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AIDS HELPLINE: 0800-0123-22 Prevention is the cure

CONTENTS • INHOUD

No.		Page No.	Gazette No.
-----	--	-------------	----------------

GOVERNMENT NOTICES**National Education, Department of***Government Notices*

R.1000	Regulations for the Registration of Further Education and Training Institutions, 2003: Application for registration as a private further education and training institution.....	3	28121
R.1001	do.: A guide for completing the application for registration as a private further education and training institution	13	28121
R.1002	Further Education and Training Act (98/1998): Schedule of fees payable by private further education and training institutions on lodging an application for registration, an application for amendment and an application for conversion 43	43	28121

GOVERNMENT NOTICES

DEPARTMENT OF NATIONAL EDUCATION

No. R. 1000

11 October 2005



DEPARTMENT OF EDUCATION

REGULATIONS FOR THE REGISTRATION OF FURTHER EDUCATION AND TRAINING INSTITUTIONS, 2003

APPLICATION FOR REGISTRATION AS A PRIVATE FURTHER EDUCATION AND TRAINING INSTITUTION (Form FPX-01)

Note: Applicants must consult the document: *Guide for Completing the Application for Registration as a Private Further Education and Training Institution.*

A. | ADMINISTRATIVE DATA

1. Legal name of the applicant			
2. Postal address of the applicant		3. Physical address of main campus	
Postal Code		Postal Code	
4. Telephone No.		5. Fax No.	
6. E-Mail Address			
7. Website address			

B. | COMPANY REGISTRATION PARTICULARS

8. Legal name of the company			
9. Official trading name			
10. Type of company			
11. Registration No.		12. Company origin	
13. Country of origin, if foreign			

C. | FULL DETAILS OF THE HOLDING COMPANY/ORGANISATION

14. Name of the holding company or parent organisation			
15. Name and surname of the head of the holding company/ Parent organisation			
16. Postal address of holding company/Parent organisation		17. Physical address (<i>Domicilium citandi et executandi</i>)	

Designation		
Surname and Initials		
Nationality	I.D./ Passport No.	
Designation		
Surname and Initials		
Nationality	I.D./Passport No.	
Designation		
Surname and Initials		
Nationality	I.D./Passport No.	
Designation		
SECTION FOR THE APPLICANT'S AUDITORS AND BANK		
29. Name of the applicant's auditor		
30. Registration number with the Public Accountants' & Auditors' Board		

F. DETAILS OF FET PROGRAMMES AND QUALIFICATIONS

31. Programmes submitted to Umalusi for accreditation	

[illegible]

33. Details of the sites of delivery									
Name of site									
Physical Address of site					Programmes to be delivered				
Postal Code						Province			
Name of site									
Physical address of site					Programmes to be delivered				
Postal code						Province			
Name of site									
Physical address of site					Programmes to be delivered				
Postal code						Province			
Name of site									
Physical address of site					Programmes to be delivered				
Postal code						Province			
Name of site									
Physical address of site					Programmes to be delivered				
Postal code						Province			
Name of site									
Physical address of site					Programmes to be delivered				
Postal code						Province			
Name of site									
Physical address of site					Programmes to be delivered				
Postal code						Province			
Name of site									
Physical address of site					Programmes to be delivered				
Postal code						Province			

No. 28121 11

[illegible]

H. OPERATION IN THE HE BAND

36. Do you offer any programmes in the HE band?

Yes

No

37. If registered please provide the registration number with the Department of Education

I. FINANCIAL VIABILITY REPORTS AND LEGAL DOCUMENTS

Annexure 1: Audited annual financial statements

Annexure 2: Three-year financial forecasts.

Annexure 3: Business plan.

Annexure 4: Surety agreement.

Annexure 5: Sworn declaration on contributing to fidelity guarantee fund.

Annexure 6: Company registration documents issued by CIPRO.

Annexure 7: Occupational health and safety compliance audit report.

Annexure 8: Business registration certificate.

Annexure 9: Tax clearance certificate issued by SARS.

J. QUALITY ASSURANCE AND MONITORING

Annexure 10: Sworn declaration on application for accreditation.

Annexure 11: Sworn declaration on institutional capacity.

Annexure 12: Sworn declaration on monitoring and evaluation.

Annexure 13: Accreditation report issued to the DoE by Umalusi.

