–2012*. Pretoria: Department of Land Affairs

¹¹⁸ Department of Rural Development and Land Reform (2013a), Op. Cit.

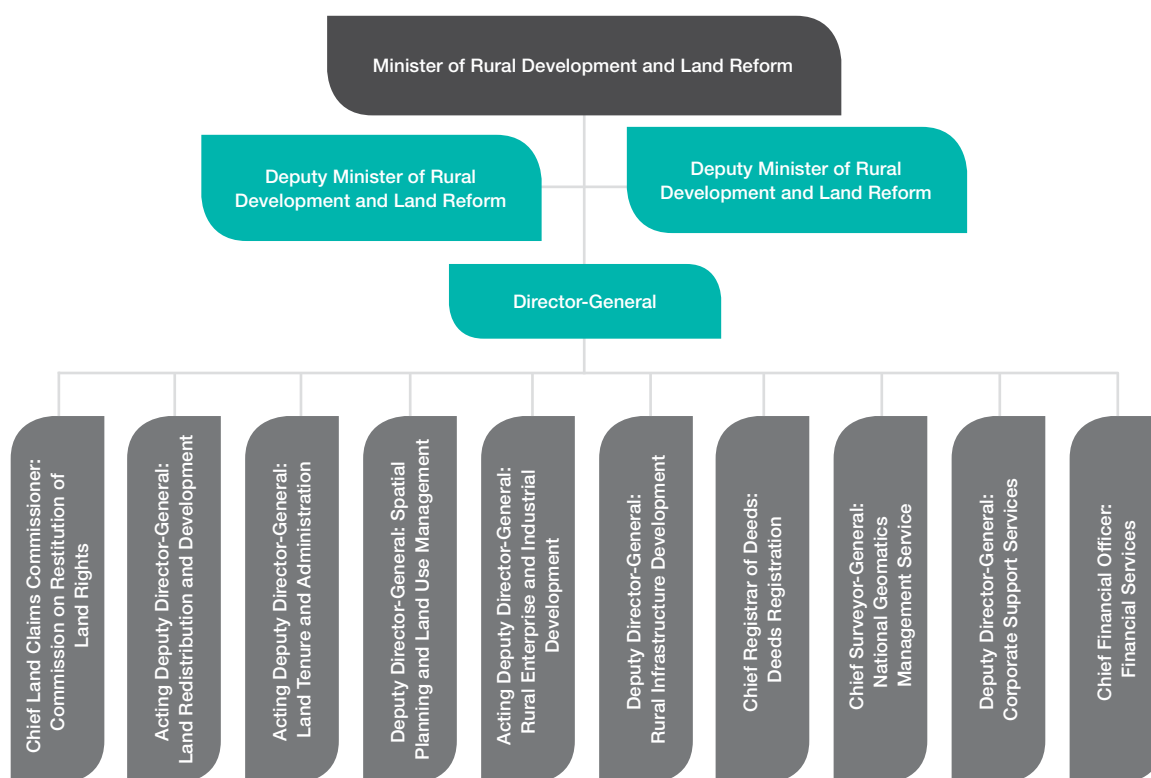
¹¹⁹ Department of Rural Development and Land Reform (2013b) *Mid-term review of the Department of Rural Development and Land Reform 2012*. Pretoria: Department of Rural Development and Land Reform

¹²⁰ Delivery Agreement: Outcome 7. Available at <http://ww2.ruraldevelopment.gov.za/about-us/mandate-and-outcome-7#>. UqAv8Z0aKUk [accessed 10 October 2013]

¹²¹ Department of Land Affairs (2009) *Department of Rural Development and Land Reform: Annual report 2009/10*. Pretoria: Department of Land Affairs

¹²² Department of Rural Development and Land Reform (2013c) *Department of Rural Development and Land Reform: Strategic Plan 2011–2014*. Pretoria: Department of Rural Development and Land Reform, p. 7

Figure 12: Organisational structure of the Department of Rural Development and Land Reform



10.3 The organisational structure

The department consists of five programmes and nine branches (see Figure 12).

- Programme 1: Administration consists of two branches – corporate support services (render support services) and financial services (render financial and supply chain management services).
- Programme 2: Geospatial and Cadastral Services consists of three branches – national geospatial management service, spatial planning and land use management, and deeds registration. This programme provides geospatial and cadastral surveys, and spatial planning information.
- Programme 3: Rural Development consists of two branches – social, technical, rural livelihoods and institutional facilitation, and rural infrastructure development. This programme is responsible for initiating, facilitating and coordinating CRDP.
- Programme 4: Restitution has the branch called the Commission on Restitution of Land Rights, which specifically deals with settlement of land under the Restitution of Land Rights

Act (1994) and provision of settlement support to beneficiaries.

- Programme 5: Land Reform consists of a branch called Land Reform and Administration. This programme is responsible for the provision of a sustainable land reform programme in South Africa.

10.4 Relevant data sources

With regard to relevance of the datasets, after careful consideration a decision was made only to focus on Programmes 2, 3 and 5. The other programmes were excluded because the information they contain does not specifically relate to the education or skill levels of the general public, farm owners and farm workers.

10.4.1 Relevant datasets in Programmes 2, 3 and 5

Programme 2 provides geospatial and cadastral surveys, and spatial planning information. However, through communication from the DRDLR¹²³, it was mentioned that:

¹²³ E-mail exchange with Ms Elbe Van Rensburg, 4 December 2013.

The Branch Cadastral Survey Management does not have any information relating to occupation, educational level, or skill level of the farm owners or farm workers in the country. We only have information relating to the cadaster. Even ownership is not at this time part of our information but must be obtained from the Deeds Office. Apart from providing a Cadastral spatial backdrop for your project this office can be of little assistance.

We discussed your request in this office and are of the opinion that you might obtain the information you are looking for from the branch Spatial Planning and Land Use Management and specifically the Chief Directorate Spatial Planning and information.

This meant that within Programme 2, only the spatial planning and information directorate may have administrative or survey data relating to skills planning.

Programme 3 is responsible for initiating, facilitating and coordinating the CRDP. Its two branches conduct household profiling, which might produce information relating to skills planning. Furthermore, this programme interfaces with the National Rural Youth Service Corps (NARYSEC) which is the department's skills development flagship programme. NARYSEC is described as a:

[y]outh skills development and employment programme aimed at empowering rural youth from each of the 3 300 rural wards in the country. The objective of NARYSEC is to recruit and develop rural youth between the ages of 18 and 35 to provide community service in their communities. Participants are contracted for 24 months following their recruitment. NARYSEC was launched in 2011 as part of the National Youth Service with an initial 7 900 participants, of which about 4 500 have either received, or are in the process of completing training in various skills ... Through the programme, the department has taken on board more than 11 000 young people from rural areas throughout the country and has

helped over 4 000 of them to get theoretical training at Further Education and Training colleges.¹²⁴

The vision of the NARYSEC for rural communities is progressively to reduce the level of youth unemployment in rural areas, increase literacy and skills in rural areas, and increase disposable income for youth in rural areas as a result of unemployment and entrepreneurial opportunities.¹²⁵ The NARYSEC applicants go through three key phases: the recruitment phase (includes training and conducting of household profiling), the skills development phase (hard skills that include construction, agriculture, etc.), and the community service phase (includes an option of workplace application deployment). In light of this information, in the administration of the NARYSEC, data that relates to occupations, education levels and skill levels in rural households may be held in the administrative databases. This data may have as many 11 000 records.

Programme 5: Land Reform may hold the administrative data relating to the education and skill levels of land reform beneficiaries.¹²⁶ A total of 200 farms were placed under the Recapitalisation and Development Programme during the financial year ended 31 March 2013. The Land Reform Programme provided training opportunities for 421 farmers. These efforts are making a significant contribution to sustainable rural livelihoods, in line with the objectives of the CRDP. However, a database developed from these activities may be considered small-scale and highly focused, and therefore of limited value to skills planning.

124 Government Communications and Information Service (2012) *Pocket Guide to South Africa 2012/13*. Pretoria: Government Communications and Information Service

125 Department of Rural Development and Land Reform (2013d) *NARYSEC Booklet*. Pretoria: Department of Rural Development and Land Reform; Department of Rural Development and Land Reform (2013d) *Annual Performance Plan 2013–2014*. Pretoria: Department of Rural Development and Land Reform, pp. 10, 27

126 Department of Rural Development and Land Reform (2013e) *Annual Report 2012–2013*. Pretoria: Department of Rural Development and Land Reform, p. 20

10.5 Reshaping government departments challenges consolidation of the database environment

The DRDLR was established in 2009 as per the Polokwane resolutions of the African National Congress (ANC), which stated the following: 'Build stronger state capacity and devote greater resources to the challenges of rural development, land reform and agrarian change. In particular to: a) Create an over-arching authority with the resources and authority to drive and coordinate an integrated programme of rural development, land reform and agrarian change'.¹²⁷ It is important to mention that the establishment of the department in 2009, integrating the former Department of Land Affairs and some of the responsibilities from Department of Agriculture, Forestry and Fisheries, meant that some databases have become the responsibility of different branches and departments, creating a new configuration of responsibility.

In this study, one of the challenges identified is decentralisation – much information (administrative and survey data) is collected and stored at the provincial level. Thus the government officials of the department at the national level are likely only to be in possession of reports about specific programmes without having access to their datasets. This makes it difficult to identify relevant and informed respondents for providing information about available administrative and survey data in the department and its characteristics.

10.6 Relationship between government datasets

The department is involved in a partnership the National Integrated Social Information System (NISIS) together with other departments (such as the Department of Social Development), which enables detailed household profiling. The NARYSEC project administration is based on a provincial structure, and this would logically mean that data is captured at this level. The Development Bank of Southern Africa is responsible for capturing NARYSEC data.

10.7 Overall assessment

The DRDLR has data on the NARYSEC, which is the department's main skills development flagship programme with a footprint across rural areas throughout the country. However, the total number of participants, at 11 000, is currently limited, while most information (administrative and survey data) is collected and stored at the provincial level.

Summary: At this stage of its development, the databases of the DRDLR do not seem to be comprehensive enough to warrant data transfer arrangements.

¹²⁷ African National Congress (2007) 52nd ANC National Conference Resolutions. Available at <http://www.anc.org.za/show.php?id=2536> [accessed 9 December 2013]

11. South African Local Government Association (SALGA)

11.1 Introduction

The South African Local Government Association (SALGA) is the sole constitutionally recognised representative voice of local government. With 283 municipalities, effective participation in the system of IGR requires local government to act as a collective with a common vision. Organised local government is the vehicle for achieving this vision. It represents municipalities by articulating their interests and seeking to coordinate their policies and programmes with those of the other spheres.¹²⁸ SALGA's national office is based in Pretoria, and it has offices in each of the nine provinces. Each of the provincial offices is focused on the various areas of expertise reflected in the directorates.

11.2 Mandate

The constitution refers to SALGA as Organised Local Government. SALGA is not just constitutionally mandated but democratically elected by all municipalities to be their voice and representative through the SALGA National and Provincial Conferences. This imperative is recognised and entrenched in the Constitution and legislation (the Organised Local Government Act, the Systems Act, etc.). There are not many of such constitutional protections on the continent. SALGA's main functions are:

- **Strategic profiling:** building the profile and image of local government within South Africa as well as internationally;
- **Support and advice:** policy analysis, research and monitoring, knowledge sharing and municipal support; and
- **Representation and lobbying:** stakeholder engagement, lobbying and advocacy, and

¹²⁸ South African Local Government Association (nd) *An Overview of Organised Local Government in South Africa*. Pretoria: South African Local Government Association. Available at <http://www.salga.org.za/app/webroot/assets/files/SALGA%20CORPORATE%20PRESENTATION.pdf> [accessed 7 January 2013]

being an effective employer representative for members.¹²⁹

11.3 The organisational structure

The SALGA administrative structure reflects a wide range of functions under the supervision of the CEO and the chief of operations. There are eight areas of activity:

- a. Governance IGR and Intergovernmental Relations
- b. Municipal Institutional Development
 - Municipal human resources support
 - Skills development and capacity-building
 - Local government transformation
- c. Municipal Infrastructure and services
- d. Community development
- e. Economic development and development planning
 - Development Management Planning
 - Economic development (IDPs, PGDS, NSPS, WPWP)
- f. Strategy policy and research
 - Research
 - Policy Development and Analysis
- g. Finance and corporate services
- h. Provincial offices

Analysis of the functions allocated within each sphere of activity reveals three functions that are most likely to own and manage databases:

- Municipal Institutional Development, which addresses the human resources and capacity that the municipalities themselves would need to fulfil their mandates. Skills planning needs of the municipalities would feature as part of this function;
- Economic Development and Development Planning, which deals with the development and implementation of economic development by municipalities within the spatial boundary of their own municipality and linked to contiguous municipal jurisdictions. Since the characteristics of the resident population in

¹²⁹ South African Local Government Association (2013a) *SALGA Annual Performance Plan 2013/14*. Pretoria: South African Local Government Association, p. 2

terms of skills and capacities must be taken into account in LED, skills planning and skills planning data would be relevant; and

- Strategy Policy and Research, which addresses policy development and analysis, monitoring and evaluation, and other matters related to SALGA's internal strategy.¹³⁰

These are the functions that are most likely to be associated with data related to skills planning.

11.4 Relevant data sources

The Strategy, Policy and Research unit mandate is to facilitate strategic and business planning processes with the role of reviewing and updating SALGA's strategy to indicate changes in the local government and national policy context. This directorate also provides relevant research support and the research it undertakes cuts across the broad spectrum of all the specialist directorates. Knowledge management as a function maintains an information repository for SALGA, and local government falls within this functional area.

SALGA has identified a paucity of reliable data for planning at the municipal level, which has encouraged many private agencies to create databases by adapting official data to sell these services at high cost to municipalities. The disaggregation is often limited to provincial metro and district levels, which exclude local municipalities. SALGA argues that '[t]he quality of the data collected and indicators developed by some of the agencies vary, which makes data across municipalities comparability difficult ... Finally, even though all these institutions are targeting municipalities as recipients of data, their activities remain fragmented and uncoordinated'.¹³¹ In addition, research conducted by SALGA and the African Centre for Migration and Society (ACMS) at the University of the Witwatersrand argued that 'one of the most fundamental challenges to local governments is how little they know about the populations they

are responsible for governing. Local governments are responsible for focused and context-specific interventions, yet in only very few instances were officials from municipalities ... able to draw on a nuanced and dynamic understanding of their constituencies' due to limited availability of local level data.¹³²

11.4.1 Municipal Barometer

Consequently, SALGA, the Centre for Municipal Research and Advice (CMRA), the Development Bank of Southern Africa (DBSA), the Municipal Demarcation Board (MDB) and the South African Cities Network (SACN) decided to work towards creating a Local-level Data Programme 'aimed at collecting and packaging municipal data for dissemination as widely and as cost effectively as possible through an effective, accessible easy to use online portal now referred to as the Municipal Barometer'.¹³³ Subsequently, an invitation to tender was issued in early 2013.

This initiative provides evidence that before the conception of the Municipal Barometer, the field of database access was dominated by a disparate set of competing private providers who provide data without necessarily revealing their key assumptions or methodologies, creating risks for the user. Additionally, the Barometer is presented as an indicators-related system. The Municipal Barometer initiative as a large-scale initiative should resolve many of these issues.

11.4.2 Human Resource Information Management System (HRIMS)¹³⁴

A central challenge for municipalities is that they lack access to valid and reliable municipal human

¹³⁰ Ibid.

¹³¹ South African Local Government Association (SALGA) (2013b) *Terms of Reference: Municipal Barometer*. Pretoria: South African Local Government Association, p. 1

¹³² South African Local Government Association (2013b), Op. Cit., p. 2; Landau LB & Segatti A, with Misago JP, Nkhahle S, Ngwenya N & Monson T (2011) *Governing Migration and Urbanisation in South African Municipalities: Developing Approaches to Counter Poverty and Social Fragmentation*. Pretoria: South African Local Government Association, p. 31

¹³³ South African Local Government Association (2013b), Op. Cit., pp. 3–4

¹³⁴ South African Local Government Association (2013c) *Terms of reference for the scoping and development of requirements specifications for the SALGA Human Resource Information Management System (HRIMS)*. Pretoria: South African Local Government Association

resources information. A variety of different service providers and entities collect and supply data for municipal use. The data collected is influenced by the needs of the commissioning municipality, which makes it less useful for comparative purposes. In these conditions, the various smaller databases remain fragments of the bigger picture and are not, or cannot be, linked, which presents difficulties for exchanging information. This is 'compounded by the fact that each member municipality has a different HR and payroll information system which ranges from very sophisticated systems on one end to simplistic manual systems on the other'.¹³⁵ This makes reporting on a national or provincial level unfeasible.

SALGA has therefore determined to develop a web-based HRM information management system that interfaces with member municipalities' information systems with information on the full life cycle of every employee, including qualification and skills training. Furthermore, the system would be scalable and interoperable, with an ability to import data from multiple formats.¹³⁶ This will enable high levels of service to municipalities from the system and from SALGA.

11.5 Overall assessment

SALGA aims to resolve two key challenges related to skills planning in local government. Firstly, the challenge faced by municipalities in conducting local economic planning with reference to skills and job-creation needs in their locality without the good-quality data they need. SALGA has conceived of the Municipal Barometer as an instrument for resolving this challenge. Secondly, human resource management information has proved to be a challenge for municipalities to optimise their own personnel capacity. Consequently, the Human Resource Information Management System (HRIMS) has been conceived to fill this gap.

Summary: When the Municipal Barometer and the HRIMS projects reach maturity they may be of interest to the skills planning mechanism. This will depend, however, on the extent to which these databases, especially the Municipal Barometer, are based on original surveys or sourcing of existing data.

¹³⁵ Ibid., p. 1

¹³⁶ Ibid., p. 2

12. South African Police Service (SAPS)

12.1 Introduction

The vision of the SAPS is to create a safe and secure environment for all the people in South Africa.

The mission of the SAPS as stated in its 2012/13 annual report includes the following:

- Prevent and combat anything that may threaten the safety and security of any community;
- Investigate any crimes that threaten the safety and security of any community;
- Ensure offenders are brought to justice; and
- Participate in efforts to address the causes of crime.

Values embedded in the SAPS's conduct include:

- Protect everyone's rights and be impartial, respectful, open and accountable to the community;
- Use the powers given to them in a responsible way;
- Provide a responsible, effective and high-quality service with honesty and integrity;
- Evaluate their service continuously and make every effort to improve on it;
- Ensure an effective, efficient and economic use of resources;
- Develop the skills of all members through equal opportunity; and

- Cooperate with all communities, all spheres of government and other relevant role-players.¹³⁷

The SAPS has two main strategic outcome-orientated goals, as shown in Table 6.¹³⁸

12.2 Legislative mandate of the SAPS and main skills-planning-relevant data generated based on which activities

Constitutional mandate: The SAPS derives its mandate from Section 205 of the Constitution, 1996 (Act No. 108 of 1996). The objectives of policing are to prevent, combat and investigate crime; maintain public order; protect and secure the inhabitants of the Republic and their property; and uphold and enforce the law.¹³⁹

Legislative mandate: The Minister of Police is responsible for policy determination, direction and overall execution of the SAPS's mandate in relation to the following key pieces of legislation:

- South African Police Service Act, 1995 (Act No. 68 of 1995);
- Firearms Control Act, 2000 (Act No. 60 of 2000);
- Dangerous Weapons Act, 1968 (Act No. 71 of 1968);
- National Key Points Act, 1980 (Act No. 102 of 1980);
- Second-hand Goods Act, 1955 (Act No. 23 of 1955);

¹³⁷ South African Police Service (2013). *Annual report of the South African Police Service 2012/13*. Available at <http://www.saps.gov.za/>, p. 5

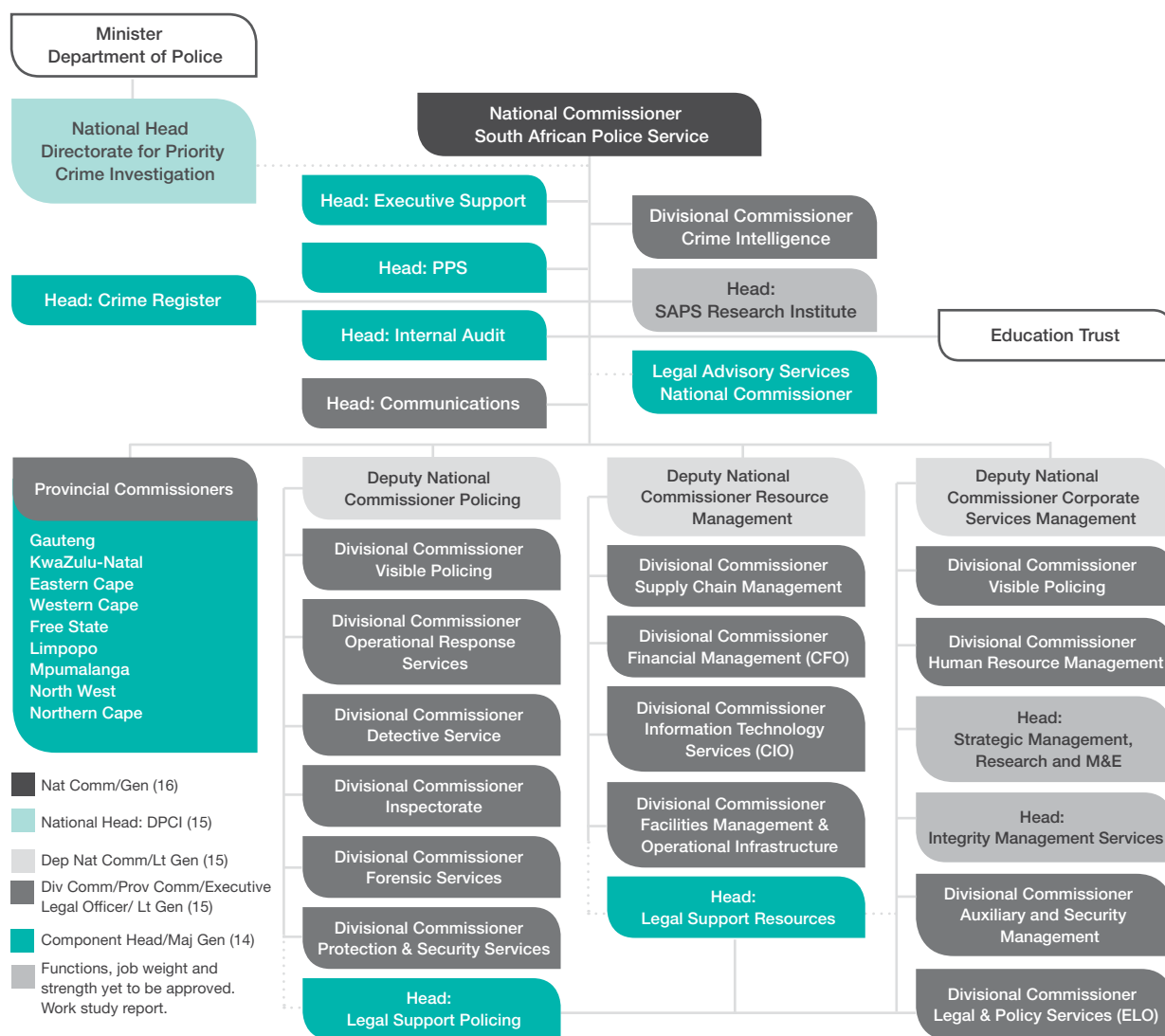
¹³⁸ Ibid., p. 6

¹³⁹ Ibid., p. 7

Table 6: The main SAPS strategic outcome-orientated goals

Strategic Outcome-orientated Goal 1	
Ensure that all people in South Africa are and feel safe.	
Goal statement	<p>To provide police services that will ensure safer communities by:</p> <ul style="list-style-type: none"> • Reducing the number of all serious crime incidents, contact crime incidents and trio crime incidents; • Increasing activities to prevent and combat border crimes; • Increasing the percentage of court-ready case dockets for all serious crimes, contact crimes and trio crimes; • Increasing the detection rate for all serious crimes, contact crimes and trio crimes, including organised crime; • And the crimes against women and children; and • Increasing the conviction rates for all serious crimes, contact crimes and trio crimes.
Strategic Outcome-orientated Goal 2	
Ensuring adequate availability of, and access to, the SAPS's service points.	
Goal statement	Improve the levels of service delivery and accessibility to services by bringing the SAPS's service points closer to the communities.

Figure 13: Organisational structure of the SAPS



- Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001);
- Explosives Act, 1956 (Act No. 26 of 1956);
- Independent Police Investigative Directorate Act, 2011 (Act No. 1 of 2011);
- Civilian Secretariat for Police Service Act, 2011 (Act No. 2 of 2011);
- Criminal Procedure Act, 1977 (Act No. 51 of 1977);
- National Strategic Intelligence Act, 1994 (Act No. 39 of 1994);
- Domestic Violence Act, 1998 (Act No. 116 of 1998);
- Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004);
- The Regulation of Interception of Communications and Provision of

Communication-related Information Act, 2002 (Act No. 70 of 2002);

- Child Justice Act, 2008 (Act No. 75 of 2008);
- Protection from Harassment Act, 2011 (Act No. 17 of 2011); and
- Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No. 32 of 2007).

12.3 The organisational structure and relevant data sources

Figure 13 depicts the organisational structure of the SAPS as at 31 March 2013.

The Human Resource Management and Organisational Development units (circled on the figure) have been identified as possible units for

further investigation into matters of skills development and planning.

The SAPS offers careers in various fields. On joining the SAPS, one can either become a police official or a civilian employee. Police officials are employed in terms of the South African Police Service Act, 1995 (Act No. 68 of 1995). Civilian employees are employed in terms of the Public Service Act, 1994 (Act No. 103 of 1994). Most functional police officials are directly involved in preventing, combating or investigating crime. Other police officials and civilian personnel carry out support functions.

12.4 Training in the SAPS: The recruitment process and the Basic Police Development Learning Programme (BPDLP)

Training provided by the SAPS includes the Basic Police Development Learning Programme (BPDLP) for new recruits at SAPS Academies and in-service training for permanently employed staff at SAPS training institutions.

The Career Management unit of the SAPS investigates the needs of the different police stations countrywide, identifies vacancies nationally and determines the required growth in the SAPS. Provinces are annually notified of the number of recruits they need to enlist. Advertisements for applications are published and applicants apply for admission to the Basic Police Development Learning Programme. Requirements for trainee applicants are set out in terms of Regulation 11 of the SAPS Regulations:¹⁴⁰

Police recruits undergo BPDLP when they enlist in the South African Police Service. Upon recruitment, a Memorandum of Agreement is entered into between the South African Police Service and the police recruit for a contract period of 24 months. During this period, the recruit will be a police trainee and will undergo the BPDLP.

The course is presented at accredited SAPS academies earmarked to present the BPDLP. The SAPS has the following academies:

- SAPS Academy All Saints (Eastern Cape);
- SAPS Academy Bhisho (Eastern Cape);
- SAPS Academy Graaff-Reinet (Eastern Cape);
- SAPS Academy Mthatha (Eastern Cape);
- SAPS Academy Chatsworth (KwaZulu-Natal);
- SAPS Academy Ulundi (KwaZulu-Natal);
- SAPS Academy Tshwane (Gauteng);
- SAPS Academy Bishop Lavis (Western Cape);
- SAPS Academy Oudtshoorn (Western Cape);
- and
- SAPS Academy Philippi (Western Cape).

12.4.1 Structure of the BPDLP

The duration of the learning programme is 24 months, of which 12 months will be at the Academy and 12 months in the workplace. It consists of three phases.

Phase One: Academy (10 months). This is a foundational phase that focuses mainly on acquiring the necessary knowledge and skills (e.g. knowledge about law and governance, etc.) and on the practical application of knowledge and skills.

Phase Two: Workplace experience (12 months). This phase involves workplace exposure at a police station.

Phase Three: Academy (two months). This phase consists of integrated assessments.

Recruits who completed a Report 191-N4 or NC(V) level 4 qualification at a technical and vocational education and training (TVET) college (previously FET colleges) with subjects in Law and Governance seem to be very well prepared for the BPDLP.¹⁴¹

Once an employee is permanently enlisted in the SAPS, any further specialised training is received at SAPS training institutions, each specialising on different aspects of the SAPS. Table 7 provides a list of these training institutions.

¹⁴⁰ Youthzone24 (2014) South African Police Basic Police Training Programme 2014: Gauteng. Available at http://www.saps.gov.za/careers/basic_police_program.php

¹⁴¹ Observations from two members of staff in the Human Resource Development unit were telephonically interviewed – one works with recruits to the BPDLP and the other collaborates with SASSETA and works with learnerships, skills programmes and bursaries for the unemployed and employed.

Table 7: List of SAPS training institutions

Institution	Postal address	Physical address	E-mail address	Contact numbers	Commander
SAPS Training Institution Moloto	PO Box 14872 Sinoville 0129	Moloto Rd Farm 243 Moloto	jakkalsdansadmin@saps.org.za	012 735 1623 012 735 1844/1025 (f)	Capt. B Dreyer (Acting)
SAPS Training Institution Rietondale	Private Bag X 94 Pretoria 0001	Alben Building 661 Chamberlain St Rietondale	rietondaleadmin@saps.org.za	012 329 6860 012 329 3077 (f)	Supt AD Fortuin
SAPS Training Institution Hammanskraal	Private Bag X 1 Pyramid 0400	1 Soutpan Rd Hammanskraal 0407	detect-train@saps.org.za	012 711 8000 012 711 8111 (f)	Dir. SJ Kwenza
SAPS Training Institution Boland	Private Bag X 3039 Paarl 7620	16 Botha St Paarl 7646	paarldetec@saps.org.za	021 872 7375 021 872 7477 (f)	Supt N Paulse
SAPS Training Institution Addo	PO Box 125 Addo 6105	SAPS Training Institution Addo Addo 6105	slagboom.traincomm@saps.org.za	042 233 0600 042 233 1867 (f)	Supt C Meiring
SAPS Training Institution Benoni	Private Bag X 003 Benoni 1500	C/o Great North and Hospital Rd Northmead Benoni	ben-logcoll@saps.org.za	011 746 6302 011 425 1617 (f)	Sr Supt GE Leach
SAPS Training Institution Atteridgeville	Private Bag X 651 Pretoria 0001	Church Str Pretoria	DogSchool-PTAWEST@saps.org.za	012 353 9400 012 353 9662(f)	Supt CL Dhlamini
SAPS Training Institution Roodeplaat	Private Bag X 651 Pretoria 0001	Kwamhlanga Rd Roodeplaat	DogSchool-Roodeplaat@saps.org.za	012 808 1750 012 808 0343 (f)	Supt PJJ Mans
SAPS Training Institution Pretoria Central	PO Box 12488 The Tramshed 0126	271 Sanlam Plaza West Building 3rd Floor Pretoria	trainptcentral-manager@saps.org.za	012 393 3681 012 393 3696 (f)	Supt AL Roux
SAPS Training Institution Thabazimbi	PO Box 16 Thabazimbi 380	Alma Rd Thabazimbi	verdragtraining@saps.org.za	014 721 0982 014 721 0738 (f)	Supt AP Adams
SAPS Training Institution Paarl	Private Bag X 3034 Paarl 7620	429 Hoof St Paarl 7646	COLLEGE-PAARL@saps.org.za	021 807 9000 021 872 5462 (f)	Sr Supt J Miller
SAPS Training Institution Oudtshoorn	Private Bag X 671 Oudtshoorn 6620	Park Weg Suid Oudtshoorn 6620	COLLEGE-OUTDSHOORN@saps.org.za	044 272 3611 044 272 4966	Sr Supt CA Nel
SAPS Training Institution Graaff-Reinet	Private Bag X 723 Graaff-Reinet 6280	College Rd Graaff-Reinet 6280	grtccomm@saps.org.za	049 891 0050/1 049 891 0062 (f)	Sr Supt HD Swartbooi
SAPS Training Institution Bisho	Private Bag X 4822 King Williams Town 5600	R63 Komga Rd Bisho 5605	bishotc@saps.org.za	040 608 8201 040 608 8259 (f)	Sr Supt N Mazantsana
SAPS Training Institution Chatsworth	Private Bag X 005 Chatsworth	241 Moorton Drive Moorton Chatsworth Durban 4092	chats.coll.comm@saps.org.za	031 451 4303 031 451 4336 (f)	Sr Supt L Mashige
SAPS Training Institution Pretoria	PO Box 435 Pretoria West 0117	Rebecca St Pretoria 0117	traincolcom@saps.org.za	012 353 9001 012 353 9011 (f)	Dir. S Nyalungu
SAPS Training Institution Phillipi	Private Bag X 3 Parow 7499	New Eisleben Rd Phillipi	phillipicolcommander@saps.org.za	021 370 2601 021 370 2660/39 (f)	Sr Supt R Fortuin

Institution	Postal address	Physical address	E-mail address	Contact numbers	Commander
SAPS Training Institution Bishop Lavis	Private Bag 6 Parow 7499	Myrtle Rd Bishop Lavis	-	021 935 5500/1 021 935 5560 (f)	Sr Supt T Kommal
SAPS Training Institution All Saints	Private Bag X 0001 Bhisho 5650	R63 Komga Rd Bhisho 5605	MaritzLeeAnne@saps.org.za	040 608 2200/1 040 608 2203 (f)	Sr Supt L Maritz
SAPS Training Institution Thabong	Private Bag X 10211 Welkom 9460	Portion 1 Stand No 8004 Modikeng Rd Thabong 9463	-	057 391 8102 057 391 8132 (f)	Sr Supt K Magashoai
SAPS Training Institution Mthatha	Private Bag X 5052 Mthatha 5099	No 1 Vukazana St Police Camp Mthatha 5100	-	047 501 7703 047 501 7714 (f)	Sr Supt SJ Bierman
SAPS Training Institution Ulundi	Private Bag X 35 Ulundi 3838	Inglube Str Unit A Ulundi 3838	Commander@saps.org.za	035 879 8900 035 879 8905/0212 (f)	Sr Supt JT Modise

12.5 Increases to the staff establishment¹⁴²

The SAPS has, since 2003, increased its staff establishment in order to raise the number of operational personnel members available for all key functions at station level, but specifically to increase the number of personnel members performing visible policing functions. The incremental enlargement of the staff establishment is a key feature of the SAPS's medium-term planning with the emphasis on:

- Recruiting quality above quantity; and
- Ensuring the effective, disciplined skills development of recruits, in line with the SAPS's policing responsibilities and priorities.

Central to this emphasis is the fostering of an atmosphere that promotes new ideas, creative thinking and risk-taking among its members to ensure that the organisation conducts business differently in order to ensure operational excellence in the swift delivery of its mandate. Given the nature of policing in the country, the staff establishment increased significantly from 131 483 in 2003 to 193 892 in March 2011. It will also be

necessary to pursue specific recruitment directions in order to bolster service delivery at station level in line with the requirements of the Criminal Justice System. These increases have, in certain instances, not achieved the desired effect – deficiencies in respect of skills levels remain a concern, which necessitates the bridging of the skills gap through continued skills development and the appointment of skilled personnel. There is also room for community participation in the recruitment of police officers. Additionally, government has been clear in its gender and equity representation requirements. Therefore, in order for police officers to execute their work efficiently and effectively in the communities they serve, membership of SAPS must reflect the diverse permutation of the population within those communities. The progress that has been made is worth noting and should be further enhanced.

12.6 Relevant databases

The information given by the applicants for the BPDLP is captured by the unit responsible for the appointment of new employees.

