

JUNE 2025

eCares TRAINING FOR SILVER/GOLD REGISTRATION

PROVINCIAL AND DISTRICT EDUCATION OFFICIALS REGISTRATION APPLICATION APPROVER ROLE



INTRODUCTION TO ECARES

The primary goal of the eCares system is to transition the Department of Basic Education's (DBE) administration of Early Childhood Development (ECD) service delivery from paper-based to digital, enhancing the effectiveness and efficiency of business processes. It will provide robust data collection and reporting capabilities, enabling the DBE to monitor programme progress and make informed decisions based on real-time information.

This system will enhance the DBE's ability to deliver high-quality and responsive administrative, regulatory, and funding services to Early Learning Programmes (ELPs) and the children they serve, ultimately contributing to improved effectiveness, transparency, and accountability in the administration of ECD services.

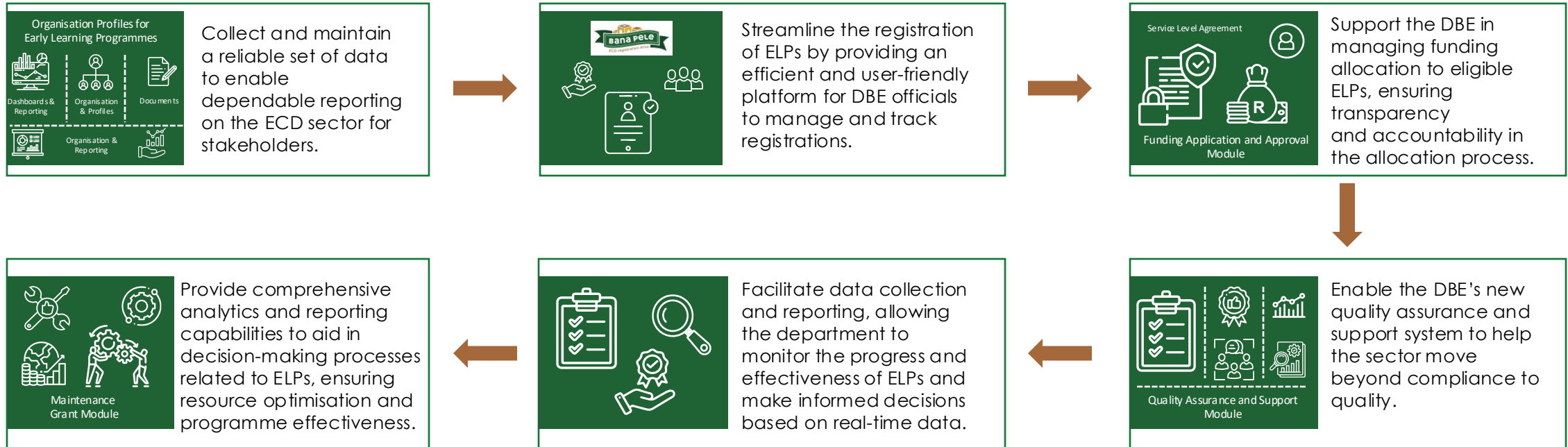


The system is intended to be released in a modular fashion over six releases.



