

JUNE 2025

eCares TRAINING FOR SILVER/GOLD REGISTRATION

PROVINCIAL AND DISTRICT EDUCATION OFFICIALS EMIS REVIEWER AND APPROVER ROLES



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.

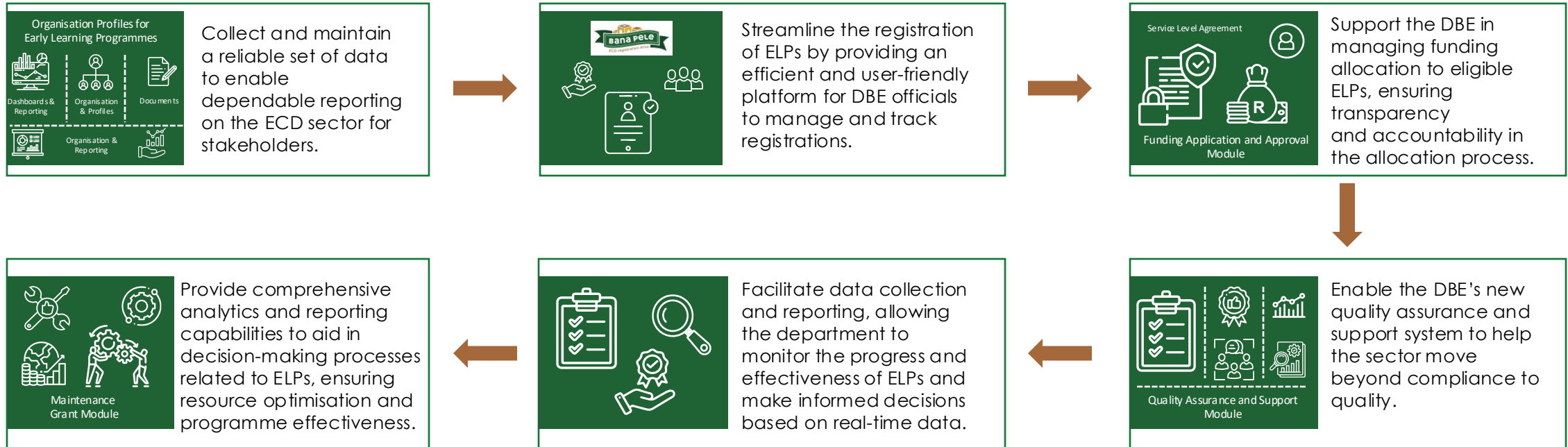


The system is intended to be released in a modular fashion over six releases.