Once a person has been selected for the BPDLP, the information given by the candidate in the contract agreement with the SAPS will be captured on the SAPS PERSAL system – a provincially

¹⁴² South African Police Service (2011) *South African Police Service Strategic Plan 2010–2014 Revised Version*. Pretoria: South African Police Service, p. 9

managed information management system. Personal and demographic information of the recruits, including previous qualifications acquired, is captured on the system. The information is used for the payment of salaries and management of benefits. The database is not being analysed for publication.

12.7 Overall assessment

The personnel dataset maintained in the SAPS is part of the PERSAL system (SAPS PERSAL) and is relevant to skills planning in South Africa.

Summary: It is recommended that the SAPS and the DHET proceed to collaborate with regard to the national and provincial-level police occupations.

12.8 Framework of policing in South Africa and the role of municipal police¹⁴³

The SAPS is a national police service, with every police official reporting to the National Commissioner in Pretoria. The budget of the service is derived entirely from the national budget. Although there are provincial MECs for Safety and Security, political accountability for the SAPS rests largely with the national Minister of Safety and Security. The SAPS is organised into a head office with a number of national divisions, nine provincial commands, 42 area command structures and 1 134 police stations.¹⁴⁴ Each police station is headed by a Station Commissioner, who reports to the Area Commissioner, who in turn reports to the Provincial Commissioner. The police station area is generally the smallest organising unit in the SAPS, although some stations have further divided their areas into smaller sectors. The provincial governments all have civilian departments of safety and security (although the formal names of the departments vary). These civilian departments have some say in the appointment of the Provincial Commissioner of the SAPS although Provincial Commissioners are appointed by, and report to, the National Commissioner.

A key challenge facing municipal policing is cooperation between municipal forces and the SAPS, which is made more difficult by the fact that the jurisdictions of the two agencies follow different geographic boundaries. The Municipal Policing Services (MPS) operate in the municipal area as defined under local government legislation. The national police service operates in the area and station zones defined by the SAPS. Neither of these jurisdictions is necessarily congruent with the boundaries of the magisterial districts used by the Department of Justice and the courts. Within each municipal area, the municipality can define regions or zones. The MPS may be structured according to these, or may be organised to enable response to high-crime areas. Municipal areas in South Africa (even in the large cities) may include densely populated urban areas and more rural areas, which pose very different policing challenges.

12.9 Metropolitan Police Department (MPD)¹⁴⁵

A metropolitan municipality or Category A municipality is a municipality that executes all the functions of local government for a city or conurbation. This contrasts with areas that are primarily rural, where the local government is divided into district municipalities and local municipalities. South Africa has eight metropolitan municipalities.

The Constitution, section 155.1.a, defines Category A municipalities as follows:

1. In the Municipal Structures Act it is laid out that this type of local government is to be used for conurbations, 'centre[s] of economic activity', areas 'for which integrated development planning is desirable', and areas with 'strong interdependent social and economic linkages'.
2. A South African metropolitan municipality is created by notice of the provincial government, not by agreement between district and local municipalities.

¹⁴³ Rauch J, Shaw M & Louw A (2001) *Municipal Policing in South Africa: Development and Challenges*. Institute for Security Studies Monograph No. 67, November 2001

¹⁴⁴ South African Police Service (2013), Op. Cit.

¹⁴⁵ Wikipedia (2014) Metropolitan municipality (South Africa). Available at [http://en.wikipedia.org/wiki/Metropolitan_municipality_\(South_Africa\)](http://en.wikipedia.org/wiki/Metropolitan_municipality_(South_Africa)) [accessed 19 June 2014]

Table 8: List of institutions offering training for traffic officers¹⁴⁸

	Name	City – Province	Contact
1	Limpopo Traffic Training College	Polokwane – Limpopo	015 967 0467
2	Boekenhoutkloof Traffic Training College	Pretoria – Gauteng	083 676 5133
3	KwaZulu-Natal Traffic Training College	Pietermaritzburg – KZN	033 394 0202
4	Lengau Traffic Training College	Bloemfontein – Free State	051 409 0444
5	Manguang Traffic Training College	Bloemfontein – Free State	051 412 8100
6	Gene Louw Traffic Training College	Cape – Western Cape	021 983 1501
7	Durban Metro Police Traffic Training College	Durban – KZN	031 701 0462
8	Johannesburg Metro Police Traffic Training College	Johannesburg – Gauteng	011 429 5010
9	Tshwane Metro Police Traffic Training College	Pretoria – Gauteng	012 358 0005
10	Ekurhuleni Metro Police Traffic Training College	Springs – Gauteng	011 812 8700
11	Port Elizabeth Traffic Training College	Port Elizabeth – Eastern Cape	041 390 4501
12	Matjhabeng Traffic Training College	Welkom – Free State	051 876 2224

In 2002, five of the eight metropolitan municipalities already had MPDs (Durban, Cape Town, Johannesburg, Ekurhuleni and Tshwane). The Metro Police Service department in Buffalo City Metropolitan Municipality was extended in 2011 to include metro powers and functions to dictate Traffic, Law Enforcement Services and the control of undertakings that sell liquor to the public.¹⁴⁶

12.9.1 Responsibilities and structure

The MPDs' mandates are derived from the South African Police Service Amendment Act 83 of 1998.¹⁴⁷ The departments' functions include traffic policing, policing of municipal by-laws and regulations, and the prevention of crime.

Departments are responsible for:

- Coordination and development of a crime-prevention strategy for the city;
- Development of delivery mechanisms and systems for crime prevention and by-law enforcement; and
- Guidance, operation and maintenance of an efficient and effective metropolitan police service.

12.9.2 Difference between a metro police officer and a traffic officer

¹⁴⁶ Buffalo Metropolitan Municipality Draft Integrated Development Plan – 2011 to 2016

¹⁴⁷ Johannesburg Metropolitan Police Department (2014) Responsibilities and structure. Available at http://www.joburg.org.za/index.php?option=com_content&id=702&limitstart=1#ixzz34yIPk0En [accessed 19 June 2014]

Traffic officers undergo the basic traffic officer training and then commence with their duties. Metro police officers are trained as traffic officers and thereafter on certain functions of police officers. Therefore, before a person can become a metro police officer, he or she must be trained and registered as a traffic officer. In addition to all their duties as traffic officers, metro police officers also focus on crime prevention and the enforcement of municipal by-laws. It is also possible to study traffic-management-related courses at various FET colleges or universities. These courses may give the prospective traffic officer an advantage for selection, should authorities or municipalities advertise traffic-related posts, but they still have to undergo the required and prescribed traffic officer training.

12.9.3 Training for metropolitan police officers

The training of metropolitan police officers differs between the metropolitan municipalities.

The City of Tshwane Metropolitan Municipality employs metro police trainees on a training contract for a period of 18 months in which they receive training at the Tshwane Metro Police Department Academy.¹⁴⁹ On completion, further employment as a metro police constable is

¹⁴⁸ Nelson Mandela Bay Municipality (2014) How do I become a Traffic Officer. Accessed at <http://www.nelsonmandelabay.gov.za/Content.aspx?objID=515> [accessed 14 March 2014]

¹⁴⁹ City of Tshwane (2014) Police Academy. Available at <http://www.tshwane.gov.za/Services/Metro%20Police/Pages/Police-Academy.aspx> [accessed 14 March 2014]

considered. A monthly stipend is paid for the duration of the contract. The successful candidates undergo further training in terms of all legislated mandate of crime prevention, road policing, by-law enforcement, criminal law, community policing and police ethics.¹⁵⁰ After successful completion of this course the trainees are deployed for practical training. The following requirements are needed from applicants:

- Applicants must submit the application form, a copy of their ID, a copy of their driving licence and a copy of their matric certificate;
- Applicants must be under the age of 35, have no criminal record and be South African citizens; and
- A fitness test and medical test is conducted as part of the selection process.¹⁵¹

Recruits for the City of Johannesburg Metropolitan Municipality (JMPD) undergo training at the Metropolitan Police Academy; new recruits (based on advertised positions) are required to have a valid driver's licence and have no criminal record in order to qualify for the six-month course. Recruits who do not have a matric certificate undergo assessment by Technikon SA to determine whether they have the necessary literary and numeracy skills for the job.

Recruits undergo training in firearms, making arrests, accident reporting and how to present evidence in court. Once recruits have completed their six-month training course they are deployed to various police stations for six months of field training before being assigned within the Metropolitan Police department.

Further training is done annually, with all officers completing at least 18 hours of in-service training in which they are briefed about any amendments to the Road Traffic Act and Police Act. Metro police

officers wanting to specialise in the equestrian or dog units undergo additional training.

The JMPD has a number of divisions: freeway patrols, an equestrian unit and the canine unit.

The department works closely with a host of other bodies, including the Department of Home Affairs, which handles issues regarding illegal immigrants; the City's Health Department, which deals with issues such as illegal dumping; and the SAPS.

The first Metro Police Training Academy of the City of Cape Town was opened in Observatory on 26 September 2008. The training provided enhances the service delivery of all three groups: Metro Police, Traffic Services and Law Enforcement.

New recruits in the eThekweni Metropolitan Municipality undergo intensive training over a period of ten months to ensure that they are well versed in the city's by-laws, traffic regulations and crime prevention legislation. Correct use of firearms and self-defence is impressed upon, as are the correct procedures for a variety of situations. When new recruits first go out on duty, they work with an experienced officer for a period of time in order to learn the finer aspects of the job. Metro Police officers undergo ongoing training to remain well informed of changes in legislation and new methods of crime prevention. They also enforce by-laws – for example, checking for illegal traders and overloaded vehicles. They enforce public transport legislation and assist with vehicle testing.¹⁵²

12.10 Overall assessment

Each Metro plans the induction of new recruits and upgrading of skills independently. Intake varies depending on budget and policy. For instance, the Tshwane Metro adopted ward-based deployment of Metro Police to increase police visibility – with a policy goal of 10 police per ward. It needed to realise a medium-term goal of increasing the

¹⁵⁰ Joburg, my City, our Future (2014) Metropolitan Police Department. Available at http://www.joburg.org.za/index.php?option=com_content&id=702&limitstart=1 [accessed 14 March 2014]

¹⁵¹ Gautengonline (2013) Tshwane to recruit 1000 trainee metro police. Available at <http://www.gautengonline.gov.za/News/Pages/Tshwanetorecruit1000trainee-metro-police.aspx> [accessed xxx]

¹⁵² Ethekeeni (2014) Frequently Asked Questions. Available at http://www.durban.gov.za/City_Services/police/Pages/Frequently-Asked-Questions.aspx [accessed xxx]

number of officers in a short period from 1 600 to 3 500 by 2014.¹⁵³

The datasets administered by each metro to serve the needs of that area would need to be incorporated into a single database to become more useful to national skills planning in South Africa. The general pattern seems to be of two management systems: each municipality has its own one when recruits go through the SAPS

Academies and are then registered on the SAPS PERSAL system.

Summary: Incorporating Metro Police databases would require high levels of effort to make the separate datasets compatible. A cost–benefit analysis would be appropriate before building a common database.

153 Ramakgopa K (2013) State of the City Address by His Worship the Executive Mayor of the City of Tshwane, Councillor Kgositso Ramokgopa, 4 April 2013, City Hall, Tshwane, capital city of the Republic of South Africa. Available at <http://www.tshwane.gov.za/AboutTshwane/NewsandEvents/news/Pages/State-of-the-City-Address-by-His-Worship-the-Executive-Mayor-of-the-City-of-Tshwane.aspx> [accessed xxx]

13. Provincial government departments

13.1 Introduction¹⁵⁴

In accordance with the Constitution, each of the nine provinces has its own legislature, consisting of between 30 and 80 members. The number of members is determined according to a formula set out in national legislation. The members are elected in terms of proportional representation.

The executive council of a province consists of a premier and a number of members (MECs). Premiers are appointed by the president of the country.

Decisions are taken by consensus, as is the case in the national Cabinet. Besides being able to make provincial laws, a provincial legislature may adopt a constitution for its province if two thirds of its members agree. However, a provincial constitution must correspond with the national Constitution.

According to the Constitution, provinces may have legislative and executive powers, concurrent with the national sphere, over: agriculture; casinos, racing, gambling and wagering; cultural affairs; education at all levels, excluding university and university of technology education; environment; health services; human settlements; language policy; nature conservation; police services; provincial public media; public transport; regional planning and development; road-traffic regulation; tourism; trade and industrial promotion; traditional authorities; urban and rural development; vehicle licensing; and welfare services. These powers can be exercised to the extent that provinces have the administrative capacity to assume effective responsibilities.

Provinces also have exclusive competency over a number of areas, which include: provincial planning; provincial cultural matters; provincial recreational activities; and provincial roads and traffic.

The President's Coordinating Council is a statutory body established in terms of the Intergovernmental Relations Framework (Act No. 13 of 2005), which brings together the three spheres of government on matters of common interest and national importance, therefore strengthening cooperative government.

Among other things, the forum looks at:

- Mechanisms for monitoring job creation and implementation of the New Growth Path in all spheres of government;
- Shared experiences in creating an environment for job creation in provinces;
- Specific provincial matters; and
- Monitoring and evaluation.

Within this overall framework, the provinces develop their own unique visions, missions, mandates and strategic goals, such as Gauteng, KwaZulu-Natal and the Western Cape given as examples below.

13.1.1 Gauteng Provincial Government (GPG)

The vision of the GPG is to be an innovative, responsive and vibrant nerve centre for people-centred governance. The mandate of the GPG is to:¹⁵⁵

- Implement provincial legislation in the province;
- Implement national legislation;
- Administer national legislation in the province, if assigned by parliament;
- Develop and implement provincial policy;
- Coordinate the functions of the provincial administration and its departments; and
- Perform any other function assigned to the provincial executive in terms of the constitution or law.

13.1.2 Province of KwaZulu-Natal (PKZN)

As stated in the annual report, the vision of the PKZN is to be the centre of governance, providing leadership in creating a better life for all. The mission of the department is to support the premier in carrying out his or her constitutional and

¹⁵⁴ South African Government (2014a) Provincial government. Available at <http://www.gov.za/about-government/government-system/provincial-government> [accessed 31 January 2014]

¹⁵⁵ Gauteng Province (2013) *2012/13 Annual Report of Gauteng Province*. Pretoria: Office of the Premier

statutory duties. The province fulfils this mission primarily by:¹⁵⁶

- Mobilising, co-ordinating and integrating the efforts of the provincial government and administration to eradicate various forms of human deprivation in the province;
- Playing a leadership role in mobilising and leveraging public and private sectors' resources to realise a sustainable economic growth with capacity to generate decent jobs and eradicate poverty and inequality;
- Spearheading the efforts of provincial government and all stakeholders aimed at ensuring peace, safety and security for all in the province;
- Professionally executing departmental mandates;
- Coordinating and facilitating macro-provincial and other transversal issues and programmes;
- Promoting cooperative and good governance, including the fight against fraud and corruption;
- Providing the highest quality of policy management, planning and monitoring and evaluation services;
- Creating policies relating to regulations, information and legislation; and
- Supporting the Executive Branch of the provincial government in initiating and executing provincial laws and policies.

The mandates of the office in its supportive role to the premier are embodied in the country's Constitution, Public Service Act and other statutory provisions, national and provincial policy papers and Cabinet resolutions. The office is also the custodian of the body of law applicable in the province.

13.1.3 Western Cape Government (WCG)

The vision of the WCG is an open opportunity society for all. Their mission is to promote freedom and opportunity for all the people of the province through:

- Policies and practices that strengthen the Constitution;
- Creating the conditions for sustainable economic and employment growth;
- Alleviating poverty by providing a welfare safety net for those unable to provide for themselves;
- Ensuring the safety of every person;
- Capital and skills; and
- Delivering clean, efficient, cost-effective, transparent and responsive public administration.

The WCG's values are competence, accountability, integrity, responsiveness and care.

The mandates and objectives of the WCG are as follows:

- Increase economic empowerment for all the people of the Western Cape;
- Reduce poverty through promoting opportunities for all;
- Promote rural development;
- Efficient and effective infrastructure;
- Sustainable human settlements;
- Improve individual and household capacity to respond to opportunity;
- Improve efficiency and effectiveness in health, education, well-being and safety;
- Sustainable resource use through greater spatial integration;
- Effective public and non-motorised transport; and
- Responsive and effective governance.

13.2 Needs to create provincial datasets

Datasets related to skills planning and development that originate in provinces are relatively limited in number since most larger datasets used in provinces are drawn from specific national departments (e.g. datasets on qualifications and graduates in educational institutions). Information, especially in citizens' reports, is given about which training was driven through the Office of the Premier and the provincial departments under its governance. But there is minimal information on the overall skills planning and skills needs of the province.

¹⁵⁶ Province of KwaZulu-Natal (2013). *Annual Report 2012/13*. Department: Office of the Premier, Province of KwaZulu-Natal, p. 6

13.2.1 National Infrastructural Plan (NIP) and Provincial Industrial Development Strategies (PIDS)

Currently, provincial government departments emphasise the National Infrastructural Plan (NIP) in their planning activities. The national government adopted a National Infrastructure Plan in 2012 that intends to transform the economic landscape while simultaneously creating significant numbers of new jobs, and to strengthen the delivery of basic services. Government intends to invest R827 billion over the three years from 2013/14 in building new, and upgrading existing, infrastructure.¹⁵⁷ These investments will improve access by South Africans to healthcare facilities, schools, water, sanitation, housing and electrification, and will improve economic infrastructure such as the construction of ports, roads, railway systems, electricity plants, hospitals, schools and dams to contribute to faster economic growth. At the provincial level this investment is also visible, which provides for empowerment of contractors and workers, as in the example of Gauteng. In 2012/13, the Gauteng Provincial Government spent more than R500 million on the construction and maintenance of roads in the province. Through the S'hambaSonke road maintenance project, 100 new contractors were capacitated and 6 500 jobs created, benefiting cooperatives and companies owned by women, youths and people with disabilities.¹⁵⁸

Provincial governments, through their PIDSs, identify the sectors that can create jobs and diversify the economy in their respective provinces. Strategies are being developed within the framework of three main strategic imperatives and goals: economic growth, labour absorption and job retention.¹⁵⁹

Furthermore, there are 18 Strategic Integrated Projects (SIPs) through which skills are developed

and that have a footprint covering social and economic infrastructure across all nine provinces.

Not all provinces coordinate their data holdings in a systematic way.

The following improvements and developments relating to data sources were recorded in the Annual Report of the Western Cape Provincial Treasury department in 2012/13:¹⁶⁰

- A focus area of the Provincial Treasury: Directorate Strategic Operational and Management Support was the improvement of the Western Cape Supplier Database;
- Verification of PERSAL data biannually;
- Further development of the business intelligence tool to comply with user requirements, in support of a professionally implemented and managed secure financial system, responsive to user functionality and information requirements, conforming to changing accounting and good governance requirements;
- Assist municipalities in developing and publishing socio-economic profiles, as the need arises;
- Conduct follow-up questionnaires on data requirements and areas for improvements to promote optimal financial resource allocation, in line with socio-economic realities facing municipalities;
- Continue to find ways to fill the data gaps – deepening and widening of socio-economic profiles for local government research and outlook (MERO) research;
- Continually search and devise methods for storing critical data sources to promote financial resource allocation, in line with socio-economic realities facing municipalities – promote improvement of non-financial reporting to fill data gaps due to long intervals between censuses; and
- A database of the qualifications of all IDP managers in the province to strengthen the IDP Hands-on Support Programme.

¹⁵⁷ South African Government (2014b) National Infrastructure Plan. Available at <http://www.gov.za/issues/national-infrastructure-plan/> [accessed 7 April 2014]

¹⁵⁸ South African Government (2014a), Op. Cit.

¹⁵⁹ Department of Economic Development, Environmental Affairs and Tourism (2010) Eastern Cape Province Industrial Development Strategy (PIDS). Available at <http://www.dedea.gov.za/Policies/Eastern%20Cape%20Provincial%20Industrial%20Development%20Strategy.pdf> [accessed 29 January 2014]

¹⁶⁰ Western Cape Province (2013) *2012/13 Western Cape Annual Report Part A: General Information*. Cape Town: Western Cape Province, pp. 17, 24

13.3 Overall assessment

Datasets related to skills planning and development that originate in provinces are relatively limited. Larger datasets used in provinces are drawn from specific national departments and from Stats SA. The datasets managed and

maintained in the provincial offices of the premiers are found to be specific to provincial strategic goals, projects and interventions and a stronger spatial development perspective has emerged in different areas of service delivery. Further investigation of these database environments could prove useful.

14. South African Revenue Service (SARS)

14.1 Introduction

The South African Revenue Service (SARS) was created as the tax-collecting institution of the South African government. It was established to collect revenue and ensure compliance with tax law.

The vision of SARS is to be an innovative tax and customs agency that enhances economic growth and social development, and that supports the country's integration into the global economy in a way that benefits all South Africans.¹⁶¹

14.2 Mandate

The South African Revenue Service (Act No. 34 of 1997) gives the entity the mandate to perform the following tasks:

- Collect all due revenue;
- Ensure maximum compliance to all the tax and customs laws that SARS administers; and
- Provide a customs service that optimises revenue collection, protects our borders and facilitates legitimate trade.¹⁶²

SARS is administratively autonomous. Also, although the tax regime is managed by SARS it is designed elsewhere – through National Treasury.

14.3 Organisational Unit: Revenue Analysis, Planning, Reporting and Research

The unit is responsible for analysing and assessing the impact of international and national economic developments, setting the Enterprise Revenue Strategy, providing input into Treasury fiscal policy, determining national revenue targets, managing national cash flow, and providing support and advice to operational planning. Specialists develop and maintain statistical models, which, especially

during the recession, assisted to secure revenue surpluses that offered the national government fiscal space to address national expenditure imperatives.

14.4 Relevant data sources

SARS will also continue its approach of using third-party data (e.g. from the Reserve Bank, banks, etc.) to validate the information declared by the taxpayers.¹⁶³

Relating to SARS ownership of databases of relevance to the Labour Market Intelligence Programme (LMIP) which was discussed at a meeting between researchers from the HSRC and SARS representatives, the latter provided the following notes as a record of the main points in the discussion.

- While SARS has vast administrative records, it does not have any information on the qualifications of taxpayers, or the qualifications of the employees of taxpayers. It is thus unable to provide any data that could directly contribute to the knowledge of skills supply or demand.
- However, general tax statistics derived from administrative records are published annually and are available in the public domain (please refer to the website <http://www.sars.gov.za/About/SATaxSystem/Pages/Tax-Statistics.aspx>).
- In addition, SARS has recently undertaken an exploratory study into what tax certificates can reveal about employment and income patterns. If this would be of interest to the DHET or the HSRC, SARS would be prepared to make a presentation to the department on this study.
- The information provided on tax certificates enables one to trace the income and record of employment in the formal sector of individuals over time. If it were possible to integrate data from SAQA on the qualifications of individuals with this data, it would provide a powerful source of information on the relationship between people's qualifications and their

¹⁶¹ South African Revenue Service (2014) SARS's Vision. Available at <http://www.sars.gov.za/About/HowTax/Pages/Vision.aspx> [accessed 29 September 2014]

¹⁶² South African Revenue Service (2012) *Strategic Plan 2012/13–2016/17*. Pretoria: South African Revenue Service, p. 10

¹⁶³ Ibid., p. 33

employment trajectory. However, given the requirement of the confidentiality of taxpayer records, linking data of this nature would have to be performed by SARS.¹⁶⁴

- SARS pointed out that it would in principle be possible to link qualification and skills data at individual level to tax records where there is a common identifier, and thereby create a rich dataset for analysis and planning. However, due to the legal obligation to keep taxpayer information confidential, SARS would have to undertake this matching and could only provide analysis at aggregate level based on the integrated dataset.¹⁶⁵

14.5 Publications

SARS, together with National Treasury, produces an annual publication providing tax statistics at a more disaggregated level than is available through Treasury's website or SARS's Annual Report. It should be noted that qualification or occupational information is not included in this analysis.

14.5.1 Tax Statistics publication 2008–2013

SARS and National Treasury release the Tax Statistics Bulletin annually. The latest one, the 2013 publication, builds and expands on the previous five editions (2008, 2009, 2010, 2011 and 2012).

The Tax Statistics publications provide tax revenue data at a more disaggregated level than statistics contained in other publications such as the National Treasury's Budget Reviews and SARS's Annual Reports. The objective of this publication is to make available comprehensive tax revenue data that may serve to provide context to other published economic and demographic data. The feedback received indicates that this publication also provides valuable insights into socio-economic trends.

The publication provides information in the following sections:

- Revenue collections provides a summary of aggregate tax revenue collection trends for the period 2008/09 to 2012/13.
- Personal income tax (PIT) gives an overview of assessed personal income tax revenues of registered individual taxpayers. It also provides information on taxable income by income group, age, gender and source of income, as well as on fringe benefits, allowances and deductions.
- Company income tax (CIT) gives an overview of corporate income tax revenues. Information on taxable income by income group, sector and type of business entity is provided.
- Value-added tax (VAT) gives an overview of VAT. It gives a breakdown of VAT receipts and refunds by sector and payment category as well as an overview of data on input and output VAT as derived from VAT returns submitted by vendors.
- Import VAT and customs duties provides information on the customs value of imported goods by product type in terms of the Harmonised System (HS), to chapter level, as well as import VAT, customs/import duty and *ad valorem* excise duty revenues on imported goods.
- The glossary and index contain definitions of terms and abbreviations as well as a list of all tables and figures in the publication.

14.5.2 Personal income tax certificates data

The research team also made enquiries about data off personal income tax certificates. The SARS response was as follows: 'The questionnaire is geared more towards capturing information on a data source from a survey, so many of the fields are not really applicable. Please note that the IRP5s will not be made available outside SARS – current legislation permits this information to be given to Stats SA only. We are working towards providing public access to samples of anonymous records but we need to work through several phases of quality and confidentiality assurance before we can do so.'¹⁶⁶

¹⁶⁴ SARS personnel Randall Carolissen and Elizabeth Gavin met with Fabian Arends and Titus Nampala of the HSRC on 4 December 2013.

¹⁶⁵ Source: Mr Takalani Nthangeni on the review of the report on 21 August 2014.

¹⁶⁶ Note from Ms Elizabeth Gavin, Revenue Planning, Analysis and Reporting Unit, SARS

In respect to the above data, see the Excel tables available at <http://www.sars.gov.za/About/SATaxSystem/Pages/Tax-Statistics.aspx>.

The SARS form completed on registration as a taxpayer used to, but no longer, requests information on occupation. This information is not requested on annual tax returns.

14.6 Overall assessment

SARS personal-tax-related data holds value for skills planning. If SARS income tax data could be

linked with SAQA data under controlled situations that do not violate the Protection of Personal Information Act, opportunities would open up.

Summary: SARS adheres strictly to maintaining taxpayer confidentiality; however, the possibility of comparing qualification data with occupation, income and other variables could open up opportunities to support skills planning. The DHET may see its way forward to exploring this compelling idea.

14.7 Characteristics of identified datasets: South African Revenue Service

Organisation: SARS Data source: Personal income tax certificates		Description
Data characteristics		
Data source name	Personal income tax certificates	
Purpose of data collection	Tax administration	
Data collection date	Certificates are applicable to a period of remuneration within a tax year and should be provided to SARS within two months of the end of the tax year to which they apply	
One-off collection or repeatedly updated (by occurrence, daily, annually, quarterly, etc.)	Follows the tax administration cycle, i.e. predominantly annual	
Series available (e.g. from 2003–2010): in which year did dataset start?	Electronic dataset available from 2009 tax year	
Size of data source (# of variables, # of records)	Number of variables may vary (up to 13 income sources and 7 deduction codes) – please see appended form Approximately 16 million records per tax year	
Geographic levels (spread of data collected) e.g. province, magisterial district, urban/rural, etc.	National coverage (residence-based taxation system)	
Spatial geo-locational characteristics: e.g. latitude and longitude, postal code, magisterial code, physical address, enumerator area, etc.	Residential, postal and work address fields on form	
Unit level (individual, household, district, province, etc.)	Individual taxpayer	
Method of capturing data: captured by individual, client, HR staff, electronically, etc.	Data recorded by PAYE-registered employers	
Data collection instrument(s)/tool(s)		
Instrument used for collection (e-copy of survey questionnaire, interview schedule, etc.)	Please attach a copy of survey instrument hereto.	
Data management methodology		
Methodology used for collection (mention whether a formal structure for collection exists)	Employers are obliged by law to complete tax certificates and provide these to employees and SARS	
Methodology used for capturing	May differ between employers	
Methodology used for cleaning	Records filtered according to purpose of analysis; no editing or imputation is applied	
Methodology for quality assurance of data	Consistency, reasonability and completeness checks applied	
Methodology used for data analysis	Various	
Data accessibility		
Software of data source and data format	Not accessible outside SARS due to taxpayer confidentiality	
Access conditions (restricted, public, etc.)	Not accessible outside SARS except for use in the compilation of anonymous official statistics by Stats SA	
Where available?	Not available	
Data users		
Who are the users of the data? How is the data used?	SARS use the data for tax administration purposes and in revenue and compliance analysis	
Data dissemination		
In which publications are the data reported on? (name publications)	None	
URL for data source	N/A	
URL for publications (provide name of publication)	Publications to become available in 2014	
Data quality		
Is the data source SASQAF-certified by Stats SA?	No	
Data quality notes (proxy = level of use, cleaning procedures)	Data quality notes to be provided in future publications	
Database contact		
Contact details of relevant person involved in managing and maintaining the data source: e.g. database administrator or manager.	Pumla Bam, Senior Specialist: Data Analytics; pbam@sars.gov.za	

15. Strategic Integrated Projects (SIPs)

15.1 Introduction

By 2012/3, the government had budgeted R844.5 billion for public sector infrastructure projects over the following three years, while the full list of mega-infrastructure projects for the country under consideration at that time was estimated at about R3.2 trillion.¹⁶⁷

These infrastructure development initiatives are a potentially powerful lever at the disposal of governments to promote and shape economic development and, in so doing, to unlock economic opportunities. Because of the large scale of planning financially and physically, investment planning can contribute to integrating human settlements and economic development. From a broader perspective, infrastructure development can address socio-economic needs. More specifically, it can directly contribute to job creation.

The mandate of the Presidential Infrastructure Coordinating Committee (PICC) is to ensure that the selection, planning, implementation and monitoring of large infrastructure projects in South Africa takes place across a time scale of five to 20 years. A project pipeline must be designed over this period that takes into account development objectives such as skills development and empowerment, and addresses capacity constraints.

There are 18 mega-infrastructure projects under the responsibility of the PICC and the National Planning Commission (NPC). These projects are collectively known as the Strategic Infrastructure Projects (SIPs). Estimates show that new jobs will be generated in several dimensions:

- Construction;
- Operations;
- Maintenance of facilities;
- Through the multiplier effect of infrastructure spending;

- Manufacture and distribution of components and supplies to infrastructure building programmes; and
- Reliable infrastructure to unlock investment in other sectors (e.g. mining).

15.2 Governance structures

The PICC Council is the highest decision-making body of the PICC comprising Cabinet ministers, premiers and executive mayors. It reports to Cabinet and recommends policy changes to Cabinet. The PICC Manco comprises several key ministries with the following tasks: unblocking challenges, monitoring the development plan, and ensuring coordination. The PICC secretariat, supported by ministries, sees to the day-to-day work of the PICC Technical Task Team. The PICC Technical Task team comprises people with skills and competencies drawn from public agencies and government.

15.3 Organisational structure in relation to skills

Any skills needs will be investigated, and interventions planned and implemented, in at least two dimensions: (1) through the SIPs and its sector, and (2) through the occupational categories that are needed.

In terms of skills, the PICC Technical Task Team is supported by the SIPs Coordinators. The SIPs Coordinators and Sector Skills Coordinators then, together, develop and monitor the skills plan in their SIP/Sector.

The SIPs Skills Plan has five foci:¹⁶⁸

1. Information about the skills demand, supply and the gap;
2. Meeting the demand;
3. Building educational and training capacity;
4. Access and equity at the local level; and
5. Future planning beyond the build programmes.

¹⁶⁷ South African Revenue Service (2012) *Strategic Plan 2012/13–2016/17*. Pretoria: South African Revenue Service, p. 4

¹⁶⁸ Presidential Infrastructure Coordinating Committee (2013) *Refining skills profiles for SIP Skills Plan*, p. 3. Available at: http://www.csir.co.za/Built_environment/Transport_Infrastructure/26thRPF/14.%20Needs%20for%20materials%20engineers-%20road%20materials%20-%20November%202013.pdf [accessed 2 January 2014]

15.4 Information about the skills demand and supply

Fulfilling the aim of balancing demand and supply over the entire span of the project will involve modelling demand in every one of the more than 600 projects in the 18 SIPs for the duration of the programme. The *Guide for using the Infrastructure Skills Planning Toolkit* provides detailed instructions and advice on how to capture the envisaged data.¹⁶⁹

These estimates must then be used in modelling SIP project demand per occupation per project, per year and per location. Meanwhile, the supply pipeline needs to be understood as it may exist currently, and as it may be structured in the near future to generate adequate supply. Included in the planning must be strategic, informed decisions to determine optimal employment outcomes when demand is uncertain; how to manage bottlenecks in throughput of tertiary engineering technicians for three-year diplomas; and a shortage of structured workplace learning opportunities.

Meanwhile, the shaping of learning pipelines that will apply to individuals (aiming to obtain certain qualifications) and to institutions (aiming to offer certain qualifications) must be taken into account to arrive at a programme qualification mix that is appropriate for education institutions to adopt (in collaboration with institutions offering workplace learning and/or employment).

15.5 Occupational Teams role¹⁷⁰

For each major group of occupations (e.g. engineering), an Occupational Team will have the mandate to develop skills supply of the occupations for which they are responsible as and when needed by the SIPs. They should also be able to use the training opportunities that become available through the projects optimally.

In this context, a methodology has been developed to determine skill requirements and scarcity:

1	Identify standard sectors	e.g. energy, water
2	Define sub-sectors, and typical projects in sector	Size of project/typical unit of measure/size
3	Estimate skills required for design, construction and O&M	Skill prototype as unit of measure
4	Generate estimates of which skills are scarce	Four categories: adequate, critical, significant or scarce
5	Scale prototypes up or down to get skills estimation of real projects	Scale up scarce skills for scarce skills lists

A core element of planning in each of the Occupational Teams must be learning pathways. These are pathways that learners who seek to attain competence in the occupations identified as scarce in the first-generation SIPs scarce skills list should follow.¹⁷¹

15.6 Overall assessment

The SIPs programme skills demand database that is being developed is a critical resource for skills planning in the short, medium and long term. It is a dataset that has been constructed in a structured way and according to a consistent method to estimate demand. When the SIPs go live and the real employment demand profiles become clear, this information can be fed back into this SIP's projection models. These can be used to modify the SIP's model so that it provides a more accurate projection going forward.

Summary: The SIPs programme skills demand database may be considered a sister project to be compared with actual demand that may allow calibration of projected demand.