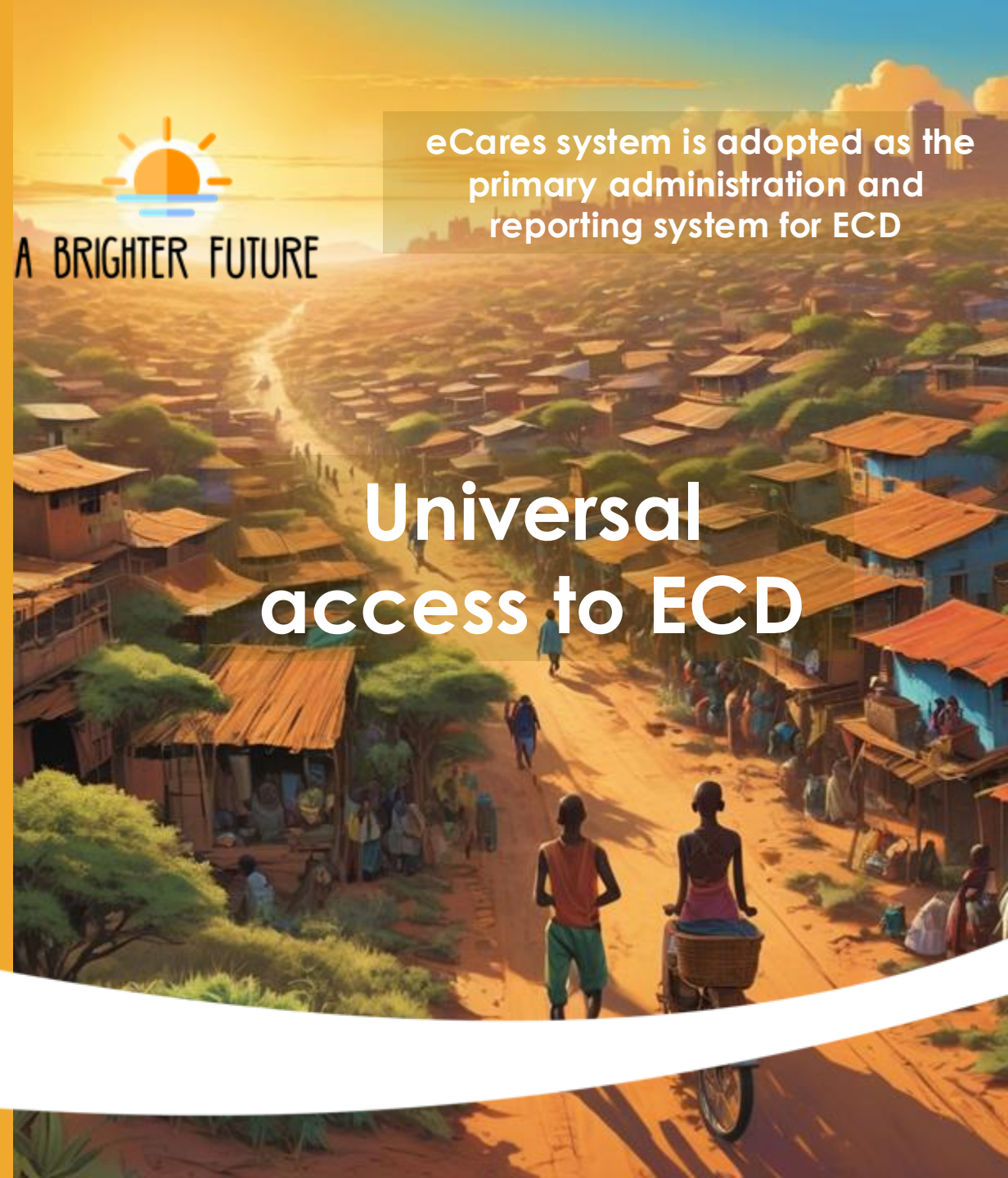
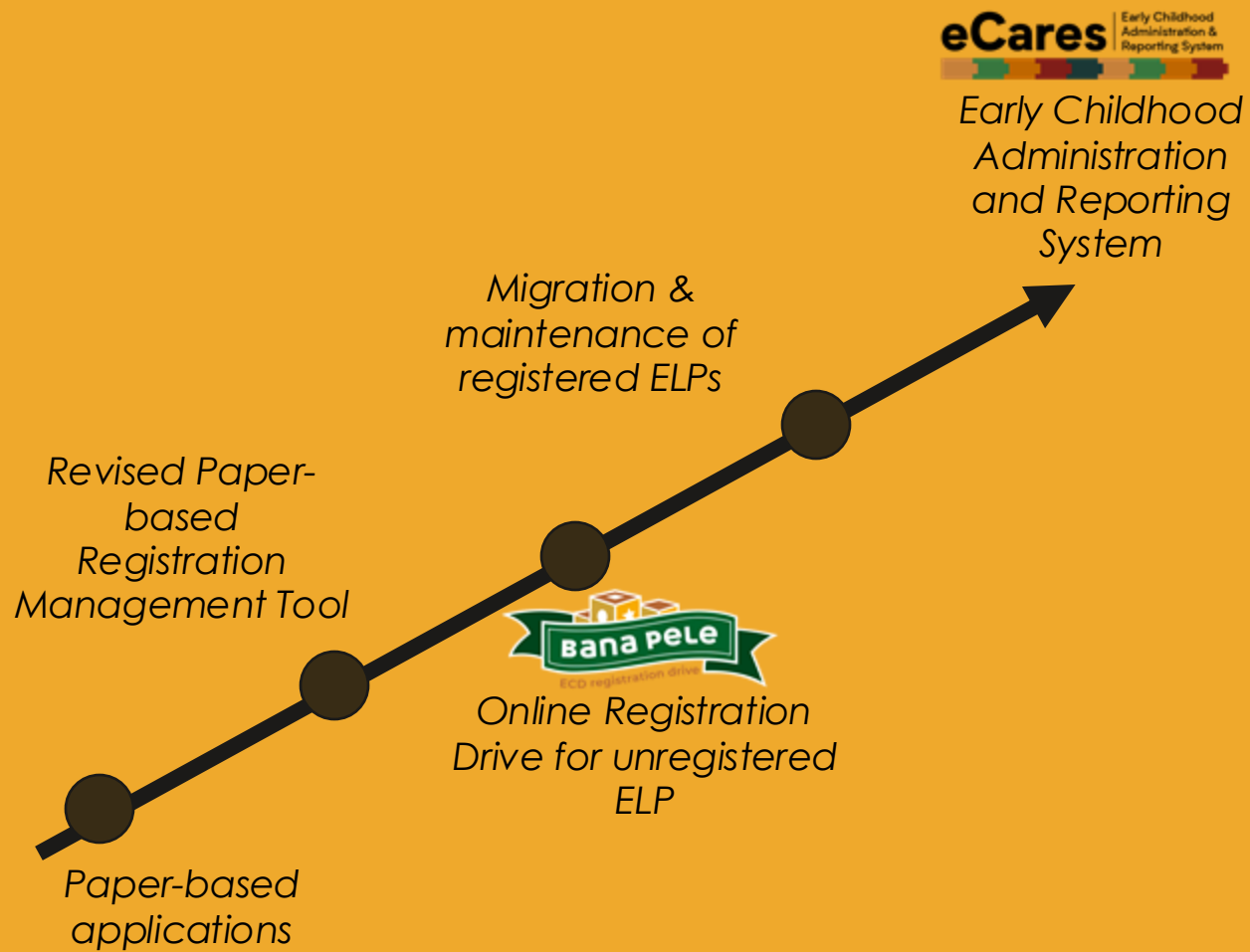
INTRODUCTION TO ECARES