K. INFORMATION FOR THE STUDENTS AND THE PUBLIC

Annexure 14: Student prospectus, calendar or brochure.

Annexure 15: Enrolment forms.

L. DECLARATION ON NON-DISCRIMINATION

Annexure 16: Sworn declaration on non-discrimination.

M. ADDITIONAL INFORMATION TO BE SUBMITTED BY EXTERNAL COMPANY ONLY

Annexure 17: Undertaking on equality of qualifications.

Annexure 18: Proof of recognition of official recognition in the country of origin.

Annexure 19: Proof of accreditation in the country of origin.

No. R. 1001

11 October 2005



DEPARTMENT OF EDUCATION

**REGULATIONS FOR THE REGISTRATION OF
PRIVATE FURTHER EDUCATION AND TRAINING
INSTITUTIONS, 2003**

**A GUIDE FOR COMPLETING THE APPLICATION
FOR REGISTRATION AS A PRIVATE FURTHER EDUCATION AND
TRAINING INSTITUTION**

(FPX-01)

Note: Applicants must use this guide to complete the *Application for Registration as a Private Further Education and Training Institution* (Form FPX-01)

TABLE OF CONTENTS

INTRODUCTION.....	17
ABBREVIATIONS AND ACRONYMS USED IN THE FORM	19
APPLICATION TYPES.....	20
A) APPLICATION FOR REGISTRATION	20
B) APPLICATION FOR AMENDMENT	20
C) APPLICATION FOR CONVERSION	20
ELIGIBILITY CRITERIA AND REQUIREMENTS FOR REGISTRATION	20
A) FINANCIAL SUSTAINABILITY	21
B) INSTITUTIONAL AND PROGRAMME ACCREDITATION	21
C) HEALTH AND SAFETY	21
IMPORTANT CONSIDERATIONS FOR COMPLETING THE APPLICATION FORM.....	22
A. ADMINISTRATIVE DATA.....	23
ITEM 1: LEGAL NAME OF THE APPLICANT	23
ITEM 2: POSTAL ADDRESS	23
ITEM 3: PHYSICAL ADDRESS.....	23
ITEM 4: TELEPHONE NUMBER	23
ITEM 5: FAX NUMBER.....	24
ITEM 6: E-MAIL ADDRESS.....	24
ITEM 7: WEBSITE ADDRESS	24
B. COMPANY REGISTRATION PARTICULARS	24
ITEM 8: LEGAL NAME OF THE COMPANY	24
ITEM 9: TRADING NAME, TRANSLATION OR ACRONYM	24
ITEM 10: TYPE OF COMPANY	24
ITEM 11: REGISTRATION NUMBER	24
ITEM 12: COMPANY ORIGIN.....	24
ITEM 13: COUNTRY OF ORIGIN	24
C. FULL DETAILS OF THE HOLDING COMPANY OR PARENT ORGANISATION.....	24
ITEM 14: HOLDING COMPANY	24
ITEM 15: NAME AND SURNAME OF THE HEAD OF THE HOLDING COMPANY.....	25
ITEM 16: POSTAL ADDRESS	25
ITEM 17: PHYSICAL ADDRESS.....	25
ITEM 18: TELEPHONE NUMBER	25
ITEM 19: FAX NUMBER.....	25
ITEM 20: E-MAIL ADDRESS.....	25
ITEM 21: WEBSITE ADDRESS	25
D. PARTICULARS OF OWNERSHIP AND MANAGEMENT	25
ITEM 22: NAME AND SURNAME OF THE HEAD OF THE APPLICANT	25
ITEM 23: TITLE OF THE HEAD OF APPLICANT.....	25
ITEM 24: IDENTITY DOCUMENT OR PASSPORT NUMBER	25
ITEM 25: TELEPHONE NUMBER	26
ITEM 26: FAX NUMBER.....	26
ITEM 27: DETAILS OF OWNERS OR SHAREHOLDERS	26