¹⁶⁹ Department of Higher Education and Training (2012) *Guide for using the Infrastructure Skills Planning Toolkit Version 1* (accompanying Skills Planning Toolkit Version 5) (Photocopy)

¹⁷⁰ Department of Higher Education and Training (2013) Meeting the Demand for SIP Scarce Skills Methodology and Occupational Teams. Presentation to LMIP, 5 September 2013 (Photocopy)

¹⁷¹ Department of Higher Education and Training (2013) *Learning pathways for SIPs scarce skills*, 6 August 2013 (Photocopy)

15.7 Characteristics of identified datasets: Strategic Integrated Projects (SIPs)

Organisation: SIPs	Description
Data characteristics	
Data source name	Strategic Integrated Projects database
Purpose of data collection	The template/toolkit was developed with the aim to assist government departments, state entities and private sector companies with skills planning for new projects. The toolkit enables users to identify skills gaps within their organisations on different levels such as skills for planning, building, operating and maintaining of projects. The skills needed for each phase of a project to the level of the occupation (six digits) are captured and planned for. The skill estimates are derived by mapping real projects to prototypes. The prototypes have been developed by technical experts in the field and are being verified with reference to other such experts.
Data collection date	Collection dates depend on dates of project interventions. Each new project is mapped against the relevant skills profile for a typical project of that type (prototype) and a skills estimation of skill requirements is determined. Where no prototype exists for a given project, a new prototype is developed or a unique skill profile is developed (if a large, one-off project).
One-off collection or repeatedly updated (by occurrence, daily, annually, quarterly, etc.)	Data is collected whenever a new project is planned. Not an administrative dataset as such. The process used to derive the dataset was outlined (maintained as a stand-alone system within the DHET).
Series available (e.g. from 2003–2010): in which year did dataset start?	This data source is new; the template was developed over 2011/2012.
Size of data source (# of variables, # of records)	The database contains data on ±700 projects currently, but has the capability to expand. The population of projects is not known but all main government and state entities' major infrastructure projects have been captured from 2011, and those that are anticipated going forward.
Geographic levels (spread of data collected) e.g. province, magisterial district, urban/rural, etc.	The data covers all areas nationally.
Spatial geo-locational characteristics: e.g. latitude and longitude, postal code, magisterial code, physical address, enumerator area, etc.	The data covers all areas nationally.
Unit level (individual, household, district, province, etc.)	The level of unit is the project.
Method of capturing data: captured by individual, client, HR staff, electronically, etc.	Data on each separate project is captured on the MS Excel template. The way in which this information is captured is by using the following method: the tool provided as an aid to functionality is called a 'prototype'.
Data collection instrument(s)/tool(s)	
Instrument used for collection (e-copy of survey questionnaire, interview schedule, etc.)	A copy of the instrument in the form of an MS Excel automated toolkit has been received. The toolkit operates on MS Excel 2010 or later versions.
Data management methodology	
Methodology used for collection (mention if formal structure for collection exists)	The tool used to collect data is in the form of an automated MS Excel template tool.
Methodology used for capturing Methodology used for cleaning Methodology for quality assurance of data	Whenever the 'prototype' option is chosen after the main and sub-industry sectors have been selected, the template is populated with the occupations required (including number and time frame) for a typical project. The pre-populated figures for the prototype can then be upscaled or downscaled to fit the planning of the current project. Data can also be verified after a project has been completed in retrospect. Since the data is based on planning of projects that are financed by the National Treasury, the quality and accuracy of the data has to be of high standard. In many questions, pull-down menus with only the relevant options are given to limit responses as a validation rule.
Methodology used for data analysis	The data is collected at the level of an occupation. This can be sorted electronically by sector, sub-sector, geographical location, time frame of demand and role (design, planning, and maintenance). Estimates of skill scarcity are embodied in the prototype (technical experts estimate the skill scarcity), and these estimates can then be applied to all real projects. It is hence possible to estimate scale of scarcity and will, in due course, be possible to identify time and geographical location of demand.
Data accessibility	
Software of data source and data format	MS Excel automated toolkit
Access conditions (restricted, public, etc.)	Restricted
Where available?	DHET: Adrienne Bird
Data users	
Who are the users of the data? How is the data used?	The toolkit will be used by Occupational Teams, SIPs/Sector Skills coordinators as well as government departments for skills planning. The information will feed back into college, university and SETA skills plans.

Organisation: SIPs	Description
Data dissemination	
In which publications are the data reported on? (Name publications)	Reports are currently being prepared for internal planning use. The system may become more widely available in time.
URL for data source	Data is not publicly available.
URL for publications (Provide name of publication)	None yet.
Data quality	
Is the data source SASQAF-certified by Stats SA?	No
Data quality notes (proxy = level of use, cleaning procedures)	It is estimated to be around 60% correct. We hope to improve over time.
Database contact	
Contact details of relevant person involved in managing and maintaining the data source: e.g. database administrator or manager	Adrienne Bird, Bird.A@dhet.gov.za

16. Statistics South Africa (Stats SA)

16.1 Introduction

The vision of Stats SA is to produce official statistics for South Africa. Stats SA's mission is to lead and partner in statistical production systems for evidence-based decision-making. The purpose of official statistics is to assist organs of state, businesses, other organisations and the public in planning, decision-making, and monitoring or assessment of policies.

The following strategic outcomes drive Stats SA's focus:

- Trust and public confidence in statistical information;
- Informed developmental state that strengthens democracy and accountability;
- Sustained statistical capacity; and
- Partnerships in the development and sharing of best practices in statistics.¹⁷²

16.2 Legislative mandate

Stats SA is a national government department accountable to the Minister in the Presidency responsible for the National Planning Commission. Stats SA's activities are regulated by the Statistics Act (Act No. 6 of 1999) which makes provision for the appointment of a Statistician-General whose role is expressed follows:

Firstly, as the National Statistical Authority to inform stakeholders on the economy and society by:

- Collecting, compiling and disseminating a wide range of economic, social and population statistics;
- Developing and maintaining databases for national statistics on businesses and enumeration areas; and

- Liaising with other countries and statistical agencies and representing Stats SA internationally.

Secondly, as the National Statistical Coordinator to promote coordination among producers of official and other statistics in order to advance quality, comparability and optimum use of official statistics and to avoid duplication by:

- Formulating quality criteria and establishing standards, classifications and procedures;
- Providing statistical advice; and
- Promoting a public culture of measurement.¹⁷³

16.3 The organisational structure

Figure 14 provides the institutional structure of Stats SA. Units highlighted with red ovals are identified as units where datasets relevant to skills planning may reside.

During an interview the Executive Manager: Strategy drew attention to eight datasets, which include survey data that were identified as relevant to skills planning in South Africa (see Table 8).

16.4 Relevant data sources

A list of datasets relevant to skills planning and a short description of what each dataset contains and entails is given in Table 9.

16.5 Client services

Stats SA has a service delivery access strategy; actual achievement against their access strategy is depicted in Table 10 and published in their Annual Report of 2012/13.

¹⁷² Statistics South Africa (2013a) *Annual Report 2012/13 Book 1*. Pretoria: Statistics South Africa; Statistics South Africa (2013b) *Annual Report 2012/13 Book 2*. Pretoria: Statistics South Africa

¹⁷³ Statistics South Africa (2013c) *Work Programme 2013/14 Statistics South Africa*. Pretoria: Statistics South Africa, p. 218

Table 9: List of datasets identified as relevant to skills planning

Dataset	Description
1. Census datasets	<p>A population census, as defined by the United Nations, is 'the total process of collecting, compiling, evaluating, analysing and publishing or otherwise disseminating demographic, economic and social data pertaining, at a specified time, to all persons in a country or a well-defined part of the country'.</p> <p>The four essential features of the census are:</p> <ul style="list-style-type: none"> • Individual enumeration; • Universality within the agreed territorial boundaries; • Simultaneity: conducted at the same time for all persons; and • Defined periodicity. <p>A population census is the most complex and massive exercise a national statistical office undertakes. It requires mapping the entire country, mobilising and training a huge number of enumerators, conducting a comprehensive publicity campaign, canvassing all households to participate, collecting individual information, compiling vast amounts of completed questionnaires, and analysing and disseminating the data. For many people, the census may be the only time that the state reaches them and asks them a question.¹⁷⁴</p>
2. Community Survey 2007	<p>The Community Survey of 2007 was conducted in the place of the 2006 census.¹⁷⁵ The intentions of the survey were to provide data at lower geographical levels than existing household surveys; build human, management and logistical capacities for Census 2011; and provide inputs into the preparation of the mid-year population projections.¹⁷⁶</p> <p>The large-scale Community Survey was conducted in February 2007 in all provinces.</p> <p>The main objective of the survey was to provide demographic and socio-economic data at municipal level. A total of 949 105 persons were enumerated, which included 246 618 households. Scanning technology was used to process the data. The processed data were edited to generate the final clean dataset. The data were weighted, given the fact that this was a sample survey.</p>
3. General Household Survey	<p>The General Household Survey (GHS) has been conducted annually by Stats SA since 2002. The survey collects information on a variety of subjects including education, health, the labour market, dwellings, access to services and facilities, transport and quality of life.</p>
4. Quarterly Labour Force Survey (QLFS)	<p>In 2008, replacing the Labour Force Survey, the Quarterly Labour Force Survey (QLFS)¹⁷⁷ is a household-based sample survey conducted by Stats SA; it collects data on the labour market activities of individuals aged 15 years and above who live in South Africa. Reporting is done by reflecting on persons aged 15 to 64 years of age.</p>
5. Quarterly Employment Survey (QES)	<p>The Quarterly Employment Survey/Statistics (QES) is a survey covering a sample of organisations (enterprises) in the formal non-agricultural business sector of the South African economy. The survey provides data essential for estimating key economic statistics of employment and gross earnings. These economic data are used by a wide range of private and governmental organisations to monitor South Africa's economy. Survey results are published each quarter in the statistical release P0277 – Quarterly Employment Statistics.¹⁷⁸</p>
6. Living Conditions Survey 2008	<p>The Living Conditions of Households in South Africa 2008/2009 is based on the results of the Living Conditions Survey (LCS) conducted in September 2008 to August 2009. This was the first LCS ever conducted by Stats SA. The next LCS will be conducted in 2013/14. This report provides information on the living circumstances of households in South Africa with special reference to spending patterns of households on different expenditure items. The report provides information on indicators such as average annual household expenditure, share of the bottom quintile to total household expenditure as well as in-kind expenditure such as free electricity, free water, etc. These indicators are derived using household expenditure data collected from households through the use of diaries and household questionnaires.</p>
7. Income and Expenditure Survey	<p>The results of the Income and Expenditure Survey (IES) conducted by Stats SA are released usually between September of the one year and August of the second year (IES 2000, 2005/2006, 2010/2011). The IES based on the diary method was the first of its kind to be conducted by Stats SA. Previously, IESs were conducted by Stats SA every five years using the recall method. The IES was designed to collect information on items and services acquired by South African households, various sources of income acquired by participating households (monetary or in kind). This was accomplished by collecting details of all expenditure by a participating household and all acquisitions of goods and services for the household's own consumption within a given reference period. The results of the survey serve as an input into identifying the goods and services that should be included in the consumer price index (CPI) basket of goods and services.</p>
8. Census of Schools (Limpopo and Eastern Cape)	<p>Stats SA conducted a survey to evaluate the <i>Section 100(1) (b) interventions in Limpopo and Eastern Cape: Minister & Department of Basic Education progress reports</i>.¹⁷⁹ The Stats SA report could not be found on the Internet. It is available at Stats SA.</p>

174 <http://www.statssa.gov.za/?s=census+2011&item=content>. [accessed 3 December 2013]

175 Yu D (2009) *The comparability of Census 1996, Census 2001 and Community Survey 2007*. Stellenbosch Economic Working Papers: 21/09 A working paper of the Department of Economics and the Bureau for Economic Research at the University of Stellenbosch

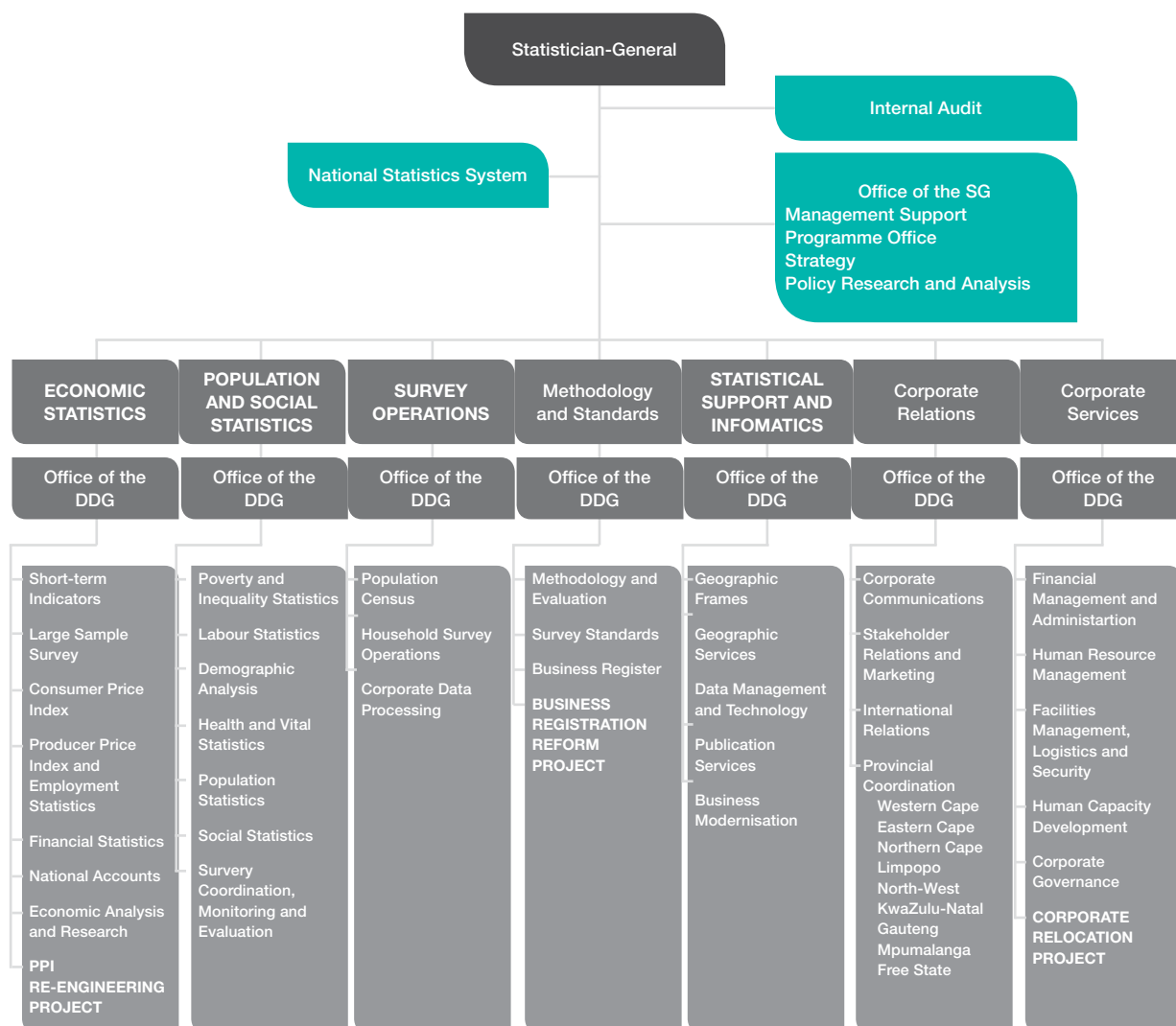
176 Statistics South Africa (2007) *South Africa: Community Survey 2007, Statistical release*. Pretoria: Statistics South Africa. More information about this survey can be found at http://www.statssa.gov.za/?page_id=3914

177 Budlender D (2011) *Measuring Informal Employment in South Africa: The New Quarterly Labour Force Survey*. WIEGO Statistical Brief No. 7

178 Statistics South Africa (2008) *Quarterly Labour Force Survey, Quarter 3, 2008. Statistical release P0211*. Pretoria: Statistics South Africa

179 Parliamentary Monitoring Group (2013) *Section 100(1)(b) interventions in Limpopo and Eastern Cape: Minister & Department of Basic Education progress reports*. Available at <https://pmg.org.za/committee-meeting/16343/> [accessed 2 June 2015]

Figure 14: Organisational structure of Stats SA



16.6 Initiative to develop a National Statistical System

A National Statistical System (NSS) is defined by the Organisation of Economic Cooperation and Development as follows: 'The national statistical system (NSS) is the ensemble of statistical organisations and units within a country that jointly collect, process and disseminate official statistics on behalf of national government.'¹⁸⁰

Stats SA initiated the development of an NSS (via Sections 7 and 14 of the Statistics Act [6 of 1999]) with the aim of integrating national statistics, assessing the performance of government

programmes, and informing planning and decision-making in South Africa (see <http://www.statssa.gov.za/?s=national+statistical+system&sitem=content>). The NSS is seen as an initiative to improve the quality and coverage of the existing data sources of Stats SA. Figure 15 illustrates the framework of the desired state of official statistics in South Africa.

16.7 Access to the relevant databases

Stats SA provides users the opportunity of easy access to the data through the following URL: <http://interactive.statssa.gov.za:8282/webview/>.

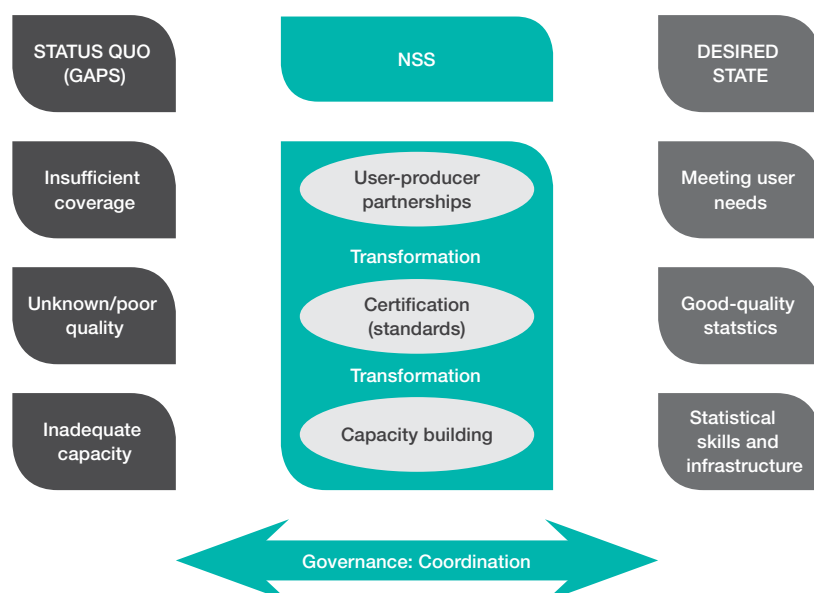
¹⁸⁰ Organisation of Economic Cooperation and Development (2004) National Statistical System (NSS). Available at <http://stats.oecd.org/glossary/detail.asp?ID=1726> [accessed 22 September 2014]

¹⁸¹ National Statistical System (2010) Statistical Reform in South Africa. Available at <http://www.statssa.gov.za/nss/index.asp?link=about.asp> [accessed 25 November 2013] and http://compressdsl.com/hsrc/Statistical_Reform_NSS.pdf

Table 10: Service delivery access strategy

Access strategy	Actual achievement
StatsOnline	1 473 852 (visitors)
Online newsletter subscribers	0 (bulk mailing system not functional)
Access to time series section on StatsOnline	39 156
Access to SuperWeb	6 002
Access to Nesstar	6 885
Publications downloaded	2 021 236
Electronic dissemination of statistical releases	35 094
Postal dissemination of statistical releases	740 571
Head office and nine provincial offices (user requests)	5 960 requests (83% responded to within one week)
Annual User Satisfaction Survey 2012	A User Satisfaction Survey conducted and reported in April 2013

Figure 15: The National Statistical System (NSS) as a transformation framework and process¹⁸¹



This data repository, called Nesstar, allows users to browse, analyse, tabulate and download datasets from a wide variety of census and household survey data and metadata in various formats. Users trying to access Nesstar from a corporate network should ensure, with their network administrator, that port 8282 is enabled. The datasets can be downloaded in any of the following data formats: SPSS, SPSS Portable, Stata versions 6 to 8, NSDstat, Statistica, DIF, Dbase, Textfile, Delimited, SAS and Comma Separated Value file.

If necessary, it can be supplied via CD-ROM.

Queries can be addressed to statsonline@statssa.gov.za, which can either be a request for data or specific analysis on a specific dataset and topic.

This method of retrieving data and information has cost implications.

16.8 Overall assessment

Stats SA is the primary government supplier of survey data relating to skills and skilling in South Africa. The most commonly used data for analysis are the Quarterly Labour Force Survey (QLFS), the Quarterly Employment Survey (QES), the General Household Survey (Annual) and the Census, bearing in mind that variables such as employment/unemployment and income can be more accurately covered in household surveys than in censuses.

Summary: The above surveys and their datasets are directly relevant to the activities of skills planning as envisaged in the LMIP.

16.9 Characteristics of identified datasets: Stats SA

16.9.1 South Africa Census¹⁸²

Organisation: Stats SA South Africa Census, Population (10% sample)		Description
Data characteristics		
Data source name	South Africa Census, Population (10% sample)	
Purpose of data collection	The main focus of a population and housing census is to take stock and produce a total count of the population without omission or duplication. Another major focus is to be able to provide accurate demographic and socio-economic characteristics pertaining to each individual enumerated. Apart from individuals, the focus is on collecting accurate data on housing characteristics and services.	
Data collection date	Every 10th year. For 2011, it was 9–10 October.	
One-off collection or repeatedly updated (by occurrence, daily, annually, quarterly, etc.)	A population census is typically held every five years, but because of a lack of capacity within Stats SA, it was decided that the interval would be extended to 10 years. A Community Survey was conducted in the place of the 2006 census.	
Series available (e.g. from 2003–2010): in which year did dataset start?	Data collected in: 2011, 2001, 1996, 1991, 1985, 1980 and 1970	
Size of data source (# of variables, # of records)	Size of Census 2001: 3 725 655 records, 89 variables	
Geographic levels (spread of data collected) e.g. province, magisterial district, urban/rural, etc.	The data is collected on the individual and household levels. Geographical analysis is possible.	
Spatial geo-locational characteristics: e.g. latitude and longitude, postal code, magisterial code, physical address, enumerator area, etc.	Variables on province, magisterial district and town are available.	
Unit level (individual, household, district, province, etc.)	Individual and household	
Method of capturing data: captured by individual, client, HR staff, electronically, etc.	Electronic capturing, scanning of questionnaires	
Data collection instrument(s)/tool(s)		
Instrument used for collection (e-copy of survey questionnaire, ¹⁸² interview schedule, etc.)	Copy of Census 2011 instruments can be found at: http://www.statssa.gov.za/?page_id=3852 . The census questionnaire asks questions on demographics (sex, age, language, etc.), migration (where you live, have you moved), general health and functioning, parental survival, income, education, employment, fertility, access to services and mortality. If you would like to see an example of the questionnaire, it can be downloaded from http://www.statssa.gov.za/?page_id=3852 .	
Data management methodology		
Methodology used for collection (mention if formal structure for collection exists)	Face-to-face interviewing. The fieldworkers have been specially trained to assist with the speedy completion of the questionnaire. Participants may complete the questionnaire on their own. Participants can also contact the call centre (0800 110 248) should they need assistance in the completion of the questionnaire. Arrangements should be made with the fieldworker to collect the survey as soon as possible. Please ensure that all questions are answered, and make arrangements with the fieldworker to have your questionnaire collected before 30 October 2011.	
Methodology used for capturing	Scanning of questionnaires	
Methodology used for cleaning	Extensive process	
Methodology for quality assurance of data	As above	
Methodology used for data analysis	Stats SA uses SuperCROSS, Space-Time Research's desktop client, for fast, flexible tabulation and analytics, to handle, manipulate and analyse their census and survey data easily. It uses SuperWEB for easy, online ad hoc tabulation and dissemination of data.	
Data accessibility		
Software of data source and data format	The data sources can be downloaded in SPSS, MS Excel or MS Access format.	
Access conditions (restricted, public, etc.)	Publicly available	

¹⁸² Census 2011 (2011) Census 2011 Questionnaire. Available at http://www.statssa.gov.za/?page_id=3852 [accessed 25 November 2013]

**Organisation: Stats SA
South Africa Census,
Population (10% sample)**

Description

Where available?

Stats SA answers queries from the public that can either be requests for datasets or analysis of datasets. This has financial implications to the user. The public can also access datasets through the following URL: <http://beta2.statssa.gov.za/> – select ‘Tools’ then ‘Nesstar’ at the bottom of the page. One could also directly access the data at <http://interactive.statssa.gov.za:8282/webview/>

Data users

Who are the users of the data? How is the data used?

The census plays an essential role in public administration. The results are used to ensure:

- Equity in distribution of government services;
- Distributing and allocating government funds among various regions and districts for education and health services;
- Delineating electoral districts at national and local levels; and
- Measuring the impact of industrial development, to name a few.

The census also provides the benchmark for all surveys conducted by the national statistical office. Without the sampling frame derived from the census, the national statistical system would face difficulties in providing reliable official statistics for use by government and the public. Census also provides information on small areas and population groups with minimum sampling errors. This is important, for example, in planning the location of a school or clinic. Census information is also invaluable for use in the private sector for activities such as business planning and market analyses. The information is used as a benchmark in research and analysis.

Data dissemination

In which publications are the data reported on? (Name publications)

Publications of analysis for different purposes are available. Publications on the Census of 2011 are available at http://www.statssa.gov.za/?page_id=3955.

URL for data source

<http://interactive.statssa.gov.za:8282/webview/>

URL for publications (Provide name of publication)

<http://www.statssa.gov.za>

Data quality

Is the data source SASQAF-certified by Stats SA?

No

Data quality notes (proxy = level of use, cleaning procedures)

If the level of use of datasets and published reports is taken as an indication of quality, the Census data can be classified as being of good, reliable quality.

Database contact

Contact details of relevant person involved in managing and maintaining the data source: e.g. database administrator or manager

info@statssa.gov.za

16.9.2 Quarterly Labour Force Survey

Organisation: Statistics South Africa – Quarterly Labour Force Survey

Description

Data characteristics

Data source name

Quarterly Labour Force Survey

Purpose of data collection

To collect quarterly information about persons in the labour market, i.e. those who are employed; those who are unemployed and those who are not economically active

Data collection date

Data is collected in each of the three months within a quarter, based on a ‘0110’ approach. Week 0 is the first week of the given month where set-up interviews and publicity takes place. Data collection is conducted during the middle two weeks, 11, of each month. The last week, 0, is dedicated to completing the work allocation assigned for that month.

One-off collection or repeatedly updated (by occurrence, daily, annually, quarterly, etc.)

Quarterly

Series available (e.g. from 2003–2010): in which year did dataset start?

2008Q3 – present

Size of data source (# of variables, # of records)

The sample size is roughly 30 000 dwellings, divided into four rotation groups (7 500 dwellings per rotation group).

Organisation: Statistics South Africa – Quarterly Labour Force Survey		Description
Geographic levels (spread of data collected) e.g. province, magisterial district, urban/ rural, etc.	The sample is designed to be representative at the provincial level and within provinces at the metro/non-metro level.	
Spatial geo-locational characteristics: e.g. latitude and longitude, postal code, magisterial code, physical address, enumerator area, etc.	Within the metros, the sample is further distributed by the four geography types: urban formal, urban informal, farms and tribal.	
Unit level (individual, household, district, province, etc.)	Individuals aged 15 years or older who live in South Africa	
Method of capturing data: captured by individual, client, HR staff, electronically, etc.	Fieldworkers (staff) interview the household members and capture the data on a questionnaire.	
Instrument used for collection (e-copy of survey questionnaire, interview schedule, etc.)	Survey questionnaire	
Methodology used for collection (mention if formal structure for collection exists)	Formal structure – fieldworkers interview individuals using the survey questionnaire based on the 0110 approach as explained above.	
Methodology used for capturing	Key information is captured from completed questionnaires in the regional office. The questionnaires are sent from the regional offices to the data processing centre in Pretoria and the barcodes are captured again in order to ensure that all questionnaires have been received. Scanning and recognition converts the questionnaires an electronic format. Scanning verification manually corrects uninterpretable characters, missing data and errors. Industry and occupation codes are assigned using the electronic coding system that converts the respondent's descriptions into numeric codes. If the system fails to assign a code, it is assigned manually.	
Methodology used for cleaning	QLFS uses the editing and imputation module to ensure that the output data is clean and complete. Function A (record acceptance) ensures that valid information is captured, that enough information is captured and that certain data is present that should be. Function B (edit and imputation) detects any errors in the captured questionnaire and imputation is the correction of detected errors. Function C (clean-up, derived variables and preparation for weighting) includes functions such as off-path cleaning, verification of the presence of industry and occupation codes, and the generation of all derived variables.	
Methodology for quality assurance of data	Variance estimation procedures produce tools for the assessment of data quality, recruitment of permanent field staff, and the use of questionnaire barcodes to enable continuous tracking and the use of translated core questionnaires into the official languages.	
Methodology used for data analysis	Analysis of key results in a standard tabulation plan that includes all questions included in the core.	
Data accessibility		
Software of data source and data format	Electronic format (comma separated values); most commonly used software used is Strata.	
Access conditions (restricted, public, etc.)	Publicly available	
Where available?	Stats SA	
Data users		
Who are the users of the data? How is the data used?	Government, universities, consultancies, private sector economic research institutions, trade unions, etc.	
Data dissemination		
In which publications are the data reported on? (Name publications)	P0211: Quarterly Labour Force Survey	
URL for data source	n/a	
URL for publications (Provide name of publication)	http://beta2.statssa.gov.za/?page_id=1866&PPN=P0211&SCH=5661	
Data quality		
Is the data source SASQAF-certified by Stats SA?	Yes	
Data quality notes (proxy = level of use, cleaning procedures)	Good	
Database contact		
Contact details of relevant person involved in managing and maintaining the data source: e.g. database administrator or manager	info@statssa.gov.za	

16.9.3 Quarterly Employment Survey

<div> <div>Organisation: Statistics South Africa – Quarterly Employment Survey</div> <div>Description</div> </div>	
Data characteristics	
Data source name	Quarterly Employment Survey
Purpose of data collection	Used to estimate employment and gross earnings in the formal non-agricultural sector
Data collection date	Last day of the quarter
One-off collection or repeatedly updated (by occurrence, daily, annually, quarterly, etc.)	Quarterly
Series available (e.g. from 2003–2010): in which year did dataset start?	2006Q2 – present
Size of data source (# of variables, # of records)	A sample of approximately 20 208 (VAT-registered) private and public enterprises in the formal non-agricultural sector
Geographic levels (spread of data collected) e.g. province, magisterial district, urban/rural, etc.	Formal non-agricultural sector in South Africa
Spatial geo-locational characteristics: e.g. latitude and longitude, postal code, magisterial code, physical address, enumerator area, etc.	n/a
Unit level (individual, household, district, province, etc.)	Businesses
Method of capturing data: captured by individual, client, HR staff, electronically, etc.	Fieldworkers (staff) interview businesses using a questionnaire, and businesses also report on the number of employees and earnings.
Instrument used for collection (e-copy of survey questionnaire, interview schedule, etc.)	Survey questionnaire
Methodology used for collection (mention if formal structure for collection exists)	Formal
Methodology used for capturing	Key information is captured from completed questionnaires in the regional office. The questionnaires are sent from the regional offices to the data processing centre in Pretoria and the barcodes are captured again in order to ensure that all questionnaires have been received. Scanning and recognition converts the questionnaires into an electronic format. Scanning verification manually corrects uninterpretable characters, missing data and errors. Industry and occupation codes are assigned using the electronic coding system that converts the respondent's descriptions into numeric codes. If the system fails to assign a code, it is assigned manually.
Methodology used for cleaning	QES uses the editing and imputation module to ensure that the output data is clean and complete. Function A (record acceptance) ensures that valid information is captured, that enough information is captured and that certain data is present that should be. Function B (edit and imputation) detects any errors in the captured questionnaire and imputation is the correction of detected errors. Function C (clean-up, derived variables and preparation for weighting) includes functions such as off-path cleaning, verification of the presence of industry and occupation codes, and the generation of all derived variables.
Methodology for quality assurance of data	Variance estimation procedures produce tools for the assessment of data quality, recruitment of permanent field staff, and the use of questionnaire barcodes to enable continuous tracking and the use of translated core questionnaires into the official languages.
Methodology used for data analysis	Analysis of key results in a standard tabulation plan
Data accessibility	
Software of data source and data format	Electronic format (text file), Excel spreadsheet by request
Access conditions (restricted, public, etc.)	Publicly available
Where available?	Stats SA
Data users	
Who are the users of the data? How is the data used?	Government, universities, consultancies, private sector economic research institutions, trade unions etc.
Data dissemination	
In which publications are the data reported on? (Name publications)	P0277: Quarterly Employment Statistics
URL for data source	n/a

Organisation: Statistics South Africa – Quarterly Employment Survey		Description
URL for publications (provide name of publication)		http://beta2.statssa.gov.za/?page_id=1879&PPN=P0277&SCH=5707
Data quality		
Is the data source SASQAF-certified by Stats SA?		Yes
Data quality notes (proxy = level of use, cleaning procedures)		Good
Database contact		
Contact details of relevant person involved in managing and maintaining the data source: e.g. database administrator or manager		info@statssa.gov.za

16.9.4 General Household Survey

Organisation: Statistics South Africa – General Household Survey		Description
Data characteristics		
Data source name		Household survey
Purpose of data collection		To measure multiple facets of the living conditions of South African households, as well as the quality of service delivery in a number of key service sectors
Data collection date		The data collection period has changed since 2002. Between 2002 and 2008 data were gathered annually during July. The data collection period was extended to 3 months (July to September) between 2010 and 2012. As from 2013, the data collection period was extended to 12 months (January to December).
One-off collection or repeatedly updated (by occurrence, daily, annually, quarterly, etc.)		Annually
Series available (e.g. from 2003–2010): in which year did dataset start?		2002 – present
Size of data source (# of variables, # of records)		3 080 PSUs were selected, 30 000 households
Geographic levels (spread of data collected) e.g. province, magisterial district, urban/rural, etc.		Primary stratification was defined by metropolitan and non-metropolitan geographic area type.
Spatial geo-locational characteristics: e.g. latitude and longitude, postal code, magisterial code, physical address, enumerator area, etc.		Census enumeration areas (EAs) as delineated for Census 2001 formed the basis of the PSUs.
Unit level (individual, household, district, province, etc.)		Households (private) and workers' hostels
Method of capturing data: captured by individual, client, HR staff, electronically, etc.		Fieldworkers (staff) interview household member using a questionnaire.
Instrument used for collection (e-copy of survey questionnaire, interview schedule, etc.)		Survey questionnaire
Methodology used for collection (mention if formal structure for collection exists)		Formal
Methodology used for capturing		<p>Most questions in the GHS questionnaire are pre-coded, i.e. there is a set number of choices from which one or more must be selected. For open-ended write-in questions, the description will state that post-coding occurred and explain how this was done. Most variables have been pre-coded from the questionnaire and are not repeated in the variable description. Where the coding is not apparent, the description either provides the codes or indicates where code lists are to be found.</p> <p>Key information is captured from completed questionnaires in the regional office. The questionnaires are sent from the regional offices to the data processing centre in Pretoria and the barcodes are captured again in order to ensure that all questionnaires have been received. Scanning and recognition converts the questionnaires an electronic format. Scanning verification manually corrects uninterpretable characters, missing data and errors. Industry and occupation codes are assigned using the electronic coding system that converts the respondent's descriptions into numeric codes. If the system fails to assign a code, it is assigned manually.</p>

<div> <div> Organisation: Statistics South Africa – General Household Survey </div> <div>Description</div> </div>	
Methodology used for cleaning	QES uses the editing and imputation module to ensure that the output data is clean and complete. Function A (record acceptance) ensures that valid information is captured, that enough information is captured and that certain data is present that should be. Function B (edit and imputation) detects any errors in the captured questionnaire and imputation is the correction of detected errors. Function C (clean-up, derived variables and preparation for weighting) includes functions such as off-path cleaning, verification of the presence of industry and occupation codes, and the generation of all derived variables.
Methodology for quality assurance of data	Variance estimation procedures produce tools for the assessment of data quality, recruitment of permanent field staff, and the use of questionnaire barcodes to enable continuous tacking and the use of translated core questionnaires into the official languages.
Methodology used for data analysis	Analysis of key results in a standard tabulation plan
Data accessibility	
Software of data source and data format	The files are flat, ASCII, fixed field files, with one line of given length per record. Access in various formats, i.e. SAS, SPSS, Strata, etc.
Access conditions (restricted, public, etc.)	Publicly. Only available to bona fide researchers.
Where available?	Stats SA
Data users	
Who are the users of the data? How is the data used?	Government, universities, consultancies, private sector economic research institutions, trade unions etc.
Data dissemination	
In which publications are the data reported on? (Name publications)	General Household Survey Statistical Release P0318
URL for data source	n/a
URL for publications (provide name of publication)	http://www.statssa.gov.za/?page_id=1859
Data quality	
Is the data source SASQAF-certified by Stats SA?	Yes
Data quality notes (proxy = level of use, cleaning procedures)	Good
Database contact	
Contact details of relevant person involved in managing and maintaining the data source: e.g. database administrator or manager	info@statssa.gov.za

17. Department of Trade and Industry (the dti)

17.1 Introduction

The vision of the Department of Trade and Industry (the dti) is of a dynamic industrial, globally competitive South African economy, characterised by inclusive growth and development, decent employment and equity, built on the full potential of all citizens.¹⁸³

The dti aims to:

- Promote structural transformation, towards a dynamic industrial and globally competitive economy;
- Provide a predictable, competitive, equitable and socially responsible environment, conducive to investment, trade and enterprise development;
- Broaden participation in the economy to strengthen economic development; and
- Continually improve the skills and capabilities of the dti to deliver on its mandate effectively and respond to the needs of South Africa's economic citizens.¹⁸⁴

17.2 Legislative mandate

The activities within the dti are guided by 45 different legislative and other mandates as listed in their Annual Report of 2012/13.¹⁸⁵

17.3 The organisational structure

The darker shaded blocks in Figure 16, which depicts the organisational structure of the dti, are identified as possible divisions where data sources can be located.