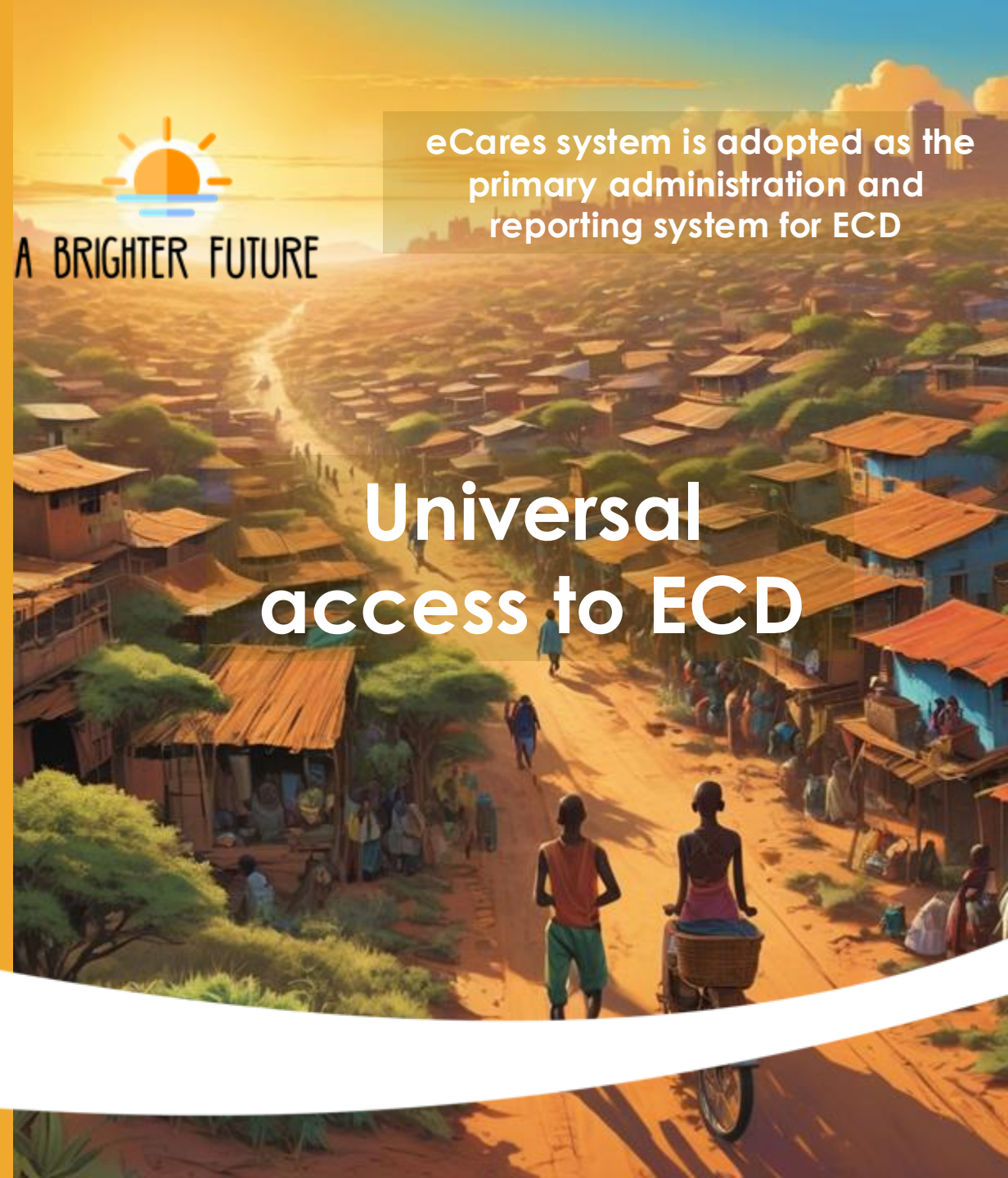