ITEM 28: DETAILS OF THE MANAGEMENT.....	26
E. DETAILS OF THE APPLICANT'S AUDITORS AND BANKERS.....	26
ITEM 29: NAME OF THE AUDITOR.....	26
ITEM 30: PRACTICE NUMBER OF THE AUDITOR	26
F. DETAILS OF FET PROGRAMMES AND QUALIFICATIONS.....	26
ITEM 31: DETAILS OF THE FET PROGRAMMES.....	26
ITEM 32: DETAILS OF FET QUALIFICATIONS	27
a) <i>NQF fields</i>	27
b) <i>NQF levels</i>	29
ITEM 33: DETAILS OF SITES OF DELIVERY	29
G. STAFF AND STUDENT DATA	29
ITEM 34: STAFF AND STUDENT HEADCOUNT DATA.....	29
a) <i>Headcount student enrolment</i>	30
b) <i>Headcount staff totals</i>	30
c) <i>Teaching staff</i>	30
d) <i>Support staff</i>	30
e) <i>Service staff</i>	30
ITEM 35: STUDENT DATA PER FET QUALIFICATION	30
H. OPERATION IN HE	30
ITEM 36: PROVIDING HE PROGRAMMES	30
ITEM 37: HE REGISTRATION DETAILS	30
I. FINANCIAL VIABILITY REPORTS AND LEGAL DOCUMENTS.....	31
ANNEXURE 1: AUDITED ANNUAL FINANCIAL STATEMENTS.....	31
a) <i>The auditor's report</i>	31
b) <i>Directors' report</i>	31
ANNEXURE 2: THREE-YEAR FINANCIAL FORECASTS	32
ANNEXURE 3: BUSINESS PLAN	34
ANNEXURE 4: SURETY AGREEMENT.....	35
ANNEXURE 5: DECLARATION ON FIDELITY GUARANTEE FUND	35
ANNEXURE 6: COMPANY REGISTRATION DOCUMENTS	36
ANNEXURE 7: OCCUPATIONAL HEALTH AND SAFETY AUDIT REPORT(S)	36
ANNEXURE 8: BUSINESS REGISTRATION CERTIFICATE.....	37
ANNEXURE 9: TAX CLEARANCE CERTIFICATE.....	37
J. QUALITY ASSURANCE AND MONITORING.....	37
ANNEXURE 10: SWORN DECLARATION ON APPLICATION FOR ACCREDITATION.....	37
ANNEXURE 11: SWORN DECLARATION ON INSTITUTIONAL CAPACITY	37
ANNEXURE 12: SWORN DECLARATION ON MONITORING AND EVALUATION	38
ANNEXURE 13: ACCREDITATION REPORT ISSUED BY UMALUSI.....	38
K. INFORMATION FOR STUDENTS AND THE PUBLIC	39
ANNEXURE 14: STUDENT PROSPECTUS, CALENDAR OR BROCHURE	39
ANNEXURE 15: ENROLMENT FORMS	39
L. DECLARATION ON NON-DISCRIMINATION.....	39
ANNEXURE 16: SWORN DECLARATION ON NON-DISCRIMINATION.....	39

M. ADDITIONAL INFORMATION TO BE SUBMITTED BY FOREIGN APPLICANTS

ONLY 40

ANNEXURE 17: UNDERTAKING ON EQUALITY OF QUALIFICATIONS..... 40

ANNEXURE 18: PROOF OF OFFICIAL RECOGNITION IN THE COUNTRY OF ORIGIN 40

ANNEXURE 19: PROOF OF ACCREDITATION IN THE COUNTRY OF ORIGIN 40

CHECKLIST..... 41

INTRODUCTION

The government's vision for the transformation of the Further Education and Training (FET) system is articulated in *White Paper 4: A Programme for the Transformation of Further Education and Training (1998)*. The FET provides intermediate to high-level skills aimed at addressing the learning needs of individuals, human resource needs, and the skills development needs of our society and changing economy.

The building of such a system necessitates, among other things, the promotion of quality teaching, learner support, and assessment in both public and private FET institutions. The Constitution requires providers of private education and training to be registered with the state. The *Further Education and Training Act, 1998 (Act No. 98 of 1998)* (hereafter referred to as "the Act"), together with the *Regulations for the Registration of Private FET Institutions, 2003* (hereafter referred to as "the Regulations"), provide the legal framework for the registration of private institutions offering FET programmes.