17.4 Databases generated and utilised based on dti mandate

No datasets relevant to the development of a mechanism for skills planning could be found. The dti reported having and maintaining three administrative data sources, namely the:

- Trade Statistics database;
- Incentive database; and
- Company Registration (CIPC) database.

17.4.1 Trade Statistics database

Summary tables and reports on the Trade Statistics data source are available from the dti's website. This database has been generated and is being maintained with data from the South African Revenue Service (SARS) and the Reserve Bank. The dti receives data from SARS on a monthly, and from the Reserve Bank on a quarterly, basis.¹⁸⁶ The public can access data via the dti website or by sending e-mails to statistics@thedti.gov.za requesting data (the public can access the data through the querying capabilities of the system). The data source contains information on the value of imports and exports of commodities to and from South Africa and to and from other countries. Thus the focus is on South Africa – it is not possible to extract import and export information of other countries from this data source. Currently, the dti is considering the inclusion of the tariff rate and duties of each commodity on the displayed tables. The data can be displayed on different detailed levels such as annually, quarterly and monthly values from 1988 to 2011. All commodities available can be disaggregated to the level of six digits (HS6, harmonised classification code). The commodity codes are categorised in 23 sections. Customs duty is already in the trade data portal, therefore it can be removed. Monthly and quarterly trade data starts from 2012 and yearly trade data starts from 1992.

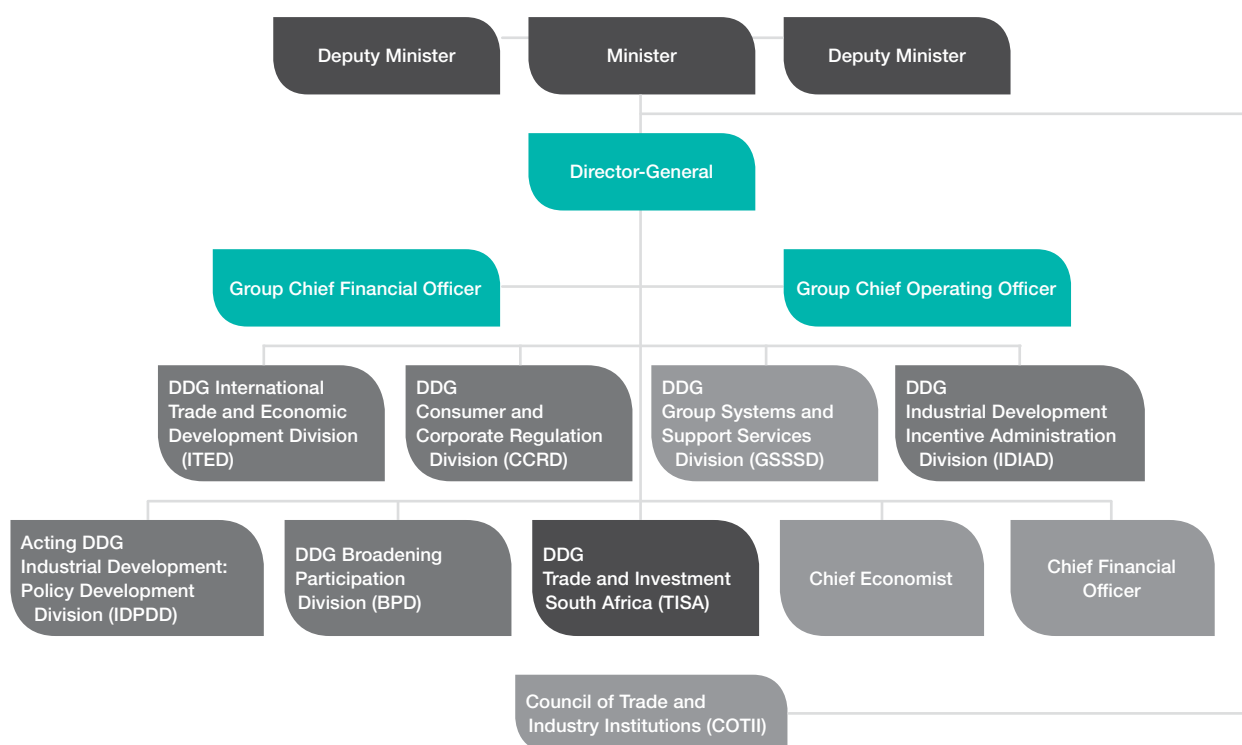
¹⁸³ Department of Trade and Industry (2013a) *Annual Report 2012/13 of the Department of Trade and Industry*. Pretoria: Department of Trade and Industry, p. 4. The annual report can also be found at <http://www.thedti.gov.za/DownloadFileAction?id=793>

¹⁸⁴ Ibid.

¹⁸⁵ Ibid., pp. 5–8

¹⁸⁶ GDP Growth Rate in South Africa is reported by the Statistics South Africa Source: <http://www.tradingeconomics.com/south-africa/gdp-growth>

Figure 16: The organisational structure of the dti



17.4.2 Incentive database

The second data source, the incentive data source, consists of data from companies' applications for grants, financial support for various economic activities including manufacturing, business competitiveness, export development and market access, and foreign direct investment.

Applicants must submit a complete application pack at least 90 calendar days before the start of the commercial use of the assets or undertaking the activities for which they are applying for the grant.

The following documents are also required:

- A business plan;
- An incorporation certificate;
- A B-BBEE certificate (where applicable);
- A valid SARS Tax Clearance certificate (where applicable);
- Domicilium and Resolution;
- Declaration of consultant (where applicable);
- Assets Excel spreadsheet;
- Financial Excel spreadsheet;
- Management accounts of projected financials; and

- Documents to prove creditworthiness (where applicable).¹⁸⁷

17.4.3 Company Registration database

The third data source administered by the dti is the Companies and Intellectual Property Commission (CIPC) data source, which can be found on the Internet at <http://www.cipc.co.za/>. The CIPC was established through the amalgamation of the Office of Companies and Intellectual Property Enforcement (OCiPE) and the Companies and Intellectual Property Registration Office (CIPRO). All companies and close corporations are required by law to file their annual returns with the CIPC within a certain period of time each year. The CIPC uses this information to ensure that it is in possession of the latest information about the company or close corporation and to determine whether the company or close corporation is conducting business activities.

¹⁸⁷ Department of Trade and Industry (2013b) *A guide to the Dti incentive schemes for 2012/13*. Pretoria: Department of Trade and Industry. Also available at http://www.thedti.gov.za/financial_assistance/docs/incentive_booklet2012-2013.pdf.

The main functions of the Commission are as follows:

- Registration of companies, cooperatives and intellectual property rights (trademarks, patents, designs and copyright) and maintenance thereof;
- Disclosure of information on its business registers;
- Promotion of education and awareness of company and intellectual property law;
- Promotion of compliance with relevant legislation;
- Efficient and effective enforcement of relevant legislation;
- Monitoring compliance with and contraventions of financial reporting standards, and making recommendations to Financial Reporting Standards Council (FRSC);
- Licensing of business rescue practitioners; and
- Reporting, researching and advising the minister on matters of national policy relating to company and intellectual property law.

The dti furthermore makes use of external data sources to investigate trade between other countries, which are publicly available on terms of subscription. These data sources include Quantec, Global Insight and Trade Map.

17.4.4 Free Trade Agreement

Noteworthy to mention is the Tripartite Free Trade Agreement (T-FTA) negotiations. For South Africa and sub-Saharan Africa to benefit from the growth forecast for the next few years, it is critical to speed up the conclusion of the T-FTA negotiations. The negotiations, which were launched in 2011, seek to join the trading arrangements of the SADC, the East African Community (EAC) and the Common Market for Eastern and Southern Africa (COMESA). Once established, the T-FTA will combine the markets of 26 countries with a population of nearly 600 million people and a combined GDP of US\$1 trillion, providing the market scale that could launch a sizeable part of the continent onto a new developmental trajectory. It will, as a first phase, cover only trade in goods, and it targeted 2014 for the conclusion of the negotiations. Services and other trade-related

areas will be covered in a second phase. The T-FTA will form the basis for an Africa-wide FTA, which is expected to create a market of US\$2.6 trillion.¹⁸⁸

17.5 Overall assessment

The dti holds trade statistics, company registration and incentives databases.

Summary: No datasets in the dti were identified that could contribute directly to skills planning. As part of the development of a skills planning mechanism, a task will be to explore how the dti's economic sector plans can be modelled to generate estimates of future skills demand.

The dti should, in future, be canvassed on the skills-related data that it needs to support industrial planning.

188 Department of Trade and Industry (2013a), Op. Cit., p. 36

18. National Treasury

18.1 Introduction

The National Treasury promotes economic development, good governance, social progress and rising living standards through accountable, economic, efficient, equitable and sustainable management of South Africa's public finances.¹⁸⁹

The National Treasury is responsible for:

- Coordinating macroeconomic policy and promoting the national fiscal policy framework;
- Coordinating intergovernmental financial relations;
- Managing the budget preparation process;
- Exercising control over the implementation of the annual national budget, including any adjustments to budgets; and
- Performing functions assigned to it in other legislation.

18.2 Legislative mandate

The National Treasury's mandate is 'to promote the national government's fiscal policy; coordinate

¹⁸⁹ National Treasury (2012) *National Treasury Annual Report 2011/2012*. Pretoria: National Treasury, p. 6

macroeconomic policy and intergovernmental financial and fiscal relations; manage the preparation of the budget; and ensure that revenue and expenditure, assets and liabilities, public entities and constitutional institutions are managed in a transparent and effective manner'.¹⁹⁰ Its role is defined by the Constitution of the Republic of South Africa (Chapter 13), which mandates the National Treasury to ensure transparency, accountability and sound financial controls in the management of public finances. Treasury's legislative mandate is also specified in the Public Finance Management Act (Chapter 2).¹⁹¹

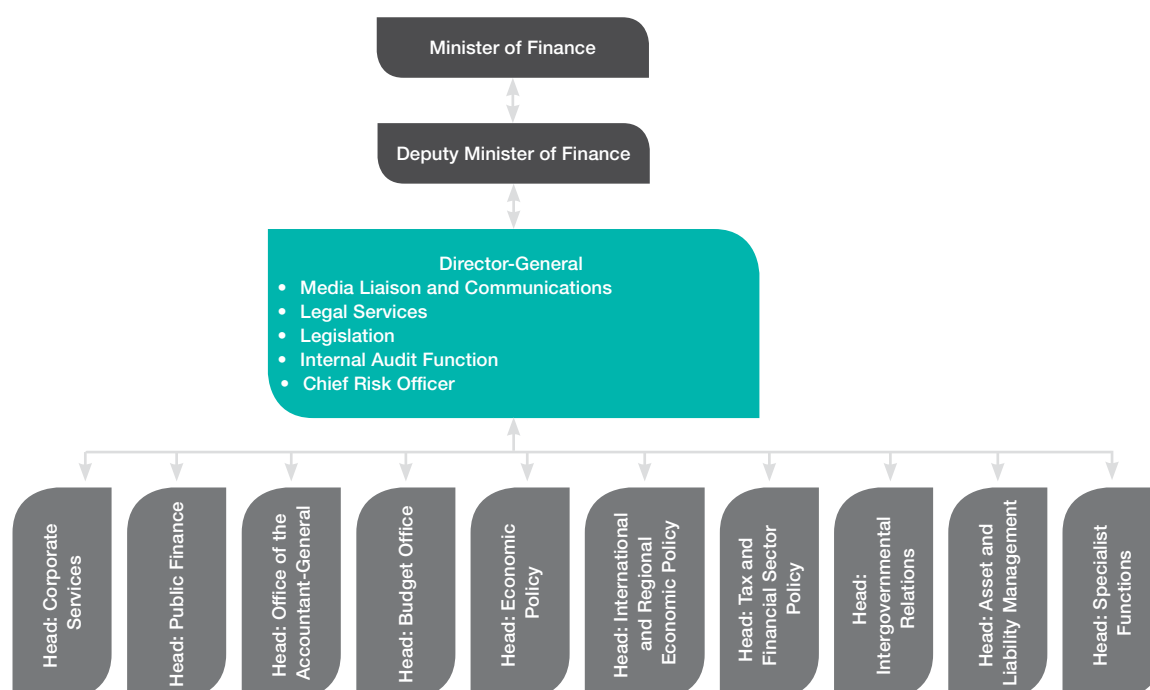
18.3 The organisational structure

National Treasury has a flat structure (depicted Table 11) that addresses multiple functions, but it would appear that there may be databases related to skills development and skills planning in at least the following branches or directorates: Public Finance, Economic Policy and Intergovernmental

¹⁹⁰ National treasury (nd) The Role of the National Treasury. Available at <http://www.treasury.gov.za/nt/info.aspx> [accessed 3 January 2014]

¹⁹¹ Ibid.

Table 11: Structure of the National Treasury



Relations. However, this document will consider the data needs and uses of Treasury as a whole.

The following programmes in National Treasury were identified as potentially being related to skills planning: Economic Policy, Tax, Financial Regulation and Research.

For economic and labour market decision-making, the National Treasury makes use of Stats SA data such as the Quarterly Labour Force Survey (QLFS). The programme provides policy advice to promote growth, employment and macroeconomic stability.

This programme contributes to Outcome 4: Decent employment through inclusive growth. Focus in terms of this outcome relates to specific sub-aspects of outputs including Output 3: Multi-pronged strategy to reduce youth unemployment.¹⁹²

18.3.1 Promoting employment

Youth unemployment rates remain high, and government interventions to encourage the private sector to hire more young workers have not yielded desired results. Government has tabled a proposal in parliament for a youth employment tax incentive to help young people enter the labour market.¹⁹³

18.3.2 Technical support and development finance

Treasury seeks to support infrastructure development planning, improve financial management and implementation support, and provide technical assistance to aid capacity-building in the public sector to crowd in public and private investment. It focuses resources on capacity in selected municipalities and provincial departments of health, education and public works. Facilitating employment creation includes the 'Jobs Fund [and] supports innovative approaches and initiatives that contribute to the development of the economy and the provision of sustainable job opportunities'.¹⁹⁴

18.3.3 Promoting a more competitive economy

'In the period ahead, budgeting will accord greater emphasis to infrastructure, employment and economic growth. [...] The economic competitiveness and support package introduced in the 2012 Budget includes measures to support temporarily distressed manufacturers, build special economic zones, and improve skills and technology in agriculture, mining beneficiation, renewable energy and manufacturing.'¹⁹⁵

18.3.4 Employment creation and facilitation

'The Employment Creation Facilitation sub-programme supports research and innovation to create jobs, encourage development and broaden participation in the economy. The Jobs Fund, administered by the Development Bank of Southern Africa on behalf of the National Treasury, co-funds projects in the public and private sector in four broad areas: enterprise development, infrastructure investment, support for work-seekers and institutional capacity building. [...] Implementation of projects from the first round of approvals began in 2012. A second round of proposals is under review, and the third call for proposals has been issued.'¹⁹⁶

18.4 Skills-related National Treasury datasets

There are two large skills-related databases in Treasury.

18.4.1 PERSAL

The Personnel and Salary Administration System (PERSAL) is a government system that supports human resource planning in terms of the organisation (e.g. organisational structure and establishment administration) and in terms of personnel administration (e.g. appointments, promotions, terminations, personnel development, service conditions and benefits).

¹⁹² National Treasury (2013) *National Treasury Strategic Plan 2013–2017*. Pretoria: National Treasury, p. 14

¹⁹³ Ibid., p. 6

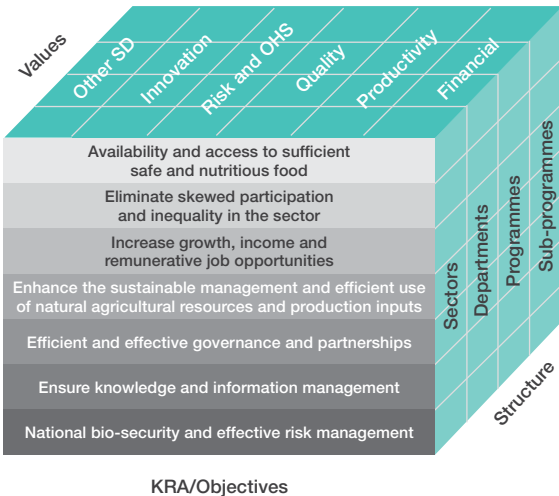
¹⁹⁴ Ibid., p. 33

¹⁹⁵ National Treasury (2012), Op. Cit., p. 8

¹⁹⁶ Ibid., p. 35

18.4.3 Example of a performance indicator dataset analysis tool from National Treasury

Figure 17: Performance indicator dataset analysis tool



18.4.2 Vulindlela

The Vulindlela management information system is a data warehouse that provides HR, finance and logistics reports. It relies on the PERSAL database and enhances access to reports, offering high-level trends for management information.

Vulindlela was developed in cooperation with National Treasury as, at the time, no standard MIS for the government as a whole existed. Vulindlela is a ‘data warehouse that provides HR, finance and logistics reports’. It offered integrated management information, available at all levels, that was relevant and up to date. It was announced that ‘[t]he Treasury is implementing a management information system in all national and provincial departments. It is known as “Vulindlela”, which means “to open the way”. This system will facilitate access to financial and other key information in different departmental systems. Vulindlela also supports the Treasury’s Early Warning System, which provides monthly forewarning of potential departmental over expenditure, as the Act requires’.¹⁹⁷

18.5 Overall assessment

Treasury operates the Vulindlela management information system on primary data sources such as PERSAL and from data sourced from Stats SA. Vulindlela is therefore a system that is supposed to suit its primary client. DHET skills planning data needs will be different from the data needs and usage of Treasury in meeting its own mandate.

Summary: Vulindlela presents a model of how datasets can be integrated to serve particular needs but does not offer raw data of value to skills planning. PERSAL data can be directly sourced from the DPSA as necessary.

¹⁹⁷ National Treasury (2000) *National Expenditure Survey, Vote 12: Department of State Expenditure*. Pretoria: National Treasury

18.6 Characteristics of identified datasets: National Treasury

18.6.1 Vulindlela

Organisation: National Treasury – Vulindlela	Description
Data characteristics	
Data source name	Vulindlela
Purpose of data collection	Management information system that consolidates 'various data sources to meet government's information needs. Data is extracted from the various operational sources into the information database to ensure optimal decision-making'. (National Treasury: Vulindlela, 2001)
Data collection date	Daily or monthly
One-off collection or repeatedly updated (by occurrence, daily, annually, quarterly, etc.)	Daily or monthly
Series available (e.g. from 2003–2010): in which year did dataset start?	Vulindlela was launched in 1997.
Size of data source (# of variables, # of records)	Financial reporting. Financial data is gathered from BAS (the accounting system). Payroll administration. Data is drawn from PERSAL. HR. Data relates to stock control and asset management. It is drawn from Logos.
Geographic levels (spread of data collected) e.g. province, magisterial district, urban/rural, etc.	Vulindlela works with data from all the 180 government departments nationally.
Spatial geo-locational characteristics: e.g. latitude and longitude, postal code, magisterial code, physical address, enumerator area, etc.	n/a
Unit level (individual, household, district, province, etc.)	All the 180 government departments nationally
Method of capturing data: captured by individual, client, HR staff, electronically, etc.	Data is captured by the respective departments and extracted by Vulindlela from the internal and external operational data systems.
Instrument used for collection (e-copy of survey questionnaire, interview schedule, etc.)	Vulindlela does not collect data: the respective departments do.
Methodology used for collection (mention if formal structure for collection exists)	Data is captured by the respective departments and extracted by Vulindlela from the internal and external operational data systems.
Methodology used for capturing	Internal departmental arrangements
Methodology used for cleaning	Internal departmental arrangements
Methodology for quality assurance of data	Internal departmental arrangements plus Vulindlela
Methodology used for data analysis	Internal departmental arrangements plus Vulindlela
Data accessibility	
Software of data source and data format	Relational database
Access conditions (restricted, public, etc.)	Permission for access is granted upon application and verification of the applicant
Where available?	Only by arrangement
Data users	
Who are the users of the data? How is the data used?	Government departments
Data dissemination	
In which publications are the data reported on? (Name publications)	n/a
URL for data source	http://www.vulindlela.gov.za/
URL for publications (provide name of publication)	n/a
Data quality	
Is the data source SASQAF-certified by Stats SA?	n/a
Data quality notes (proxy = level of use, cleaning procedures)	n/a
Database contact	
Contact details of relevant person involved in managing and maintaining the data source: e.g. database administrator or manager	(012) 657 4444 http://www.vulindlela.gov.za/

18.6.2 The ASSA model

Organisation: National Treasury – ASSA model	Description
Data characteristics	
Data source name	ASSA model
Purpose of data collection	n/a – this is a constructed model
Data collection date	n/a
One-off collection or repeatedly updated (by occurrence, daily, annually, quarterly, etc.)	Updated every five years
Series available (e.g. from 2003–2010): in which year did dataset start?	1998, 2003, 2008
Size of data source (# of variables, # of records)	Macro model, not individual output
Geographic levels (spread of data collected) e.g. province, magisterial district, urban/rural, etc.	National
Spatial geo-locational characteristics: e.g. latitude and longitude, postal code, magisterial code, physical address, enumerator area, etc.	n/a
Unit level (individual, household, district, province, etc.)	Macro model
Method of capturing data: captured by individual, client, HR staff, electronically, etc.	n/a
Instrument used for collection (e-copy of survey questionnaire, interview schedule, etc.)	n/a
Methodology used for collection (mention if formal structure for collection exists)	n/a
Methodology used for capturing	n/a
Methodology used for cleaning	n/a
Methodology for quality assurance of data	n/a
Methodology used for data analysis	n/a
Data accessibility	
Software of data source and data format	Excel output
Access conditions (restricted, public, etc.)	Limited
Where available?	http://www.actuariesociety.org.za/Societyactivities/CommitteeActivities/DemographyEpidemiologyCommittee/Models.aspx
Data users	
Who are the users of the data? How is the data used?	Demographers, economists, statisticians, planners
Data dissemination	
In which publications are the data reported on? (Name publications)	n/a
URL for data source	http://www.actuariesociety.org.za/Societyactivities/CommitteeActivities/DemographyEpidemiologyCommittee/Models.aspx
URL for publications (provide name of publication)	n/a
Data quality	
Is the data source SASQAF-certified by Stats SA?	Unknown
Data quality notes (proxy = level of use, cleaning procedures)	Good
Database contact	
Contact details of relevant person involved in managing and maintaining the data source: e.g. database administrator or manager	http://www.actuariesociety.org.za/Societyactivities/CommitteeActivities/DemographyEpidemiologyCommittee/Models.aspx

19. South African Qualifications Authority (SAQA)

19.1 Introduction

The South African Qualifications Authority (SAQA) is a juristic person¹⁹⁸ – that is, an entity given a legal personality by the law. The SAQA Board is a body of 12 members appointed by the Minister of Higher Education and Training.

The Minister must invite nominations for the appointment of members by notice in the Gazette from persons involved in education and training; organisations involved in education and training; professional bodies; organised labour; organised business; and organisations representing community and development interests.

19.2 Legislative mandate

The objectives of SAQA are to:

- Advance the objectives of the NQF;
- Oversee the further development and implementation of the NQF; and
- Coordinate the sub-frameworks.

SAQA must advise the Minister of Higher Education and Training on NQF matters in terms of the NQF Act. SAQA must also perform its functions subject to the NQF Act No. 67 of 2008 and oversee the implementation of the NQF and ensure the achievement of its objectives.

19.2.1 Quality Councils

In terms of the NQF Act No. 67 of 2008, the Quality Councils (QCs) must, among other things, do the following in order to achieve the objectives of the NQF:

- Perform their functions subject to the NQF Act No. 67 of 2008 and the law by which the QC is established;
- Develop and manage their sub-frameworks, and make recommendations thereon to the Minister;

- Ensure the development of qualifications or part qualifications as are necessary for their sectors, which may include appropriate measures for the assessment of learning achievement; and
- Recommend qualifications or part qualifications to SAQA for registration.

SAQA has the following role with respect to qualifications:

- SAQA must develop and implement policy and criteria, after consultation with the QCs, for the development, registration and publication of qualifications and part-qualifications, which must include the following requirements:
 - The relevant sub-framework must be identified on any document relating to the registration and publication of a qualification or part-qualification;
 - Each sub-framework must have a distinct nomenclature for its qualification types that is appropriate to the relevant sub-framework and consistent with international practice;
- SAQA must register a qualification or part-qualification recommended by a QC if it meets the relevant criteria; and
- SAQA must develop policy and criteria, after consultation with the QCs, for assessment, recognition of prior learning and credit accumulation and transfer.

19.2.2 Education and Training Quality Assurance (ETQA) bodies

The Education and Training Quality Assurance (ETQA) regulations were published in 1998 and provided for the accreditation of Education and Training Quality Assurance bodies. These bodies are responsible for accrediting providers of education and training standards and qualifications registered on the NQF, monitoring provision, evaluating assessment and facilitating moderation across providers, and registering assessors. The ETQA responsibilities of SETAs will remain according to the mentioned SAQA regulations until such time as the Minister of Higher Education and Training publishes new regulations replacing the existing regulations. Thereafter, the responsibilities

¹⁹⁸ South African Qualifications Authority (2014) What is the South African Qualifications Authority? Available at <http://www.saqa.org.za/show.php?id=5658>

will reside with the Quality Council for Trades and Occupations (QCTO).

SAQA has the following role with respect to professional bodies:

- It must develop and implement policy and criteria for recognising a professional body and registering a professional designation for the purposes of this Act, after consultation with statutory and non-statutory bodies of expert practitioners in occupational fields and with the QCs; and
- It must recognise a professional body and register its professional designation if the relevant criteria have been met.

19.2.3 National Qualifications Framework (NQF)

The National Qualifications Framework (NQF) is a comprehensive system approved by the Minister for the classification, registration, publication and articulation of quality-assured national qualifications. In short, the NQF is the set of principles and guidelines by which records of learner achievement are registered to enable national recognition of acquired skills and knowledge, thereby ensuring an integrated system that encourages lifelong learning.

19.3 Organisational structure¹⁹⁹

Figures 18 and 19 depict the board and the management structures of SAQA.

SAQA provides the following services:

- Verify South African qualification achievements;
- Manage and maintain the National Learners' Records Database (NLRD);
- Manage and maintain recognised professional bodies and registered professional designations;
- Register qualifications and part qualifications on the NQF; and
- Evaluate foreign qualifications.

¹⁹⁹ South African Qualifications Authority (2013) *Annual Integrated Report 2012/2013*. Available at http://www.saqa.org.za/docs/rep_annual/2014/annual1213.pdf [accessed 20 June 2013]

19.4 Skills-related datasets

19.4.1 National Learners' Records Database (NLRD)²⁰⁰

The NLRD is an integrated information system to facilitate the management of the National Qualifications Framework (NQF). The system has been in operation since 1999 and was developed in phases to reflect the business rules of the NQF. The system has an excellent data model.

The NLRD is one of South Africa's key resources for:

- Tracking the paths of individual learners;
- Informing policy-making and decision-making in education and training, and labour market analysis; and
- Providing information that assists with career development and advice.

Figure 20 depicts the form, function and information provided by the NLRD.²⁰¹

Reports have been published from the NLRD in which SAQA continues to be recognised as the key national source of information for human resource and skills development in policy, infrastructure and planning.

The third major report of the NLRD was launched in December 2013 – *Work-Related Qualifications and Part Qualifications Registered on the NQF: Trends 2002 to 2011*.

The NLRD provides the following information:

- Qualifications and part-qualifications (including unit standards) registered on the NQF, their purpose statements, exit level outcomes and assessment criteria, and the NQF sub-framework allocated to each qualification and part qualification;
- The 12 organising fields and the subfields of the NQF;

²⁰⁰ South African Qualifications Authority (2014) National Learners' Records Database (NLRD). Available at <http://www.saqa.org.za/docs/misc/2014/NLRD%20presentation%20for%20SAQA%20website.pdf> and summary lists of all registered qualifications and unit standards available at <http://www.saqa.org.za/show.php?id=5677>

²⁰¹ The counts are as at March 2014.

Figure 18: SAQA board structure

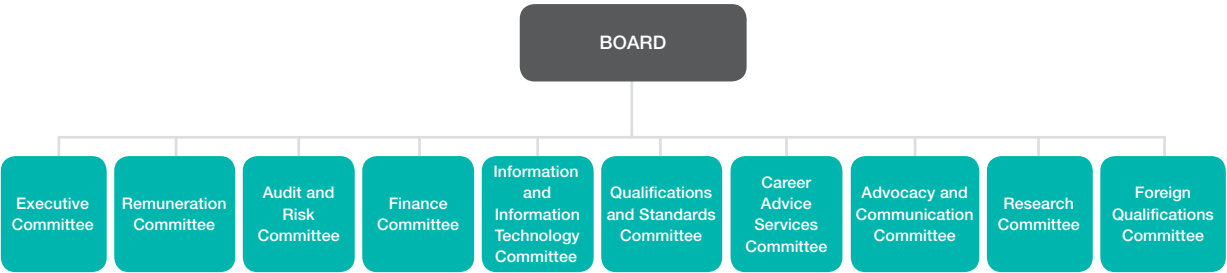


Figure 19: SAQA management structure

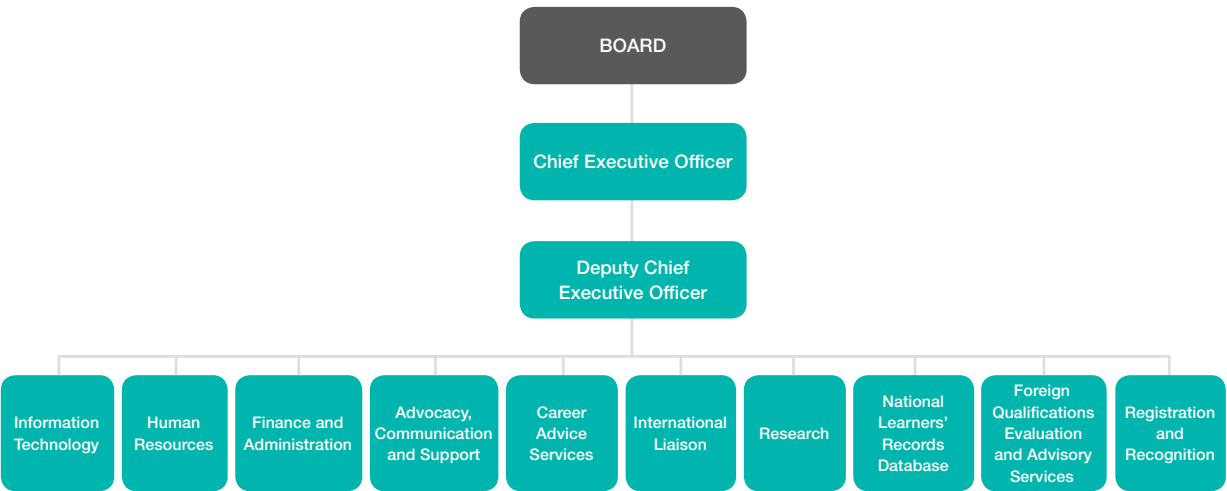
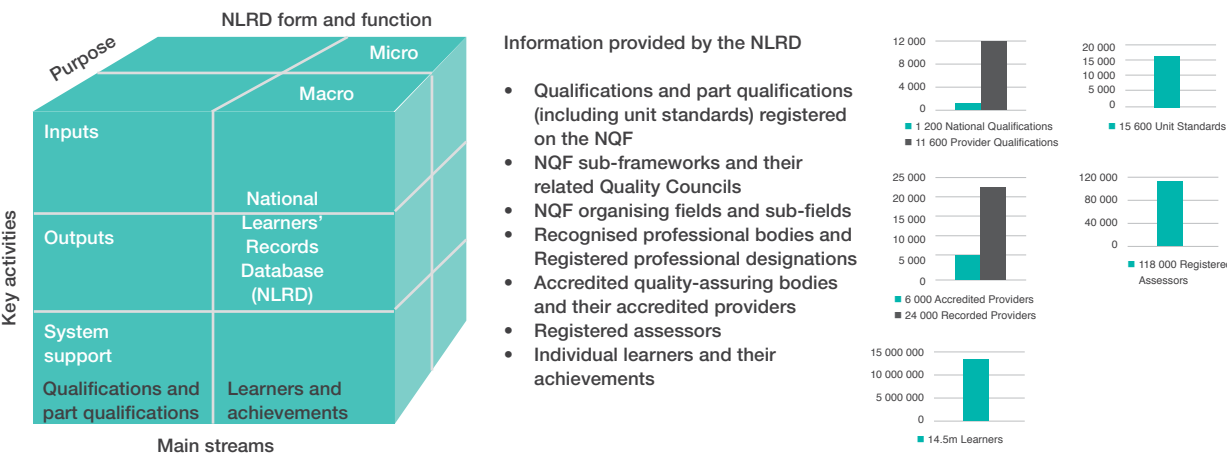


Figure 20: The form and function of, and information provided by, the NLRD



- Recognised professional bodies and their professional designations that are registered on the NQF;
- Quality-assuring bodies, including Sector Education and Training Authorities (SETAs) and Quality Councils (QCs), and the qualifications and part-qualifications for which accreditation has been granted;
- Accredited providers;
- Registered assessors; and
- The records of learners who achieve qualifications or part-qualifications registered on the NQF and their achievements.

