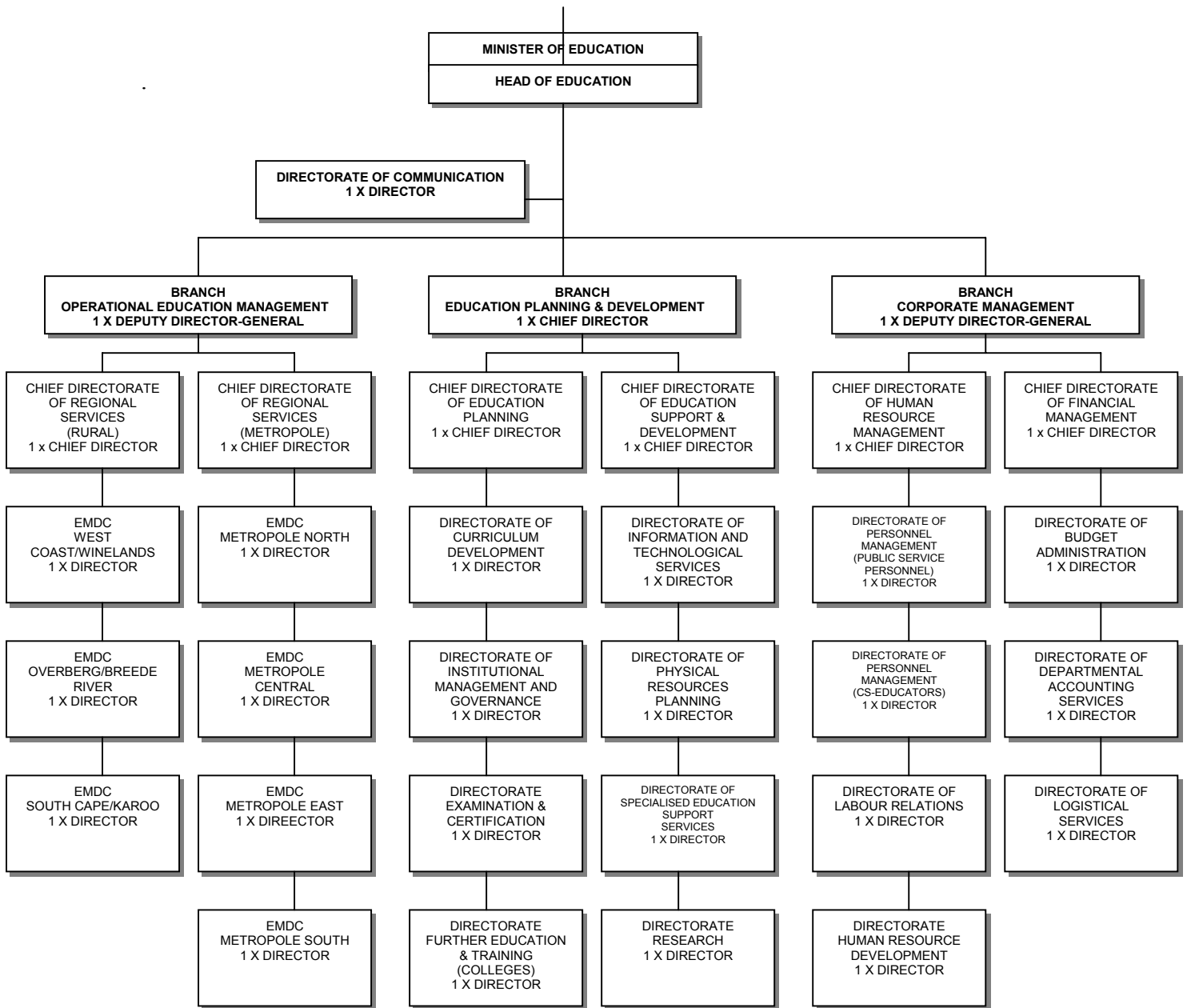


DEPARTMENT OF EDUCATION
WESTERN CAPE PROVINCIAL ADMINISTRATION

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1. STRUCTURE OF DEPARTMENT SECTION 14(1)(a)