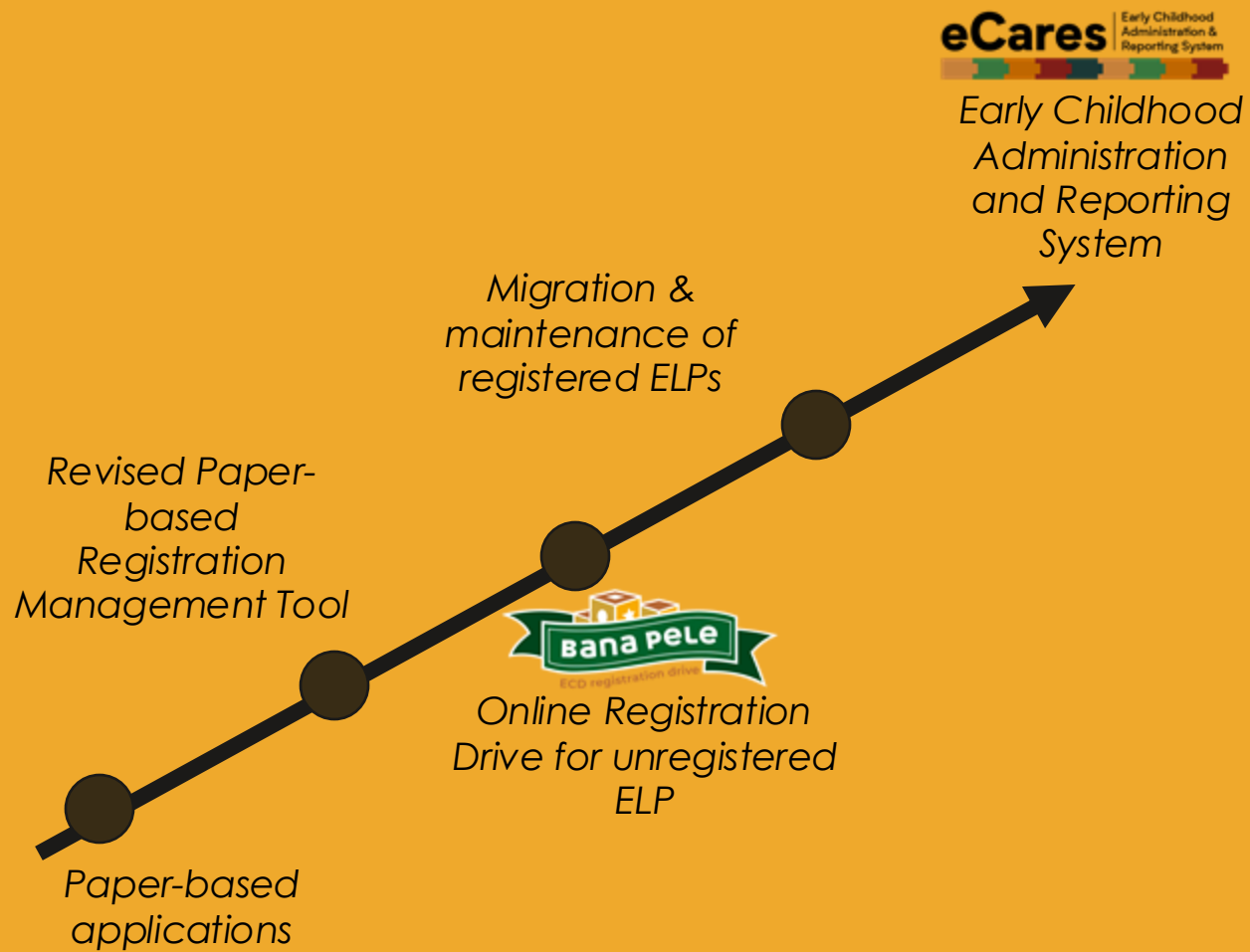
INTRODUCTION TO ECARES