Most of this information is downloaded to the SAQA website in various ways, in detailed and summary format. Aggregated records and analyses of learner achievements are available via the NLRD's publications.²⁰²

19.4.2 Database on government departments and entities registered as accredited training providers

A request was made by the DHET to investigate the existence of a list of names of government departments and entities that are accredited to offer education and training courses. A suggestion was to contact SAQA in this regard.

One of SAQA's responsibilities is to register qualifications and part qualifications (including unit standards) on the National Qualifications Framework (NQF). Institutions and entities that wish to be accredited to offer NQF-registered qualifications, or the unit standards associated with these qualifications, have to apply for accreditation at a relevant quality-assuring body, such as a Quality Council or a SETA that is carrying out its ETQA responsibilities. The relevant body depends on the type of qualifications being offered by the provider. Providers offering qualifications for schooling must be registered with the Department of Basic Education (DBE) and the provincial Department of Education, and accredited by

Umalusi.²⁰³ Providers offering higher education qualifications must register with the Department of Higher Education and Training (DHET) and be accredited by the Council on Higher Education (CHE). The Quality Council for Trades and Occupations (QCTO) accredits providers of certificates in trade-related courses.

Quality Assuring Bodies²⁰⁴ keep databases that contain, among others, their constituent providers and the unit standards and qualifications that they are accredited to offer.²⁰⁵ SAQA provided an up-to-date list of 1 225 programmes that the various Quality Assuring Bodies have accredited 2 905 providers to offer (in total, 11 473 cross-references between the providers and the programmes). Many of these providers are private companies, while some are public education providers such as the Department of Education. However, programmes are provided for internal consumption under the auspices of a limited set of government departments and entities such as the Department of Correctional Services that offers programmes to offenders; the South African Police Service that trains its members as does the South African Air Force College in the Department of Defence; and the Development Bank of Southern Africa that provides training for local government officials. A detailed list of all providers that have current accreditations with SAQA, together with all the qualifications for which they are currently accredited, is attached to this report in an MS Excel file (*Accredited providers for LMIP 2014 10*. <http://compressdsl.com/hsrcc/Accredited Providers for LMIP 2014 10.xlsx>).

Training is an important activity in government that supports specialised needs and functions. The following two sections on the National School of Government and Diplomatic Training provide examples of government departments and entities that offer education and training courses.

²⁰³ Accreditation status can be checked with Umalusi on the following link: <http://www.umalusi.org.za/services.php?cat=Accreditation>.

²⁰⁴ For a list of ETQAs see <http://www.saqa.org.za/show.php?id=5742>.

²⁰⁵ Council on Higher Education (2014) Post-School Education. Available at http://www.che.ac.za/faqs/post_school_education [accessed 23 June 2014].

²⁰² How to access NLRD information. Available at <http://www.saqa.org.za/show.php?id=5689>; <http://www.saqa.org.za/show.php?id=5689#sthash.q9n3by6A.dpuf>

19.5 Overall assessment

The NLRD is a source for information about individuals' qualifications. The database contains the national identification (ID) number of South African citizens. It is therefore sometimes feasible to compare NLRD data with data from other administrative databases in government containing ID numbers, provided the Protection of Personal Information Act is always adhered to.

20. National School of Government (NSG)²⁰⁶

20.1 Introduction

The National School of Government (NSG), which replaces the Public Administration Leadership and Management Academy (PALAMA), emanates from the need to professionalise the public service as a means to realise the national development objectives of the country and thereby support sustainable growth, development and service delivery. The NSG is an accredited skills-development provider at the QCTO. The purpose of the NSG is to build an effective and professional public service through the provision of relevant, mandatory training programmes. The NSG was officially opened in December 2013 and it is envisaged that by 2016 nobody will enter the public service without having passed through the school.

20.2 Organisational structure

Programmes to be rolled out by the NSG include:

- The Government Leadership Summit, which is a summit for the political and administrative leadership from all three spheres of government;
- The Compulsory Induction Programme (CIP), which targets all new employees to the public service. It is aimed at ensuring that all public servants are oriented to the public sector and to their respective job responsibilities;
- In-service learning and development programmes. The NSG will ensure that public servants routinely have access to effective,

high-quality learning and development, making an impact on public sector performance and service delivery that is monitored and evaluated; and

- In-service learning and development programmes, aimed at impacting on public sector performance and service delivery, including programmes on strategy, planning, monitoring and evaluation, problem-solving and analysis, financial management, human resource development and communication.

Training courses include²⁰⁷:

- Administration Training;
- Financial Management Training;
- Human Resource Management and Organisation Development Training;
- Induction Training; and
- Leadership Training.

The then PALAMA managed and maintained an online National Trainer Database Registration system of all active trainers in all provincial and national government departments.²⁰⁸

A database on activities of registered students (including officials from government departments, municipalities and entities) initiated for the School of Government may prove useful in the future.

20.3 Overall assesment

The database is focused primarily on senior public service officials in government. The database could prove useful as it grows in providing indications of public sector supply-side activities. This will depend on the status, length and quality of the programmes offered and their impact.

²⁰⁶ School of Government (2014) About the school of government. Available at <http://www.palama.gov.za/> [accessed 30 June 2014]

²⁰⁷ PALAMA (2014) Training Programmes. Available at <http://www.thensg.gov.za/> [accessed 30 June 2014].

²⁰⁸ The trainer/facilitator registration online form has five sections, which include 41 questions. Mr Jay Rampat at (012) 441 6134 or jay.rampat@palama.gov.za can be contacted.

21. Diplomatic Training, Research and Development²⁰⁹

21.1 Introduction

The Diplomatic Training, Research and Development branch is one of the branches of the Department of International Relations and Cooperation (DIRCO). The branch consists of two core business units, namely the Diplomatic Academy and the Policy Research and Analysis Unit (PRAU).

21.2 Organisational structure

The mission of the branch is to promote an informed understanding of South Africa's Foreign Policy, providing quality policy research and analysis and training in the field of diplomacy. The branch's key responsibilities are to:

- Provide and facilitate quality responsive education and training;
- Deliver special programmes;
- Conduct research and analysis;
- Collaborate and establish strategic partnerships with identified stakeholders;
- Support the implementation of South Africa's 'African Agenda';
- Ensure that quality is maintained in all its processes and systems in line with the requirements of the South African Qualifications Authority (SAQA) and credible quality assurance institutions; and
- Develop knowledge management systems that will capture best practice and important lessons and also enhance innovative approaches.

Education and training activities include:

- Mentoring Programme – ambassadors and other leading lights in diplomacy are invited to share their knowledge and experience with departmental officials. The information presented is also captured in the Knowledge Management Database to ensure that there is a recorded institutional memory. Mentoring and

coaching programmes are offered to officials in the various training programmes;

- 'Diplospeak' – a lecture series on current and significant world events and issues by local and international experts who are chosen for their insights into diplomacy;
- Learnerships – structured work-based learning programmes that lead to an occupation-related qualification registered by the South African Qualifications Authority. These are available to people already employed by the department and to unemployed youths; and
- Internships – structured, managed and occupation-based work experience for unemployed graduates from colleges, technikons and universities.

The Diplomatic Academy²¹⁰

The Diplomatic Academy is an accredited training provider located in Pretoria.²¹¹ It provides training and development for South African diplomats and officials involved in international relations work. The Diplomatic Academy is committed to ensuring quality of service delivery, customer satisfaction and continual improvement. To this end, it has developed and implemented a Quality Management System compliant with ISO 9001:2008 and is certified by the South African Bureau of Standards (SABS). The Diplomatic Academy is tasked with providing internationally benchmarked training programmes for the preparation of South African diplomats to function optimally on the global stage. The primary aim of all training interventions is to produce diplomats who represent not only South Africa but the aspirations of the African continent. The Diplomatic Academy also contributes to the consolidation of the African Agenda through capacity-building projects in the field of diplomatic and skills training on the continent.

²⁰⁹ Branch: Diplomatic Training, Research and Development. International Relations and Cooperation. September 2009.

²¹⁰ Source of contact details: <http://forum.diplomacy.edu/profile/diplomatic-academy-dirco>.

²¹¹ Accreditation number P21/0708/GP017 and part of the broad quality assurance within the education and training environment as directed by the South African Qualifications Authority (SAQA).

Training at the Diplomatic Academy

Residential training programmes are offered to diplomatic and administrative personnel and representatives of the South African government who are stationed at South African missions. The Diplomatic Academy has standardised assessment requirements for admission to training courses. All internal candidates write an entry assessment that permits only the most suitable officials to enter the programmes. There are evaluations of assignments and coursework throughout the different modules, which culminate in a final theoretical and practical examination. Upon successful completion of coursework and the examination process, officials receive accredited certificates. Examples of courses offered are:

Management development and leadership courses: Master's degree in Diplomacy; Heads of Mission orientation; Heads of Mission inter-mission programme; Advanced management development programme (AMDP); Emerging management and development programme (EMDP); Diversity management; Finance for non-financial managers; Labour relations; Mentoring and coaching; Monitoring and evaluation; Project management; Supply chain management; and Total quality management.

Diplomatic and mission administration training courses: National Diploma: Diplomacy (64329) NQF Level 7; Counsellor programme; Conference diplomacy and multilateral negotiation; E-learning

course on conference diplomacy and multilateral negotiations; Negotiation skills; Drafting resolutions; National Diploma in Diplomacy (Cadet programme); Course on Economic Diplomacy; Protocol and Etiquette; National Certificate: Mission corporate services management (64330) NQF Level 6; and National Certificate: Mission administration (48761) NQF Level 5.

Generic skills development training is also offered at the Academy.

The Academy furthermore provides courses such as Protocol and Etiquette and language training to other government departments on request and the public can also apply for admission to study for the National Diploma in Diplomacy (Cadet programme) if they would be interested in a career in international relations. The Academy also has a working/collaboration agreement with the University of Pretoria.

A database of all registered students is maintained by the Diplomatic Academy and can be queried to acquire, for example, registrations and graduates by course and financial year.

21.3 Overall assessment

Being focused on public servants in units of international relations and diplomatic services and, as such, being limited to a relatively small graduate output, the database could be of limited use to the DHET as part of supply-side data in the public sector.

22. National Development Agency (NDA)

22.1 Introduction

The NDA is tasked with supporting the work of civil society in key areas of concern according to the mandate of the Department of Social Development. It is an important partner in the department's efforts to promote early childhood development (ECD) by using its grants to strengthen the capacities of ECD community service organisations. The organisations will similarly support the department's efforts to reduce violence against women and children by providing key support to the gender-based violence sector. Its key strategic objectives are:

- Granting funds to civil society organisations (CSOs) for meeting the developmental needs of poor communities;
- Strengthening the institutional capacity of organisations for long-term sustainability;
- Proactively sourcing funds for achieving its development objectives;
- Promoting consultation, dialogue and the sharing of developmental experiences to enrich the debate about and influence of developmental policies; and
- Developing strategies for collaboration with local community-development trusts, foundations, government clusters and CSOs.

22.2 Organisational structure

NDA programmes include funding, capacity-building and research, policy dialogue and impact assessment.

In 2011/12, the NDA disbursed R83 million to projects, including R10.2 million in building the capacity of CSOs working in the ECD sector with vulnerable groups and for rural development. These capacity-building interventions are geared towards ensuring that recipients of grant funding are not only given money to start and run their projects, but that they are empowered with the necessary skills to ensure sustainability beyond NDA funding.

The NDA mandate includes:

- Advancing youth development through guidance and support for initiatives across sectors of society and spheres of government;
- Embarking on initiatives to advance the economic development of young people;
- Developing and coordinating the implementation of the Integrated Youth Development Plan and Strategy;
- Guiding efforts and facilitating youth economic participation, empowerment, education and training;
- Initiating programmes aimed at combating crime, substance abuse and social decay among the youth; and
- Promoting youth interests generally, and particularly those of young people with disabilities.

22.3 Overall assessment

The DHET might, at a future point, be interested in databases reflecting the capacity-building interventions provided by the NDA. Though currently small in size, these databases may, in time, evolve such that they become useful for analysis, perhaps with special relevance to the skills of ECD practitioners.

23. Recommendations for collaborating with other government departments about data sharing

Based on the overall assessment of availability of datasets and the readiness of datasets for sharing, the following method is proposed for the DHET to adopt in its collaboration with other government departments that possess datasets of relevance to skills planning.

Firstly, it is necessary to distinguish between departments that have been identified as necessary partners because of the current availability and relevance of their data and other departments that hold data that may become more relevant over time as their datasets mature.

According to the results of this high-level audit, there are five departments (numbered 1 to 5 in Table 12) or agencies that hold databases of current relevance to skills planning activities and to a future Skills Planning Unit. It is argued that facilitating access and possibly transferring data should be the immediate goal.

Given the importance of making sure that the best-quality data is timeously provided, it is important to build a good relationship with counterparts in each of the departments or entities involved. This would require a process involving direct face-to-face interaction and could be designed as follows:

1. Initial meeting with all partners

Convene a meeting with the following partners: Department of Health, Department of Labour, Department of Public Service Administration, South African Revenue Service and Statistics South Africa. At this meeting, the following should be discussed:

- The background and aims of the LMIP, of the LMIU and of the Key Indicators of Skills Planning should be presented and discussed.
- The concept of partnership between the DHET and the partners should be introduced and discussed in principle. The option of an MoA should be discussed.

Table 12: List of investigated government departments

	Department/Agency	Data transfer required
1	Health	Yes
2	Department of Labour	Yes
3	Public Service and Administration	Yes
4	South African Revenue Service	Yes
5	Statistics South Africa	Yes
6	Home Affairs	No, but datasets on emigration and immigration could be reinstated with improved quality
7	Agriculture, Forestry and Fisheries	No
8	Cooperative Government and Traditional Affairs	No
9	Correctional Services	No
10	Economic Development	No
11	Performance Management and Evaluation	No
12	Provincial Office of the Premier (Education, Economic Development Departments)	No
13	Rural Development and Land Reform	No
14	Trade and Industry	No
15	Treasury	No
16	Strategic Integrated Projects	No
17	Square Kilometre Array	No
18	South African Local Government Association	No
19	South African Police Service	No

- c) Colleagues who would be the most suitable representatives of each department or organisation should be invited to form a Data Partners Committee. This should include database managers and managers of the divisions that are responsible for the data.

regard to the ownership of the data should be nominated.

2. Second meeting

At this meeting:

- a) The departments or organisational representatives should be invited to make a presentation on their datasets in terms of (i) the information contained; (ii) the technical characteristics of their data, including how it can be transferred; (iii) which measures are in place to ensure quality of data and security of storage of data; (iv) how often and when the data will be shared; and (v) what research the host department or organisation has undertaken with their own data.
- b) The MoA as a basis of partnership should be further discussed and defined.
- c) The key contact personnel on the database administration side and with

PART 3

APPENDICES

3. Third meeting

At this meeting:

- a) The transfer of should be discussed. Different methods may be found to be appropriate. In each case, a judgement should be made regarding the need for initial testing of the data transfer process.
- b) Documents regarding confidentiality of information should be signed by respective responsible officials in each department or organisation as appropriate.
- c) A schedule of dates for data transfer should be agreed between parties.
- d) General principles of the interactions should be agreed to, which can lead to improved sharing of data in the future:
 - Advancing awareness among data managers, administrators and researchers in government departments of the importance of the skills planning mechanism; and
 - Bringing to light the kinds of data relevant to skills planning that various departments and agencies are generating and can share.

Appendix 1: Glossary

Term	Definition	Ref.
Accuracy	The closeness of computations or estimates to the exact or true values that the statistics were intended to measure.	3
Administrative data	The set of units and data derived from an administrative source.	3
Administrative source	A data holding containing information collected and maintained for the purpose of implementing one or more administrative regulations.	3
Aggregated data	The result of transforming unit level data into quantitative measures for a set of characteristics of a population.	3
Code book (or) codebook	A document used for implementing codes. It reports dictionary information such as variable names, variable labels, value labels, and missing values.	5
Coding	The process of converting verbal or textual information into codes representing classes within a classification scheme, to facilitate data processing, storage or dissemination.	3
Coherence	The adequacy of statistics to be combined in different ways and for various uses.	3
Data consolidation	The act of combining homogeneous data residing in different sources and providing the user with a unified view of these data.	2
Data credibility	The quality, capability, or power of the data to elicit belief.	2
Data dictionary	It is an integral part of a database holding information on the database itself and the data (or variables) that it stores. A well-designed database shall include a data dictionary to provide database administrators and users. It provides easy access to the type of data that stored in every table, row and column of the database without actually accessing the database.	4
Data integration	A process of combining heterogeneous data residing in different sources and providing the user with a unified view of these data.	2
Data integrity	The correctness and consistency of data.	2
Data quality	Data quality refers to the degree of relevance, reliability and accuracy exhibited by the data in relation to the portrayal of the actual phenomena.	4
Data	A representation of facts, concepts, or instructions in a formal manner, suitable for communication, interpretation, or processing by humans or by automatic means.	2
Database	A logical collection of information that is interrelated and that is managed and stored as a unit, for example in the same computer file.	2
Dataset	A dataset is a collection of data. Most commonly a dataset corresponds to the contents of a single database table, or a single statistical data matrix, where every column of the table represents a particular variable, and each row corresponds to a given member of the dataset in question.	2
Demographics	Demographics are the characteristics of the population, such as population size, age distribution, births and deaths, geographic location and mobility (i.e. migration).	1
Disaggregation	A process of breaking up of a total (aggregate), an integrated one, or a conglomerate, into smaller elements, parts, or units, usually for easier handling or management or better understanding. In data analysis, it is a process of breaking down an indicator by sub-categories or factors which could explain better or more details the underlying nature or value of the indicator. It should be noted that over disaggregation will hamper the degree of accuracy of the results and thus, the level of disaggregation depends on the initial survey design, including the sample size.	4
Evaluation	The systematic determination of merit, worth and significance of something or someone using criteria determined against a set of standards.	2
Forecast	A forecast is a labour market or economic prediction of what is likely to occur in the future. A forecast is specific and has a short time frame. It is based on an analysis of available information to predict current trends and extends these into the future. Forecasts are based on a particular set of underlying assumptions and are therefore only as reliable as these assumptions. Short-term economic forecasts are predictions of macroeconomic indicators for the next one to two years.	1
Hard-to-fill vacancies	Hard-to-fill vacancies are job vacancies that are particularly problematic for employers to fill, or that have been unfilled for a longer amount of time than expected. A vacancy can be hard to fill because there may not be enough applicants; applicants might not have the skills that employers seek; the job may offer unattractive wages, conditions and hours; or the employer may be in a remote rural area.	1
Indicator	A piece of data or information that indicates a state or changes. In these modules, it refers to data and information with statistical values that give an indication of the situation with regard to education.	4
Labour demand	Labour demand is the quantity and quality of labour that employers require at given rates of compensation as part of the production of their goods and services.	1
Labour exchange	A government office in a town displaying information and giving advice about available jobs and being involved in the administration of benefits to unemployed people.	5
Labour force	The labour force is the number of people aged 15 years and older in the population who are either employed or unemployed. It does not include those who were unwilling or unable to work (e.g. persons in institutions, retirees, students).	1
Labour supply	The labour supply is a measure of those who are working or are available and willing to work, and the amount of work that workers are willing to provide at the wage level offered by employers.	1

Term	Definition	Ref.
Metadata	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.	2
Methodological soundness	The application of international, national, or peer-agreed standards, guidelines and practices to produce statistical outputs.	2
Monitoring	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.	2
Occupation	An occupation is a collection of jobs or types of work that share similar skills and responsibilities. Employees that perform essentially the same tasks are in the same occupation, whether or not they work in the same industry	1
Outcome	The intended (or unintended) results of a policy or programme intervention.	2
Quality assurance	All actions taken to ensure that standards and procedures are adhered to and that delivered products or services meet performance requirements.	3
Skill gap	A skill gap exists when workers are judged by their employer not to be fully proficient or when an employee feels that he or she requires more skills to perform his or her job.	1
Skill shortages	Skill shortages occur when there is a higher demand for workers with a specific skill type than what exists in the labour market.	1
Skill	A skill is the ability to perform tasks with a specified degree of proficiency. Skills requirements are the specific abilities, aptitudes and knowledge that are prerequisites needed to obtain employment in an occupational group.	1
Timeliness of data	The delay between the reference points to which the data pertains, and the date on which the data becomes available	2
Unemployed	Unemployed is the state of being jobless and actively searching for work.	1
Unemployment level	Unemployment level is a measure of those persons who are not currently employed, but who are actively seeking and willing to work at prevailing wages and working conditions in the labour market.	1
Unemployment rate	The job vacancy rate, in part, reflects the unmet demand for labour, as well as potential mismatches between the skills and availability of those who are unemployed and those sought by employers.	6
Variable	A value that may vary from time to time or from person to person. A variable can also be defined as a storage location capable of containing data that can be modified during program execution. Each variable has a unique name and its data type can also be specified, if necessary.	4
Workforce	The labour force or workforce or economically active population, also shortened to active population, includes both employed and unemployed people, but not the economically inactive, such as pre-school children, school children, students and pensioners.	6
Sources		
	Department of Human Resources, Labour and Employment (2007) <i>Labour Market Indicators and Trends: Strengthening Partnerships in the Labour Market Initiative</i> . Labour Market Development Division, Clarendville-Bonavista Region, Report #2 http://www.aes.gov.nl.ca/publications/lmd/clarendville_bonavista_region.pdf	1
	Department of Basic Education (2011) <i>Dictionary of Education Concepts and Terms</i> . Government Gazette 52 No. 34346 6 June 2011	2
	Statistics South Africa (2010) <i>Concepts and Definitions Version 3</i> . Pretoria, South Africa. http://beta2.statssa.gov.za/standardisation/Concepts_and_Definitions_%20StatsSAV3.pdf	3
	Education for All (EFA) Training Modules: Glossary http://www4.unescobkk.org/education/efatraining/glossary/module-b/ http://www4.unescobkk.org/education/efatraining/module-a3/2-the-concept-of-indicators/#sec21	4
	Oxford English Dictionary http://www.oxforddictionaries.com/definition/english/	5
	European Commission, Eurostat: Statistics Explained http://epp.eurostat.ec.europa.eu/statistics_explained/index.php/Statistics_Explained	6

Appendix 2: Letter from DG: DHET in support of conducting research in education and training institutions



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Private Bag X174, PRETORIA, 0001, 123 Francis Baard Street, PRETORIA, 0002, South Africa
Tel: (012) 312 5911, Fax: (012) 321 6770
Private Bag X9192, CAPE TOWN, 8000, 103 Plein Street, CAPE TOWN, 8001, South Africa
Tel: (021) 469 5175, Fax: (021) 461 4761

Enquiries: Ramose Lwaga

Email: ramose.l@dheth.gov.za

Telephone: 012 312 5657

Dear Sir/Madam

LABOUR MARKET INTELLIGENCE PROJECT: LETTER OF SUPPORT TO CONDUCT RESEARCH IN EDUCATION AND TRAINING INSTITUTIONS

The Department of Higher Education and Training has entered into a partnership with the Human Sciences Research Council (HSRC) and University of Witwatersrand to undertake research on skills planning through the Labour Market Intelligence Project. The research is intended to support the Department to establish a credible, institutional mechanism for skills planning.

This letter serves to indicate my support for researchers involved in the Labour Market Intelligence Project to undertake research in public and private Higher Education Institutions and Further Education and Training Colleges.

I trust that you will respond positively to requests for interviews and information at your institutions. The responsibility rests with the researcher to negotiate appropriate and relevant time schedules with the institutions involved to conduct the research.

Thank you for your cooperation.

Yours sincerely

Mr GF Qonde

Director-General

Date: 13/08/2013

Higher Education and Training • Heir Onderwys en Opleiding • Imfundo Laphakeme Nakucwene • Ifundo Ephakemeko Nebandulo
Imfundo Ephakeme Nakucwene • Imfundo ePhakamileyo noQeqesho • Dyondisi ya le Hentle na Vutshani • Ifundo ya Nfha na Vhugudip

Appendix 3: Example: DG: DHET letter to DG: Agriculture, Forestry and Fisheries



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Private Bag X174, PRETORIA, 0001, 123 Francis Baard Street, PRETORIA, 0002, South Africa
Tel: (012) 312 5911, Fax: (012) 321 6770
Private Bag X9192, CAPE TOWN, 8000, 103 Plain Street, CAPE TOWN, 8001, South Africa
Tel: (021) 469 5175, Fax: (021) 461 4761

Enquiries: Ms M Ramasodi Ramasodi.m@dhet.gov.za Tel: 012 312 5345

Mr Manny
The Director-General: Agriculture Forestry and Fisheries
Private Bag X250
PRETORIA
0001

By email: ea.dg@daff.gov.za

Dear Mr Manny

IDENTIFICATION OF DATASETS RELEVANT TO LABOUR MARKET AND SKILLS PLANNING

The Department of Higher Education and Training (DHET) has commissioned the Human Sciences Research Council (HSRC) and a consortium of partners to undertake the Labour Market Intelligence Project (LMIP). The LMIP aims to address the need in South Africa for an improved system of labour market analysis and planning towards 'a credible institutional mechanism for skills planning'.

A key LMIP activity is to identify datasets that can feed into the 'credible institutional mechanism for skills planning'. Members of an HSRC research team are tasked to request meetings with government departments to identify datasets as well as variables in datasets (including levels of disaggregation) that are useful for labour market and skills planning. The team would like to meet with Managers of Administrative Data in your Department, to discuss administrative datasets (and variables in datasets) held by your Department.

We kindly request that, through your office, arrangements can be made to assist the research team in their assignment.

Dr Andrew Paterson of the Education and Skills Development research program at the HSRC will contact your office in connection with this support activity. His contact details are: 012 302 2542 (work); 083 5638567 (mobile); and email apaterson@hsrc.ac.za.

We hope that your Department will be able to assist work towards achieving the targets set out in Outcome 5 of the current government's 12 priority Outcomes.

Yours sincerely


Mr GF Qonde

Director-General

Date: 07/09/2013

Appendix 4a: Instrument for administrative database sources

Organisation:	Description
Administrative data source 1:	
Data characteristics	
Data source name	
Purpose of data collection	
Data collection date	
One-off collection or repeatedly updated (by occurrence, daily, annually, quarterly, etc.)	
Series available (e.g. from 2003–2010): in which year did dataset start?	
Size of data source (# of variables, # of records)	
Geographic levels (spread of data collected) e.g. province, magisterial district, urban/rural, etc.	
Spatial geo-locational characteristics: e.g. latitude and longitude, postal code, magisterial code, physical address, enumerator area, etc.	
Unit level (individual, household, district, province, etc.)	
Method of capturing data: captured by individual, client, HR staff, electronically, etc.	
Data collection instrument(s)/tool(s)	
Instrument used for collection (e-copy of survey questionnaire, interview schedule, etc.)	Please attach a copy of survey instrument
Data management methodology	
Methodology used for collection (mention whether formal structure for collection exists)	
Methodology used for capturing	
Methodology used for cleaning	
Methodology for quality assurance of data	
Methodology used for data analysis	
Data accessibility	
Software of data source and data format	
Access conditions (restricted, public, etc.)	
Where available?	
Data users	
Who are the users of the data? How is the data used?	
Data dissemination	
In which publications are the data reported on? (Name publications)	
URL for data source	
URL for publications (provide name of publication)	
Data quality	
Is the data source SASQAF-certified by Stats SA?	
Data quality notes (proxy = level of use, cleaning procedures)	
Database contact	
Contact details of relevant person involved in managing and maintaining the data source: e.g. database administrator or manager	

Appendix 4b: Instrument for survey database sources

Organisation:	Description
Administrative data source 1:	
Data characteristics	
Data source name	
Survey objective – purpose of data collection	
Data collection date	
One-off collection or repeatedly updated (by occurrence, daily, annually, quarterly, etc.)	
Series available (e.g. from 2003–2010): in which year did dataset start?	
Size of data source (# of variables, # of records)	
Size and description of survey population (response rate)	
Geographic levels (spread of data collected) e.g. province, magisterial district, urban/rural, etc.	
Spatial geo-locational characteristics: e.g. latitude, longitude, postal code, magisterial code, physical address, enumerator area, etc.	
Unit level (individual, household, district, province, etc.)	
Method of capturing data: captured by individual, client, HR staff, electronically, etc.	
Data collection instrument(s)/tool(s)	
Instrument used for collection (e-copy of survey questionnaire, interview schedule, etc.)	Please attach a copy of survey instrument
Data management methodology	
Methodology used for collection (mention whether formal structure for collection exists)	
Methodology used for capturing	
Methodology used for cleaning	
Methodology for quality assurance of data	
Methodology used for data analysis	
Data accessibility	
Software of data source and data format	
Access conditions (restricted, public, etc.)	
Where available?	
Data users	
Who are the users of the data? How is the data used?	
Data dissemination	
In which publications are the data reported on? (Name publications)	
URL for data source	
URL for publications (provide name of publication)	
Data quality	
Is the data source SASQAF-certified by Stats SA?	
Data quality notes (proxy = level of use, cleaning procedures)	
Database contact	
Contact details of relevant person involved in managing and maintaining the data source: e.g. database administrator or manager	

Appendix 5: Public and private Nursing Education Institutions

Public Nursing Education Institutions

South African Nursing Council

Nursing Education Institution according to SANC's Nursing Act 33 of 2005 means any Nursing Education Institution accredited by the Council in terms of this Act, therefore a college, school, campus and sub-campus has a corresponding meaning if it is within the ambit of the Nursing Act.

Legend:

- R2176: Enrolled Nursing Auxiliary (one-year certificate)
- R2175: Enrolled Nursing (two-year certificate)
- R683: Bridging course for Enrolled Nurse to be registered as General Nurse or Psychiatric Nurse (two-year diploma)
- R425: Education and training of a Nurse to be registered as a Nurse (general, psychiatry and community) and Midwife (four-year diploma or degree)
- R254: Diploma in Midwifery (one-year diploma)
- R276: Diploma in Community Nursing Science (one-year diploma)
- R880: Diploma in Psychiatric Nursing Science (one-year diploma)
- R118: Diploma or Degree in Nursing Education (two-year diploma or three-year degree)
- R1501: Diploma or Degree in Health Services Management (two-year diploma or three-year degree)
- R48: Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (Primary Health Care) (one-year diploma)
- R212: Diploma in Post Basic Programme has sixteen electives (one-year diploma)

- NB: Masters and PhD programmes do not have regulations from Nursing Act 33 of 2005

Table 5.1 Public Nursing Education Institutions

S-File No.		NEI	Principal	Accredited programmes	Contact details		
No.					Telephone	Fax	E-mail
EASTERN CAPE PROVINCE UNIVERSITIES							
1.	S1755	Nelson Mandela Metropolitan University	Prof. E Ricks	R425; R48; R212; R1501; R118; Masters & PhD	041 504 2960/2112		esmaralda.ricks@nmmu.ac.za
2.	S1164	University of Fort Hare	Prof. P Seekoe	R425; R48; R212; R1501; R118; Masters & PhD	043 704 7594/7588		eseekoe@ufh.ac.za
3.	S1258	Walter Sisulu University	Dr N Nonkelela	R425; R48; R212; R1501; R118 & Masters	047 502 2577/2197		nnonkelela@wsu.ac.za
NURSING COLLEGES							
1.	S1744	Lilitha College of Nursing (Main Campus)	Ms N Links	Administrative Office	040 608 9509 083 378 0098	040 608 9689 086 681 6407	nomvuyiseko.links@impilo.ecprov.gov.za mvuyi@gmail.com
LILITHA SATELLITE CAMPUSES							
1.	S1778	East London Campus	Mrs FB Tom	R425; R48; R212	040 722 0684 083 378 0444	043 753 4265	fundiswa.tom@impilo.ecprov.gov.za
2.	S1779	Lusikiski Campus	Dr SN Mahlangu	R425; R48; R212	039 253 1982 083 378 1553	039 253 1462	sarahmahlungulu@gmail.com
3.	S1780	Mthatha Campus	Ms MN Ngqele	R425; R48; R212	047 502 4066/78 079 666 2573	086 597 7170 086 597 7168	nomboniselongqele3@gmail.com
4.	S1781	Port Elizabeth Campus	Ms LH Zonke	R425; R48; R212	041 393 0250 060 554 7270	041 373 2614	lulamazonke@yahoo.com
5.	S1782	Queenstown Campus	Ms NM Mbolekwa	R425; R48; R212	045 839 2482 076 151 5703	045 839 2414	mbolekwanomahomba@gmail.com
NURSING SCHOOLS							
1.	S2	All Saints Hospital	Ms CN Mapoma	R2176; R2175; R683; R254	047 548 4007 083 455 9088	047 548 4007	
2.	S589	Andries Vosloo Hospital	Mrs SA Piet	R2176; R2175; R683; R254	078 760 3345	042 243 0918	
3.	S2032	Butterworth Hospital	Mrs NB Mhlahlo	R2176; R2175; R683; R254	047 491 0514 073 176 1804	047 4910514	
4.	S1185	Dora Nginza Hospital	Ms NN Limba	R2176; R2175; R683; R254	041 393 0235 072 795 0008	041 373 2614	nosintu.limba@impilo.ecprov.gov.za
5.	S356	Dr Malizo Mpehle Hospital	Ms SS Sithelo	R2176; R2175; R683; R254	047 542 6353/6444 082 513 2170	047 542 6324 086 775 8956	ssitelo@gmail.com
6.	S92	Elizabeth Donkin Hospital	Ms P Sihamba	R2176; R2175; R683; R254	041 585 2323	041 585 7143	
7.	S366	Fort Beaufort Hospital	Mrs NM Mthalela	R2176; R2175; R683; R254	046 645 1111 082 701 7030	046 645 2034	

S-File No.	NEI	Principal	Accredited programmes	Contact details		
				Telephone	Fax	E-mail
8. S19	Glen Grey Hospital	Ms ZP Filtane	R2176; R2175; R683; R254	047 878 0206 083 303 2054	047 878 0206	zoliswatitane@gmail.com
9. S446	Madwaleni Hospital	Mr WM Mlahlwa	R2176; R2175; R683; R254	047 573 8900 Ext 201 083 942 3920	047 576 9056	
10 S357	Madzikane KaZulu Memorial Hospital	Ms RN Mqulo	R2176; R2175; R683; R254	039 255 1720 083 455 9088	039 255 1720	
11. S37	Midlands Hospital	Ms PV Jacobs	R2176; R2175; R683; R254	049 807 7730 082 873 9242	049 892 2950	pennyjacobs27@gmail.com
12. S368	Nessie Knight Hospital	Ms MV Jim	R2176; R2175; R683; R254	047 553 6008/7 073 367 4677	047 553 6013	myjim26@gmail.com
13. S495	Nompumelelo Hospital	Ms NV Binqela	R2176; R2175; R683; R254	040 673 3321 083 303 2053	040 672 2744	
14. S53	Settler's Hospital	Ms NB Ziwana	R2176; R2175; R683; R254	046 622 2024 082 211 4929	046 622 2024	nosiphozilwana@gmail.com
15. S353	St Barnabas Hospital	Ms B Sonhlhlo	R2176; R2175; R683; R254	047 555 2448 083 290 8084	047 568 6005	bonisambalo47@gmail.com
16. S390	St Patrick's Hospital	Ms MS Khusu	R2176; R2175; R683; R254	039 251 0019 073 245 1057	039 251 0019	ksepase@gmail.com
17. S476	Thatalofefe Hospital	Ms SV Sibindana	R2176; R2175; R683; R254	047 498 7099 078 174 6132	047 498 7088	
18. S62	Umlamli/Emplisweni Complex	Ms NL Cetywayo	R2176; R2175; R683; R254	051 611 0079 073 688 8198	051 611 0021	
19. S65	Victoria Hospital	Ms PN Mahlangeni	R2176; R2175; R683; R254	040 653 0865 073 358 2527	040 653 0865	nomvuselelomalhlangeni@gmail.com
FREE STATE PROVINCE						
1. S103	University of the Free State	Prof. M Mulder	R425; R48; R212; R1501; R118; Masters & PhD	051 401 2246		nursingfhs@ufs.ac.za
NURSING COLLEGES						
1. S1343	Free State School of Nursing – Eastern Campus	Ms MM Mokoena-Mvandaba	R425; R48; R212	058 713 3345	058 713 2568	MokoenaMM@fshealth.gov.za
2. S301	Free State School of Nursing – Southern Campus	Ms EC van Dyk	R425; R48; R212	051 403 9832	051 430 9873	vandyke@fshealth.gov.za
3. S1284	Free State School of Nursing – Northern Campus	Ms NP Msayi	R425; R48; R212	057 396 6240	057 396 3719	MsayiN@fshealth.gov.za
NURSING SCHOOLS						
1. S2025	Botumelo Hospital	Ms ME Lethoko	R2176; R2175	056 216 5200		MokhomM@fshealth.gov.za

