## POLICY ON
FIJI EDUCATION MANAGEMENT INFORMATION SYSTEM

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1.0 POLICY OBJECTIVE

1.1 The purpose of this policy is to provide a framework that will enhance and facilitate effective, efficient and timely data collection from schools and reporting to the Ministry of Education, National Heritage, Culture & Arts (herein after referred to as MoENHCA) and all stakeholders throughout Fiji. This policy is also designed to ensure that the collection and entry of data is undertaken with care and concern to continually raise the quality of data held in the Fiji Education Management Information System (herein after referred to as FEMIS) database.

2.0 POLICY

2.1 The collection of information from schools shall be done in an efficient and timely manner without hindering the learning and teaching process.

2.2 The census date will be specified for each academic year and will fall in the month of February.

2.3 The deadline for the submission of registration of students for the Literacy and Numeracy Assessment (LANA) examinations, for Years 4, 6 and 8 will be specified for each academic year and will fall in the month of March.

2.4 Any other government or non-government organisation or individuals wishing to collect information from schools, must obtain prior approval from the Permanent Secretary for Education, National Heritage, Culture & Arts (herein after referred to as PSE NHCA).

2.5 All heads of schools with internet connectivity shall upload their relevant school data into the FEMIS database in a timely manner. Schools without internet connectivity shall accurately complete the FEMIS Questionnaire Forms in triplicates and promptly submit the original to the HRM Section of the MoENHCA, a copy to the relevant District Education Office and a copy to be retained by the school for records.

2.6 District Education Officers by virtue of their supervisory roles shall vet and ensure accuracy of the data submitted by the schools.

2.7 All training needs related to FEMIS Database shall be the responsibility of the HRM Unit of the MoENHCA.

2.8 The District Principal Education Officers and School Heads shall ensure the timely submission of current, correct and complete school data. Failure to comply shall result in disciplinary action.
3.0 BACKGROUND

3.1 The MoENHCA, through the HRM Unit is required to provide information for the regular reporting requirements of the MoENHCA and on a needs basis. The documents that outline and require regular performance reporting include:

a. Fiji Bureau of Statistics Report  
b. Ministry of Education Annual Report  
c. Ministry of Education Strategic Development Plan (2012-2014)  
d. Ministry of Finance Quarterly Report  
e. Ministry of Strategic Planning, National Development and Statistics Report  
f. Peoples Charter For Change Peace and Progress - 2008  
g. Roadmap for Democracy & Sustainable Socio-economic Development 2009-2014  
h. Strategic Framework for Change Coordinating Office Report (SFCCO)  
i. UNESCO Statistical Data on Educational Attainment  
j. UNESCO’s MDG and EFA achievements

3.2 The MoENHCA acquires and stores a huge amount of information. The information in the past had been collected by various sections and stored in hard-copy form or in a variety of databases within the various sections of MoENHCA. There was significant duplication of information collected that contributed negatively to work loads of schools, districts and Central Office staff. A single school information system was developed and then enhanced to store most required data (SIMS). In 2012 SIMS was replaced by the web-based FEMIS. This new database system not only extends the functionality that was available with SIMS, but also links with the other major databases of MoENHCA, the Fiji Education Staffing Appointments (FESA) system and the (LANA) database.

3.3 Previously the school information was collected using two forms (SIMS 1 and SIMS 2) that were completed by the schools and entered into SIMS by officers at the District Level. The school data is now entered by the schools themselves through the FEMIS database web interface. Schools without access to the internet connectivity enter the data on paper and it is uploaded by the district into FEMIS database. Schools also enter daily attendance data into FEMIS database, which provides timely reports on student attendance.

3.4 Any authorised users with an internet connection can easily access the key performance indicators required by Government by logging in to FEMIS database using their log in name and password. An official can thus view the data and generate the indicators at his or her desk. All users, from schools, districts and the government, belong to a user group which determines which data they can view and which data, if any, they are allowed to change.
3.5 FEMIS database, like the SIMS database it replaces, also supports the use of Structured Query Language (SQL) to create arbitrary queries that are not covered by the set of education indicators. These would normally be formulated by the Statistics Unit of MoENHCA. All of the queries that could be run on SIMS data will work in FEMIS database, thus making it possible for the Statistics Unit to continue to generate queries on request.

4.0 DEFINITIONS

4.1 Fiji Education Management Information System (FEMIS)

FEMIS is a database of school, student, teacher and other information that simultaneously meets a range of MoENHCA’s needs and is accessible to all levels of the Ministry. The uses of FEMIS database include:

4.1.1 the regular reporting on a needs basis, to Government on its major policy objectives and performance indicators for Education,

4.1.2 reporting to Government, through the MoENHCA Annual Report on a range of indicators,

4.1.3 providing information to MoENHCA Management to enable them to carry out their operational work effectively and efficiently,

4.1.4 providing information to MoENHCA Management to assist with decision making and planning and

4.1.5 providing information to schools to assist with their decision making and planning.