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

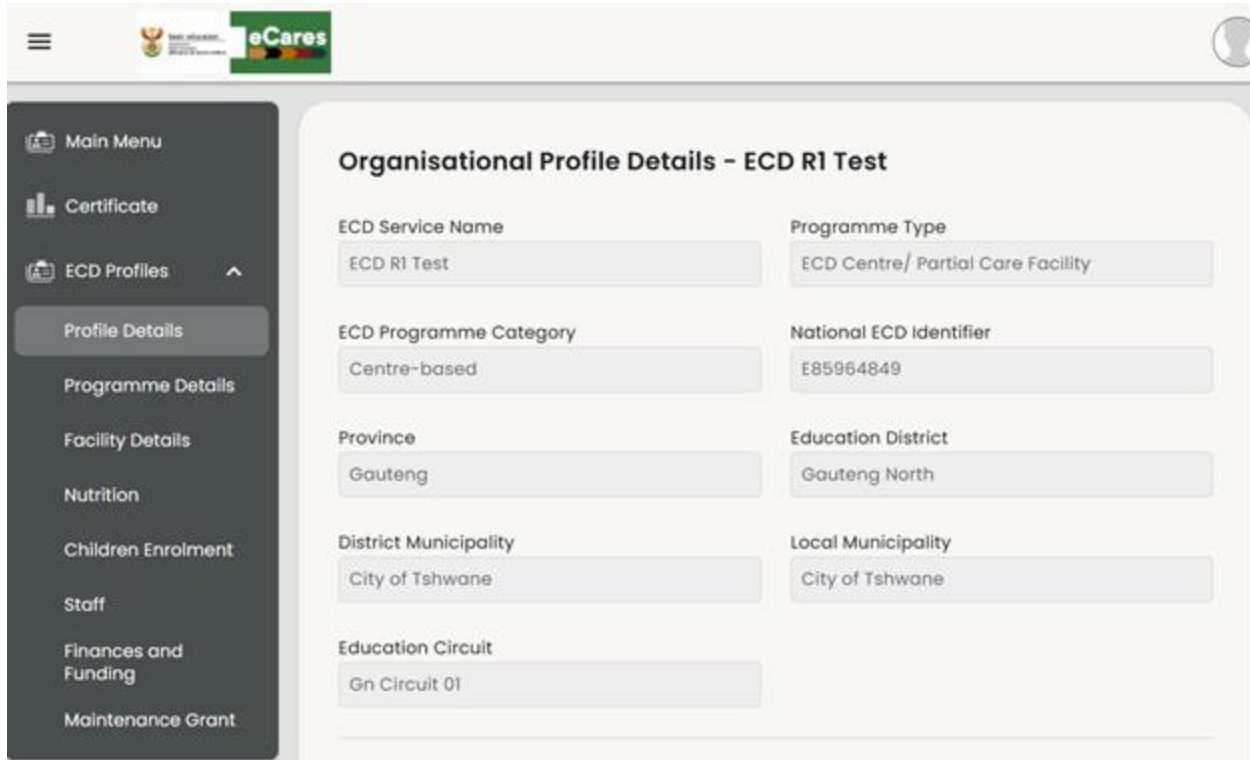
KEY FEATURES

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

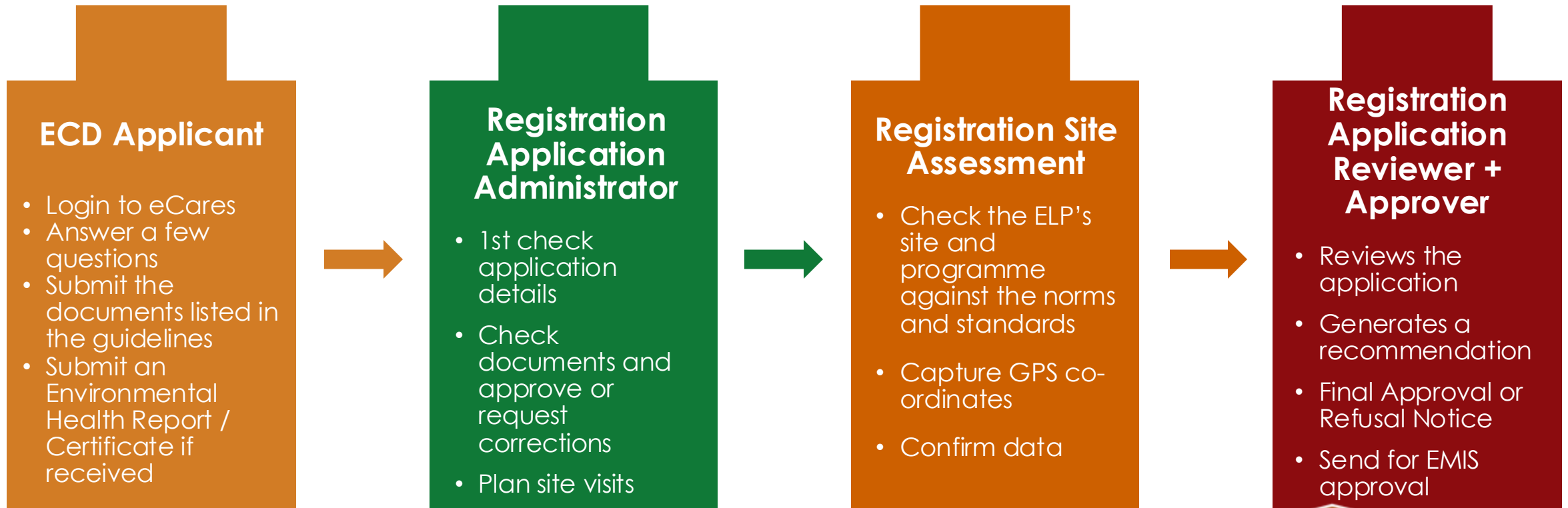
➤ Previously registered **Silver and Gold ELPs** migrated from RMT and other sources will be on the list