2. FUNCTIONS OF THE DEPARTMENT

- Ensuring effectiveness, efficiency and economy in the education delivery system
- Ensuring effectiveness, efficiency and economy in the education planning and development system
- Ensuring effectiveness, efficiency and economy in the education corporate support system

- Providing and promoting communication services to the media and the Department

OPERATIONAL EDUCATION MANAGEMENT BRANCH

- Ensuring quality in education delivery in rural regions
- Ensuring quality in education delivery in the Metropole
- Rendering internal logistic services to staff of the Branch

CHIEF DIRECTORATE OF REGIONAL SERVICES (RURAL)

- Managing and developing education in the area of:
 - the Education Management and Development Centre (EMDC) West Coast/Winelands
 - the EMDC Overberg/Breede River
 - the EMDC South Cape/Karoo

CHIEF DIRECTORATE OF REGIONAL SERVICES (METROPOLE)

- Managing and developing education in the area of:
 - the EMDC Metropole Central
 - the EMDC Metropole East
 - the EMDC Metropole North
 - the EMDC Metropole South

EDUCATION PLANNING AND DEVELOPMENT BRANCH

- Ensuring quality in education through strategic, visionary planning
- Ensuring quality in education support and systemic development
- Rendering internal logistical services to staff of the Branch Education Planning Development

CHIEF DIRECTORATE OF EDUCATION PLANNING

- Managing the planning and co-ordination of effective curriculum development
- Managing the planning, co-ordination and evaluation of effective institutional management and governance in respect of public ordinary schools
- Managing the planning, co-ordination and evaluation of learning programmes, institutional management and governance in respect of Further Education and Training (FET) Colleges
- Managing the planning and administration of examinations and certification

CHIEF DIRECTORATE OF EDUCATION SUPPORT AND DEVELOPMENT

- Planning, managing and co-ordinating education information and technological services
- Planning and co-ordinating the management of buildings, sites, capital projects and learner transport schemes
- Planning, managing and co-ordinating specialised educational support services
- Planning, managing and co-ordinating education research

DIRECTORATE OF CURRICULUM DEVELOPMENT

- Planning, developing and managing curricula and curriculum policy within a generic, systemic, transversal framework
- Planning, developing and managing specialist curricula and curriculum policy in a learning area, learning field and learning phase context

DIRECTORATE OF INSTITUTIONAL MANAGEMENT AND GOVERNANCE

- Managing the planning, co-ordination and evaluation of institutional management and governance in respect of Early Childhood Development (ECD) institutions
- Managing the planning, co-ordination and evaluation of institutional management and governance in respect of Public Ordinary Schools
- Managing the planning, co-ordination and evaluation of institutional management and governance in respect of Adult Basic Education and Training (ABET) institutions

DIRECTORATE OF FURTHER EDUCATION AND TRAINING (COLLEGES)

- Managing the planning, development and co-ordination of occupational, youth and adult programmes
- Planning, developing and managing FET policy and evaluate FET Colleges

DIRECTORATE OF EXAMINATIONS AND CERTIFICATION

- Managing school examinations
- Arranging examinations

DIRECTORATE OF INFORMATION AND TECHNOLOGY SERVICES

- Administering the education library and information service
- Rendering an audio-visual and printed media material service
- Rendering an educational technology service
- Rendering a language service

DIRECTORATE OF PHYSICAL RESOURCES PLANNING

- Managing the maintenance, hiring and letting of buildings and sites including office accommodation
- Ensuring effective, efficient and economic management of all capital projects
- Rendering an administrative support for buildings, sites and capital projects management and managing learner transport schemes

DIRECTORATE OF SPECIALISED EDUCATION SUPPORT SERVICE

- Rendering psychological services
- Rendering school social work services
- Rendering therapeutic services
- Rendering health promotion and medical services
- Managing the planning, co-ordination and evaluation of the institution
- Managing and governing schools concerned with Education for Learners with Special Education Needs (ELSEN)