In this section, we remind you of the new streamlined ECD registration process and the long-term vision for eCares.



eCARES DEVELOPMENT JOURNEY





A BRIGHTER FUTURE

eCares system is adopted as the primary administration and reporting system for ECD

Universal
access to ECD

eCares VISION: ENHANCING THE MANAGEMENT OF ELPS

eCares aims to **transition the administration and management** of Early Learning Programmes (ELPs) **from a paper-based to a digital platform**, improving the effectiveness and efficiency of ECD service delivery processes. The **long-term plan** for eCares is to facilitate:



ECD **registration** and quality assessment



Managing **funding** processes, including budget calculations and allocations



Managing **child profiles** to ensure accurate grant distribution to ELPs



Managing **staff profiles** to aid in evaluating staffing needs

eCares provides digital tools for **ELP site visits and assessments** to streamline these processes, significantly reducing the time compared to manual methods. Comprehensive **reporting and dashboards** offer detailed insights into ECD activities across provinces.

eCARES DEVELOPMENT JOURNEY

R0

Release 0: Bronze Registration

launched the Bana Pele registration drive, digitising the first step in the new registration process. The eCares portal streamlines the Bronze application process, allowing online submission, review and approval.

R1

Release 1: Registered ECD Profiles provides ECD programme, staff and child profiles of all registered ECDs, including migrated data from RMT and PEDs.

R2

Release 2: Silver/Gold (S/G) Registration facilitates completing the registration process for Bronze registered ECDs, resulting in Silver or Gold registration levels.



eCARES DEVELOPMENT JOURNEY

RELEASE 0

Key ECD registration features:

- User registration
- Application submission
- Document uploads
- Health and safety self-assessments
- Application reviews and approvals
- Certificate generation
- WhatsApp bot for communication
- Comprehensive reporting
- Compliance features e.g. upload NCPR certificate

RELEASE 1

This phase introduces functionalities for displaying and editing **ECD data profiles** for all registered ECDs in each Province, creating and updating **annual child enrolment registers**, and managing **child and staff profiles**. The module also features reporting, dashboards and duplicate checks.

RELEASE 2

This includes **document submission, site assessments** against the registration framework for silver/gold, **review and approval**. Upon approval of their upgraded status, the database of registered ECDs will be updated to reflect these changes, ensuring that all information in the ECD profile is current and accurate. An offline site inspection tool will also be introduced for use by social workers when they visit ECDs.



RECAP: RELEASE 1 FUNCTIONALITY OVERVIEW

In Release 1, the system expands to include the **management of data profiles for registered ELPs**. This module introduces functionalities for:

- 1 Displaying and editing programme data
- 2 Creating and updating annual enrolment registers
- 3 Managing child and staff profiles

The module also features reporting and dashboards, duplicate checks. Data integrations with DSDs Child Protection Register will facilitate complete NCPR checks (Development pending approvals and agreements with relevant departments.)