The registration of private FET institutions in accordance with the Act applies only to institutions that offer learning programmes that result in the awarding of qualifications such as certificates registered at Levels 2 to 4 of the National Qualifications Framework (NQF). The Act does not deal with the registration of independent schools, as these schools are registered with the provincial education departments in terms of the *South African Schools Act, 1996 (Act No. 84 of 1996)*. Registration, as required by the Act, means that an institution is granted the legal authority to offer accredited FET programmes. This requirement applies to all private FET institutions, be they of local or foreign origin.

The aim of registering private FET institutions is to ensure that:

- a) All registered private FET institutions offer an acceptable quality of education by adhering to section 29(3) of the *Constitution of the Republic of South Africa* that requires them to maintain standards that are not inferior to standards of comparable public FET institutions.
- c) Students receive education and training from FET institutions that have the resources, capacity, expertise and structures to deliver quality programmes.
- d) Students obtain qualifications that are registered on the National Qualifications Framework (NQF); and
- e) Private FET institutions observe ethical and fair business practices.

The Ministry of Education recognises that the provision of FET programmes by private FET institutions plays an important role in widening access to education and responding to labour market needs. The regulation of private FET provision aims at ensuring that only private institutions with the necessary infrastructure and resources to provide and sustain quality FET programmes are licensed (registered) to operate. Registration is a means of protecting the integrity and image of the FET system and the interests of the public.

The Act and the Regulations, of which this guide and the application form (Form FPX-01) are appendices, provide the legal framework by means of which the Director-General, in his capacity as the Registrar of private FET Institutions, is required to regulate such institutions.

In terms of the Act, a person who offers or pretends to offer FET programmes and qualifications or purports to perform an act on behalf of an FET institution without being registered is guilty of an offence and is liable on conviction to a fine or imprisonment not exceeding five years or both such fine and imprisonment. The Act further stipulates that a person who pretends that a qualification has been awarded to him/her by an FET institution, whereas no such qualification has been so awarded, is guilty of an offence and is liable, on conviction to any sentence, which may be imposed for fraud. Subject to the transitional arrangements provided for in the Act, no institutions must provide FET programmes unless the Registrar approves their application. In terms of the transitional arrangements a person that has been exempt from registration must apply for registration by a date determined by the Minister by notice in the *Government Gazette*.

ABBREVIATIONS AND ACRONYMS USED IN THE FORM

AET	Adult Education and Training
CHE	Council on Higher Education
CIPRO	Companies and Intellectual Property Registration Office
DoE	Department of Education
FET	Further Education and Training
GAAP	Generally Accepted Accounting Practice
GET	General Education and Training
HE	Higher Education
NQF	National Qualifications Framework
PAAB	Public Accountants' and Auditors' Board
SARS	South African Revenue Services
SAAS	South African Auditing Standards
SAICA	South African Institute of Chartered Accountants
SAQA	South African Qualifications Authority
Umalusi	General and Further Education and Training Quality Assurance Council

APPLICATION TYPES

Regulations 3, 4 and 5 provide for the following types of applications:

a) Application for registration

Subject to the transitional arrangement any person intending to establish and maintain a private FET institution must complete an *Application for registration (Form FPX-01)* and submit it to the Registrar at least 18 (eighteen) months before the institution commences its operations.

b) Application for amendment

A private FET institution wishing to amend its registration or provisional registration in terms of the Act must submit an *Application for Amendment (Form FPX-03)* to the Registrar at least 12 (twelve) months before the proposed amendment comes into effect.

c) Application for conversion

A private FET institution wishing to have its provisional registration converted to registration in terms of section 27(1)(c) of the Act must submit an *Application for Conversion (Form FPX-04)* to the Registrar by the date determined by the Registrar.

ELIGIBILITY CRITERIA AND REQUIREMENTS FOR REGISTRATION

This guide and the accompanying application form must be used together with the Regulations of the Act when a private institution applies for registration as a private FET institution.

A private institution seeking registration should contact the DoE to be supplied with the application form, guide for completing the form, the Regulations and the Act. In terms of the Act and the Regulations, an aspirant provider is eligible to apply for registration as a private FET institution if it is registered or recognised as a company in terms of the *Companies Act, 1973* and proposes to take responsibility for the following functions:

- × Registration of students for FET programmes leading to qualifications that are registered at Levels 2 to 4 of the NQF, and
- × Provision and delivery of programmes that lead to qualifications that are registered at Levels 2 to 4 of the NQF
- × Assessment of students.