DIRECTORATE OF RESEARCH

- Planning, managing and co-ordinating macro, transversal, systemic, integrated -
 - research;
 - policy development, and
 - planning, including strategic planning
- Contextualising and provincialising broad national education policy
- Developing and managing education information systems and providing management information

CORPORATE MANAGEMENT BRANCH

- Rendering a human resource management service
- Rendering a financial management service

CHIEF DIRECTORATE OF HUMAN RESOURCE MANAGEMENT

- Rendering a personnel management service to public service personnel
- Rendering a personnel management service to college and school (CS) Educators
- Managing the human resource development process in the Department
- Promoting healthy labour relations

CHIEF DIRECTORATE OF FINANCIAL MANAGEMENT

- Ensuring cost-effective utilisation of funds by planning, evaluating and monitoring spending patterns
- Performing the duties and responsibilities of departmental accounting services
- Managing provisioning administration and logistic services to Head Office components

DIRECTORATE OF PERSONNEL MANAGEMENT (PUBLIC SERVICE PERSONNEL)

- Developing, formulating, interpreting and monitoring the implementation of department-specific personnel policy
- Administering effective personnel provisioning
- Administering service benefits and the performance management system

DIRECTORATE OF PERSONNEL MANAGEMENT (CS EDUCATORS)

- Developing, formulating, interpreting and monitoring the implementation of department-specific policy
- Administering effective personnel provisioning and performance management
- Administering housing and general service benefits
- Administering termination of staff and leave benefits

DIRECTORATE OF HUMAN RESOURCE DEVELOPMENT

- Interpreting, formulating and co-ordinating policy in respect of human resource development and related matters
- Managing the implementation of human resource development strategy

DIRECTORATE OF LABOUR RELATIONS

- Developing labour relations policy and procedures
- Researching and managing the collective bargaining process
- Handling all labour relations matters regarding misconduct
- Handling all labour relations matters regarding grievances
- Rendering an administrative support service

DIRECTORATE OF BUDGET ADMINISTRATION

- Making fair allocations to institutions and verifying effective utilisation of these funds
- Making fair allocations to programmes and verifying effective utilisation of these funds

DIRECTORATE OF DEPARTMENTAL ACCOUNTING SERVICES

- Controlling salary-related matters
- Ensuring healthy accountancy practices
- Promoting effective and efficient internal control

DIRECTORATE OF PROVISIONING ADMINISTRATION AND LOGISTIC SERVICES

- Managing provisioning administration services
- Managing logistic services to Head Office components
- Managing institution and student administration

**3. CONTACT DETAILS OF DEPUTY INFORMATION OFFICER
SECTION 14(1)(b)**

Mr R.B. Swartz
Grand Central Building/Private Bag X9114
CAPE TOWN
Tel.: (021) 467-2535
Fax: (021) 467-2363
E-mail: rbswartz@pawc.wcape.gov.za

**4. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON
HOW TO USE THE ACT
SECTION 14(1)(c)**

The guide on how to use the Promotion of Access to Information Act, 2000, will be available from the South African Human Rights Commission by no later than August 2003. Queries can be made at:

South African Human Rights Commission
PAIA Unit
The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Tel.: (011) 484-8300
Fax: (011) 484-1360
Website: www.sahra.org.za
E-mail: PAIA@sahra.org.za

**5. RECORDS
SECTION 14(1)(d)**

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS

- Legislation and Regulations
- Organisation and Control
- Financial Management
- Computer Services
- Security Services
- Personnel Administration: Public Service Personnel
- Personnel Administration: CS Educators
- Physical facilities
- Provisioning Administration
- Office Auxiliary Services
- Advertisements, publicity, information, publications and newspaper reports
- Councils, committees, conferences, congresses and other meetings and commissions
- Institutional Administration
- Examinations
- Career-directed Education
- Labour Relations