RELEASE 1

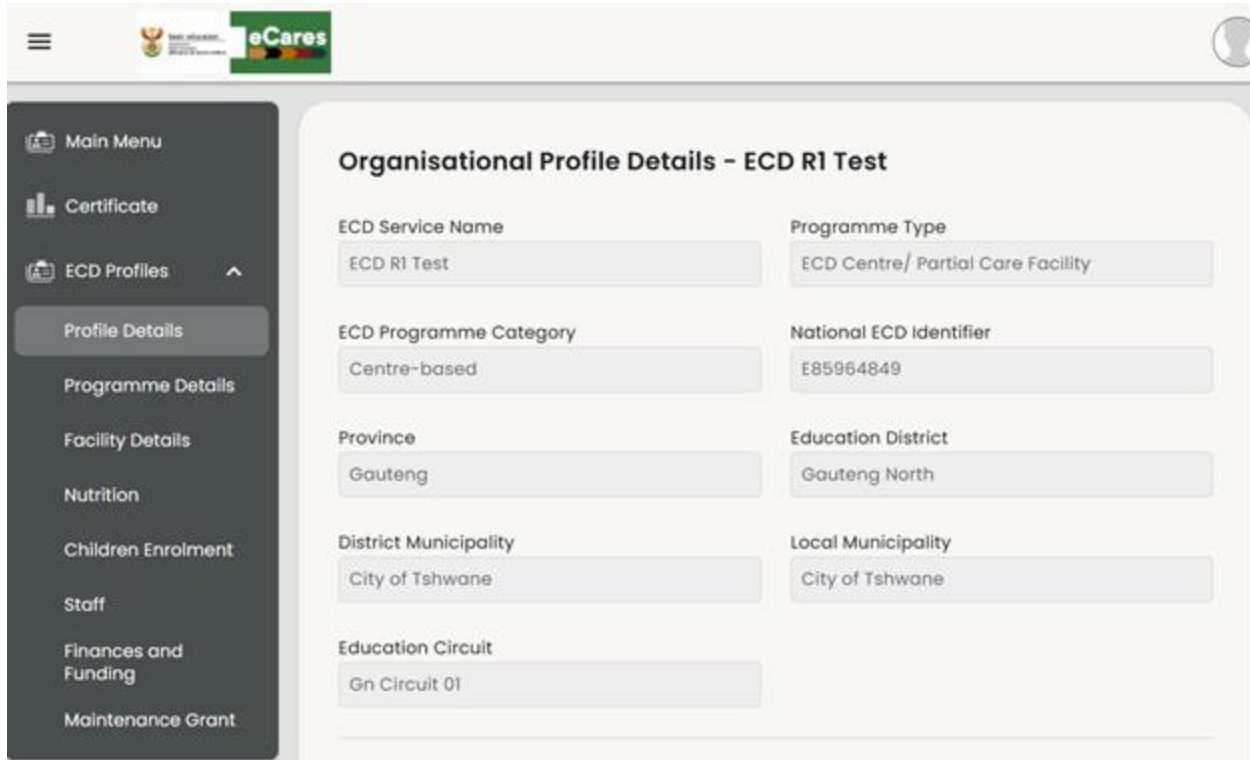
KEY FEATURES

This interface allows users to interact with the **master database of registered ELPs for their region (Province/Education District)**:

- Viewing, searching, filtering, and editing **ECD programme information**
- Adding **children** to ECD programmes and completing **staff profiles**
- **Annual child enrolment updates** by ECD applicants
- **Generation of reports** to support DBE users with planning and reporting

RECAP: RELEASE 1 ECD ELP, STAFF AND CHILD PROFILE DATA

Release 1 functionality allows users to have a comprehensive view of registered ELPs, staff and child profiles.



The screenshot displays the 'Organisational Profile Details - ECD R1 Test' form within the eCares system. The left sidebar contains a menu with options: Main Menu, Certificate, ECD Profiles (expanded), Profile Details (selected), Programme Details, Facility Details, Nutrition, Children Enrolment, Staff, Finances and Funding, and Maintenance Grant. The main content area shows the following details:

Field	Value
ECD Service Name	ECD R1 Test
Programme Type	ECD Centre/ Partial Care Facility
ECD Programme Category	Centre-based
National ECD Identifier	E85964849
Province	Gauteng
Education District	Gauteng North
District Municipality	City of Tshwane
Local Municipality	City of Tshwane
Education Circuit	Gn Circuit 01

➤ Newly registered **Bronze ELPs** will be on the list and have their profiles managed

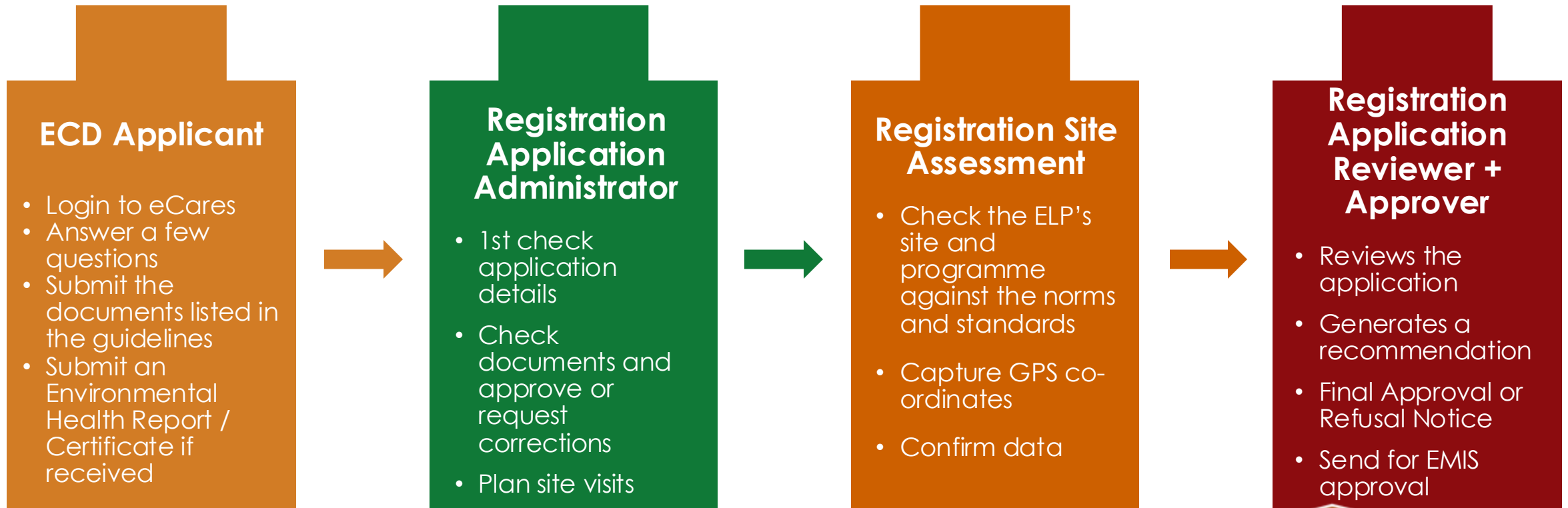
➤ Previously registered **Silver and Gold ELPs** migrated from RMT and other sources will be on the list