The requirements for registration are prescribed in the Act and detailed in Chapter 2 of the Regulations. In terms of the Act and the Regulations, the registration of an applicant as a private FET institution depends on whether the following three main requirements are fulfilled:

a) Financial sustainability

As proof of its financial sustainability, an applicant must

- × provide proof in the application that the income or income forecast will be sufficient to sustain programmes in an acceptable manner and that the institution has, or will have, a stable financial position that will enable it to maintain operational continuity.
- × submit proof that the institution has established financial surety or guarantees to ensure that it meets its obligations to its enrolled students.
- × submit a signed declaration that the institution will contribute to a fidelity guarantee fund approved by the Registrar and will contribute to such a fund according to the scale of payments determined by the Minister of Education in the *Government Gazette*.

b) Institutional and programme accreditation

The application to the Registrar must be supported by a sworn declaration that an application for institutional and programme accreditation has been lodged with *Umalusi*, a council established in terms of the *General and Further Education and Training Quality Assurance Act, 2001 (Act No.58 of 2001)*. *Umalusi* is tasked with quality assurance in the GET and FET bands.

Private institutions wishing to enquire about accreditation should contact *Umalusi* directly at:

The Manager
Accreditation
Umalusi
Private Bag X1
QUEENSWOOD
0121

Telephone: 012 349 1510
Facsimile: 012 349 1511

In making a determination on the application, the Registrar is required to consider, *inter alia*, the evidence provided in the application, as well as the advice of *Umalusi* on the applicant's application for accreditation.

c) Health and safety

In the application for registration, an applicant must provide proof that the premises where FET programmes are offered, or are to be offered, comply with the requirements of the regulations on occupational health and safety.

IMPORTANT CONSIDERATIONS FOR COMPLETING THE APPLICATION FORM

The aim of this guide is to assist persons who wish to apply for registration as private FET institutions. It is important to bear in mind that this document is only a guide. The Registrar may require additional information to support the application.

This guide accompanies the *Application for registration (Form FPX-01)* and deals with the various sections of the application form. Applicants are, therefore, strongly urged to read through the guide carefully before commencing with the completion of the application form. Applicants are also advised to read the guide in conjunction with the Act and the Regulations.

All private institutions seeking registration should contact the DoE to be supplied with the registration forms, the guide, and schedule of fees. The DoE can be contacted telephonically at (012) 312 5878 during office hours. The application documents can be accessed electronically in *Microsoft Word for Windows* on the DoE website at: [www.education.gov.za/DoE-Branches/FET Branch/Private FET Colleges/Related documents](http://www.education.gov.za/DoE-Branches/FET%20Branch/Private%20FET%20Colleges/Related%20documents).

When completing the application form, the following must be borne in mind:

- a) All sections of the form must be completed fully and in the required format.
- b) The application must be submitted to the Registrar with a non-refundable fee prescribed in the *Schedule of fees (FPX-02)*.
- c) The application must be submitted as a signed hard copy and must indicate the date of submission to the DoE.
- d) The non-refundable application fee must be paid by means of a bank guaranteed cheque made out to the Department of Education.
- e) Important supporting documentation in the form of Annexures must be provided as part of the application. The application must be submitted bound in order to avoid the loss of loose pages.
- f) Where a sworn declaration is required, the oath must be taken with the commissioner of oaths at any offices of the South African Police Services. No other commissioner of oaths will be accepted. The Registrar will not accept photocopies of such a declaration.
- g) The application consists of the following 13 sections:

FORM

Section A: Administrative data (Items 1-7)

Section B: Company registration particulars (Items 8-13)

Section C: Full details of holding company (Items 14 – 21)

Section D: Particulars of ownership and management (Items 22- 28)

Section E: Details of applicant's auditors (Items 29 – 30)

Section F: Particulars of FET programmes and qualifications (Items 31 – 33)

Section G: Staff and student data (Items 34 -35)
Section H: Data on HE programmes (Items 36-37)

ANNEXURES 1 – 19

Section I: Financial viability reports and legal documents (Annexure 1-9)
Section J: Quality Assurance and monitoring (Annexure 10-13)
Section K: Information for the students and the public (Annexure 14-15)
Section L: Declaration on non-discrimination (Annexure 16)
Section M: Additional information for foreign institutions (Annexure 17-19)

An application checklist is provided at the end of this guide to help applicants determine whether all the required information is included.