No.	S-File No.	NEI	Principal	Accredited programmes	Contact details		
					Telephone	Fax	E-mail
2.	S1460	Bongani Regional Hospital	Ms SSK Tiale	R2176; R2175	057 916 8147	057 916 8282	TialeSSK@fshealth.gov.za
3.	S6	Diflabeng Regional Hospital	Ms Mbonambi	R2176; R2175	058 303 5331		MbonambiN@fshealth.gov.za
4.	S229	Dr JS Moroka Community Hospital	Ms MP Zwane	R2176; R2175	051 403 9804	051 403 9469	ZwaneMP@fshealth.gov.za
5.	S810	Metsimholo District Hospital	Ms JJ Phoofofo	R2176; R2175	016 970 9420	086 748 4388	Inactive School
6.	S1405	Mofunahadi Manapo Mopeli Region Hospital	Ms IN Kobeli	R2176; R2175	058 718 2300	058 718 3332	KobelliI@fshealth.gov.za
7.	S40	National Universitas Hospital	Ms NM Ralinkonyana	R2176; R2175	051 405 2407	051 444 0792	
8.	S496	No. 3 Military Hospital (SAMHS)	Ms PM Motseki	R2176; R2175	051 402 1850	051 402 1877	
9.	S416	Pelononi Hospital	Ms MC Mofahla	R2176; R2175	051 405 1074	051 405 1770	MofahlaMC@fshealth.gov.za
GAUTENG PROVINCE							
UNIVERSITIES							
1.	S1757	Tshwane University of Technology	Dr Y Havenga	R425; R48; R212; R1501; R118	012 382 5197/5282		havengay@tut.ac.za
2.	S956	University of Johannesburg	Prof. M Chabedi	R425; R48; R212; R1501; R118; Masters & PhD	011 559 2580/2655		maryc@uj.ac.za
3.	S2061	University of Limpopo (MEDUNSA)	Prof. EJ van Aswegen	R425; R48; R212; R1501; R118; Masters & PhD	012 521 4305/4402		elsie@ul.ac.za
4.	S212	University of Pretoria	Prof. M Mulaudzi	R425; R48; R1501; R118; R212; R276; Masters & PhD	012 354 2125		mavis.mulaudzi@up.ac.za
5.	S623	University of South Africa	Prof. M Moleki	R1501; R118; R212; R48; Masters & PhD	012 429 6303/6369		molekmm@unisa.ac.za
6.	S94	University of the Witwatersrand	Prof. L Maree	R425; R212; Masters & PhD	011 488 4196		lize.maree@wits.ac.za
7.	S2058	Vaal University of Technology	Prof. MG Pinkoane	R425; R212; R1501; R276	016 950 9648/9191		martha@vut.ac.za
NURSING COLLEGES							
1.	S287	Ann Latsky Nursing College	Ms R Ramahlafi	R425; R48; R2175	011 644 8900	011 726 2619	Rose.Ramahlafi@gauteng.gov.za
2.	S424	Chris Hani Baragwanath Nursing College	Ms PC Sithole	R425; R254; R2175	011 983 3000/9		Phumzile.Sithole@gauteng.gov.za
3.	S2014	Rahima Moosa Campus	Ms Gasiep	R48; R212			
4.	S1234	Ga-Rankuwa Nursing College	Mr SW Seabelo	R2175; R48; R212	012 560 0877	012 560 0459	Sello.Seabelo@gauteng.gov.za
5.	S286	SG Lourens Nursing College	Ms P Tjale	R425; R48; R880	012 319 5600	012 319 5699	Patricia.Tjale@gauteng.gov.za
6.	S1300	SAMHS Nursing College	Col. Letebele	R425; R2175; R683; R254; R212	012 674 6040	012 674 6046	

No.	S-File No.	NEI	Principal	Accredited programmes	Contact details		
					Telephone	Fax	E-mail
KWAZULU-NATAL PROVINCE UNIVERSITIES							
1.	S1759	Durban University of Technology	Prof. N Sibiya	R425; R48; R212; R1501	031 373 2606/2032		nokuthulas@dut.ac.za
2.	S95	University of KwaZulu-Natal	Prof. G Mchunu	R425; R48; R212; R880; R254; Masters & PhD	031 260 2499		mchunug@ukzn.ac.za
3.	S1109	University of Zululand	Prof. T Mhlongo	R425; R118; R1501; Masters & PhD	035 902 6514/6520		tpmhlongo@pan.uzulu.ac.za
NURSING COLLEGES							
1.	S1737	KwaZulu-Natal College of Nursing (Main Campus)	Ms JT Makhathini	Administrative Office	033 264 7817	033 394 7238	Joan.Makhathini@kznhealth.gov.za
North Campuses							
1	S4	Benedictine Campus	Ms M Zibani	R425	035 831 7107	035 831 0760	Monica.Zibani@kznhealth.gov.za
2.	S264	Charles Johnson Memorial Campus	Ms B Simelane	R425; R254 (decentr).	034 271 6528	034 271 0094	Busisiwe.Simelane@kznhealth.gov.za
3.	S443	Madadeni Campus	Mrs SV Hlatshwayo	R425; R880	034 314 4431		Sibongile.Hlatshwayo@kznhealth.gov.za Lucky.Sithole@kznhealth.gov.za
4.	S1326	Ngwelezana Campus	Dr T Matsane	R425	035 794 2570	035 794 1106 035 794 2570	Thabi.Matsane@kznhealth.gov.za
South Campuses							
5.	S1	Addington Campus	Ms MA Sissing	R2175; R425; R683	031 327 2056	031 327 2756	Maria.Sissing@kznhealth.gov.za
6.	S2013	Edendale Campus	Ms NC Majola	R425; R212; R254	033 392 7566 033 345 6810	033 345 9477 033 342 9132	dereck.smith@kznhealth.gov.za
7.	S1654	Grey's Campus Northdale Campus	Ms NE Hlongwa	R425; R254; R683; R2175 R425; R254	033 897 3508	033 897 3500	Esther.Hlongwa@kznhealth.gov.za
8.	S2019	King Edward VII Campus	Ms JM Nkabinde	R212; R254	031 360 3110	031 206 1222	Mba.Nkabinde@kznhealth.gov.za
9.	S553	Port Shepstone Campus	Mr NB Gwala	R2175; R683; R425	039 315 5322/3/4	039 315 5325	Bheki.Gwala@kznhealth.gov.za
10.	S1299	Prince Mshiyeni Memorial Campus	Dr S Mthembu	R425; R48; R212	031 907 8314	031 906 7772	Sindisiwe.mthembu@kznhealth.gov.za
11.	S2020	RK Khan Campus	Ms J Reddy	R425; R254; R2175	031 459 6069	031 401 5229	Jaya.Reddy@kznhealth.gov.za

No.	S-File No.	NEI	Principal	Accredited programmes	Contact details		
					Telephone	Fax	E-mail
NURSING SCHOOLS							
1.	S358	Bethesda Hospital Nursing School	Ms PZ Mbowane	R2175; R683; R254	035 595 1160	035 595 1160	plantina.mbowane@kznhealth.gov.za Nqobile.Mkhwanazi@kznhealth.gov.za
2.	S8	Ceza Hospital Nursing School	Ms NK Mthethwa	R2175; R683; R254	035 832 5159/5000	035 832 0149 035 832 0027	Ntombana.Mthethwa@kznhealth.gov.za
3.	S381	Church of Scotland Hospital Nursing School	Ms Z Mabaso	R2175; R683	033 493 0835	033 493 0830	Zamisile.Mabaso@kznhealth.gov.za zamisilemabaso@gmail.com
4.	S546	Eshowe Hospital Nursing School	Ms ES Nkosi	R2175; R683; R254	035 474 2153	035 474 4289	Elizabeth.Nkosi@kznhealth.gov.za
5.	S272	Hlabisa Hospital Nursing School	Ms Z Xulu	R2175; R683; R254	035 838 1345	035 838 1117	Zanele.Xulu@kznhealth.gov.za
6.	S1389	Iris Marwick Hospital Nursing School	Ms B Harry	R2175; R880	033 341 5609/13	033 394 0114	Bindu.Harry@kznhealth.gov.za
7.	S322	Manguzi Hospital Nursing School	Ms AT Mncwango	R2175; R683; R254	035 592 0150	035 592 9864	Hlalisile.Tembe@kznhealth.gov.za
8.	S346	Mbongolwane Hospital Nursing School	Ms SI Mkhwanazi	R2175; R683; R254	035 476 6242	035 476 6380	Spheisile.Mkhwanazi@kznhealth.gov.za
9.	S350	Mosvold Hospital Nursing School	Ms SM Mathenjwa	R2175; R683; R254	035 591 0122	035 591 0377	Simangele.Mathenjwa@kznhealth.gov.za Bongani.Mngomezulu@kznhealth.gov.za
10.	S427	Mseleni Hospital Nursing School	Ms RM Motokeng	R2175; R683; R254	035 574 1023	035 574 1827	Roseline.Motokeng@kznhealth.gov.za
11.	S354	Nkandla Hospital Nursing School	Ms NP Chamane	R2175; R683; R254	035 833 5049 Ext 291	035 833 0112	Thandeka.Dlamini@kznhealth.gov.za
12.	S365	Nkonjeni Hospital Nursing School	Ms N Mbatha	R2175; R683; R254	035 873 0618/76 035 873 0576	035 873 0095 035 873 0619	Nokuthula.Shabalala@kznhealth.gov.za Noxolo.mbatha@kznhealth.gov.za
13.	S392	Rietvlei Hospital Nursing School	Ms S Dlamini	R2175; R683	039 260 5246	039 260 0006	Ssongile.Dlamini3@kznhelath.gov.za Mdumiseni.Mbatha@kznhealth.gov.za
14.	S249	St Aidans Hospital Nursing School	Ms M Swart	R2175; R683	031 314 2270	031 309 5289 031 309 3222	Martha.Swart@kznhealth.gov.za
LIMPOPO PROVINCE UNIVERSITIES							
1.	S335	Limpopo University (Turfloop Campus)	Dr M Lekhuleni	R425; R212; Masters & PhD	015 268 3036		lekhuleni@ul.ac.za
2.	S1403	University of Venda	Prof. L Netshikweta	R425; R276; R889; R254; R118; R1501; Masters & PhD	015 628510/8239		lizzy.netshikweta@univen.ac.za
NURSING COLLEGES							
1.	S1515	Limpopo College of Nursing	Ms TVM Koma	Administrative office	015 291 1120	015 291 1193	Theresa.Koma@dhsd.limpopo.gov.za komatheresa@gmail.com

No.	S-File No.	NEI	Principal	Accredited programmes	Contact details		
					Telephone	Fax	E-mail
Sub-campuses:							
1.	S1227	Giyani Campus	Ms ET Rikhotso	R425	015 812 0331	015 812 0330	rikhotsoet@webmail.co.za Edith.Rikhotso@dhsd.limpopo.gov.za
2.	S2074	Sekhukhune Campus	Ms PA Manabile	R425	015 291 1120	015 291 1194	pamanabile@webmail.co.za
3.	S2016	Sovenga Campus	Mr EP Mafalo	R425; R212	015 261 1114	015 267 9372	mafaloep@ymail.com
4.	S1102	Thohoyandou Campus	Ms MJ Mkgawe	R425	015 964 1516	015 964 1517	njmokgawa@gmail.com Hendrina.Mulaudzi@dhsd.limpopo.gov.za
5.	S2075	Waterberg	Mr NW Mochaki	R425	015 291 1120	015 291 1194	mochawn@webmail.co.za
NURSING SCHOOLS							
1.	S386	Dlokong Hospital	Ms M Moshwana	R2175; R2176; R254	013 214 7265		
2.	S329	Donald Fraser Hospital	Ms MM Rathando	R254	015 963 1778	015 963 1773	
3.	S384	Dr Machupe Mphahlele Memorial	Ms Kekana	R683; R2175	015 642 3137	015 632 6718	
4.	S463	Dr WF Knobel Hospital Nursing		R2175; R2176			
5.	S12	Elim Hospital	Ms Lowan	R2175; R2176; R683	015 556 3201		
6.	S27	Jane Furse Hospital	Ms NH Mphahlele	R2175; R2176; R683; R254	013 265 9400	013 265 9659	
7.	S467	Letaba Hospital	Ms SS Ngobeni	R683	015 303 8200	015 303 0207	
8.	S1281	Malamulele Hospital	Ms RS Mathebula	R2175; R2176	015 851 0026		
9.	S1085	Maphutha Malatji Hospital	Ms AM Malatji	R2175	015 769 1520	015 769 3531	
10.	S372	Nkhensani Hospital	Ms SD Rikhotso	R2175; R2176; R254	015 812 3251		
11.	S639	Sekororo Hospital	Ms Sehoana	R2175; R2176	015 839 9400	015 383 0156	
12.	S1628	Sesego Hospital	Ms Radepere	R254	015 223 5141		
13.	S361	Siloam Hospital	Ms TP Sadiki	R254; R2176	015 973 0004	015 973 0607	
14.	S341	St Rita's Hospital	Ms Mkhabele	R683; R254			
15.	S397	Tshlidzini Hospital	Ms L Magoma	R683; R48	015 964 1061	015 964 1492	
16.	S374	Voortrekker Hospital	Ms MM Ramutla	R2175; R2176	015 491 2238		
17.	S535	Warmbaths Hospital	Ms LN Shiluvane	R2175; R2176	014 736 2121	014 736 5762	
18.		Matlala Hospital		R2175; R2176			
19.		Philadephia Hospital		R2175; R2176; R683; R254			
20.		Mokopane Hospital		R2175; R2176; R683; R254			
21.		FH Odendaal Hospital		R2176			

No.	S-File No.	NEI	Principal	Accredited programmes	Contact details		
					Telephone	Fax	E-mail
22.		George Masebe Hospital		R2175			
23.		Kgapane Hospital		R2175; R2176			
MPUMALANGA PROVINCE							
NURSING COLLEGES							
1.	S2051	Mpumalanga College of Nursing	Ms TJ Maunye	R425; R254; R48; R212	013 796 1352	013 796 1823	ThembIN@social.mpu.gov.za
NURSING SCHOOLS							
1.	S3	Barberton Hospital Nursing School	Ms ME Pitso-Mlambo	R2175; R2176	013 712 3011	013 712 4432	emmentental@social.mpu.gov.za
2.	S531	Bethal Hospital Nursing School	Ms MN Mabizela	R2175; R2176; R683; R254	017 647 2503	017 647 1328	
3.	S1210	Embhuleni Hospital Nursing School	Ms Zwane	R2175; R2176	017 883 0093	017 883 0044	
4.	S14	Ernelo Hospital Nursing School	Ms N E Mnisi	R2175; R2176	017 811 2031	017 811 5104	
5.	S634	Evander Hospital Nursing School	Ms M Erasmus	R2175; R2176	017 632 2211/2	017 632 2222	
6.	S530	Lydenburg Hospital Nursing School	Mr M M Makwana	R2175; R2176	013 235 2233	013 235 3381	
7.	S327	Mapulaneng Hospital Nursing School	Ms D K Shakoane	R2175; R683	013 799 0214/0339	013 799 0217	DronahS@social.mpu.gov.za
8.	S36	Middleburg Hospital Nursing School	Ms KR Manganyi	R2175; R2176	013 243 0999	013 243 0829	reginaM@social.mpu.gov.za
9.	S382	Philadelphia Hospital Nursing School	Ms RC Langa	R2175; R2176	013 983 8164		
10.	S373	Piet Retief Hospital Nursing School	Ms SD Dube	R2175; R2176	017 824 1200	017 824 1222	sibongileD@social.mpu.gov.za
11.	S403	Rob Ferreira Hospital Nursing School	Ms BR Manyisa	R2175; R2176; R683	013 741 6100	013 741 1394	
12.	S534	Sabie Hospital Nursing School	Ms ML Lekhuleni	R2176; R2175	013 764 1222/23	013 764 3087	
13.	S388	Shongwe Hospital Nursing School	Ms Shube	R2176; R2175; R683	013 781 3000	013 781 3012	
14.	S56	Standerton Hospital Nursing School	Ms F Matthews	R2176; R2175	017 712 2323	017 719 1112	
15.	S946	Themba Hospital Nursing School	Ms MD Nkosi	R2175; R2176; R683; R254	013 796 9400	013 796 0339	MthandazoN@social.mpu.gov.za
16.	S383	Tintswalo Hospital Nursing School	Ms GN Mabunda	R48; R2175; R254	013 795 5490	013 795 5989	
17.	S68	Witbank Hospital Nursing School	Ms EB Nkosi	R254; R2176; R683	013 653 2238	013 690 3614	
NORTHERN CAPE PROVINCE							
1.	S1117	Henrietta Stockdale Nursing College	Ms Selenela	R425; R683; R2175	053 807 5351	053 832 0844	reneewilliams@npg.gov.za

No.	S-File No.	NEI	Principal	Accredited programmes	Contact details		
					Telephone	Fax	E-mail
NORTH WEST PROVINCE UNIVERSITIES							
1.	S1231	North-West University (Mafikeng)	Dr A Rakhudu	R425; R118; R1501; Masters & PhD	018 389 2530		Rakhudu.hunadi@nwu.ac.za
2.	S414	North-West University (Potchefstroom)	Prof. M Viljoen	R425; R48; R212; R118; R1501; Masters & PhD	018 299 1717		Marlene.Viljoen@nwu.ac.za
NURSING COLLEGES							
1.	S275	Excelsius Nursing College	Ms PR Mothupi	R425; R254; R48; R212	018 406 8601		prmothupi@nwpvg.gov.za
2.	S1370	Mmabatho Nursing College	Ms M Montsiwa	R425; R880; R254; R48; R212	018 384 1123		mmontsiwa@nwpvg.gov.za
NURSING SCHOOLS							
1.	S355	Moses Kotane Nursing School	Ms MR Konopi Acting HOD	R2176	014 555 2308	014 555 2409	
2.	S57	Taung Community Hospital	Ms Sethlare	R2175; R2176	053 994 8106	053 994 2881	olekaowa@nwpvg.gov.za
3.	S431	Thusong Hospital Nursing School	Ms LH Loving Acting HOD	R2176	018 338 2920/2231	018 338 2921	
4.	S91	Witrand Hospital	Ms P Waki	R2176	018 294 9100	018 294 7079	pwaki@nwpvg.gov.za
WESTERN CAPE PROVINCE UNIVERSITIES							
1.	S1760	Cape Peninsula University of Technology	Dr H Vember	R425; R212; R48	021 953 8426/6921	021 959 6768	vemberh@cput.ac.za
2.	S96	University of Cape Town	Prof. P Mayers	R212; Masters & PhD	021 406 6428/6321		Pat.Mayers@uct.ac.za
3.	S398	University of Stellenbosch	Dr E Stallenberg	R212; R118; R212; Masters & PhD	021 938 9036/9244		elstel@sun.ac.za
4.	S428	University of the Western Cape	Prof. K Jooste	R425; R212; Masters & PhD	021 959 2794/3003		kjooste@uwc.ac.za
NURSING COLLEGES							
1.	S1595	Western Cape College of Nursing – Metro West Campus	Ms DI Govin Ms Rafferty	R425; R212	021 684 1211/1200		digovin@pgwc.gov.za Betty.Rafferty@westerncape.gov.za
Sub-Campuses							
1.	S1801	Boland Overberg – Worcester	Ms L Strauss	R425	023 342 8539		Liesl.Strauss@westerncape.gov.za
2.	S1789	Metro East Campus – Stikland	Ms TM Bock	R425; R880; R212	021 940 4567		Teresa.Bock@westerncape.gov.za
3.		South Cape Karoo Campus – George	Ms R Byrnes	R425	044 805 0453		Rosemary.Byrnes@wetserncape.gov.za

No.	S-File No.	NEI	Principal	Accredited programmes	Contact details		
					Telephone	Fax	E-mail
NURSING SCHOOLS							
1.	S747	Beaufort West Hospital	Ms J Le Fleur		023 414 8200	023 414 2466	Inactive School
2.	S344	George Hospital	Dr A J Kotze	R2175	044 802 4497	044 874 7699	
3.	S22	Groote Schuur Hospital	Ms P Prinsloo	R2175	021 404 6303	021 404 2112	Pearl.Prinsloo@westerncape.gov.za
4.	S461	Tygerberg Academic Hospital	Ms H Loubser	R2175	021 938 4879	021 938 5582	Helena.Loubser@westerncape.gov.za
6.	S328	Western Cape Rehabilitation Centre	Ms D Jordaan	R2176; R2175	021 370 2300	021 370 2400	Danielle.Jordaan@westerncape.gov.za
7.	S71	Worcester Nursing School	Ms C Frans	R2176; R2175	023 348 1100	023 348 6490	Carol.Frans@westerncape.gov.za

Table 5.2: Private Nursing Education Institutions

No.	S-File No.	NEI	Principal	Accredited programmes	Contact details		
					Telephone	Fax	E-mail
EASTERN CAPE PROVINCE							
1.	S1808	Chatsmed Candlelight – Mthatha Campus	Ms Pamla	R2175; R2176; R683	047 555 0086/1029	047 555 0086	candlelightnursingschool@webmail.co.za
2.	S1791	Life College East London Learning Centre	Ms V van Vuuren	R2175; R2176; R683	043 742 4438	043 743 6824	vvuuren@lifehealthcare.co.za
3.	S1794	Life College Port Elizabeth learning Centre	Ms SM Choonara	R2175; R2176; R683	041 501 1851	041 501 1872	smchoonara@lifehealthcare.co.za
4.	S1802	Lunghile Nursing School (East London Sub-campus)	Ms M Ntshona	R2175; R2176; R683	043 742 2450	043 742 2450	kgomotso@lunghile.co.za
5.	S172	Netcare Education: Eastern Cape (PE)	Ms G Jacobs	R2175; R2176; R683	041 363 2138 084 603 1627	041 363 2198	Gwyneth.jacobs@netcare.co.za
FREE STATE PROVINCE							
1.	S1495	Bloemfontein Medi-Clinic	Ms D Bredenkamp	R2175; R2176; R683	051 411 4101	086 681 1227	Doreen.bredenkamp@mediclinic.co.za
2.	S1739	Khanyisa Nursing School (Kroonstad Sub-campus)	Ms AL Nkuna	R2175; R2176	011 434 1241 011 683 4541	011 434 4572	Bagcinile.nkuna@gmail.com
3.	S1785	Letjhabile-Libalele Nursing School (Kroonstad Sub-campus)	Ms LM Sello	R2175; R2176	056 214 1183	056 214 1183	info@llns.co.za
4.	S1798	Life College Learning (Bloemfontein)	Ms V van Vuuren	R2175; R2176; R683	051 522 1828/9	051 522 1828/9	vvuuren@lifehealthcare.co.za
GAUTENG PROVINCE							
1.	S1546	Arwyp Medical Centre	Dr A de Villiers	R2175; R2176; R683	011 922 1195	011 922 1222	Annelize.devilliers@arwyp.com
2.	S121	Clinix Health Academy	Ms R Ndlovu (Acting)	R2175; R2176; R683	011 491 4146 082 990 7050	086 652 5982	groupnsm@clinix.co.za
3.	S1563	Ekufundeni Nursing School	Ms J Mahana	R2175; R2176	012 804 9478	012 804 8295	ekufundeni@gmail.com
4.	S1479	Empilweni Education	Ms MD Van Zyl	R2175; R2176; R683	011 886 9150	011 886 5982	empiledu@mweb.co.za
5.	S867	ESDA Nursing Education Institute	Ms Y Els	R2176	011 817 2395	011 817 5480	enei@telehost.co.za
6.	S1674	Future Nurses Nursing School	Ms T Motsoeli	R2176	011 873 1475	011 873 9733	futurenurses@telkomsa.net
7.	S1624	GEM Auxiliary Nursing School	Ms AN Xundu	R2176	011 331 0660/1/2	011 331 0663	adelaidex@gemacademy.co.za
8.	S1463	Healthnicon SA – Pretoria Main Campus	Ms D Moepi	R2175; R2176	012 333 5046/8503	012 333 3841	principal@healthnicon.co.za
9.	S1707	Healthnicon – Vaal Campus	Ms L Jacobs	R2175; R2176	016 422 7061	086 513 4671	leanajacobs@healthnicon.co.za
10.	S1475	Hospice Association of Wits Centre	Ms R Adlem	R2176	011 483 9100	086 681 7234	training@hospicewits.co.za
11.	S1669	Ithemba Nursing Academy	Ms C Nkuna	R2175; R2176	012 806 6104	012 806 9792	ithemba1@telkomsa.net
12.	S1540	Khanyisa Nursing School – Main Campus	Ms R Nonyane	R2175; R2176; R683	011 434 1241	011 434 4572	Rina.nonyane@gmail.com
13.	S1474	Letjhabile-Libalele Nursing School	Ms ME Sibeko	R2175; R2176	010 230 0005	086 630 5129	info@llns.co.za
14.	S1792	Life College – East Rand Learning Centre	Ms D Channon	R2175; R2176; R683	011 744 8644	011 744 8649	Dasie.channon@lifehealthcare.co.za
15.	S1795	Life College – Pretoria Learning Centre	Ms M Cunze	R2175; R2176; R683	012 807 6140/1	012 807 3645	Magda.Cunze@lifehealthcare.co.za

No.	S-File No.	NEI	Principal	Accredited programmes	Contact details		
					Telephone	Fax	E-mail
16.	S1796	Life College – West Rand Learning Centre	Ms R Garwood	R2175; R2176; R683	011 473 1890	011 474 0643	Russel.Garwood@lifehealthcare.co.za
17.	S1605	Lillian Spengane Memorial Nursing School	Ms NB Ngobeni	R2175; R2176	011 969 5539	011 969 5539	Nozipho7@gmail.com
18.	S1636	Lunghile Nursing School	Ms K Shiluvane	R2175; R2176; R683	011 403 0716		kgomotso@lunghile.co.za
19.	S995	Medi-Clinic Learning Centre Northern Region	Ms E Powell	R2175; R2176; R683	011 709 2366	086 681 2264	Elize.powell@mediclinic.co.za
20.	S220	Medi-Clinic Ltd Learning Centre Tshwane Region	Ms F Hutchinson	R2175; R2176; R683	012 421 9100	086 683 7248	Francis.hutchinson@mediclinic.co.za
21.	S1407	Netcare Education (Gauteng South West)	Ms C Menino	R2175; R2176; R683	011 628 7614 072 858 3534	011 628 7611	Cindy.menino@netcare.co.za
22.	S1588	Netcare Education (Gauteng North East)	Ms R Schaefer	R2175; R2176; R683	012 644 4903 082 451 1226	086 767 3762	Rene.schaefer@netcare.co.za
23.	S1570	Nicole Nursing School	Ms ON Malindzi	R2175; R2176	012 713 0944	012 713 0710 086 661 1762	nicolents@telkomsa.net info@nicolents.co.za
24.	S1579	OCSA	Ms M Theron	R212	011 864 1173/6/8	086 635 4743	marietjie@ocsa.co.za
25.	S1722	Pfundzo-Ndenzhe Nursing School	Ms P N Pakela	R2175	018 786 2753	018 786 2313	pfundzodenzhe@gmail.com ppakela@hotmail.com
26.	S1439	Rhema Christian Services Foundation	Ms J Makhetha	R2176	011 614 2083	011 614 1141	sonprincipal@rfsa.org
27.	S1689	Ring Mash Nursing School	Ms RCT Ringani	R2176	012 328 5329	012 549 3481	ringani@yahoo.uk
28.	S844	SAVF Susan Strydom Nursing School	Ms A Louw	R2176	012 342 9155/0056	012 342 9153	louw@susanstrydom.co.za
29.	S1720	Silindokuhle Nursing School	Ms EN Nkomo	R2175; R2176	072 556 0590	086 260 1239	Silindokuhlenursingschool14@gmail.com
30.	S1074	Thuto Bophelo Nursing School	Ms E Smit	R2175; R2176; R683	086 168 7746	086 548 5675	thutobophelo@nursingacademy.co.za
31.	S1589	Tswelopele Nursing School	Ms MH Makhene	R2175; R2176	011 665 1420	011 665 1541	tswelopele2@tswelopele.net
32.	S1690	Ukwazi School of Nursing (Florida)	Ms M van der Merwe	R2175; R2176	011 760 3098	011 760 5567	ria@ukwazi.co.za
UNIVERSITY							
1.	S2073	Monash South Africa	Prof. G Setswe	R118; R1501	011 950 4430	011 950 4445	Geoffrey.setswe@monash.edu
KWAZULU-NATAL PROVINCE							
1.	S1277	ABH Nursing School	Ms K Pillay	R2176; R2175; R683	031 404 9523	031 404 2126	hrm@abh.co.za
2.	S1548	Academy of Nursing Education and Healthcare Training	Prof. PN Nzimande	R2176; R2175	031 940 6019/6152	086 675 4956	admin@academyofnursing.co.za
3.	S1639	Cato Manor Technical College	Ms WF Sithole	R2176; R2175; R683	031 811 1713	031 263 2115	nursing&phc@neomail.co.za
4.	S1520	Chatsmed Candlelight Nursing School – Durban Campus	Ms NE Mqadi	R2175; R2176; R683	031 305 8877 031 301 0010 031 307 4859	031 307 4859 031 301 0010 031 301 0010	candlelightnursingschool@webmail.co.za lilyloma@telkomsa.net
5.	S1741	Chatsmed Candlelight Nursing School – Eshowe Sub-campus	Ms N Mdakane	R2175	031 307 4859 031 301 0010	031 307 4859 031 301 0010	candlelightnursingschool@webmail.co.za

No.	S-File No.	NEI	Principal	Accredited programmes	Contact details		
					Telephone	Fax	E-mail
6.	S1742	Chatsmed Candlelight Nursing School – Stanger Sub-campus	Ms T. Ndlela	R2175	031 305 8877 031 301 0010	031 307 4859 031 301 0010	candlelightnursingschool@webmail.co.za
7.	S1675	DT Institute of Nursing – Main Campus	Ms M Mofokeng	R2176; R2175; R683; R254	031 202 7189	031 202 2031	dtinursingsite@telkomsa.net
8	S109	DT Institute of Nursing – Ixopo Sub-campus	Ms M Mofokeng	R2176; R2175	031 202 7189	031 202 2031	dtinursingsite@telkomsa.net
9.	S1620	Ekukhanyeni Nursing School	Mrs JE Mwelase	R2176; R2175	034 374 9440	034 374 9440	ekukhanyeni@gmail.com
10.	S1607	Ennambithi New Horizon Nursing School	Ms R Mthembu	R2176; R2175	036 637 8754	036 637 8754	Mthembu.rosie@hotmail.com
11.	S1688	Gandhi – Mandela Nursing Academy	Ms R Cassimjee	R2176; R2175; R683	031 309 3049	031 309 8588	Rabia.cassimjee@jmh.co.za
12.	S1465	JMM Nursing School	Ms G Cele	R2176; R2175	031 305 8350/8949	086 565 1086	info@jmmnursingschool.co.za
13.	S1793	Life College – KZN Learning Centre	Ms N Cassim	R2176; R2175; R683	031 204 1391	031 204 1444	naifa.cassim@lifehealthcare.co.za
14.	S1697	Ludumo Nursing School	Ms TA Ntloko	R2176; R2175; R683	033 394 2897	033 394 2987	ludumonursing@telkomsa.net
15.	S1672	Masizakhe Nursing School (Closed)			034 314 4650		
16.	S34	McCord Hospital (Closed)			031 268 5700		
17.	S1665	Vuka Ukhanye Nursing School	Ms TVR Nyongwana	R2176; R2175	033 444 1304	086 608 1344	mephocollege@gmail.com
18.	S1473	Michaelmas Nursing School – PMB Main Campus	Ms NS Molefe	R2176; R2175; R683	033 345 8037	033 345 7505	michaelmas@mwweb.co.za
19.	S1773	Michaelmas Nursing School – Durban Campus	Mr TT Mabaso	R2176; R2175; R683	031 305 6896	031 305 6917	michaelmasdbn@gmail.com
20.	S1774	Michaelmas Nursing School – Ixopo Campus	Ms NS Molefe	R2176; R2175; R254	039 834 2907 076 376 4055	086 767 6683	admin.ixopo@michaelmas.co.za
21.	S1554	Midlands School of Nursing	Ms RVM Singh	R2176; R2175; R683	033 342 5522	033 342 5522	midlandsnurs@telkomsa.net
22.	S1684	Mpumalanga Institute of Nursing	Ms P Motshwa	R2176; R2175; R683	082 660 0882	031 736 3973	mpumalanganursing@telkomsa.net
23	S137	Mpumalanga Institute of Nursing – Appelsbosch Sub-campus	Ms P Motshwa	R2175; R683	082 660 0882	031 736 3973	mpumalanganursing@telkomsa.net
23.	S1655	Natal Settlers Homes	Ms G Ndaba	R2176	031 205 1351	031 205 4288	nsms@alive.co.za
25.	S1661	Ndumiso Nursing School	Ms PB Zulu	R2176; R2175; R683	079 209 6587	086 515 2757	ndumisonursing@mwweb.co.za
26.	S177	Netcare Education (Durban)	Ms M Theron	R2176; R2175; R683	031 581 8200 082 459 9658	031 581 8232	Mariann.Theron@netcare.co.za
27.	S1584	Oceanview Nursing School	Ms MG Cele	R2176; R2175	039 976 0053	039 976 1442	nursingschool@futurenet.co.za
28.	S1645	Protea Nursing School	Ms Ally	R2176; R2175; R683	031 401 2881	031 401 2881	pns786@telkomsa.net
29.	S1687	Saint Ambrose Nursing School	Ms NF Ziqubu	R2176	032 533 9616	032 533 9615	saintambrose@telkomsa.net
30.	S1625	Sakhisizwe Nursing School	Mr DV Shezi	R2176; R2175; R683	034 271 5110	034 271 1506	bengi@webmail.co.za
31	S1677	Shekinah Nursing School	Ms C Pillay	R2176; R2175; R683	033 345 2049	033 345 1153	cathyp2003@webmail.co.za
32.	S59	St Mary's Marianhill Nursing School	Ms ME Mncadi	R2176; R2175; R683; R254	031 717 1069	031 717 1048	collegeprincipal@stmarys.co.za