➤ **Migrated child-level data** will be accessible under child enrolment



APPLICANTS HAVE RECEIVED BRONZE REGISTRATION – WHAT HAPPENS NEXT?

RELEASE 2: SILVER/GOLD REGISTRATIONS



USER ROLES AND RESPONSIBILITIES FOR S/G REGISTRATION

ECD APPLICANT (WEB USER)

- Submit Silver/Gold registration application
- Receive/view improvement record per ECD failed standards
- Apply for renewal of registration before expiry date is met

REGISTRATION APPLICATION SUPPORT

- Assist with supporting applicants to upload documents and complete SG application

REGISTRATION APPLICATION ADMINISTRATOR

- Assist applicants in uploading documents
- Upload and review EHP document if received
- Review, approve, decline, or comment on submitted documents

REGISTRATION SITE ASSESSMENT (eCARES JOURNEYAPPS)

- View ECD programmes for site visitation
- Conduct site assessment even offline
- Review and update ECD profile details on the mobile app: GPS, address, programme type
- View framework outcome auto assessment – details of failed points for improvements

USER ROLES AND RESPONSIBILITIES FOR S/G REGISTRATION

REGISTRATION APPLICATION REVIEWER

- Review applicant submission and SW Site Assessment report
- Generate SW Report (final recommendation) and conditions of registration
- *Future Release: Renewals and recommend cancellation of an existing ECD registration with reasons*

REGISTRATION APPLICATION APPROVER

- Review application and Social Worker report
- Add comments and return for review
- Approve application at certain level or approve enforcement notice
- Generate Certificate of Approved Level (add associated expiry dates) after EMIS approval
- *Future Release: Approve a cancellation recommendation and notify ECD Programme*

EMIS REVIEWER AND APPROVER

- EMIS Review and EMIS Number Allocation



REGISTRATION APPLICATION APPROVERS



LOGIN AND ROLE SELECTION

The Main Menu page provides access to various user roles and system functionalities. It serves as a central hub where users can navigate to different sections based on their assigned roles. Each role has specific permissions that determine the level of access and actions they can perform within the system.

Users must select their role to access specific functionalities. To begin SG Registration, click **OPEN** next to the **SG Application Approvers** (1) role.

Silver/Gold Application

Roles	
	Role Name ↑
OPEN	SG Application Administrators
OPEN	SG Application Approvers
OPEN	SG Application Reviewers
OPEN	SG Application Support



VIEW OR EDIT EXISTING APPLICATION

All completed and reviewed SG submissions that are ready for approval will be displayed once the user has logged in and clicked on **SG APPLICATION APPROVERS ROLE**.

An ECD can easily be found by typing all or part of the name, or ECD Identifier Number into the search field (1).

Note: The user can view all ECD applications in their geographic area.

Once the desired ECD is located on the list, click on **REVIEW** (2) to begin reviewing the application, documents and EHP Report (if applicable) in the approval process.

SG Application Approvers

[VIEW DETAILS](#)

Applications

1

+

2

	ECD Name	Category Classification	National ECD Identifier Number	Date Created	Status	Education District	Suburb	Document Status	EHP Submitted	EHP Status ↑	Readiness Assessment	Site Visit	Approved by
REVIEW	R2 UAT_LP9	Centre-based	E27397836	2025-05-01 18:23:15	SG Approval In Progress	Johannesburg South	Orange Farm Ext 6	Approved	Complete	Approved	H&S Support	Completed	Cate Carrol
REVIEW	R2 UAT_GP16	Centre-based	E10479102	2025-04-21 11:16:11	Declined	Johannesburg South	Thembalihle	Approved	Complete	Approved	H&S Support	Completed	Available for Approval
REVIEW	SP - Silver W/C - CB	Centre-based	E80710147	2025-05-01 14:59:25	SG Approval In Progress	Johannesburg South	Johannesburg	Incomplete	Complete	Approved	No RRA Data	Completed	Sharief Patel
REVIEW	R2 UAT_GP1	Centre-based	E20122263	2025-04-17 13:21:35	SG Approval In Progress	Johannesburg South	Ennerdale Ext 2	Approved	Complete	Approved	No RRA Data	Completed	Taryn Le Roux

MORE DETAILS

Click **VIEW DETAILS** (1) for more information on the application, such as:

- Name and surname
- Municipality
- Ward
- ID Number
- Applicant contact number
- Registration status

SG Application Approvers

[VIEW DETAILS](#)

Applications



	ECD Name	Category Classification	National ECD Identifier Number	Date Created	Status	Education District	Suburb ↑	Document Status	EHP Submitted	EHP Status	Readiness Assessment	Site Visit	Reviewed by
REVIEW	Charity 003	Non-centre based	E65678990	2025-04-16 19:57:13	SG Review Pending	Johannesburg South	City of Johannesburg	Approved	N/A	N/A	No RRA Data	Awaiting Site Visit	Available for Review
REVIEW	Charity 012	Centre-based	E62927170	2025-05-06 14:29:32	SG Review Pending	Johannesburg South	City of Johannesburg	Approved	Complete	Approved	No RRA Data	Awaiting Site Visit	Available for Review

Reports : SG Application Approvers

[← BACK](#)

Applications - View or Edit An Existing Application



ECD Name	Name And Surname	Education District	Municipality	Ward	Latest Updated	ID Number	Applicant Contact Number	National ECD Identifier Number ↓	Date Created	Status	Registration Status
KGOTSO DAY CARE & PRE-SCHOOL		Ekurhuleni South	Ekurhuleni	108	2021-12-01 02:00:00	None	27700000000	E10004993	2021-12-01 02:00:00	SG Approved	Fully registered
VERITAS COLLEGE PRE PREPATORY		Gauteng East	Ekurhuleni	74	2021-12-01 02:00:00	None	27700000000	E10004726	2021-12-01 02:00:00	SG Approved	Fully registered
ENTABENI NURSERY AND PRE SCHOOL		Eden and Central Karoo	Knysna Local Municipality		2021-12-01 02:00:00			E10002755	2021-12-01 02:00:00	SG Incomplete	Conditionally registered
TESTING 123	Omphile Dube	King Williams Town	Amahlathi	4	2025-04-16 06:00:14	120384000	27826202761	E10001967	2025-02-25 10:33:17	SG Application Submitted	Conditionally registered
ITSHOSHENG BAKONE		LebowaKgomo	Lepelle-Nkumpi	24	2021-12-01 02:00:00	None	27700000000	E10001796	2021-12-01 02:00:00	SG Incomplete	Conditionally registered
DIMPHO DAY CARE CENTRE		Tshwane North	City of Tshwane	49	2021-12-01 02:00:00	None	27700000000	E10001515	2021-12-01 02:00:00	SG Approved	Conditionally registered
BAOBAB MONTESSORI PTY (LTD)	Lennie De Villiers	Johannesburg East	City of Johannesburg	103	2025-06-04 09:18:35	None	27700000000	E10001485	2021-12-01 02:00:00	SG Approved	Fully registered
PROMINENT KIDS DAY CARE	Sharief Patel	Tshwane South	City of Tshwane	18	2025-04-29 16:06:45			E10000568	2021-12-01 02:00:00	SG Approved	Fully registered
TUMELO CRECHE		Thabo Mofutsanyana	Maluti a Phofung	22	2025-05-20 09:41:50	None	27700000000	E10000320	2021-12-01 02:00:00	SG Incomplete	Conditionally registered
KWAMDLEZANA		Eden and Central Karoo	Bitou Local Municipality	5	2021-12-01 02:00:00	None	27700000000	E10000145	2021-12-01 02:00:00	SG Incomplete	Conditionally registered



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APPROVER REVIEW

On this screen, the approver can review the applicant submission, **SOCIAL WORKER REPORT**, and **SITE VISIT OUTCOME** with **ADMIN NOTES** (1).

The approver will view the outcome (2) recommended by the reviewer who reviewed the application and submitted documents and then generated the social worker report.

(3) The recommended restrictions are outlined, as recommended by the site assessor and agreed to by the reviewer.

Final Approval : Zone Test X5 (Centre-based)

1

[VIEW SOCIAL WORKER REPORT](#)

[VIEW SITE VISIT OUTCOME](#)

[VIEW ADMIN NOTES](#)

2

Final Recommended Outcome

Silver

3

Restrictions

Please complete any restrictions that should be applied to this ECD Programme

Select from the list below and complete

A. Total number of children permitted on the premises

Maximum number of children

15

B. Hours of operation

Opening Time

09:00

Closing Time

16:00

C. Age groups permitted

0 - 18 months

YES

18 - 36 months

YES

3 - 4 years

YES

4 - 5 years

YES

5 - 6 years

NO

General Comments

APPROVER REVIEW

(1) The first restriction: the maximum number of children permitted on the premises as per the EHP report and site assessment. This number will be reflected on the certificate.

(2) These are the recommended restrictions for the operating hours.

Note: If the operating hours are incorrectly recorded as restrictions, the ECD may be found non-compliant (e.g., starting earlier than the stated hours could be seen as a violation of their certificate).

