

Motivational Program for Provincial, Zonal, Divisional and School Level Data Officers

Instruction manual



Ministry of Education, Higher Education and
Vocational Education

2024

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1. Introduction :

In order to achieve the Sustainable Development Goals in education, every country implements quality education development programs and provides quality services to its stakeholders. In the process of formulating and planning education policies to achieve those goals, decisions should be made based on updated and accurate educational data. For this, the Ministry of Education has already introduced online information collection methods to the general education system to obtain accurate and updated data systematically and promptly. Examples include the annual school census and the National Education Management Information System for teachers. Accordingly, it was a timely need to responsibly update the relevant online data systems and introduce a formal program at the national level for the flow of data and information from the school level where educational data is generated. As a preliminary step to meet this requirement, the nomination of a permanent officer for the purpose at the school level was carried out in accordance with the letter of the Secretary of Education dated 15.11.2022 titled “Nomination of Data Officers for Schools”.

In this regard, instructions were given to appoint a suitable officer or other academic or non-academic officer from among the development officers posted in those schools for the purpose of data management in all government schools in the island. Further, instructions were also given to nominate a Development Officer, Management Services Officer or any officer belonging to the Information Technology Services of the Divisional, Zonal and Provincial Education Offices for the purpose. It was expected that the contribution of the data officers so nominated at the school, divisional, zonal and provincial levels would be obtained for data-related activities in the education system.

It was observed that the officers so nominated were in various positions in the staff ranging from non-academic to academic. The summary information of the officers nominated in the year 2022 is as follows.

	Position	Number
01	Teacher	5441
02	Development Officer	4639
03	Information And Communication Technology Assistant	96
04	Management Service Officers, Library Assistants, School Workers, School Watchmen, and other non-academic staff and other officers	905

These officers have been nominated for data management work at the school level and educational institution level and are engaged in this process as an additional task to their primary duty. They were given the opportunity to take a basic computer training course through a learning management system to orient them for the educational data management work. The opportunity has also been provided to those who successfully complete the basic course to obtain an automatically generated e-certificate certified by the Ministry of Education. The specialty of this is that when data officers change from time to time in the education system, the new data officers who are involved in this work are formally nominated, as well as their registration to receive the training course for them and orientation for the designated work is also formalized. Here, by studying this basic course, the relevant officers identify, collect, check the accuracy, analyze and submit the necessary data in the education system when necessary.

Accordingly, the following basic positive features can be identified in the institutional level data management process that is already taking place through data officers who are actively engaged in the education sector.

01. The school administration will receive the support of a responsible and knowledgeable officer for school level data.
02. The presence of a designated officer at each level such as divisional, zonal and provincial levels to inquire about data.
03. Successful implementation of the annual school census.
04. Maintaining the basic data required daily at the school level.
05. Providing the necessary support to the upper management for decision-making based on educational data.
06. Having a specific person to enter data into the information systems developed by the Ministry of Education at the school, divisional, zonal and provincial levels will enable those systems to be kept up to date.

In this context, although this process has been proceeding smoothly since its inception, it has now been identified as a timely need to support the data officers who are working in this way. This support is expected to self-motivate those officers, equip them with knowledge related to data handling and update that knowledge, and implement this process in the education system in an accurate and more efficient and effective manner.

2. Objectives of the Data Officer Motivation Program:

- To improve the performance of data officers.
- To streamline and empower the data-related process by integrating it with the education process.
- To motivate officers for efficient service.
- To prepare the necessary background for empowering the school system through digitalization.
- Utilization, analysis, and preparation of reports to properly handle education-related data for more effective service.
- To be a solution to the problem of information systems not being updated.

3. Data Officer Motivation Methods:

Accordingly, the following methods and programs have been planned to support the data officers currently in the education system.

- I. Directing all data officers to study the basic online course prepared for them.

Informing and encouraging them to refer to the self-paced online learning system at the zonal level, and directing data officers to it at the zonal and provincial levels.

- II. Directing all data officers to study the advanced online course for them.

Informing about the advanced course to the data officers who have completed the basic course and providing them with the opportunity to study.

