



S A C E

South African Council for Educators

Towards Excellence in Education

SACE RESEARCH PROTOCOL

AUGUST 2019



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1. INTRODUCTION

The South African Council for Educators (SACE) is obligated to contribute to the development of the teaching profession in South Africa. It is recognised as one of the most influential post-1994 educational agencies in the country with a number of years' experience in regulating the teaching profession. SACE is committed in engaging in high quality, evidence-based research that is internationally competitive. In addition, SACE thrives in participating in the dissemination of ground-breaking knowledge in the pursuit of excellence. In meeting its research goals, SACE is dedicated to providing an environment that encourages research activities which are in line with the development of the teaching profession, specifically the vision and mission of the Council. The Council aims to revolutionise the teaching profession into a research-informed profession, that will further inform education policy. Thus the Policy and Research Division aims to encourage, support and enable all research activities in line with the SACE mandate. This document serves as a guideline for all researchers on the process to be followed when requesting data from SACE.

2. APPLICATION PROCEDURE

- a. For any interested party requiring to conduct research by SACE (undergraduate and post-graduate students, SACE employees, research teams, NGO's, academics and Universities) a SACE Research request form (Appendix A) must be completed.
- b. The applicant must submit a research request form and attach an approved research proposal. The application must be addressed to the CEO Ms Ella Mokgalane and sent to research@sace.org.za.
- c. After receiving the application, the Planning, Monitoring & Evaluation Reporting and Research (PMERR) division will provide a confirmation of receipt within five working days of receiving the request.



- d. The CEO through PMERR division will then consider the research request and provide a response within 4 weeks. If approval is granted, the division will send an approval letter and if the request is not granted a letter will also be sent stating the reasons for not approving the research request.
- e. When approval is granted, SACE will send a letter stipulating conditions (if any) required by SACE.

3. CRITERIA FOR APPROVAL

- a. The motivation and value of the proposed research should be clearly stated in the application.
- b. Benefits of the research to SACE and the contribution to the development of the teaching profession should be evident.
- c. Appropriateness of the methodology adopted in the study should be made clear.

4. ETHICAL CONSIDERATIONS

- a. Research should be conducted with integrity and honesty.
- b. Researchers are required to abide by the relevant professional and ethical guidelines and code of conduct for their respective sectors and professional bodies.
- c. Researchers should gain approval from ethics committee where necessary, prior to commencing with any research.



5. ACCOUNTABILITY

- a. All names of individuals in datasets used will be kept anonymous and participants should also be acknowledged.
- b. Once research is completed, a summary of the final research findings should be presented to SACE and a copy of the full research report be made available to SACE.
- c. If necessary, the researcher will be requested to present the findings in oral, written or visual form in any of the SACE forums.

For any further details contact:

Mrs Lebohang Thwala

Assistant manager: Policy and Research

Tel: 012 663 9517 (Ext 2220)

Email: thwalasl@sace.org.za



Ms Tuzana Sophethe

Manager: Planning, Monitoring, Evaluation, Reporting and Research

Tel: 012 663 9517 (Ext 9708)

Email: Sophethe@sace.org.za

APPROVAL:

RANK	NAME	SIGNATURE	DATE
CEO	Ms. ME Mokgalane		06/08/2019
Manager: PMERR	Ms. TV Sophethe		06/08/2019



APPENDIX A

RESEARCH DATA REQUEST FORM

PERSONAL DETAILS	
Title (Prof/Dr/Mr/Mrs/Ms):	
Surname	
First name/s	
Date of Birth	
SA ID	
Work Permit number (if non SA citizen)	

CONTACT DETAILS	
Work Tel:	
Home Tel:	
Cell Tel:	
Email address:	
Home address:	
Postal address:	



AFFILIATED ORGANISATION	
Name of Organisation	
Position	
Tel:	
Email Address:	

ENROLMENT PARTICULARS	
Name of Institution	
Degree	
Faculty	
Discipline	
Name of Supervisor	
Student Number	

<p>PLEASE CLEARLY INDICATE THE PURPOSE OF THE PROPOSED RESEARCH BELOW FOR EXAMPLE: POST-GRADUATE STUDY/INDEPENDENT RESEARCH/AGENCY/NON-GOVERNMENT ORGANISATION:</p>



FULL TITLE OF RESEARCH PROJECT/THESIS/DISSERTATION:
BRIEF DESCRIPTION OF PROPOSED RESEARCH:

CONTRIBUTION OF THE RESEARCH TO SACE?	
PROPOSED DATE OF RESEARCH COMPLETION:	

ATTACHMENTS (Please indicate by placing a cross where applicable)	
Approved research proposal	
Ethics clearance	
A letter from your Faculty confirming registration of your course	
Other	



COMMENTS (If you have any additional comments please specify in the box below)

This form, along with all relevant documentation should be emailed to research@sace.org.za
All queries pertaining to research requests can be directed to Mrs L. Thwala at
thwalasl@sace.org.za