4.2 Structured Query Language (SQL)

Is a computer language designed for users to formulate complex requests for specific data in a relational database management system.

4.3 School

Inclusive of all premises where learning and teaching take place, including Early Childhood Education Centres, Special schools and vocational centres / schools.

4.4 Users with Read Access, Users with Write Access

Users with read access to data can view it but not change it in any way. Users with write access to data can view and change the data, including entering and deleting data.
5.0 RELEVANT LEGISLATIONS AND AUTHORITIES

5.1 The Constitution of the Republic of Fiji - 2013
5.2 ICT Development Policy
5.3 Information Technology Centre (ITC) Govnet Policy
5.4 National Strategic Development Plan - (2007 - 2011)
5.5 Education Sector Strategic Development Plan - (2012 - 2014)
5.6 Ministry of Education Reports for Strategic Framework for Change Coordinating Office
5.7 Ministry of Education Annual Reports
5.8 Education Act (1978)
5.9 The Fiji Government Information Technology Policies and Principles
5.10 Public Service Act, 1999
5.11 Public Service Code of Conduct - Part 2, Section 5 (1) - (14)
5.12 Roadmap for Democracy & Sustainable Socio-economic Development - (2009-2014)

6.0 PROCEDURES

6.1 Collection of School Information from Schools

6.1.1 Any ECE centre, primary, secondary, or vocational schools whether government, non-government and registered by the MoENHCA is required to submit data to FEMIS database in a timely and efficient manner. This data includes start and end of school year data, attendance, infrastructure and the financial data.

6.1.2 The School Heads (Head Teachers and Principals) shall ensure that their school information entered into the FEMIS database strictly adheres to the guidelines and the data is current, correct and complete.

6.1.3 Schools shall upload or submit certain compulsory information on student registration in the respective fields provided either in FEMIS database or on the paper-based FEMIS form. For Fijian students, the Birth Registration number shall be uploaded or submitted. For international students, the passport number shall be uploaded or submitted in place of the Birth Registration No. The citizenship classification of the student must also be provided.

6.1.4 Submission of information on school finance shall be provided by the School Management upon the request of the school head.

6.1.5 Financial information entered into the FEMIS database budget acquittal system by the school to account for payments made shall be entered by the school within three (3) days of the payment being issued.
6.1.6. Schools discovered to have deliberately entered false information into the FEMIS database budget acquittal system, or submitted such information to the MoENHCA will be subject to disciplinary penalties.

6.1.7 Any paper based FEMIS database questionnaire forms shall be submitted to the school’s District Education Offices in a timely fashion. Data from such forms is entered into FEMIS database by the respective Education Districts.

6.2 Disciplining Non Complying School Heads and District Offices

6.2.1 Discipline measures for School Heads and District Principal Education Officers shall include suspension of salaries or disciplinary proceedings or criminal charges.

6.3 Timelines

6.3.1 The District Education office ensures that all schools which have access to the internet are provided with the necessary school level user accounts before the start of the school year and all staffing records are accurate in FESA.

6.3.2 Paper forms shall be distributed by the District Education office to schools with no access to the internet by the start of the school year, monthly during the school year for attendance data, and before the end of the school year for end of school year data.

6.3.3 All student registration and other school-based data available at the start of the school year should be entered either into the FEMIS database or on the FEMIS database Questionnaire Form on the census date in the current school year. All completed FEMIS database Questionnaire Forms shall be submitted to the HRM Unit, MoENHCA and the relevant Education District Office at the earliest but no later than two weeks after the census date.

6.3.4 All LANA registration data, for Year 4, 6 and 8 are either to be submitted on paper to the district or entered directly into FEMIS database by the school before the LANA registration deadline in the current school year.

6.3.5 Attendance data should be entered into the FEMIS database by the end of the following week for schools with internet connectivity access. Schools provided with attendance data forms shall submit the completed forms to the relevant Education District Office by the first week of each month. These data must be entered into the FEMIS database by the District Principal Education Officer within ten (10) days upon receipt.
6.3.6 All data to be entered by the end of school year must be entered into FEMIS database by the end of the second week of December immediately following the end of that school year. This applies both to the end of year data entered directly by schools and that entered on schools’ behalf by the District Education Offices.

6.5 Approval to Collect Information from Schools

6.5.1 Other government, non-government organisation and individuals seeking school information shall formally submit a written request with justification to the PSENHCA.

