GENERAL NOTICE

NOTICE 248 OF 2010

DEPARTMENT OF BASIC EDUCATION

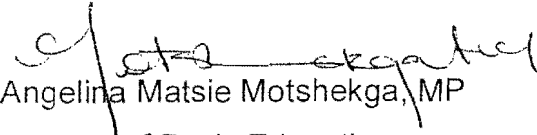**Call for comment on standard SC009 – Standard for Data Coding, 2010**

I, Angelina Matsie Motshekga, Minister of Basic Education, after consulting with the Council of Education Ministers, hereby publish the standard in the Schedule for comment.

All interested persons and organisations are invited to comment on the standard in writing and to direct their comments to:

The Director-General, Private Bag X895, Pretoria, 0001, for attention: Ms H Herbst, tel. 012 312 5093, email herbst.h@doe.gov.za, fax 086 513 4240.

Kindly provide the name, address, telephone and fax number and email address of the person or organisation submitting the comments.

The comments should reach the Department within 30 days from publication of the standard for comment.

Angelina Matsie Motshekga, MP
Minister of Basic Education

Date: 17 February 2010

DEPARTMENT OF EDUCATION

SC009: STANDARD FOR DATA CODING

I, Angelina Matsie "Angie" Motshekga, Minister of Basic Education, after consultation with the Council of Education Ministers and in terms of section 3(4)(a) of the National Education Policy Act, 1996 (Act No. 27 of 1996), as read with section 59 of the South African Schools Act, 1996 (Act No. 84 of 1996) amend the Education Information Policy as read with paragraph 62 of the Education Information Policy published in Government Gazette No. 26710 of 27 August 2004, hereby publish the standard SC009: Standard for data coding, as set out in the Schedule.

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MATSIE ANGELINA MOTSHEKGA, MP
MINISTER OF BASIC EDUCATION

SC009, Standard for Data Coding

SCHEDULE

SOUTH AFRICAN EDUCATION INFORMATION STANDARDS

SC009

Standard for Data Coding

December 2009

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Education Management Information Systems (EMIS)
Department of Basic Education
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SC009, Standard for Data Coding

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SC009, Standard for Data Coding

1. Purpose of the standard

The purpose of this Standard is to specify the rules for the development of data codes to be used in the design of data capture tools and instruments for the capturing and consolidation of education data sets. Standard data code lists allow data values from different education data sets to be mapped into a common set of values, in order to ensure consistency of data exchange and reporting across systems. The use of standardised data codes and standard data tables improves the quality and the interoperability of data by increasing data compatibility between data sets and systems.

2. Scope and applicability of this Standard

This Standard applies to the development of data codes, so as to be used to enumerate list values in the design of any data capture instrument, whether paper-based or electronic, for an education data set. The Standard also specifies the key tables to be used in education survey data sets. The appendix is published quarterly and includes a list of the approved data codes that are used to enumerate the list values used in education data sets.

3. Standard for data coding

3.1. Standard for defining data codes

Data codes are used for enumerating the values of classifications that are used in education data sets. Data codes are used extensively in the EMIS surveys and in all electronic education systems. The following rules must be applied when defining new data code lists:

a) The sequence of codes must be irrelevant.
b) The codes must not be overloaded with meaning and the only intelligence that may be embedded in a code is error detection and possibly error correction.
c) Codes may never be reused and cannot be changed.
d) Codes must be hidden from the user in all electronic systems. The user must only be presented with the descriptions of the codes from which to select an option.
e) Where codes need to be used on hard-copy survey forms to save space, all codes must be fully enumerated on all the survey forms.
f) New and temporary codes may only be released by the Education Information Officer of the national Department of Basic Education.

3.2. Standard for the capturing of data codes

The following rules apply to the capturing of data codes into electronic systems:

a) Each data field that requires a coded answer must be restricted to the authorised code values only.
b) The electronic data capture tool must not allow code values outside of the required range to be captured.
c) Yes and no (true/false) data fields must be encoded and must not use 0 as a default answer for either 'Yes' or 'No' (true/false).