No.	S-File No.	NEI	Principal	Accredited programmes	Contact details		
					Telephone	Fax	E-mail
33.	S122	Sizanesu Nursing Training Institute	Ms MO Simelane	R2176; R2175	034 413 8029 083 229 2020	031 413 1059	sizanesu@telkomsa.net
34.	S1702	Thembelani Further Education and Training College	Prof. D Nzimakwe	R2176; R2175; R683	031 902 6642/6	031 902 6646	dnzimakwe@telkom.net
LIMPOPO PROVINCE							
1.	S1602	Far North Nursing School	Ms S Leshi	R2176; R2175; R683	072 930 7180		
2.	S1545	SAIBCS	Ms ND Mahlahle	R2176	015 812 0500/3/4	015 812 0500	mike@masuluke.co.za georgeh@fiscall.co.za
3.	S1449	Medi-Clinic Learning Centre	Ms M Rapudi	R2176; R2175	015 290 3815	086 550 6932	Magdeline.rapudi@mediclinic.co.za
MPUMALANGA PROVINCE							
1.	S242	Africa School of Missions	Ms J Holtzhausen	R2176; R2175; R683	013 751 2341	013 750 1340	jennyh@asm.org.za
2.	S136	Benpaul Nursing School	Ms F Mavundla	R2176	084 523 3255		mfmavundla@gmail.com
3.	S1740	Khanyisa Nursing School – Bushbuckridge Sub-campus	Ms AL Nkuna	R2176; R2175; R683	013 799 1690	013 799 1675	Bagcinile.nkuna@gmail.com
4.	S1738	Khanyisa Nursing School – Witbank Sub-campus	Ms LM Seboane	R2176; R2175; R683	078 767 7034	011 434 4572	Bagcinile.nkuna@gmail.com
5.	S1458	Life College – Midmed Learning Centre	Ms A Snyman	R2176; R2175; R683	013 243 1302	013 243 1216	
6.	S1478	Nelspruit Medi-Clinic	Ms E Cloete	R2176; R2175; R683	013 759 0500	013 745 8228	Elsa.cloete@mediclinic.co.za
NORTH WEST PROVINCE							
1.	S455	Amplats Medical Services	Mr A Kokota	R2175; R683	014 591 1086	014 591 1161	Akokota@anglomplat.com
2.	S99	Caerus Nursing School	Dr FJ Kotze	R2175; R2176	018 474 9340	018 468 5635	training@mmhs.co.za
3.	S1123	Africa Healthcare Nursing College (Pty) Ltd	Ms Nkhumane	R2176; R2175; R683	018 788 1246	018 788 1247	Evelyn.nkhumane@africahealthcare.co.za
4.	S87	Keobakile Nursing School	Ms JN Mokgoetsi	R2176; R2175	082 735 0611 081 280 5461		nmokgoetsi@keobakilenac.co.za
5.	S1776	Ukwazi Nursing School – Potchefstroom Sub-campus	Ms M van Wyk	R2176	018 297 6532/6529	0182977764	betsie@ukwazi.co.za
6.	S128	Striving Mind Nursing Academy	Ms M Legalamitlwa	R2176	082 476 6621		ditshuna@gmail.com
7.	S126	Thulaganyo Nursing School	Ms MV Lobelo	R2175; R2176	072 775 5337 072 933 9615	086 504 7937	thulaganyonursingschool@gmail.com
WESTERN CAPE PROVINCE							
1.	S749	Emmanuel Nursing School	Ms AA De Wet	R2176; R2175	044 272 8884	044 272 8382	info@evk.co.za
2.	S1706	Healthnicon – Bellville Sub-campus	Ms S Stewart	R2176; R2175; R683	021 930 9427/8	086 239 4992	hnprincipal@telkomsa.net
3.	S1216	Helderberg Training Society	Ms R Janse van Rensburg	R2176	021 851 9168	021 852 3786	principal@htc.org.za
4.	S1701	Ikusasa Lethu Nursing School	Ms L Bakana	R2176	021 637 3502	021 637 3509	ikusasaletlu@telkomsa.net

No.	S-File No.	NEI	Principal	Accredited programmes	Contact details		
					Telephone	Fax	E-mail
5.	S1790	Life College – Cape Town Learning Centre	Ms B Berning	R2176; R2175; R683	021 506 5340	021 506 5351	Briony.berning@lifehealthcare.co.za
6.	S1564	Life College of Learning – Bay View Learning Centre	Ms A Klackers	R2176; R2175; R683	044 691 3718	086 774 8061	Anita.klackers@lifehealthcare.co.za
7.	S106	Michaelmas College – Kullisriver Sub-campus	Dr LL Nkonzo-Mtembu	R2176; R2175	021 903 8735	086 724 0100	info@michaelmas.co.za
8.	S917	Medi-Clinic Learning Centre (Tygervally)	Ms J Williams	R2176; R2175; R683	021 943 6000	086 686 9873	Janine.williams@medclinic.co.za
9.	S1587	Netcare Education – Cape Town	Ms Ilse Crafford	R2176; R2175; R683; R212	021 949 5271 073 171 6128	021 949 5371	Ilse.crafford@netcare.co.za
10.	S1612	New Hope Nursing School	Ms LA Burns	R2176; R2175	021 671 2334	086 691 7443	Newhope.nursing@gmail.com
11.	S1519	Robin Trust Nursing School	Ms M van Bommel	R2176; R2175; R683	021 447 1565	021 447 1564	robintrust@icon.co.za
12.	S127	Oasis Nursing School	Ms M Wamsteker	R2176; R2175	021 845 8860	086 617 0337	oasisnursingschool@hotmail.com
13.	S966	Koinonia Training School	Ms PR Malgas	R2176	021 903 7546	086 202 3161	koinoniaonline@telkomsa.net
14.	S743	St Joseph's Home	Ms C Paulse	R2176	021 935 1369	021 934 2287	stjosephhome@mweb.co.za

Appendix 6: Pre-analysis undertaken to consider which departments might be likely to contain databases relevant to skills planning, based on existing departmental mandates

Pre-analysis was undertaken to consider which departments might be likely to contain databases relevant to skills planning, based on existing departmental mandates. The pre-analysis was undertaken as an analytic cum judgement-based exercise that attempts to answer the following question: which databases with relevance to skills planning might a department be expected to have developed in the process of fulfilling its mandate?

By posing this question department by department, the researchers aimed to produce a list of databases/datasets that, in their view, should or could be a likely product of departmental activity. It was assumed that databases containing data relevant to skills planning would most likely be owned by departments in the social and economics clusters. The focus would be on:

1. The databases that could be based on administrative or other data-gathering methods (e.g. surveys, longitudinal and panel studies).
2. The databases that should contain data relevant to skills planning in the post-school education and training sector.
3. The subject of the database that might be citizens or government employees, or foreign citizens, or enterprises or sectors.

Bearing in mind that credible skills planning requires the best possible data quality, the exercise assumed the following characteristics of the datasets expected to be found.

Preferred characteristics of the database contents

1. The data/database should not be replicated (duplicated) in another database or be a sub-component of a larger database that currently exists (e.g. South African university results of students in a South African Correctional Services institution). In other words, the database should provide unique data for analysis and use.
2. The database should conform to minimum quality standards and be based on rigorous scientific principles (e.g. sampling).
3. The database should be in a format allowing transferability and convertibility.
4. The database should contain unit record data. If possible, each record should contain a field with a unique identifier (e.g. ID).
5. The database should, where possible, contain data that covers the whole country or a standard sub-unit of analysis, or recognisable skills planning categories (e.g. occupation, qualification and many others).
6. The dataset acquired should be replicable if deemed to be sufficiently valuable.

Table 6.1:²¹² Datasets expected to be found at different government departments and entities

Dept/ Agency	Summary of mandate and strategic outcome goals	Expected datasets
Agriculture, Forestry and Fisheries (DAFF)	<p>The DAFF's legislative mandate covers the agriculture, forestry and fisheries value chains: from inputs, production and value adding to retailing. The entire legislative mandate of the DAFF is derived from section 27(1)(b) of the Constitution. The department is primarily responsible for Acts related to agriculture, forestry and fisheries.</p> <p>The DAFF has six strategic goals and a number of strategic objectives to support each goal. The following strategic goals and objectives were implemented over the medium term through strategic action programmes:</p> <p>SG 1: Increased profitable production of food, fibre and timber products by all categories of producers</p> <p>SG 2: Sustained management of natural resources</p> <p>SG 3: Effective national regulatory services and risk management systems</p> <p>SG 4: A transformed and united sector</p> <p>SG 5: Increased contribution of the sector to economic growth and development</p> <p>SG 6: Effective and efficient governance</p> <p>With regard to government's outcomes-based performance management approach, the department directly contributes to the following outcomes:</p> <p>Outcome 4: Decent employment through inclusive economic growth (through improved support to small business cooperatives – output 2)</p> <p>Outcome 7: Vibrant, equitable and sustainable rural communities and food security for all (through sustainable agrarian reform – output 1; improved access to affordable and diverse food–output 2) (improved rural services to support livelihoods – output 4)</p> <p>Outcome 10: Environmental assets and natural resources that are well protected and continually enhanced (by protecting the country's biodiversity – output 4).</p>	<ol style="list-style-type: none"> 1. Data on producers (small/medium/large farmers, businesses/cooperatives), employees according to the following variables: race, gender, age, occupation, qualification, work experience and skills. 2. Data on sectoral and sub-sectoral growth. 3. Data on skills in high demand in the relevant sub-sectors. 4. Database on occupations with specialisation in management of natural resources, sustainability and environmental resources.
Cooperative Government and Traditional Affairs	<p>Vision: An integrated, responsive and highly effective governance system.</p> <p>Mission: To facilitate cooperative governance and support all spheres of government, through:</p> <ul style="list-style-type: none"> • Development and implementation of appropriate policies and regulatory mechanisms to promote integration of government development programmes; • Achievement of social cohesion through the creation of enabling mechanisms for communities • to participate in governance; and • Monitoring and evaluation of cooperation amongst government stakeholders to achieve improved service delivery. <p>The mandate of the Department of Cooperative Governance is to improve coordination across the three spheres of government and to make sure that provinces and municipalities carry out their service delivery and development functions effectively in support of the developmental state.</p> <p>The constitutional objectives for local government are set out in Section 152 of the Constitution.</p> <p>COGTA contributes to Outcome 9 (Delivery agreement outputs: (1) Administration; (2) Policy, Research and Knowledge Management; (3) Governance and Intergovernmental Relations; (4) National Disaster Management Centre; (5) Provincial and Municipal System; (6) Infrastructure and Economic Development) of the government's outcomes-based performance management system.</p> <p>All the six delivery agreement outputs on Outcome 9 have been converted into strategic goals:</p> <p>SG 1: A policy platform that provides a differentiated approach to municipal financing, planning and support is implemented</p> <p>SG 2: Improved access to basic services</p> <p>SG 3: Implementation of the Community Work Programme</p> <p>SG 4: Local democracy through a refined Ward Committee model is deepened</p> <p>SG 5: Administrative and financial capabilities of municipalities are enhanced</p> <p>SG 6: Strengthen the cooperative governance and provide oversight and support to provincial and local government</p> <p>SG 7: Strengthen the capacity and capability of the department to deliver on its mandate</p> <p>SG 8: Improved coordination of interventions impacting on local government</p> <p>SG 9: Facilitate Economic Development at local level</p>	<ol style="list-style-type: none"> 1. Database on municipal workforce skills enabling them to fulfil the following activities: <ul style="list-style-type: none"> • Administration and finances • Support services • Access to basic services • Economic development • Capacity and capability 2. Database on skills acquired through Community Work programmes. 3. Database on local skills demand driven by government interventions according to the integrated development plan of the municipality.

212 The summary of each government department and entity's mandate and strategic goals has been extracted from most recent available annual reports.

Dept/ Agency	Summary of mandate and strategic outcome goals	Expected datasets
Department of Correctional Services	<p>DCS vision is to contribute to maintaining and protecting a just, peaceful and safe society:</p> <ul style="list-style-type: none"> • By enforcing decisions and sentences of courts in the manner prescribed in legislation • By detaining all inmates in safe custody while ensuring their human dignity, and • By promoting the rehabilitation, social responsibility and human development of all offenders. <p>DCS mandate governed by Correctional Services Act (Act 111 of 1998) as amended: To provide for a correctional system; the establishment, functions and control of the Department of Correctional Services; the custody of all offenders under conditions of human dignity; the rights and obligations of sentenced offenders; the rights and obligations of un-sentenced offenders; a system of community corrections; release from correctional centres and placement under correctional supervision, parole and day parole; a National Council for Correctional Services (NCCS); a Judicial Inspectorate; Independent Correctional Centre Visitors; an internal service evaluation; officials of the Department; joint venture correctional facilities; penalties for offences; the repeal and amendment of certain laws; and matters connected therewith.</p> <p>Strategic outcome goals:</p> <p>SG1: There is effective criminal justice through the effective management of remand processes. Goal Statement: Establish effective management of remand processes by ensuring that remand detainees are held in secure, safe and humane conditions, have conditions conducive for participation in court processes, that their social and family needs are supported and that they are healthy.</p> <p>SG2: Society is protected by secure incarceration and rehabilitation of offenders. Goal Statement: To provide services and interventions that will contribute to the safety, good health and rehabilitation of offenders by ensuring that offenders are held in secure, safe and humane conditions, correctional sentence plans are managed, offending behaviour is corrected, and offender literacy, education, and skills competency are improved.</p> <p>SG3: Society is protected by offenders being reintegrated into the community as law-abiding citizens. Goal Statement: To provide services and interventions that will contribute to the reintegration of offenders as law abiding citizens into communities by ensuring that probationers are rehabilitated, monitored and accepted by communities and parolees are rehabilitated, monitored and accepted back by communities.</p>	<ul style="list-style-type: none"> • Consolidated national database of all offenders across prisons from the moment of entering a facility until being released containing individual details on demographics, qualifications, work experience, further training and studying during correctional treatment, and work experience in DCS production units, etc.
Economic Development Department	<p>The vision of the EDD is to create decent work for all through meaningful economic transformation and inclusive growth.</p> <p>Mission: The EDD aims to:</p> <ul style="list-style-type: none"> • Coordinate the contributions of government departments, state entities and civil society to effect economic development; • Improve alignment between economic policies, plans of the state, its agencies, government's political and economic objectives and mandate; and • Promote government's goal of advancing economic development via the creation of decent work opportunities. <p>The strategic outcome-oriented goals and goal statement for the EDD is to:</p> <ul style="list-style-type: none"> • Promote decent work through meaningful economic transformation and inclusive growth • Provide participatory, coherent and coordinated economic policy, planning and dialogue for the benefit of all South Africans. <p>As reported in the Annual Report of 2012/13: despite challenges, the EDD managed to deliver against its strategic objectives and performance targets, and established a significantly improved governance environment. The EDD developed policies and strategies, monitored the implementation of Accords signed in 2011, and performed well to realise some of the objectives of Outcome 4. The EDD has increasingly strengthened its role of integrating and coordinating national economic policies and plans, to ensure the implementation of decent work and inclusive growth opportunities.</p>	<p>The mandate of the EDD lies in the policy domain rather than front-line service delivery. Therefore, no large databases are likely to be generated.</p> <ul style="list-style-type: none"> • A useful database might be developed which forecasts skills needs arising from economic policies and strategies that the EDD takes up.

Dept/ Agency	Summary of mandate and strategic outcome goals	Expected datasets
Department of Health	<p>Vision: An accessible, caring and high-quality health system.</p> <p>Mission: To improve the health status through prevention of illness and the promotion of healthy lifestyles and to consistently improve the health care delivery system by focusing on access, equity, efficiency, quality and sustainability.</p> <p>The following entities report to the Minister of Health:</p> <ul style="list-style-type: none"> Council for Medical Schemes South African Medical Research Council National Health Laboratory Services Health Professions Council of SA SA Nursing Council SA Pharmacy Council Dental Technicians Council <p>As reported in the annual report: the DoH made significant progress towards the vision of 'A long and Healthy Life for all South Africans', the implementation of the 10 strategic priorities and the realisation of the four specific outputs for the health sector which are Increasing the Life Expectancy of South Africans; Combating HIV, AIDS and TB; Reduction of Maternal and Child Mortality Rates and Strengthening of the Health System.</p> <p>The activities of the DoH are organised in the following programmes:</p> <p>Programme 1: Administration and Corporate Services</p> <p>Programme 2: Health Planning and Systems Enablement</p> <p>Programme 3: HIV and Aids, TB and Maternal, Child and Women's Health</p> <p>Programme 4: Primary Health Care Services</p> <p>Programme 5: Hospitals, Tertiary Services and Workforce Development</p> <p>Programme 6: Health Regulation and Compliance Management.</p>	<ul style="list-style-type: none"> Database on demand for skills developing from a free health insurance system policy. Database on health researchers. Database on demographics of work related diseases.
Department of Home Affairs	<p>The DHA supports the planned outcomes of three of the 12 national outcomes that fall within the scope of DHAs mandate. These are:</p> <ul style="list-style-type: none"> Outcome 3: (All people in South Africa are and feel safe); Outcome 5: A skilled and capable workforce to support an inclusive growth path; and Outcome 12: An efficient, effective and development oriented public service and an empowered, fair and inclusive citizenship. <p>The DHA has three departmental strategic outcomes:</p> <ol style="list-style-type: none"> 1) Secured South African identity and citizenship; 2) Immigration managed effectively and securely in the national interest including economic, social and cultural development; and 3) A service that is efficient, accessible and corruption free. 	<ul style="list-style-type: none"> Database on all applications for accreditation of foreign qualifications for entry to South African post-school institutions. Reliable database on immigrant and emigrant demographics including qualifications and experience per working age individual. Database on applications for work permits, issued or not and reasons given. Survey database recording race, gender, age, occupation, qualification, work experience and skills of undocumented immigrants.

Dept/ Agency	Summary of mandate and strategic outcome goals	Expected datasets
Department of Labour	<p>The mandate of the DoL is to regulate the labour market through policies and programmes developed in consultation with social partners, which are aimed at:</p> <ul style="list-style-type: none"> • Improved economic efficiency and productivity • Creation of decent employment • Promoting labour standards and fundamental rights at work • Providing adequate social safety nets to protect vulnerable workers • Sound labour relations • Eliminating inequality and discrimination in the workplace • Enhancing occupational health and safety awareness and compliance in the workplace • Giving value to social dialogue in the formulation of sound and responsive legislation and policies to attain labour market flexibility for competitiveness of enterprises, which is balanced with the promotion of decent employment. <p>The core functions and services rendered by the Department are focused on:</p> <p>Administration: Provides strategic direction, leadership and administrative support services to the Ministry and the Department</p> <p>Inspection and Enforcement Services: to conduct workplace inspections and audits of Accredited Inspection Authorities (AIAs); to monitor and enforce compliance with labour legislation; to provide advice, educate and give technical information and support services to empower both workers, employers and stakeholders and to prevent labour disputes and workplace accidents; to investigate workplace health and safety incidents once reported.</p> <p>Public Employment Services (PES): The main functions of Employment Services are to register work-seekers, obtain vacancies and identify other opportunities so as to facilitate the entry and re-entry of work-seekers into the labour market. Employment Services therefore has to be supported by two main pillars: The 'Employer Services' and 'Work-seeker Services'. The key services include:</p> <ol style="list-style-type: none"> i. Registration of work-seekers ii. Placement of work-seekers iii. Career information and guidance iv. Special labour market (employment) programmes v. Regulatory functions including registration and monitoring of private employment agencies <p>Key interventions are through:</p> <ol style="list-style-type: none"> a. Sheltered Employment Factories that provide employment to people with disabilities b. Promotion of workplace productivity and competitiveness and social plan measures through Productivity SA c. Administration of income protection services d. Disbursement of unemployment and compensation for injuries and diseases benefits. <p>Labour Policy and Industrial Relations (LP and IP): Labour Policy and Industrial Relations branch supervises Policy Research, Labour Market Information and Statistical Services. It also regulates labour and employer organisations and Bargaining Councils, deals with all the Department's responsibilities and obligations in relation to the international Labour Organisation and other international and regional bodies with which the Government of South Africa has formal relations. It oversees the effective functioning of the CCMA and NEDLAC.</p>	<ul style="list-style-type: none"> • Survey database recording race, gender, age, occupation, qualification, work experience and skills of people employed in the informal sector (by economic sector, service, craft, retail, etc.).

Dept/ Agency	Summary of mandate and strategic outcome goals	Expected datasets
Performance Management and Evaluation	<p>Vision: To strive for continuous improvement in service delivery through performance monitoring and evaluation.</p> <p>Mission: Our mission is to work with partners to improve government performance in achieving desired outcomes and to improve service delivery through changing the way government works. We will do this through priority setting; robust monitoring and evaluation related to the achievement of priority outcomes; monitoring of the quality of management practices; and monitoring of front-line service delivery.</p> <p>The following entities report to the Minister:</p> <ul style="list-style-type: none"> Government Communications and Information Systems; National Youth Development Agency; and Brand South Africa. <p>Mandates of the DPME are to:</p> <ul style="list-style-type: none"> Facilitate the development of plans or delivery agreements for the cross cutting priorities or outcomes of government and monitor and evaluate the implementation of these plans Monitor the performance of individual national and provincial government departments and municipalities Monitor front-line service delivery Manage the Presidential Hotline Carry out evaluations of major and strategic government programmes Promote good M&E practices in government. 	<p>The monitoring and evaluation mandate of the DPME entails use of existing administrative data in other departments to do its work. (For example, it uploads other department's data to create indicators). It does not hold primary skills development related data.</p> <ul style="list-style-type: none"> Database of skills gaps identified in the delivery chain of particular government services.
Provincial Office of the Premier (Education, Economic Development Department)	<p>In accordance with the Constitution, each of the nine provinces has its own legislature, consisting of between 30 and 80 members. The number of members is determined according to a formula set out in national legislation. The members are elected in terms of proportional representation.</p> <p>The executive council of a province consists of a premier and a number of members (MECs). Premiers are appointed by the president of the country. Decisions are taken by consensus, as is the case in the national Cabinet. Besides being able to make provincial laws, a provincial legislature may adopt a constitution for its province if two thirds of its members agree. However, a provincial constitution must correspond with the national Constitution.</p> <p>According to the Constitution, provinces may have legislative and executive powers, concurrent with the national sphere, over:</p> <ul style="list-style-type: none"> agriculture casinos, racing, gambling and wagering cultural affairs education at all levels, excluding university and university of technology education environment health services human settlements language policy nature conservation police services provincial public media public transport regional planning and development road-traffic regulation tourism trade and industrial promotion traditional authorities urban and rural development vehicle licensing welfare services. 	<ul style="list-style-type: none"> Database on skills demand driven by government interventions according to the provincial growth and development strategies. An MIS to support provincial government in coordinating skills supply and demand taking especially into account metropolitan areas and their peripheries.

Dept/ Agency	Summary of mandate and strategic outcome goals	Expected datasets
Public Service Administration	<p>Vision: A professional, productive and responsive public service and administration</p> <p>Mission:</p> <ul style="list-style-type: none"> • Establish norms and standards to ensure that the state machinery functions optimally and that such norms and standards are adhered to. • Implement interventions to maintain a compliant and functioning Public Service. • Promote an ethical public service through programmes, systems, frameworks and structures that detect, prevent and combat corruption. • Contribute towards improved public administration in Africa and internationally through dialogue and sharing of best practices. <p>Strategic outcome-oriented goals:</p> <ul style="list-style-type: none"> • Service delivery quality and access – improved citizen satisfaction levels as measured against specific service delivery criteria • Effective systems, structures and processes – organisational structures and business processes of departments are strengthened to enable effective service delivery. • Information and communications technology (ICT) leveraged as a strategic resource (enabler) – ICT is efficiently used as a resource that enables government to better communicate with and deliver integrated services to the citizens of South Africa. • Efficient human resource management and development (HRM&D) practices, norms and standards – departments' human resource management and development practices are properly governed and their human resources are sufficiently developed and capacitated to deliver on government's mandate • Citizen engagement and public participation – citizens are actively involved in the development of policies and in giving feedback and advice on how government services are delivered to them. Corruption tackled effectively – intensified fight against corruption with visible impact resulting from the implementation of anti-corruption policies and interventions. Contribution towards improved public service and administration in Africa and the international arena. 	<p>Comment: Improving quality of PERSAL and HRConnect is highly recommended rather than developing new databases or surveys.</p>
Rural Development and Land Reform	<p>Vision: Vibrant, equitable and sustainable rural communities</p> <p>Mission: To initiate, facilitate, coordinate, catalyse and implement an integrated rural development programme.</p> <p>Strategic outcome-oriented goals:</p> <ul style="list-style-type: none"> • Corporate governance and service excellence through compliance with the legal framework achieved by 2014 • Reformed policy, legislative and institutional environment by 2014 • Effective land planning and administration that is biased towards rural areas • Institutional arrangements for effective corporate governance and stakeholder participation by 2014 • Increased access to and productive use of land by 2014 • Improved access to affordable and diverse food by 2014 • Improved rural services to support sustainable livelihoods by 2014 • Improved access to sustainable employment and skills development opportunities by 2014. <p>Mandate was drawn amongst others from the following legislation:</p> <ul style="list-style-type: none"> • Deeds Registries Act, No. 47 of 1937 • State Land Disposal Act, No. 48 of 1961 • Physical Planning Act, No. 88 of 1967 • Sectional Titles Act, No. 95 of 1986 • Upgrading of Land Tenure Rights Act, No. 112 of 1991 • Land Reform: Provision of Land and Assistance Act, No. 126 of 1993 • Restitution of Land Rights Act, No. 22 of 1994 • Land Reform (Labour Tenants) Act, No. 3 of 1996 • Communal Property Associations Act, No.28 of 1996 • Land Survey Act, No. 8 of 1997 • Extension of Security of Tenure Act, No. 62 of 1997 • Planning Profession Act, No. 36 of 2002 • Professional and Technical Surveyors Act, No. 40 of 1984 • Spatial Data Infrastructure Act, No. 54 of 2003 	<ul style="list-style-type: none"> • Database on skills needs and supply linked to land restitution projects. • Database on skills needs and supply of integrated rural development projects.

Dept/ Agency	Summary of mandate and strategic outcome goals	Expected datasets
Trade and Industry	<p>Vision: A dynamic industrial, globally competitive South African economy, characterised by inclusive growth and development, decent employment and equity, built on the full potential of all citizens.</p> <p>Mission: The Department of Trade and Industry aims to:</p> <ul style="list-style-type: none"> • Promote structural transformation, towards a dynamic industrial and globally competitive economy; • Provide a predictable, competitive, equitable and socially responsible environment, conducive to investment, trade and enterprise development; • Broaden participation in the economy to strengthen economic development; and • Continually improve the skills and capabilities of the dti to effectively deliver on its mandate and respond to the needs of South Africa's economic citizens. <p>Strategic outcome-oriented goals:</p> <p>The dti identified five strategic outcome-oriented goals, namely:</p> <ul style="list-style-type: none"> • Facilitate transformation of the economy to promote industrial development, investment, competitiveness and employment creation; • Build mutually beneficial regional and global relations to advance South Africa's trade, industrial policy and economic development objectives; • Facilitate broad-based economic participation through targeted interventions to achieve more inclusive growth; • Create a fair regulatory environment that enables investment, trade and enterprise development in an equitable and socially responsible manner; and • Promote a professional, ethical, dynamic, competitive and customer-focused working environment that ensures effective and efficient service delivery. 	<ul style="list-style-type: none"> • A useful database might be developed which forecasts skills needs arising from economic policies and strategies that the dti proposes.
Treasury	<p>Vision: The National Treasury is the custodian of the nation's financial resources. Promoting growth and prosperity for all. We aspire to excellence in the quality of our analysis and advice and in the execution of our financial management responsibilities. We aim to realise the full potential of South Africa's economy and people and to mobilise the resources of the state, business enterprises and the wider community in a partnership of trust and mutual respect.</p> <p>Mission and objectives: The National Treasury aims to promote economic development, good governance, social progress and rising living standards through accountable, economic, efficient, equitable and sustainable management of South Africa's public finances. We endeavour to advance economic growth, broad-based empowerment, progressive realisation of human rights and the elimination of poverty. We are responsible for preparing a sound and sustainable national Budget and an equitable division of resources among the three spheres of government. We strive to raise fiscal resources equitably and efficiently and to manage the government's financial assets and liabilities soundly. We promote transparency and effective financial management.</p> <p>Mandate: The National Treasury's mandate is to promote the national government's fiscal policy; coordinate macroeconomic policy and intergovernmental financial and fiscal relations; manage the preparation of the budget; and ensure that revenue and expenditure, assets and liabilities, public entities and constitutional institutions are managed in a transparent and effective manner.</p>	<ul style="list-style-type: none"> • A useful database might be developed which forecasts skills needs arising from economic policies and strategies that Treasury proposes.

Dept/ Agency	Summary of mandate and strategic outcome goals	Expected datasets
South African Police Service	<p>Vision: Create a safe and secure environment for all the people in South Africa.</p> <p>Mission:</p> <ul style="list-style-type: none"> • Prevent and combat anything that may threaten the safety and security of any community • Investigate any crimes that threaten the safety and security of any community • Ensure offenders are brought to justice • Participate in efforts to address the causes of crime. <p>Strategic outcome-orientated goals:</p> <p>The Presidency, together with the Justice, Crime Prevention and Security (JCPS) Cluster, developed an outcome-based model, as well as evaluation and monitoring tools, in order to realise the broad strategic outcome: All People in South Africa Are and Feel Safe. This outcome contains various focus areas, presented below in the goal statements, which the SAPS's Strategic Plan for 2010–2014, as an integral part (entry point) of the Justice, Crime Prevention and Security (JCPS) Cluster value chain, focuses on.</p> <p>Goal Statement 1:</p> <p>To provide police services that will ensure safer communities by –</p> <ul style="list-style-type: none"> • Reducing the number of all serious crime incidents, contact crime incidents and trio crime incidents • Increasing activities to prevent and combat border crimes • Increasing the percentage of court-ready case dockets for all serious crimes, contact crimes and trio crimes • Increasing the detection rate for all serious crimes, contact crimes and trio crimes, including organised crime and the crimes against women and children • Increasing the conviction rates for all serious crimes, contact crimes and trio crimes. <p>Goal Statement 2:</p> <p>Improve the levels of service delivery and accessibility to services by bringing the SAPS's service points closer to the communities.</p>	<p>Database of all active police personnel (by race, gender, age, occupation, qualification/specialty, work experience and skills) which provides information on their geo-spatial location.</p>
South African Revenue Service	<p>Vision: SARS is an innovative revenue and customs agency that enhances economic growth and social development, and supports the country's integration into the global economy in a way that benefits all South Africans.</p> <p>Mission: To optimise revenue yield, to facilitate trade and to enlist new tax contributors by promoting awareness of the obligation to comply with tax and customs laws, and to provide a quality, responsive service to the public.</p> <p>Core outcomes:</p> <ul style="list-style-type: none"> Increased customs compliance Increased tax compliance Increased ease and fairness of doing business with SARS Increased cost effectiveness, internal efficiency and institutional respectability. 	<p>SARS generates an almost complete database of all taxpayers which should include wage variables in its compulsory documentation and ID number for data sharing with DHET and/or SAQA.</p>
Statistics South Africa	<p>Stats SA's strategy is informed by emerging priorities as set out in the Medium Term Strategic Framework development outcomes, and the National Development Plan. In summary, these policy documents aim to improve the social, cultural and economic welfare of all South Africans. The core of Stats SA's strategy is to lead and coordinate the provision of relevant, reliable and quality statistical information that enables users to understand the dynamics of the economy and society. In order to implement the organisational strategy, six strategic objectives were identified to drive strategic change in the statistical system. All activities and projects in the organisation are aligned to these strategic themes to achieve the objectives of the organisation. For easy reference, the relevant programme and sub-programme are also included for each target. The strategic themes underpin the key areas that the organisation should excel at, in order to become the 'leading partner in quality statistics'. These strategic objectives are:</p> <ul style="list-style-type: none"> a) To expand the statistical information base by increasing its depth, breadth and geographic spread; b) To enhance public confidence and trust in statistics; c) To improve productivity and service delivery; d) To lead the development and coordination of statistical production within the South African National Statistics System; e) To invest in the learning and growth of the organisation; and f) To promote international cooperation and participation in statistics. 	<p>Conduct a national representative survey of South African enterprises with explicit focus on current and future skills demand and supply.</p>

Appendix 7: Records of contacts and communication with different government departments and entities

Departments – data sources	Data Type	Supply/ Demand	Access contacts	Date – meeting	Call comments	Databases contacts
Dept of Labour (DoL) – work-seekers database, UIF database	Admin	Demand and Supply	Mr N Nhleko PA Amelia Monaheng – 082 886 2604 Millicent – 012 309 4558 Maria Briedenhann – 012 309 4122 maria.briedenhann@labour.gov.za Abrahams Mutedi – LMIS – 012 309 4047	17 Sept 2013	4/9/2013 Requested for a meeting Phoned 5/9/2013 no answer, followed up, phoned 10/9/2013 no answer, wrote another e-mail, phoned on 11/9/2013 no answer – contacted Millicent through switchboard and forwarded e-mail to her. Martie referred me to Mr Abrahams Mutedi (LMIS) 012 309 4047 He will contact me tomorrow otherwise phone him tomorrow afternoon.	Abrahams Mutedi – LMIS – 012 309 4047
Dept of Home Affairs (DHA) - skills inflow and outflow	Admin	Demand	Mr Apleni PA Agnes Kabinde – 012 406 2501 Ms Thembakazi Balfour – 012 406 7097 Jack Monedi, Dr John Carneson 012 406 4351 Mkhize 012 406 2699 – (Shile Adelaide) Adelaide Sdongile Mpila Dr Carneson's PA Tel: (012) 406 4352 Cell: 078 459 8490	2 Oct 2013	4/9/2013 Requested for a meeting Phoned 5/9/2013 spoke to Me Kabinde she will check her e-mails and come back to me Phoned 9/9/2013 spoke to Me Kabinde – she will respond to the e-mail Phoned again 16/9/2013 no answer tried the switchboard no access to correct person Phoned on 18/9/2013 Thembakazi said that she is not the relevant person but will come back to me with a contact from the learning academy Dr Carneson responded to my e-mail and suggested a date – 2/10/2013 – but will confirm once spoken with Mr Monedi. Contacted Dr. Carneson again mid-September 2014 and he referred us to Mr. Phindiwe Mbhele (0768900026/0768900026 or phindiwe.mbhele@dha.gov.za).	
Dept of Public Service Administration (DPSA) – vacancies	Admin	Demand	Geeva Pillay Leon Pretorius Ronelle Brandt (Director) – RonelleB@dpsa.gov.za	30 Aug 2013 and 13 Sept 2013	Smooth access to the dept. through Geeva Pillay. Meeting already arranged for 13 Sept 2013. Had two meetings with Geeva Pillay and Leon Pretorius.	
Dept of Economic Development (EDD)	Admin /Other	Demand	Jenny Schreiner (DG) Neva Makgetla – NMakgetla@economic.gov.za	-	Neva Makgetla responded saying that EDD does not manage or maintain any administrative datasets. 4/9/2013 Requested meeting 10/9/2013 Andrew will contact Neva Scheduled a meeting on 29/11/2013. Did not take place. Sent an e-mail in which motivation for meeting is set out – emphasis on EDD data needs. Awaiting confirmation of meeting in January 14.	
Dept of Trade and Industry (dti) – projections (IPAP)	Admin /Other	Demand	Jocelyn Vass (Chief Director) – jvass@thedi.gov.za Thabiso Matshego Paul Raidani – 0732496122 Marika Swart – 012 394 5221 Dhaya Raidoo – 012 394 3940	6 Sept 2013	Paul Raidani arranged a meeting with Sibusiso Bhila on 6/9/2013. Paul was trying to arrange more meetings with other relevant people. Phoned Paul on 11/9/2013, he'll try to schedule a meeting for tomorrow. Follow-up meeting hadn't realised. Would like to obtain an interview with CIPC	Sibusiso Bhila – 012 3945847 Floris Janse van Vuuren

Departments – data sources	Data Type	Supply/ Demand	Access contacts	Date – meeting	Call comments	Databases contacts
Stats SA – Population estimates, QLFS, Employment Survey, Labour Force Survey	Survey	Demand	Mr Lehohla Roze – roces@statssa.gov.za Lena Soares 012 3108075 Cecilia committed to assist – ceciliara@statssa.gov.za Nomvulu provided another name Cella de Klerk (012) 3108454	3 Oct 2013	4/9/2013 Requested meeting Phoned 9/9/2013 spoke to Roze will respond to our request shortly. Phoned 11/9/2013, Cecilia committed to assist will phone her tomorrow. Phoned 12/9/2013 no contact yet but will forward as soon as she get the contact names. Cecilia referred me to Lena. Phoned 18/9/2013 spoke to Nomvulu she provided another contact Cella de Klerk (012) 3108454 Phoned no answer. Phoned 19/9/2013 spoke to Cella de Klerk arranged meeting. She noted that we would be interested in 4 databases from StatsSA: 1) Census 2011, 2) General household survey, 3) QLFS and 4) QES (quarterly employment survey) business survey. She suggested strongly that we speak with Dr Hermi Boraine at Dept of Performance Monitoring and Evaluation (DPME) 5/9/2014; Met with Sieraag de Klerk and Dr. Seble Worku and telephonically contacted Monet Durieux on 29/9/2014 regarding more information about immigration and emigration data sources. Monet referred us to Dr Susanna (Susie) Ubomba-Jaswa, who is the Manager for Health and Vital Stats – Susanna.UJ@statssa.gov.za. Her other contact details are: Tel: +27 012 310 8601; Fax: +27 012 310 6937; Mobile: +27 (82) 880 6336.	Dr Randall Carolissen, Ms Elizabeth Gavin and Mr Takalani Nthangeni
	Admin/Survey	Demand	Mr I Pillay – occ@registration.gov.za Cecilia Strydom – 012 422 5205 – cstrydom1@sars.gov.za	13 Sept 2013	4/9/2013 Requested meeting, follow-up 9/9/2013, arranged a meeting with Maropeng Sebothoma, Vissie Visser and Alan Jurisch. Met with the team but they are from SARS the employer and not SARS the tax collector – wrong contacts. 29/11/2013 Sent an e-mail that served as an introduction to the study and a request for a meeting to Vivienne Smithdorf. She forwarded the request to Deon Breytenbach (Executive: Revenue Analysis, Planning and Reporting). A meeting was scheduled for 4/12/2013 at Brooklyn. The meeting was held on 4/12/2013 – attendees: SARS personnel Randall Carolissen and Elizabeth Gavin met with Fabian Arends and Titus Nampala of the HSRC.	