➤ **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

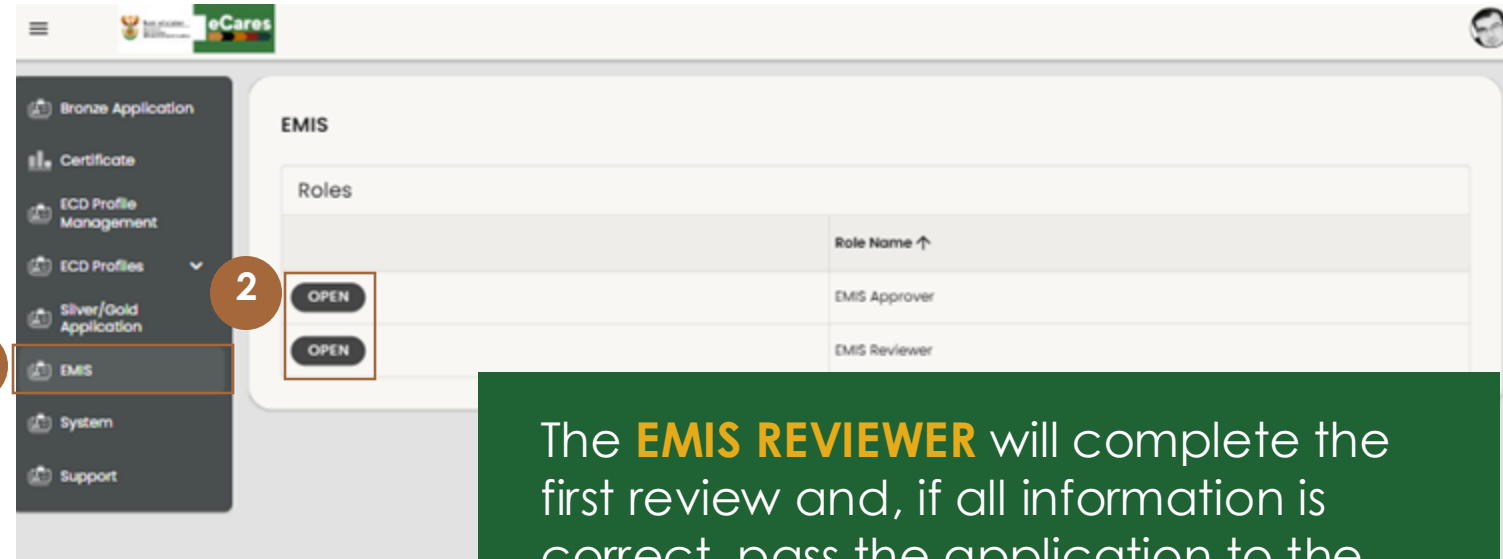
EMIS USERS



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, select **EMIS** (1) on the menu. Then click **OPEN** (2) next to the **EMIS Reviewer** or **EMIS Approver** role.



The **EMIS REVIEWER** will complete the first review and, if all information is correct, pass the application to the EMIS APPROVER.

The **EMIS APPROVER** will see the same information but also has the option to enter an EMIS number, which will be allocated to the approved ECD. Once captured, a certificate can be generated that includes the EMIS number.

EMIS REVIEWER



SG EMIS REVIEWER

By the end of this process, the EMIS Reviewer can:

- View a list of ECDs that have been approved by the ECD Unit for Full (Gold) or Conditional (Silver) registration.
- **REVIEW** the details of each of these ECDs.
- Send back to ECD reviewers if there are any issues.
- Submit for EMIS approval and allocation of EMIS number.

To begin the review process, click **REVIEW** (1) next to the ECD you want to work on. First review for EMIS number.

EMIS Reviewer

Applications							Search	+
	ECD Name ↑	National ECD Identifier Number	Date Created	Application Status	Education District	Status		
1	REVIEW	R2 UAT_FS22	E43514763	2025-05-05 09:53:58	Awaiting EMIS Number	Johannesburg South	Awaiting EMIS Review	
	REVIEW	R2 UAT_FS3	E86467464	2025-05-04 09:07:58	Awaiting EMIS Number	Johannesburg South	EMIS Review in Progress	
	REVIEW	R2 UAT_GP2	E84225075	2025-04-17 13:36:47	Awaiting EMIS Number	Johannesburg South	EMIS Review in Progress	
	REVIEW	R2 UAT_LP3	E96238406	2025-05-01 15:59:56	Awaiting EMIS Number	Johannesburg Central	EMIS Review in Progress	
							Page 1 of 1	



REVIEW DETAILS

This page outlines:

- Details of the applicant (1)
- Approved registration status (2)

These are non-editable fields.

Click **NEXT** (3) if you agree to continue.