Final Approval : Zone Test X5 (Centre-based)

[VIEW SOCIAL WORKER REPORT](#)[VIEW SITE VISIT OUTCOME](#)[VIEW ADMIN NOTES](#)

Final Recommended Outcome

Silver

Restrictions

Please complete any restrictions that should be applied to this ECD Programme

Select from the list below and complete

1

A. Total number of children permitted on the premises

Maximum number of children

15

2

B. Hours of operation

Opening Time

09:00

Closing Time

16:00

C. Age groups permitted

0 - 18 months

YES

18 - 36 months

YES

3 - 4 years

YES

4 - 5 years

YES

5 - 6 years

NO

General Comments

APPROVER REVIEW

(1) This section shows which age groups the ECD programme is allowed to serve. If an age group (e.g., 5–6 years) is marked NO, the programme may not include children in that group. This restriction must be enforced and is included in the certificate.

(2) These are the general comments that come through from the site assessment.

Final Approval : Zone Test X5 (Centre-based)

[VIEW SOCIAL WORKER REPORT](#)[VIEW SITE VISIT OUTCOME](#)[VIEW ADMIN NOTES](#)

Final Recommended Outcome

Silver

Restrictions

Please complete any restrictions that should be applied to this ECD Programme

Select from the list below and complete

A. Total number of children permitted on the premises

Maximum number of children

15

B. Hours of operation

Opening Time

09:00

Closing Time

16:00

1

C. Age groups permitted

0 - 18 months

YES

18 - 36 months

YES

3 - 4 years

YES

4 - 5 years

YES

5 - 6 years

NO

2

General Comments

APPROVER REVIEW – EXAMPLE OF SILVER

In this example the approver can scroll down to see the conditions associated with this specific application (1).

These conditions are imposed because of a failed standard during the assessment. This section shows which standards have been failed, in which section of the assessment, the question number, and the answer provided by the social worker that completed the site assessment.

These are the reasons why the outcome is silver and not gold.

E83836377 : CIPC Test (Centre-based)

[VIEW SOCIAL WORKER REPORT](#)

[VIEW SITE VISIT OUTCOME](#)

[VIEW ADMIN NOTES](#)

[← BACK](#)

Final Recommended Outcome

Silver

Restrictions

Please complete any restrictions that should be applied to this ECD Programme

Select from the list below and complete

Scroll down to see the conditions

1

Conditions

No. ↑	Section	Standard	Answer	Condition
40	Fire Safety G	1(g) There must be an approved fire control equipment which is serviced and up to date.	No	fire extinguisher has expired and they don't have bucket of sand
64	Refuse Pit	7(a) Where possible, refuse must be disposed of according to municipality regulations. (c) Waste must be kept out of reach of children.	Yes, with conditions	The pit is not barricaded
66	No Smoking	1(g) Smoking must not be allowed at the site.	Yes, with conditions	There is no smoking sign



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Bana Pele

ECD registration drive

APPROVER REVIEW

The approver can:

- **ADD ADMIN NOTES** (1)
- Return the application for review with comments to the reviewer (2), or
- Submit **APPROVE RECOMMENDATION** at a certain level with conditions of registration (3)

Final Approval : Cate SG Test – Silver – CB (Centre-based)

VIEW SOCIAL WORKER REPORTVIEW SITE VISIT OUTCOMEVIEW ADMIN NOTES

Final Recommended Outcome

Silver

Restrictions

Please complete any restrictions that should be applied to this ECD Programme

Select from the list below and complete

A. Total number of children permitted on the premises

Maximum number of children
150

B. Hours of operation

Opening TimeClosing Time

General Comments

no restrictions applied-SW capacity 100

Conditions

No. ↑	Section	Standard	Answer	Comments
40	Fire Safety Gold	1(g)There must be an approved fire control equipment which is serviced and up to date.	No	Service fire extinguisher

<1>

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Expiry Period

Compliance/Closure Expiry Period:

4 Years

1

2

3

← BACK

ADD ADMIN NOTES

SEND TO REVIEWER

APPROVE RECOMMENDATION

VIEW SOCIAL WORKERS REPORT

1

E10550356 : Cate SG Test – Silver – CB (Centre-based)

VIEW SOCIAL WORKER REPORT

Final Recommended Outcome

Silver

Restrictions

Click **VIEW SOCIAL WORKERS REPORT** (1) to generate the report. The report (2) contains the necessary areas; i.e.

- Completeness of application, EHP Outcome and Compliance from SW Site Visit
- Final recommended outcome
- Final Recommended capacity from the EHP report (or SW where not available)
- Expiry period recommended

2

Social Workers Report

Name of ECD Programme:	Cate SG Test – Silver – CB
Province:	Gauteng
Education District:	Johannesburg South
District Municipality:	City of Johannesburg
Local Municipality:	City of Johannesburg
Ward:	3
Completeness of Application:	
The applicant has submitted the following required documentation:	
☒ Business Plan	☐ Constitution (if applicable)
☒ Emergency Plan	☒ EHP Report
Outcome of Environmental Health Assessment:	
The facility has been assessed by an Environmental Health practitioner who issued a	
With a recommended capacity of:	EHP Certificate
	50
Compliance with Norms and Standards	
An assessment was completed on	
	2025-06-04
with an assessment outcome of:	
	Silver
Social Worker recommended number of children:	
	150
Recommended Application Outcome	
Silver	
Recommended Capacity:	
50	
The Recommended Expiry/Compliance Period is:	
Expiry/Compliance Period:	
3 Years	
Compiled By:	
Cate Carrol	
Designation:	
Reviewer	
Date Compiled:	
2025-06-06	