- III. To evaluate the efficiency of data officers, certificates of commendation will be given to provincial, zonal, divisional and school level officials for entering accurate and up-to-date data into online data systems (e.g. Annual School Census):

A. Provincial Level

Provincial level officials will be given certificates of commendation by the Secretary of Education on the following criteria:

1. Efficiency in data entry for the Annual School Census - 10 points

The points will be earned based on the national level position order for the correct completion of the Annual School Census as per the information obtained from the Statistics Branch of the Ministry of Education:

National level rank for the accurate completion of the annual school census	Points that can be earned
1 - 2	10
3 - 6	08
7 - 9	06

2. Earning the Basic Course Certificate - 10 points
3. Earning the Advanced Course Certificate - 10 points
4. Ministry of Education Criteria - 20 points

(Total 50 points)

Certificates of Commendation will be issued to Provincial Data Officers who earn a minimum of 35 points.

B. Zonal Level

Provincial Director of Education will award commendation certificates to Zonal Level Officers based on the following criteria:

1. Efficiency in data entry for the Annual School Census - Maximum 10 marks
The marks will be earned based on the national level rank of accurately completing the Annual School Census as per the information obtained from the Statistics Branch of the Ministry of Education:

National level ranking of Zonal Education Offices that correctly complete the annual school census	Points that can be earned
1 - 2	10
3 - 6	08
7 - 10	06
11-14	04

15 -18	02
19 - 20	01

2. Earning the Basic Course Certificate - 10 marks
3. Earning the Advanced Course Certificate - 10 marks
4. Provincial Criteria - 20 marks

Provincial Education Departments should formulate the criteria specific to the province and forward it to the Ministry of Education.

Commendation certificates will be issued to Zonal Data Officers who earn a minimum of 35 marks.

C. Divisional Level

Provincial Director of Education will award commendation certificates to Divisional Level Officers based on the following criteria:

1. Efficiency in data entry for the Annual School Census - Maximum 10 marks

The marks earned are based on the national level rank of accurately completing the Annual School Census as per the information obtained from the Statistics Branch of the Ministry of Education:

National level ranking of Divisional Education Offices that correctly complete the annual school census	Points that can be earned
1 - 5	10
6 - 10	08
11 - 15	06
16 - 20	04
21 -25	02
26 - 30	01

2. Earning the Basic Course Certificate - 10 marks
3. Earning the Advanced Course Certificate - 10 marks
4. Provincial Criteria - 20 marks

Provincial specific criteria should be formulated by the Provincial Education Departments and forwarded to the Ministry of Education.

Commendation certificates will be issued to Divisional Data Officers who earn a minimum of 35 marks.

Important: The Data Managers at each level will also be evaluated during the evaluation process for the aforementioned Provincial, Zonal and Divisional level Data Officers.

D. School Level

Provincial Education Director will issue certificates of commendation to school level data officers on the basis of the following criteria:

1. Efficiency in data entry for the annual school census - 10 marks

Provincial Education Departments should obtain information in this regard from the Statistics Branch of the Ministry of Education. The Principal should certify that the school level census work was carried out by the data officer.

2. Earning the Basic Course Certificate - 10 marks
3. Earning the Advanced Course Certificate - 10 marks
4. Provincial Criteria - 20 marks

Provincial Education Departments should formulate criteria specific to the province and forward them to the Ministry of Education.

Certificates of commendation will be issued to school data officers who score a minimum of 35 marks.

NB: The final decision on the criteria for this evaluation process rests with the Ministry of Education and if there are any amendments in this regard, the relevant parties will be informed in advance.

IV. Referral for local and foreign training opportunities:

Provision of local training opportunities: Provision of foreign training opportunities through provincial and zonal level training programs: Referral for training opportunities through formal methods (online/physical).

V. Preparation of experience exchange programs.

VI. Establishment of a Data Officer Forum.

4. Program Implementation Period:

This program is planned to be implemented **annually from January 01, 2025**. Each year, evaluation will be conducted to award certificates of commendation based on the previous year's processes.

5. Monitoring and Evaluation:

The entire program will be monitored and evaluated by the Ministry of Education and the coordination for this will be done through the Provincial Education Departments. Also, the Ministry of Education has the final decision regarding the decisions in the evaluation process in this program.

Resource Persons

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- 10) Mrs. B.M.S.A. Basnayake, Deputy Director of Education (Planning), Provincial Department of Education (Western Province), No. 89, "Ranmagapaya", Kaduwela Road, Battaramulla.
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