EMIS ReviewerVIEW ADMIN NOTES← BACK

1

ECD Applicant/Owner Details

ECD Applicant/Owner :

Teboho Rider Litsoane

Applicant/Owner ID :

sdgdgr

Applicant/Owner Mobile :

27616079206

2

ECD Registration Details

Name of ECD Programme :

R2 UAT_FS18

Registration Status :

Conditionally registered

Programme Category :

Centre-based

With a recommended capacity of:

21

Certificate Expiry Date :

2026-05-04

Education District :

Johannesburg South

← BACK

ADD ADMIN NOTES

3

NEXT

ECD PROGRAMME DETAILS

ECD Programme Details

First Language Of Learning & Teaching (LOLT) :

Second Language Of Learning & Teaching (LOLT) :

Operation Time Opening :

07:30

Operation Time Closing :

16:00

Operational Days :

5

Grade R Offered :

No

Is ECD Part of a School :

Scroll down to view the ECD programme details.

Note that some details may not have been collected during registration and can be completed later.



ECD PROGRAMME DETAILS

Scroll down to view the breakdown of child enrolment

ECD Children Details			
Male children :	8	Female children :	9
Age Groups Enrolled :			
0 - 18 months	No		
18 - 36 months	No		
3 - 4 years	No		
4 - 5 years	Yes		
5 - 6 years	No		
Minimum Age :	4 years	Maximum Age :	5 years
Maximum Capacity of Centre :	21		
Number of Children With Disabilities :	1		

ECD PROGRAMME DETAILS

Finally, scroll down to see:

- ECD location details
- Reviewer can choose to **SUBMIT FOR EMIS APPROVAL** (1) for allocation of EMIS number
- or **SEND TO REVIEWER** (2) to make corrections

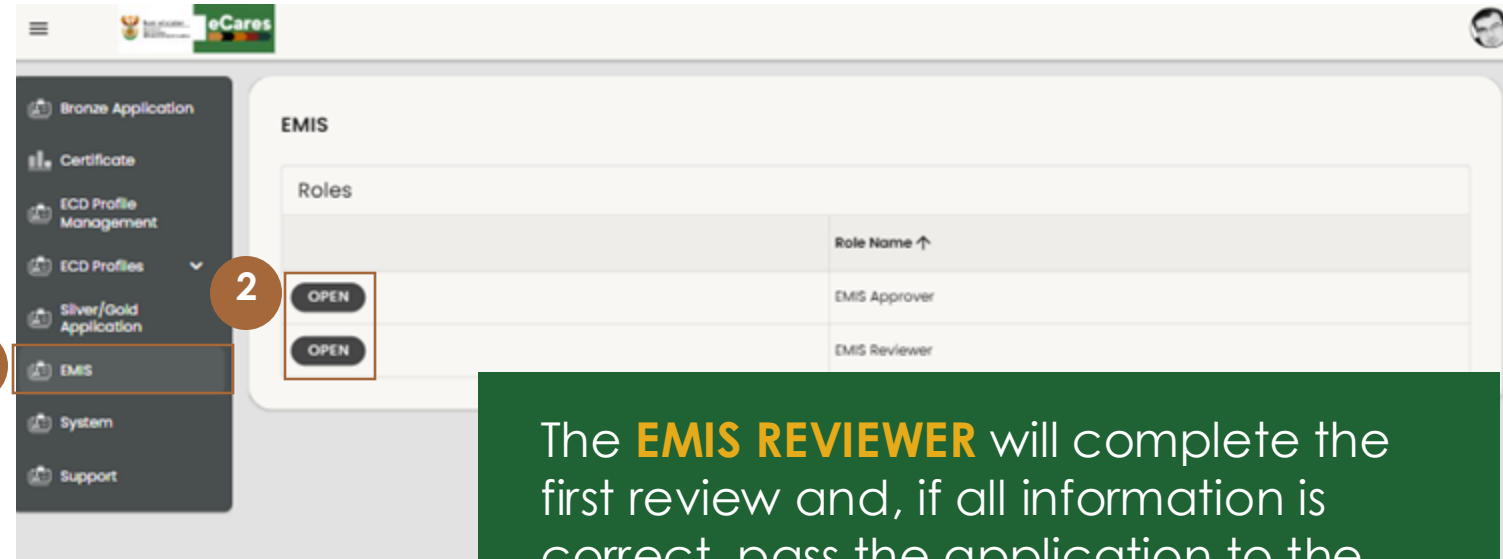
ECD Address and Contact			
Street Name	LENON STREET	Street Number	2338
Suburb / Village	Hospital Hill	Area / City	Lenasia South
Postal Code	1820	Local Municipality	City of Johannesburg
District Municipality	City of Johannesburg	Ward	120
Email Address ECD Centre :	r2test@ecd.co.za	Mobile Number	27616079206
Alternate Contact	27576524353		
Directorate: Early Childhood Development (ECD) Reviewed by:	Cate Carrol		
Directorate: Early Childhood Development (ECD) Second Review by:	Sharief Patel		
Directorate: Early Childhood Development (ECD) Approved by:	Teboho Litsoane		
2 1 ← BACK ADD ADMIN NOTES SEND TO REVIEWER SUBMIT FOR EMIS APPROVAL			