SITE ASSESSMENT OUTCOME

Final Approval : Louisa Test 1 (Centre-based)

VIEW SOCIAL WORKER

1

VIEW SITE VISIT OUTCOME

VIEW ADMIN NOTES

Assessment Outcome

Failed Silver and Minimum Standard

Recommendations

Please complete any recommendations that should be applied to this ECD Programme

Click **VIEW SITE VISIT OUTCOME** (1).

The site visit outcome report contains an overview of results and comments to the registration framework survey. Required actions and notes can be seen as recorded at the time of inspection.

2

ECD Programme Outcome

An assessment was completed on

Assessment Date
2025-05-28

Assessment Outcome

Failed Silver and Minimum Standard

At the time of inspection, the premises were found to be :

B. Not comply with basic minimum standards but present no risk of serious harm

Assessment Outcome

Survey Questions

No. ↑	Section	Question	Answer	Condition
8	Policy Cleaning	Written policies cover cleaning routines and standards.	No	comment
9	Policy Confidentiality	Written policies cover confidentiality of health-related information.	No	comment
10	Records Medical	There are records of children's medical conditions, allergies, immunisation programme and Vitamin A schedule.	No	comment
11	Records Incidents	There are records of health incidents and accidents that occur at the ECD programme.	No	comment
13	Emergency Plan	There is an emergency plan displayed, with evacuation procedures and a list of emergency numbers.	No	comment
14	Records Attendance And Admission	Check for these documents on file:\nAttendance register\nChild admission form	Yes, with conditions	conditions
18	Menu Good Nutrition	Meals and snacks provided by the programme reflect good nutritional standards.	No	no
19	Staff Qualification S	The Supervisor or lead practitioner has either basic training in ECD or one year of experience of working with children.	No	no
28	Ventilation	There are doors and windows that can be opened and closed to provide ventilation (fresh air). Staff and children can see to read and play inside.	No	none
66	No Smoking	No smoking is allowed at the site.	Yes, with conditions	b

↓

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Required Actions

All fixed

ADMIN NOTES

Click **VIEW ADMIN NOTES** (1).

If any admin notes have been captured during the assessment, they are viewed here for the approver. These include notes captured by the administrator and reviewer.

These are typically process notes, or notes on conditions that need improvement – so these can be checked at the next site visit.

Final Approval : Louisa Test 1 (Centre-based)

[VIEW SOCIAL WORKER REPORT](#) [VIEW SITE VISIT](#) **1** [VIEW ADMIN NOTES](#)

Assessment Outcome

Failed Silver and Minimum Standard

Recommendations

Please complete any recommendations that should be applied to this ECD Programme

2 **Review Admin Notes** [← BACK](#)

Admin Notes [+](#)

Description	Logged By User	Latest Added ↓
No entries found		



APPROVER DECISION

Once reviewed all documents, the approver can:

- **ADD ADMIN NOTES** (1)
- Return the application for review with comments to the reviewer (2), or
- Submit **APPROVE RECOMMENDATION** at a certain level with conditions of registration (3)

Final Approval : Cate SG Test – Silver – CB (Centre-based)

VIEW SOCIAL WORKER REPORTVIEW SITE VISIT OUTCOMEVIEW ADMIN NOTES

Final Recommended Outcome

Silver

Restrictions

Please complete any restrictions that should be applied to this ECD Programme

Select from the list below and complete

A. Total number of children permitted on the premises

Maximum number of children
150

B. Hours of operation

Opening timeClosing time

General Comments

no restrictions applied-SW capacity 100

Conditions

No. ↑	Section	Standard	Answer	Comments
40	Fire Safety Gold	1(g)There must be an approved fire control equipment which is serviced and up to date.	No	Service fire extinguisher

<1>

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Expiry Period

Compliance/Closure Expiry Period:

4 Years

1

2

3

← BACK

ADD ADMIN NOTES

SEND TO REVIEWER

APPROVE RECOMMENDATION

APPROVAL

Once approved – the application is submitted to the EMIS Reviewer (1) to allow for allocation of an EMIS number before a certificate can be generated (except in Western Cape).

SG Application Approvers

1

The application has been successfully submitted to the EMIS Reviewer.

Applications

Search
R2 UAT_FS

	ECD Name	Category Classification	National ECD Identifier Number	Date Created	Status	Education District	Suburb	Document Status	EHP Submitted	EHP Status ↑	Readiness Assessment	Site Visit	Approved by
REVIEW	R2 UAT_FS4	Centre-based	E10116492	2025-05-04 09:15:14	SG Approval In Progress	Johannesburg South	Orange Farm Ext 6	Approved	Complete	Approved	No RRA Data	Completed	Taryn Le Roux



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THANK YOU.