6.5.2 Approval on the above shall be at the discretion of the PSENHCA.

6.6 FEMIS Information for Personnel with no FEMIS user Accounts

6.7 Training in using FEMIS

6.7.1 All approved requests shall be handled by the HRM Unit and an appropriate response be given as soon as practically possible.

6.8 District Education Offices

6.8.1 The District Education Offices shall be responsible for the printing of the questionnaire forms and attendance sheets applicable to the current school year, which are downloaded from FEMIS database, to be sent to the respective schools who need them. This should be done in a timely manner, and concerns beginning of school year data, monthly attendance data and other data throughout the school year. All such forms must reach the school at least one week before the relevant deadline for the forms to be submitted to the District Office, and with the exception of forms that are delivered to schools by hand, must be sent to the schools using a postage method that has both proof of posting and proof of delivery (such as registered post). The district education office is also responsible for the entry of such data into FEMIS database, no later than ten (10) days from receipt of the completed forms.
6.8.2 The District Education offices are also responsible for resolving staffing issues that have been raised by the schools, where such issues are concerned with the assignment of teachers to schools (also see 6.8.3). Such issues should be dealt with, and the relevant schools notified to this effect, within ten (10) days of the receipt of notification of the issues by the district.

6.8.3 The resolution of issues relating to the personal data of individual teachers is the responsibility of the Human Relations (HR) Unit. If the district education office receives notification of such issues from the teachers it must pass these on to the HR Unit as soon as possible, at the same time notifying the teacher concerned that this has been done. The issues should be dealt with, and the relevant teachers notified to this effect, within ten (10) days of the receipt of notification of the issues by the HR Unit.

6.8.4 The relevant Divisional Education Officer shall be responsible for ensuring that this policy is complied with by the respective District Education Office, and may recommend disciplinary action for non-compliance.

6.8.5 Financial information entered into the FEMIS database budget acquittal system by the district, on behalf of a school, to account for payments made by the school shall be entered by the district within three (3) days of the receipt of valid documentary evidence that such a payment was made by the school.

6.9 Authorized Access to Information in FEMIS database

6.9.1 Authorised non-school or Ministry accounts are issued with a user name and password by the IT Unit, only with the approval of the Head of HRM Unit. School accounts are managed by the district education offices, teacher accounts are managed by the schools. Different types of user have different access rights to the data, as now defined.

6.9.2 MoENHCA and other authorised Ministry level users have only read access. Other government officials, representatives of aid projects and other agencies who are working with the MoENHCA and who have received a user account are regarded as MoENHCA users. Two levels of access are provided for this level of user. One level can view all data in the system including financial reporting. The other can view most data in the system but is prevented from viewing sensitive information such as financial reports.

6.9.3 There are two types of user in the District offices: those with write access (for example, the officers who enter school data for the schools without access to internet) and those with only read access. District users can view the data for all schools in their district only and can view the records of all students in their district.
6.9.4 There are three possible user types in a School. The main School user has write access and can edit and view all records, including all the student records in the school. The Teacher can see and edit the records only relevant to their classes. Such a user cannot view the records of students in other classes. A Student user type is planned; such users will have only read access to their own personal records and will have the right to access course-related materials that are stored in FEMIS database and are relevant to them.

6.9.5 Any user who deliberately corrupt or remove any data from FEMIS database without authorisation or enter any data knowing it to be erroneous or access any data they are not authorised to view, perhaps by logging in using an authorised person’s log in name and password, will have their user account removed from FEMIS and may also be subject to disciplinary procedures and criminal charges.

6.9.6 Any user who allows another person to log in to FEMIS database using that user’s log in details may have his or her user account removed from FEMIS. If the unauthorised access results in any of the cases of misconduct described immediately above both users may also be subject to disciplinary action.

6.9.7 District Principal Education Officers are responsible to promptly deactivate FEMIS database user accounts for any school head/teacher who leaves the school. The District PEO is also responsible for issuing the user account and password for a newly arriving school head, as soon as he/she assumes duty.

6.9.8 The school head is responsible for issuing the user account and password for newly arriving teachers at the school, upon assumption of duties.

6.10 Ownership of FEMIS database

6.10.1 Ownership of the FEMIS database software and servers solely resides with MoENHCA.
7.0 GUIDELINES

7.1 For newly established schools, the District Education Office must provide the necessary advice on using FEMIS database and also the FEMIS database Questionnaire Forms, if necessary, before the start of the school year.

8.0 EFFECTIVE DATE………………………………………5th March, 2014

9.0 REVIEW DATE……………………………………………5th March, 2015

10.0 KEY SEARCH WORDS

FEMIS database, FESA, SIMS, LANA database

11.0 APPROVED BY THE HONOURABLE MINISTER FOR EDUCATION, NATIONAL HERITAGE, CULTURE & ARTS, AMBASSADOR FILIPE BOLE.