5.2 RECORDS AUTOMATICALLY AVAILABLE SECTION 14(1)(e)

No formal notice has been published regarding the categories of records within the Department that are automatically available to the public without a person having to request access in terms of the procedures provided for in the Promotion of Access to Information Act. Herewith a list of such records:

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
<p>(a) LOGIS annual statements and reports</p> <p>(b) Remittance register</p> <p>(c) Files (excluding confidential and personal information)</p> <p>(d) Employment Equity Plan</p> <p>(e) Training records</p> <p>(f) Financial records of expenditure</p> <p>(g) Tender documents and quotations</p> <p>(h) Sourcelink documents - advertisements</p>	<p>These records are available for inspection at the Sub-directorate of Provisioning Administration, Grand Central Towers, Lower Parliament Street, Cape Town – between 08:00 and 15:45.</p> <p>These records are available for inspection at the Sub-directorate of Auxiliary Services, Grand Central Towers, Lower Parliament Street, Cape Town – between 08:00 and 15:45.</p> <p>These records are available for inspection at the Directorate of Human Resource Development, Grand Central Towers, Lower Parliament Street, Cape Town - between 08:00 and 15:45</p>
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
<p>(a) Inspection reports (could be requested by institution that has been inspected)</p> <p>(b) Schedules of amounts that have been deducted from individual’s salaries and paid</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Directorate of Accountancy Services, Grand Central Towers, Lower</p>

<p>over to outside organisations (only the organisations concerned may request it)</p>	<p>Parliament Street, Private Bag X9114, Cape Town.</p>
<p>(c) Resolutions and collection arrangements (d) Arbitration awards</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Directorate of Labour Relations, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.</p>
<p>(e) Old examination papers (f) Duplicate certificates (g) Symbol statements (h) Senior Certificate: Part-time candidates</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Directorate of Examinations, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.</p>
<p>(i) Tender documents (j) Tender bulletins</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Sub-directorate of Provisioning Administration, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.</p>
<p>(k) Syllabuses (l) Information regarding boarding and transport bursaries (m) Manuals on school matters</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Sub-directorate of Institution Administration, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.</p>
<p>(n) Workplace skills plan (o) Equity plan</p>	<p>Copies of these records may be obtained on payment of the prescribed</p>

<p>(p) Course material</p>	<p>fee from the Directorate of Human Resource Development, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.</p>
<p>(q) Annual reports (WCED) (r) Child abuse policy and protocol (s) Summary of child abuse</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Directorate of Communication, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.</p>
<p>(t) Guidelines for Early Childhood Development policy</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Sub-directorate of Non-School Community Education, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.</p>
<p>(u) Vacancy lists (v) Establishments/Organograms of WCED educational institutions and offices</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Directorate of Personnel Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.</p>
<p>(w) Edumedia catalogues (x) Edulis catalogues (y) Educational video material</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Directorate of Media Services, Grand Central Towers, Lower Parliament Street, Private Bag X9114,</p>

<p>(z) Home schooling information</p> <p>(aa) Assessment policy</p> <p>(bb) Curriculum 2005: Policy</p> <p>(cc) List of prescribed books</p> <p>(dd) Strategic plan</p>	<p>Cape Town.</p> <p>Copies of these records may be obtained on payment of the prescribed fee from the Directorate of Curriculum Development, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.</p> <p>Copies of these records may be obtained on payment of the prescribed fee from the Directorate of Further Education and Training, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.</p>
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DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)

