

Data collection instruments

To be used during the evidence gathering phase

1. Mandate, structure and automation

1.1 Statistics offices (EMIS) mandated to collect data on education sub-sectors

(a)		(b)	(c)
Education sub-sector		Which body or institution has the authority to collect data from schools or training institutions running the sub-sector in column (a)?	If applicable, please specify name(s) of other institution(s) collecting the same data as the main mandated institution in column (b)?
Pre-Primary Education			
Primary Education			
Secondary Education			
Higher Education			
Tertiary Education			
Technical and Vocation Education & Training			
Non Formal Education (including Adult Education)			
Other (please specify)			

1.2 Hierarchical position of your education statistics office within the Ministry

	Which body does the education statistics office respond directly to?							
	Permanent secretary (MoE)	Planning directorate/ Commission	Sub division of planning directorate/ Commission	Central education statistics office	Education directorate / Commission	Regional education directorate	School supervision unit	Others (please specify)
At central level	☐	☐	☐	☐				
At prov, reg level	☐	☐	☐	☐	☐	☐	☐	
At district level	☐	☐	☐	☐	☐	☐	☐	

1.3 Organisation of work (information flow to be contextualised)

Sub-Sector								
	DCI Review	DCI Distribut	DCI Collect	Data entry / Computation	Data analysis	Reporting	Dissemination	
National								
Provincial								
District								
<Function>								
School								
CSO								

2. Staff profile, Software and Equipment used in the statistical information system

2.1 Academic qualifications

	Number of staff members				
	Total	With 12 years of formal schooling	With Diploma(s)	With Degree(s)	With Masters
At central level	□□□□	□□□□	□□□□	□□□□	□□□□
At prov./dist./reg level	□□□□	□□□□	□□□□	□□□□	□□□□

2.2 Skills competency

At central level only	Staff category	Number skilled in the following core EMIS areas:						Total number of staff	
		Questionnaire Design & Programming	Data Verification & Entry ¹	Statistical Data Analysis ²	Planning & Costing	Systems Analysis ³	Database Management		Network Administration
	Data analyst								
	Demographer								
	Programmer								
	Systems analyst								
	IT person								
	Encoder								
	Data entry clerk								
	Statistician								
Planner									
Other (please specify)									
1. Data verification: checking for any errors between questionnaire data and data captured during entry into the system. 2. Statistical data analysis: analysing the computer generated reports (including tables, summary sheets etc.) 3. Systems analysis: looking at the system in its entirety – including needs identification, analysis of information requirements, and system specifications.									

(The skills distribution in core EMIS areas should be equal to the total number of staff. Therefore, if a staff member is competent in more than one area, only count his/her skill that is most effectively used in the education statistics office)

2.3 Staff category and years of experience of staff involved in the production of statistics

	Staff category	Number of staff members whose work experience in the education statistics office is:				Total number of staff
		< 2 years	2-5 years	5-10 years	> 10-15 years	
At central level only	Data analyst	_____	_____	_____	_____	_____
	Demographer	_____	_____	_____	_____	_____
	Programmer	_____	_____	_____	_____	_____
	Systems analyst	_____	_____	_____	_____	_____
	IT person	_____	_____	_____	_____	_____
	Encoder	_____	_____	_____	_____	_____
	Data entry clerk	_____	_____	_____	_____	_____
	Statistician	_____	_____	_____	_____	_____
	Planner	_____	_____	_____	_____	_____
	Other (please specify)	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____

2.4 Adequacy of EMIS staff

	Yes	No
Does the Ministry have enough staff members that are involved in education statistics (EMIS)?	☐	☐

(Staff shortage by category): If No, indicate the number (and area) of shortage in the table below:

	Staff category		Total
At central level only	Data analyst		_____
	Demographer		_____
	Programmer		_____
	Systems analyst		_____
	IT person		_____
	Encoder		_____
	Data entry clerk		_____
	Statistician		_____
	Planner		_____
	Other (please specify)		_____
	_____		_____

2.5 Knowledge and skills of statistics staff members

	Which software or application do you use for: (Please specify the name of the <u>main</u> software or application used)?	How many staff member have the <u>skills to use it</u> ?	If this is not a standard commercial software, is the application <u>designed by an in-house staff member</u> ?		If the answer is NO to the previous question, does your statistics section have a staff member with capabilities to develop and /or <u>maintain</u> this application?	
			Yes	No	Yes	No

Data capture		_ _ _	☐	☐	☐	☐
Data processing		_ _ _	☐	☐	☐	☐
Data quality control		_ _ _	☐	☐	☐	☐
Data tabulation or summary		_ _ _	☐	☐	☐	☐
Data query design		_ _ _	☐	☐	☐	☐
Yearbook/abstract generation or editing		_ _ _	☐	☐	☐	☐
Data graphing		_ _ _	☐	☐	☐	☐
Data analysis		_ _ _	☐	☐	☐	☐
Data geo-mapping		_ _ _	☐	☐	☐	☐
Data consultation		_ _ _	☐	☐	☐	☐
Report writing		_ _ _	☐	☐	☐	☐
Database Management		_ _ _	☐	☐	☐	☐
Other (please specify)		_ _ _	☐	☐	☐	☐
Comments:						

2.6 Computer equipment used for data entry and processing of school census

<i>Please provide an estimate, in each case</i>	Total number of computers used for the school census only	If you have a computer network (Local Area Network or Wide Area Network) please fill-in the appropriate boxes below:	
		Number of server(s)	Number of workstations
At central level	_ _ _	_ _ _	_ _ _
At provincial, regional, district level	_ _ _	_ _ _	_ _ _

	Yes	No
Is the existing equipment adequate and relevant to the need?	☐	☐
If No, how many more does the Ministry require?	Server(s) _ _ _	Workstations _ _ _
What other equipment does the Ministry require to ensure adequacy?		

3. Information services, publication, dissemination and use of statistical outputs

3.1 Main publication produced by your education statistics office in the last 5 years

Secondary	☐	☐	☐	☐	☐	☐	☐
Higher Education	☐	☐	☐	☐	☐	☐	☐
Tertiary	☐	☐	☐	☐	☐	☐	☐
TVET	☐	☐	☐	☐	☐	☐	☐
Non-Formal Education	☐	☐	☐	☐	☐	☐	☐
Comments:							

5.2 Master list or school and missing data

	Yes	No
Does the Ministry have a current and accurate list of all Public education institutions?	☐	☐
Does the Ministry have a current and accurate list of all Private education institutions?	☐	☐
Are copies of these lists placed in the provinces and districts?	☐	☐
	Public education institutions list	Private education institutions list
In which year were these lists last updated?	I _ _ _ _ I (YYYY)	I _ _ _ _ I (YYYY)
If the census response rate from schools and institutions is less than 100%, does the Ministry calculate the missing data for planning or financial purposes? Yes ☐ No ☐		
If Yes, which statistics does the Ministry publish?	Actual Data ☐	Modified 100% Data ☐
Comments:		