Departments – data sources	Data Type	Supply/ Demand	Access contacts	Date – meeting	Call comments	Databases contacts
Dept of Health (DoH) – Nursing College data	Admin	Supply	PA of DG 012 395 9150 PA name: Tsakani Switchboard: 012 395 8000 Findeli 012 3959758, sodlas@health. gov.za Salomi Masenya 012 3958504 (IT) Mandla Ngcobo 012 3959640, ngcobm@health.gov.za / Olivia 012 395 9701(No longer his PA Dora 012 395 8857)	Meeting was scheduled for 4Nov2013 – was not honoured. Had telephonic interview with Ms Davids at SANC on 28Nov2013.	12/9/2013 sent follow-up e-mail and copied info from websites Phoned on 16/9/2013 spoke to PA will bring under DGs attention, I'll phone again tomorrow. Phoned on 18/9/2013 no answer. Phoned on 1/10/2013 spoke to Tsakani – she will follow-up and come back to me. Phoned on 3/10/2013 – no answer. Phoned on 9/10/2013 - referred to Findeli 012 395 9758, sodlas@health.gov.za forwarded him the request. He asked that I phone him tomorrow to follow up. Phoned on 10/10/2013 referred to Salomi Masenya the PA of the DDG. Phoned a number of times no answer. Phoned on 14/10/2013 spoke to Salomi – was referred to Mandla the head of IT. Phoned on 14/10/2013 – spoke to Dora (not PA of Mandla any more) and she referred me to Olivia and gave me tel nrs. for Mr Ngcobo. Phoned Olivia and left a message for Mr Ngcobo. Phoned 21/10/2013 – Olivia will ask Dora to phone me. Sent an e-mail to Mr Ngcobo on 30/10/2013 and again on 20/11/2013 - no response. Phoned Dora on 21/11/2013. She suggested that I speak to the deputy-director Aubrey Mabusa 012 395 8647 – phoned no answer. Report writing on 28-29 Nov 2013. Phoned Ms Davids at SANC for more detail on the Register of Nurses.	
Dept of Agriculture – Agriculture colleges	Admin	Supply	Annemarie 012 319 7300 Education and training Kgobokoe - Reollie 012 319 7028 reolliew@daff. gov.za Contact person: Ms Amanda Shokane (012 319 6628) or 072 930 8765 her PA Noncedo 012 319 7212	30 Oct 2013	12/9/2013 sent follow-up e-mail and copied info from websites. Phone on 16/9/2013 spoke to Annemarie, request was sent to DG will call me back. Phoned 17/9/2013 got number for Mr Kgobokoe – Reollie his PA will be back tomorrow. Phoned 18/9/2013 spoke to Reollie she'll discuss with her DG and will respond with the right person before the end of today. Phoned 20/9/2013 spoke to Reollie – DG hasn't given her direction yet – she will come back to me. Received e-mail with contact on 25/9/2013 from Reollie – phoned Ms Shokane spoke to Noncedo, forwarded e-mail to her she will respond with suggestion. Phoned Noncedo on 1/10/2013 – she will come back to me today with a suggestion for a meeting. Phoned on 3/10/2013 – spoke to Noncedo, Ms Shokane discussed the issue with Mr Kgobokoe – Noncedo will respond to me tomorrow. Phoned 9/10/2013 no answer, phoned on 10/10/2013 got Ms Shokane's cell phone number and her PA's number. No answer. Phoned again later the afternoon spoke to her PA she will come back to me. Phoned on 14/10/2013 spoke to Noncedo she'll phone me back. Phoned 21/10/2013 – Noncedo will try to state the urgency of the meeting to Ms Shokane.	

Departments – data sources	Data Type	Supply/ Demand	Access contacts	Date – meeting	Call comments	Databases contacts
Dept of Rural Development and Land Reform (DRDLR) – geographic location of all E&T institutions and work force			Sekona (012) 312 8503 Office manager Hendrik (012) 312 8530 Ms Valentine 012 312 8791, 082 783 7972, VMV/isaie@ruraldevelopment. gov.za Switchboard (012) 312 8911	11 Oct 2013	12/9/2013 sent follow-up e-mail and copied info from websites. Phoned 16/9/2013 referred to Hendrik by Sekona the office manager Phoned 17/9/2013 and was referred to Ms Valentine – no answer. Phoned 18/9/2013 try to reach Valentine through her no and through the switchboard. Phoned on 1/10/2013 and again on 3/10/2013 – no answer. Phoned 9/10/2013 through switchboard – heard that the number changed her cell phone number was given to me. Phoned on cell phone and made appointment for Friday.	
COGTA – vacancies database			Vusi Madonsela (new DG) (012) 334 0600 Sandra Greyling Leonie Nel http://www.salga.org.za/	30 Sept 2013	Phoned 18/9/2013 switchboard – notified about new DG Vusi Madonsela transferred no answer will phone again later. Will follow-up with COGTA after meeting with Janet Davis - she will give us contact names and numbers. Gained access through contact name: Sandra Greyling. Numerous attempts have been made to contact SALGA, through numerous telephone calls and four site visits. During the site visits, it was advised that an appointment need to be secured either telephonically or via e-mail. Both modes of communications where used but no response was received from the relevant officials. Physical visits were made to the SALGA premises in Menlyn, Pretoria. The research team were informed that the SALGA team was involved in an strategic planning program at a conference venue for a substantial period of time	
National Treasury	Admin / Survey	Demand	DG 012 315 5904 Estie Honiball 012 315 5037 - estie. honiball@treasury.gov.za Estelle van Eet 012 315 5356 Rita Coetzee 012 315 5484 Marié van Niekerk 012 395 6588		22/11/2013 – Readings from Treasury website and other related docs (e.g. annual reports) 26/11/2013 – challenges and lack of skills planning data on the Treasury's website. E-mailed Treasury DG. 27/11/2013 – Acknowledgement of e-mail receipt by DG's office. Readings from Treasury website and other related docs (e.g. annual reports). 28/11/2013 – Phoned Felicitas Mogase and she undertook to get me in touch with Estie in the Operations Unit who works with datasets. Readings from Treasury website & other related docs (e.g. annual reports) 29/11/2013 – E-mail follow-up with Felicitas Mogase – Office of the Director- General, regarding her undertaking to get me in touch with Estie in the Operations Unit. Telephonic follow-up with Felicitas Mogase regarding her undertaking to get me in touch with Estie in the Operations Unit. She gave me Estie Honiball's contact details (012 315 5037; estie.honiball@treasury.gov.za). E-mailed template to Estie Honiball and requested meeting for Monday 2 p.m.	

Departments – data sources	Data Type	Supply/ Demand	Access contacts	Date – meeting	Call comments	Databases contacts
					2/12/2013 – Called Estie Honiball 012 315 5037. She said this matter is not for them at Corporate Services but for Economic and Budget sections. She then forwarded the e-mail to those sections, undertook to talk to those sections and gave me their contact details: Estelle van Eet 012 315 5356 and Rita Coetzee 012 315 5484. She also copied me in the e-mail she sent to them. 3/12/2013 – E-mail follow up to Marlé van Niekerk. 4/12/2013 – Treasury – called Marlé van Niekerk 012 395 6588. She has not finished completing the templates. 9/12/2013 – Called Marlé van Niekerk 012 395 6588. She was not in office. Passed the message to Nthabiseng. E-mail follow up to Marlé van Niekerk. E-mail from Marlé van Niekerk: 'I'm busy with it as we speak – will send as soon as possible. My apologies for the delay.'	
Presidency – Department of Performance Management and Evaluation (DPME)	Admin/Survey	Demand	Dr Hermi Boraine – Sector Specialist – DPME – The Presidency Tel: 012 312 0145, Mobile: 082 294 9202, E-mail: hermi@po-dpme.gov.za www.thepresidency-dpme.gov.za Violet also attended the meeting	15 Oct 2013	Meeting was arranged through e-mail correspondence.	
Presidency – National Planning Commission	Admin/Survey	Demand	Refer to the above	Refer above		
Department of Correctional Services	Admin	Supply	Nontsikelelo Jolingana – 012 323 5237 nontsikelelo.jolingana@dcs.gov.za Mr. Masha (012 307 2424).	18 Dec 2013	4/12/2013 – E-mailed COO Nontsikelelo Jolingana nontsikelelo.jolingana@dcs.gov.za Called COO Nontsikelelo Jolingana 012 323 5237 (sounds like a fax line) Readings from website and other related docs (e.g. annual reports) 5/12/2013 – Called COO Nontsikelelo Jolingana 012 323 5237 (Sounds like a fax line); 27 12 305 8228 (no response); 012 307 2999 (no response); 012 307 2998 (out of service); 012 307 2227 (got through); Nontsikelelo Jolingana 012 307 2372 Mr. Masha is responsible for Skills Development 012 307 2467/24 senyeki. masha@dcs.gov.za Arranged meeting for Monday (09 Dec) at 14:00 with Mr Masha Called Mr Masha (012 307 2467/24). No response – most staff are at a memorial service. Called Mr Masha (012 307 2424). Not in office. 9/12/2013 – Called Mr Masha (012 307 2424). Not in office/in a meeting. Passed the message to Cecilia. E-mail follow up to Mr Masha Meeting with Mr Monageng, Reuben, and Mr Tloane, Victor Room 601 East Block Poyntons Building	

Departments – data sources	Data Type	Supply/ Demand	Access contacts	Date – meeting	Call comments	Databases contacts
PSETA (through DPSA)	Admin	Demand	Shamira Huluman Chief Executive Officer E-mail: ShamiraH@pseta.org.za Tel No.: 012 423 5730 Web: www.pseta.org.za	11 Nov 2013	Held a telephone interview. Main focus was on comparing the relative merits and demerits of the PERSAL, HR Connect and the PSETA data as a basis for skills planning.	
LGSETA	Admin	Demand	Janet Davis (011) 456 8579 general, 011 450 4989, janetd@lgseta.co.za	16 Sept 2013	Sent e-mail to Janet Davis – 11/9/2013. Met with her on 16/9/2013.	
SKA data	Modelling	Demand	Ms Kim de Boer Tel: +27 (0)11 442 2434 http://www.ska.ac.za/media/people.php	n/a	Sent e-mail to Kim de Boer – 11/9/2013 SKA data is included in the SIPs database	
Strategic Integrated Projects (SIPs)	Modelling	Demand	Adrian Bird, bird.a@dhet.gov.za; Ncumisa Petse, petse.n@dhet.gov.za, 012 3125637	17 Sept 2013	Scheduled meeting for 17/9/2013, 15:30 Met with Adrienne Bird and Katu.	
Provincial Ministries of Education, Economic Development, Office of the Premier (Economic growth issues, labour demand and migration)	Admin/Other	Demand	Robert Shaw Director: Director-General Support Office of the Director-General Department of the Premier 15 Wale Street Cape Town 8001 Tel: +27 21 483 8432 Fax: +27 21 483 4715 Cell: +27 82 881 6850 E-mail: Robert.Shaw@westerncape.gov.za Matsidiso Oliphant PA – Director General Office of the Premier Eastern Cape Province Tel: 040 609 6381 Fax: 040 639 1419 Cell: 082 302 2888 E-mail: Matsidiso.oliphant@otp.ecprov.gov.za	-	Gugu Mkhwanazi Director-General's Support Office of the Premier, KwaZulu Natal Province 4th Floor, Moses Mabhida Building 300 Langalibalele Street Pietermaritzburg Tel: 033 341 3366 (direct) 033 341 3407 (alternative tel/line) Cell: 071 886 7784 Fax2E-mail: 086 719 9736 E-mail: gugu.mkhwanazi@kznpremier.gov.za Maleisha Tlaetsi Senior Manager – HR Utilisation and Capacity Development 4th Floor Templar Building Cnr Clarence and Bean Streets Private Bag X5016; Kimberley 8300 Northern Cape Republic of South Africa Cell: 083 570 0692 Tel: 053 802 5013 Fax: 086 590 3915 E-mail: mtleatsi@ncpg.gov.za<mailto:mtlaetsi@ncpg.gov.za>	

[illegible]

Appendix 9: Establishing a register of farmers



agriculture, forestry & fisheries

Department:
Agriculture, forestry & fisheries
REPUBLIC OF SOUTH AFRICA

Establishing a register of farmers – 2011

Please note

- This questionnaire should be filled in by or on behalf of all farmers who operate their own or rented land, who farm on behalf of someone else (manager, day-to-day decision-maker) or who farm land on shares.
 - Section 4.3 must only be filled in by commercial farmers who are taking part in land reform/equity schemes or programmes.
 - Section 4.4 must only be filled in by subsistence and smallholder farmers who are benefiting from land redistribution programmes.
- If farming activities are conducted on two or more farms or at two or more locations, please submit a separate questionnaire in respect of each farm/location.
- Where options are given from which to choose, please indicate the appropriate reply with an X.

Purpose of this study

The main aim of this survey is to establish an up-to-date database of all agricultural producers in South Africa and to determine in which areas the different types of farming occur. The Register will enable the Department of Agriculture, Forestry and Fisheries (DAFF) to measure the number of agricultural producers existing in the country, both commercial, smallholder and subsistence, and to take informed decisions.

Benefits of the farmer register

While the farmer register is expected to contribute to improved planning; decision- and policy-making; and service delivery by the DAFF and the entire agricultural sector, the following specific benefits to the farmer are foreseen, to name but a few:

- Improved communication with farmers in specific areas – information about outbreaks of diseases, measures that can be taken, opportunities that exist, etc.
- Rapid assistance and handling of claims in cases of natural disasters and outbreaks of diseases
- Less uncertainty about agricultural statistics, which can be used in negotiations, to prove the importance of the sector, etc. The register will also be used for the collection of statistics directly from producers.
- Improved planning by input and service providers, which could prevent shortages, reduce prices, etc.
- Delivery of the right services to the right people, cooperation between different departments, etc.

Confidentiality

In terms of section 17 of the Statistics Act, 1999 (Act No. 6 of 1999), your completed questionnaire remains confidential to the DAFF and will not be disclosed to other parties or used for any other purpose.

For official use only

21-digit SG code of the farm

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

GPS coordinates of the farm (e.g. lat. -18.32456, lon. 29.1562):

Latitude Longitude

Where were these GPS coordinates taken?

Homestead	Farm office	Centre of farm	Other (specify)
-----------	-------------	----------------	-----------------

Section 1 – General information

1. Please mark with an X which one or more of the following you are

Owner of this farm	Owner of the farming operation/ venture	Principal farmer/farm operator (day-to-day decision-maker)
--------------------	--	---

2. Does this farm form part of a larger farming operation consisting of more than one farm?
(If yes, please fill in a separate questionnaire for each farm)
- | | |
|-----|----|
| Yes | No |
|-----|----|
3. Are you a member of a farmers' union or producers' organisation?
- | | |
|-----|----|
| Yes | No |
|-----|----|
4. If yes, which farmers' union?
- | | | | |
|---------|--------|------|--------------------------|
| Agri SA | TAU SA | NAFU | Other (specify)
..... |
|---------|--------|------|--------------------------|
5. Which producer organisation(s)?
- | | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|
6. Do you consider yourself to be a commercial, smallholder or subsistence farmer? (see definitions)
- | | | |
|------------|-------------|-------------|
| Commercial | Smallholder | Subsistence |
|------------|-------------|-------------|

Section 2 – Principal farmer/farm operator

Particulars of the principal farmer/farm operator (day-to-day decision-maker)

7. Surname
8. Name/Initials
9. Identity number
10. Nationality (e.g. South African, Australian)
12. Mobile phone number
13. Fax number
14. Email address (e.g. service@dggrf.co.za)
15. Residential address
- Postal code
16. Postal address
- Postal code
17. Farming experience (years)
18. Gender
19. Population group
20. Language

	Setswana	Sesotho	isiSwati	Tshivenda
	Xitsonga	isiXhosa	isiZulu	

21. Highest level of formal education obtained

None	Primary school (grades 1–7)	High school (grades 8–12)
College diploma/certificate	Technicon diploma/degree	University diploma/degree

22. Highest level of formal agricultural education obtained

None	High school (grades 8–12)	College diploma/certificate
Technicon diploma/degree	College diploma/certificate	University diploma/degree

23. Are you running the farm on a full-time or part-time basis?

Full-time	Part-time
-----------	-----------

24. Are you the owner of the farm or land reported on?
(If no, please fill in Section 3.1; if yes, skip Section 3.1)

Yes	No
-----	----

25. Are you the owner of the farming operation / business reported on?
(If no, please fill in Section 3.2 if you are not also the owner of the farm; if yes, skip Section 3.2)

Yes	No
-----	----

Section 3 – Ownership

3.1 Particulars of the owner of the farm / land (please ignore if you are also the principal farmer)

26. Surname, if natural person

27. Name/initials/name of business

28. Identity/Registration number

29. Nationality (e.g. South African, Australian)

30. Telephone number

31. Fax number

32. Email address (e.g. service@dggrf.co.za)

33. Residential/business address

Postal code

34. Postal address

Postal code

35. Gender, if natural person

Male Female

36. Population group, if natural person

Black Coloured Asian White

3.2 Particulars of the owner of the farming operation/business/venture reported on (please ignore if you are also the principal farmer and/or the owner of the land)

37. Surname, if natural person	<input type="text"/>				
38. Name/initials/name of business	<input type="text"/>				
39. Identity/Registration number	<input type="text"/>				
40. Nationality (e.g. South African, Australian)	<input type="text"/>				
41. Telephone number	<input type="text"/>				
42. Fax number	<input type="text"/>				
43. Email address (e.g. service@dggrf.co.za)	<input type="text"/>				
44. Residential/business address	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				
	Postal code <input type="text"/>				
45. Postal address	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				
	Postal code <input type="text"/>				
(If the owner of the farming operation is not a natural person, advance to Section 4)					
46. Farming experience (years)	<input type="text"/>				
47. Gender, if natural person	<table border="1"> <tr> <td>Male</td> <td>Female</td> </tr> </table>	Male	Female		
Male	Female				
48. Population group, if natural person	<table border="1"> <tr> <td>Black</td> <td>Coloured</td> <td>Asian</td> <td>White</td> </tr> </table>	Black	Coloured	Asian	White
Black	Coloured	Asian	White		

Section 4 – Farm and farming operation

4.1 Particulars of the farm reported on

49. Is this land privately owned?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No													
Yes	No															
50. Please indicate with an X the ownership of the farm, i.e.																
<table border="1"> <tr> <td>An individual</td> <td>A family</td> <td>A partnership</td> <td>A private company</td> <td>A public company</td> </tr> <tr> <td>A close corporation</td> <td>A cooperative society</td> <td>Government (government enterprise)</td> <td>A trust</td> <td>A community (communal land/project)</td> </tr> <tr> <td>A public corporation</td> <td colspan="4">Other (specify)</td> </tr> </table>	An individual	A family	A partnership	A private company	A public company	A close corporation	A cooperative society	Government (government enterprise)	A trust	A community (communal land/project)	A public corporation	Other (specify)				
An individual	A family	A partnership	A private company	A public company												
A close corporation	A cooperative society	Government (government enterprise)	A trust	A community (communal land/project)												
A public corporation	Other (specify)															
51. How was this farm or land acquired?	<table border="1"> <tr> <td>Tenure</td> <td>Restitution</td> <td>Redistribution</td> <td>Self-bought</td> </tr> <tr> <td>Hired</td> <td>Inherited</td> <td colspan="2">Other (specify)</td> </tr> </table>	Tenure	Restitution	Redistribution	Self-bought	Hired	Inherited	Other (specify)								
Tenure	Restitution	Redistribution	Self-bought													
Hired	Inherited	Other (specify)														

52. When was this farm or land acquired?
(If the exact date is not known, please only state the year)

--	--	--	--	--	--	--	--	--	--

53. Name of farm/area: Registered name

 Common name

54. Farm/erf/plot number, if any

--	--	--	--	--	--	--	--	--	--

55. Farm size/area of land farmed on (hectares)

55 a. Is the land shared, e.g. communal land or commonage

Yes	No
-----	----

56. Province in which the farm is situated

Eastern Cape	Free State	Gauteng
KwaZulu-Natal	Limpopo	Mpumalanga
Northern Cape	North West	Western Cape

57. District Municipality in which the farm is situated

58. Local municipality in or closest to which the farm is situated

59. Nearest town/village

4.2 Particulars of the farming operation (business)

60. Name of farming operation/business/entity

61. Business registration number, if any

--	--	--	--	--	--	--	--	--	--

62. Type of farming practised on this farm

Livestock	Horticulture	Field crops	Aquaculture	Other (specify)
Cattle	Vegetables	Grain	Fish	
Sheep	Fruit	Oilseeds	Plants	
Goats	Nuts	Cotton	Shelled fish	
Pigs		Sugar cane		
Horses				
Donkeys				
Other (specify)	Other (specify)	Other (specify)	Other (specify)	

63. Activities exercised on this farm

Production	Packaging
Processing (e.g. dried fruit, milling)	Livestock sales
Livestock products (milk, cheese, etc.)	Livestock slaughtering
Other (specify)	

64. Approximate number of hectares used for

	Dryland	Irrigated	Total
Field crops			
Vegetables			
Fruit			
Livestock			
Game			
Forestry			

65. Approximate annual turnover of farming operation

Less than R100 000	R100 000 to less than R200 000
R200 000 to less than R500 000	R500 000 to less than R3 million
R3 million to less than R5 million	R5 million or more

66. Number of farm workers employed during the past year/ March 2010 to February 2011

Permanent	Seasonal	Casual
-----------	----------	--------

67. Please indicate with an X the ownership of the farming operation, if not the same as that of the farm, i.e.

An individual	A family	A partnership	A private company	A public company
A close corporation	A cooperative society	Government (government enterprise)	A trust	A community (communal land/project)
A public corporation	Other (specify)			

4.3 Land reform/redistribution activities on the farm, involving workers/community members (commercial farm)

68. Does the farm/farming operation benefit from a land reform programme?
(If no, advance to Section 4.4 or 5, whichever is applicable)

Yes	No
-----	----

69. What programme?	Redistribution	Restitution	Tenure reform	Other (specify)
---------------------	----------------	-------------	---------------	-----------------

70. Name of project under land reform programme

71. Which agricultural finance programme did you acquire?

MAFISA	CASP	AgriBEE (e.g. equity programme)	Other (specify)
--------	------	---------------------------------	-----------------

72. Surname of the contact person of the project

73. Name/initials of the contact person

74. Telephone number

75. Mobile phone number

76. Fax number

77. Email address (e.g. service@dggrf.co.za)

78. Area allocated to farm workers/community members in terms of share equity arrangements (hectares)

79. Total number of beneficiaries of the project

80. Number of workers involved in the entity

Members	<input type="text"/>	Non-members	<input type="text"/>
---------	----------------------	-------------	----------------------

81. Please provide details of up to three members involved in the entity

Name/Initials	Surname	Role (e.g. manager)	Gender		Race				Age group		
			M	F	A	B	C	W	16-30	31-45	46 or older
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Gender: M = Male; F = Female
 Race: A = Asian; B = Black; C = Coloured; W = White

4.4 Particulars of land redistribution programmes that the farming operation is benefiting from (subsistence or smallholder farming)

82. Does the farm/farming operation benefit from a land reform programme? (If no, advance to Section 5)

Yes	No
-----	----

83. Which redistribution programme are you benefiting from?

SLAG	LRAD
Commonage (land transfer through municipality)	Other (specify)

84. Which agricultural finance programme did you acquire, if any?

MAFISA	CASP
AgriBEE (e.g. equity programme)	Other (specify)

85. Number of workers/family members involved in this farming operation

86. Please provide details of up to three members involved in the entity

Name/Initials	Surname	Role (e.g. manager)	Gender		Race				Age group		
			M	F	A	B	C	W	16-30	31-45	46 or older
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Gender: M = Male; F = Female
 Race: A = Asian; B = Black; C = Coloured; W = White

Section 5 – Production and marketing

5.1 General information

- This production sheet should be completed for your financial year ended on any date between 1 March 2010 and 28 February 2011.
- If exact figures are not available, please provide careful estimates.

5.2 Field crops and horticultural products: production and sales by this farming unit during the reporting period

Note

- 1 (Metric) ton = 1 000 kg. 1 (Metric) ton is approximately 11 bags of 90 kg or approximately 14 bags of 70 kg.
- If areas were planted with a crop or crops, but no yields were obtained, the reasons for the crop failure(s) should be given in the column "Quantity harvested" or "Total production/ crop" (e.g. drought and hail).
- Please include details of agricultural crops that were retained by you and your employees for, *inter alia*, seed, stock feed and human consumption that formed part of the quantity harvested (columns 3 and 4).
- The quantity of products and livestock sold, but for which payment has not yet been received, should be included.

Field crops produced during the various production seasons (harvest years) that ended not later than 28 February 2011 (e.g. the 2010 maize harvest)							
Product		Planted area (hectares)		Quantity harvested (tons)		Quantity retained for household consumption (tons)	Quantity sold, including exports (tons)
		1	2	3	4		
		Dry land	Irrigated	Dry land	Irrigated	5	6
Summer field crops							
87.	White maize (grain)						
88.	Yellow maize (grain)						
89.	Grain sorghum						
90.	Sunflower seed						
91.	Groundnuts						
92.	Soya beans						
93.	Dry beans						
94.	Other (specify)						
Winter field crops							
95.	Wheat						
96.	Malting barley						
97.	Canola						
98.	Other (specify)						
Fodder crops							
99.	Lucerne						

Field crops produced during the various production seasons (harvest years) that ended not later than 28 February 2011 (e.g. the 2010 maize harvest)							
Product		Planted area (hectares)		Quantity harvested (tons)		Quantity retained for household consumption (tons)	Quantity sold, including exports (tons)
		1	2	3	4		
		Dry land	Irrigated	Dry land	Irrigated		
100.	Maize for silage						
101.	Teff						
102.	Other (specify)						
<i>Other field crop products</i>							
103.	Sugar cane						
104.	Cotton						
105.	Tobacco						
106.	Other (specify)						
107.	Total sales of field crops (Question 87 to Question 106)						
Horticultural products produced during the reporting period							
Product		Planted area (hectares)		Quantity harvested (tons)		Quantity retained for household consumption (tons)	Quantity sold, including exports (tons)
		1	2	3	4		
		Dry land	Irrigated	Dry land	Irrigated		
<i>Vegetables</i>							
108.	Potatoes						
109.	Green mealies and sweetcorn						
110.	Tomatoes						
111.	Onions						
112.	Pumpkins						
113.	Carrots						
114.	Cabbage and red cabbage						
115.	Green beans						
116.	Amadumbe						
117.	Asparagus						
118.	Beetroot						

Horticultural products produced during the reporting period							
Product		Planted area (hectares)		Quantity harvested (tons)		Quantity retained for household consumption (tons)	Quantity sold, including exports (tons)
		1	2	3	4	5	6
		Dry land	Irrigated,	Dry land	Irrigated		
119.	Cauliflower						
120.	Cucumber						
121.	Gem squash						
122.	Green peas						
123.	Hubbard squashes						
124.	Lettuce						
125.	Mushrooms						
126.	Sweet potatoes						
127.	Other (specify)						
<i>Citrus fruit</i>							
128.	Oranges						
129.	Naartjes						
130.	Lemons						
131.	Grapefruit						
132.	Soft citrus						
133.	Other (specify)						
<i>Subtropical fruit</i>							
134.	Pineapples						
135.	Bananas						
136.	Avocados						
137.	Mangos						
138.	Litchis						
139.	Granadillas						
140.	Guavas						
141.	Papaya						
142.	Other (specify)						
<i>Deciduous fruit and viticulture</i>							
143.	Apples						

Horticultural products produced during the reporting period							
Product		Planted area (hectares)		Quantity harvested (tons)		Quantity retained for household consumption (tons)	Quantity sold, including exports (tons)
		1	2	3	4		
		Dry land	Irrigated	Dry land	Irrigated		
144.	Pears						
145.	Peaches						
146.	Table-grapes						
147.	Wine-grapes						
148.	Apricots						
149.	Plums						
150.	Nectarines						
151.	Other (specify)						
Nuts							
152.	Macadamia nuts						
153.	Pecan nuts						
154.	Other (specify)						
Other horticultural products							
155.	Tea						
156.	Rooibos tea						
157.	Cultivated flowers						
158.	Wild flowers						
159.	Other (specify)						
160.	Total sales of horticultural products (Question 108 to 159)						

5.3 Marketing of horticultural products during the reporting period

161. Approximately what percentage of total production of the following products was						
Product	Sold directly to consumers (farm stalls, etc.)	Sold on fresh produce markets	Sold directly to retailers (chain stores, etc.)	Processed or sold to processors	Retained for household consumption	Exported
	Percentage					
Potatoes						

161. Approximately what percentage of total production of the following products was						
Product	Sold directly to consumers (farm stalls, etc.)	Sold on fresh produce markets	Sold directly to retailers (chain stores, etc.)	Processed or sold to processors	Retained for household consumption	Exported
	Percentage					
Green mealies and sweetcorn						
Tomatoes						
Onions						
Pumpkins						
Carrots						
Cabbage and red cabbage						
Green beans						
Oranges						
Pineapples						
Bananas						
Apples						
Pears						
Peaches						
Table-grapes						
Other (specify)						

5.4 Marketing of animals, animal products and other products during the reporting period

Product		Number on farm/operation as at 28 February 2011	Number sold to abattoirs	Number sold elsewhere	Number retained for own use/consumption
<i>Animals</i>					
162.	Dairy cattle				
163.	Beef cattle				
164.	Sheep				
165.	Angora goats				
166.	Boer goats				
167.	Other goats				
168.	Pigs				
169.	Horses				

Product		Number on farm/ operation as at 28 February 2011	Number sold to abattoirs	Number sold elsewhere	Number retained for own use/ consumption
170.	Donkeys				
171.	Chickens				
172.	Ostriches				
173.	Other poultry				
174.	Game				
175.	Other (specify)				
Product				Number/quantity sold during the reporting period	Number/quantity retained for own use/consumption
<i>Animal products</i>					
176.	Milk and cream (litres)				
177.	Wool (kg)				
178.	Mohair (kg)				
179.	Hides and skins (kg)				
180.	Other animal products (specify) (litres/kg)				
<i>Poultry and ostrich products</i>					
181.	Chicken eggs (dozen)				
182.	Ostrich skins (number)				
183.	Ostrich feathers (kg)				
184.	Other (specify) (number/dozen/kg)				
<i>Other products</i>					
185.	Honey (kg)				
186.	Aquaculture (i.e. fish or other aquatic animals or plants) (kg)				
187.	Forestry products (including firewood) (kg)				
188.	Other (Specify) number/dozen/kg				

Section 6 – Comments and arrangements

6.1 Comments

6.2 Person who should be contacted if any queries arise regarding the completed questionnaire

Name		Title	
Postal address		Physical address	
	Postal code		Postal code
Telephone			
Mobile phone			
Fax			
Email address			

6.3 Preferred communication in future (indicate with an X)

Telephone	
Mobile phone	
Fax	
Email	

— Thank you for your participation —

Please forward the questionnaire to:

Directorate: Statistics and Economic Analysis
Private Bag X246
PRETORIA
0001
Fax 012 319 8031

Enumerator/field worker

Surname and initials

Reference number

Telephone/mobile phone

Date

Help available

If you have problems completing this questionnaire, please contact one of the following officials:

Ms Ellen Matsei	Tel. 012 319 8454
Mr Bafana Kungoane	Tel. 012 319 8042
Ms Kim Manana	Tel. 012 319 8040
Mr Talukanyane Ramonedi	Tel. 012 319 8062
Mr Japie Krüger	Tel. 012 319 8041
Fax	012 319 8031
E-mail address:	FarmerRegister@daff.gov.za
Postal address	Department of Agriculture Directorate Statistics and Economic Analysis Private Bag X246 PRETORIA 0001

High-Level Audit of Administrative Datasets

About the LMIP

The Labour Market Intelligence Partnership (LMIP) is a collaboration between the Department of Higher Education and Training, and a Human Sciences Research Council-led national research consortium. It aims to provide research to support the development of a credible institutional mechanism for skills planning in South Africa. For further information and resources on skills planning and the South African post-school sector and labour market, visit <http://www.lmip.org.za>.

Administrative datasets are valuable resources for skills planning. The Labour Market Intelligence Partnership programme (LMIP) conducted an audit of potential datasets in 27 national government departments and entities, to investigate their relevance and assess options for linking into a skills planning mechanism.

There are datasets that are relevant and immediately usable. Others are highly relevant but require some preparation; while yet others contain relevant variables but are currently undergoing validation and cleaning before they can be utilised. Finally, some datasets are at an early stage of evolution and will require further development. This audit thus identifies the strongest datasets to be linked into an evolving Labour Market Information System, contributing to the development of a more powerful data environment to support skills planning.