<p>(a) Particulars of auditors of schools</p> <p>(b) Statistics with regard to the number of schools established in terms of section 21 of the South African Schools Act, 1996 (Act 84 of 1996)</p> <p>(c) Examination results (first publication only)</p> <p>(d) Senior Certificate: Full-time candidates (original copy only)</p> <p>(e) Examination directives</p> <p>(f) Disposal certificate (VA 27 and 28) of used,</p>	<p>Copies of these records are available free of charge fee from the Sub-directorate of School-based Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.</p> <p>Copies of these records are available free of charge from the Directorate of Examinations, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.</p> <p>Copies of these records are available</p>
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<p>obsolete, redundant and unserviceable items</p> <p>(g) Comparative schedule of tenders received</p> <p>(h) Approved suppliers list of learner support material</p> <p>(i) Provisioning recording certificates (VA 12) of offices, schools, clinics, centres and Head Office</p> <p>(j) Reports of losses with regard to burglaries, fires and vandalism at institutions</p> <p>(k) Proof of payment to suppliers</p> <p>(l) Departmental forms</p> <p>(m) Statistics with regard to the number of photocopies made and faxes sent</p> <p>(n) Registration documents as supplier of learner support material</p> <p>(o) Expenses of learner support material</p>	<p>free of charge from the Sub-directorate of Provisioning Administration, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.</p>
<p>(p) Payment data regarding municipal services with regard to schools established in terms of section 21 of the South African Schools Act, 1996 (Act 84 of 1996)</p> <p>(q) List of education circulars</p> <p>(r) Education circulars</p> <p>(s) Tenders: Learner Transport Schemes</p> <p>(t) List of WCED telephone numbers</p>	<p>Copies of these records are available free of charge from the Sub-directorate of Auxiliary Services, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.</p>
<p>(u) Information on schools for learners with special educational needs</p> <p>(v) Specialised learner and educator support (including school clinics): contact numbers</p> <p>(w) Gender equity pamphlets</p>	<p>Copies of these records are available free of charge from the Directorate of Special Educational Services, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.</p> <p>Copies of these records are available free of charge from the Directorate of</p>

<ul style="list-style-type: none"> (x) Gender equity posters (y) Diversity posters (z) Anti-violence posters (aa) Quality assurance administrative calendar (bb) Planning calendar 2002 (cc) Quality assurance – green paper (dd) Administrative calendar (ee) Human resource development newsletter (ff) Employment equity advocacy material 	<p>Human Resource Development, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.</p>
<ul style="list-style-type: none"> (gg) Manual: Maintenance of buildings and sites (hh) Scheduled maintenance (ii) Capital works 	<p>Copies of these records are available free of charge from the Directorate of Physical Resource Planning, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.</p>
<ul style="list-style-type: none"> (jj) Adult Basic Education and Training policy and procedures 	<p>Copies of these records are available free of charge from the Sub-directorate of Non-school Community Education, Grand Central Bag X9114, Cape Town.</p>
<ul style="list-style-type: none"> (kk) Appointment of employees (educators and public servants) (ll) Retirement of employees (mm) Conditions of service and benefits of employees (nn) Resolutions of bargaining councils (oo) Promotion requirements 	<p>Copies of these records are available free of charge from the Directorate of Personnel Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.</p>
<ul style="list-style-type: none"> (pp) Senior Certificate requirements (qq) General education and training certificate information 	<p>Copies of these records are available free of charge from the Directorate of Curriculum Development, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.</p>

<p>(rr) Further Education and Training certificate information</p>	<p>Copies of these records are available free of charge from the Directorate of Curriculum Development, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.</p>
<p>(ss) Full-time equivalent Further Education and Training figures</p> <p>(tt) Focus on Further Education and Training colleges</p> <p>(uu) List of Further Education and Training colleges and contact details</p>	<p>Copies of these records are available free of charge from the Directorate of Further Education and Training, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.</p>

5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- Provision is made on the afore-mentioned form for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- The form also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc.) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the

running of the Department or for practical reasons access cannot be given in the required form or medium.

- A request fee is payable should the requester for instance need copies of the requested record. In certain instances, a requester may also be requested to pay a deposit. A requester may lodge an internal appeal against the payment of these fees. The fee payable with regard to an internal appeal is R50,00. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO PUBLIC
SECTION 14(1)(f)

None

7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS

SECTION 14(1)(g)

In most instances legislation prescribes the procedures for making matters known and for public participation

- Notification in the media, such as the Provincial Gazette, provincial newspapers and local/community newspapers
- Workshops with concerned and affected groups
- Notification on the Department's website
- Manuals and guideline documents (sometimes).

8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT

SECTION 14(1)(h)

Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.