EMIS APPROVER

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The **EMIS APPROVER** will see the same information but also has the option to enter an EMIS number, which will be allocated to the approved ECD. Once captured, a certificate can be generated that includes the EMIS number.

SG EMIS APPROVER

By the end of this process, the EMIS Approver can:

- View a list of ECDs that have been approved by the ECD Unit for Full (Gold) or Conditional (Silver) registration and reviewed by the EMIS Reviewer.
- **REVIEW** the details of each of these ECDs.
- Send back to ECD reviewers if there are any issues.
- Insert EMIS number
- Submit to approve EMIS number.

To begin the review process, click **REVIEW** (1) next to the ECD you want to work on. First review for EMIS number.

EMIS Approver

Applications

Search

	ECD Name ↑	National ECD Identifier Number	Date Created	Application Status	Education District	Status
REVIEW	CC SG Test 1-Centre-Based Silver	E37091496	2025-04-25 08:51:08	EMIS Number Added	Johannesburg South	EMIS Approval in Progress
REVIEW	Charity 009	E26634495	2025-04-25 15:54:10	Awaiting EMIS Number	Johannesburg South	EMIS Approval in Progress
REVIEW	R2 UAT_GPI5	E10174741	2025-04-21 11:08:50	EMIS Number Added	Gauteng North	EMIS Approval in Progress
REVIEW	R2 UAT_LP14	E19054396	2025-05-06 20:54:35	EMIS Number Added	Johannesburg South	EMIS Approval in Progress

<1>

>

Page 1 of 1



REVIEW DETAILS

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EMIS Approver

[VIEW ADMIN NOTES](#) [← BACK](#)

1

ECD Applicant/Owner Details

ECD Applicant/Owner :

Teboho Rider Litsoane

Applicant/Owner ID :

9106033258043

Applicant/Owner Mobile :

27616079206

ECD Registration Details

Name of ECD Programme :

R2 UAT_FS33

2

Registration Status :

Conditionally registered

Programme Category :

Centre-based

With a recommended capacity of:

10

Certificate Expiry Date :

2026-05-05

Education District :

Johannesburg Central

[← BACK](#) [ADD ADMIN N](#)

3

[NEXT](#)

ECD PROGRAMME DETAILS

ECD Programme Details

First Language Of Learning & Teaching (LOLT) :

Second Language Of Learning & Teaching (LOLT) :

Operation Time Opening :

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Operational Days :

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Grade R Offered :

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18 - 36 months	No		
3 - 4 years	Yes		
4 - 5 years	No		
5 - 6 years	No		
Minimum Age :	3 years	Maximum Age :	4 years
Maximum Capacity of Centre :	10		
Number of Children With Disabilities :	0		

ECD PROGRAMME DETAILS

Finally, scroll down to see:

- ECD location details
- Review and approval by ECD Unit
- Approver can choose manually type in and **ADD** (1) the EMIS Number, then **APPROVE EMIS** (2), or **SEND TO REVIEWER** (3) to make corrections

ECD Address and Contact			
Street Name	De Wet Street	Street Number	14
Suburb / Village	Vlakfontein	Area / City	Vlakfontein
Postal Code	1827	Local Municipality	City of Johannesburg
District Municipality	City of Johannesburg	Ward	34
Mobile Number	27616079206	Email Address ECD Centre :	r2uat@gdbe.co.za
Alternate Contact	27573559856		
ECD National EMIS Number:	1		ADD
Directorate: Early Childhood Development (ECD) Reviewed by:	Teboho Litsoane		
Directorate: Early Childhood Development (ECD) Second Review by:	Cate Carrol		
Directorate: Early Childhood Development (ECD) Approved by:	Taryn Le Roux		
	3		2
← BACK		ADD ADMIN NOTES	SEND TO REVIEWER
			APPROVE EMIS

THANK YOU.