In the spaces provided in the *Application for registration (Form FPX-01)*, the required information must be provided as explained per item below. Each explanation corresponds with the item on the Form.

A. ADMINISTRATIVE DATA

Item 1: Legal name of the applicant

The legal name of the company that is applying for registration as a private FET institution must be supplied. Only companies that are registered or recognised as juristic persons in terms of the *Companies Act, 1973 (Act No 61 of 1973)* are eligible to apply. The *Companies Act* provides for registration as a private company, a section 21 company, a public company or an external company. For more information on the registration of a company visit www.cipro.gov.za or contact the CIPRO customer care centre at 0861 843 384.

Item 2: Postal address

The postal address for all correspondence to the applicant must be supplied.

Item 3: Physical address

The physical address and contact details of the applicant must be filled in. The street, number, suburb and city or town must be clearly indicated. *Domicilium citandi et executandi* means the physical address where the applicant chooses to receive all legal communications in connection with the application.

Item 4: Telephone number

The telephone number of the applicant must be filled in.

Item 5: Fax number

The fax number, which will be used for all correspondence with the applicant, must be filled in.

Item 6: E-mail address

The email address to which all correspondence may be sent must be filled in.

Item 7: Website address

The applicant's website address must be filled in.

B. COMPANY REGISTRATION PARTICULARS**Item 8: Legal name of the company**

The legal name in which the applicant was established as a company in terms of the *Companies Act, 1973*, must be supplied. This name should be the same as in Item 1 above.

Item 9: Trading name, translation or acronym

If applicable, the official trading name, abbreviation, acronym or translation under which the applicant is conducting or intends to conduct its business must be supplied.

Item 10: Type of company

The type of company applying for registration (e.g. private company, public company, external company, association incorporated under section 21) must be indicated.

Item 11: Registration number

The company registration number as it appears on the *Certificate of Incorporation* or *Certificate of Registration of Memorandum of External Company* must be filled in. The registration number should be written in full, e.g. 2000/123456/09.

Item 12: Company origin

Whether the applicant is a foreign or local juristic person as defined in the Act must be indicated by inserting either *local* or *foreign* in the space provided.

Item 13: Country of origin

If the applicant is a foreign juristic person, the name of the country of origin of the company must be supplied.

C. FULL DETAILS OF THE HOLDING COMPANY OR PARENT ORGANISATION**Item 14: Holding company**

If applicable, the name of the applicant's holding company, or any other organisation to which the applicant is legally, commercially or academically subordinate must be supplied.

Item 15: Name and surname of the head of the holding company

If applicable the name and surname of the head of the applicant's holding company or parent organisation must be supplied.

Item 16: Postal address

If applicable, the postal address of the holding company or parent organisation must be supplied.

Item 17: Physical address

The physical address and contact details of the holding company or parent organisation must be filled in. The street number, suburb and city or town must be clearly indicated. *Domicilium citandi et executandi* means the physical address where the holding company or parent organisation chooses to receive all legal communications in connection with the application.

Item 18: Telephone number

The telephone number of the holding company must be filled in.

Item 19: Fax number

The fax number of the holding company must be filled in.

Item 20: E-mail address

The e-mail address of the holding company must be filled in.

Item 21: Website address

The website address of the holding company must be supplied.

D. PARTICULARS OF OWNERSHIP AND MANAGEMENT

This section refers to the applicant not the holding company.

Item 22: Name and surname of the head of the applicant

The name and surname of the head of the applicant must be supplied.

Item 23: Title of the head of applicant

The title (i.e. Mr/Ms/Dr/Prof/Mrs/Miss) of the head of the applicant must be indicated.

Item 24: Identity document or passport number

The identity document number of the head of the applicant must be supplied. In cases where the head is not South African, the passport number will suffice.

Item 25: Telephone number

The telephone number through which the head of the applicant can be contacted must be filled in.

Item 26: Fax number

The fax number for all correspondence addressed to the head of the applicant must be filled in.

Item 27: Details of owners or shareholders

The names, titles and identity document numbers of subscribers to the *Memorandum and Articles of Association* issued by CIPRO must be provided. If the owner or shareholder of the company is not South African, his or her passport number will suffice.

Item 28: Details of the management

The surname and initials, nationality, identity document number or passport number in the case of non-SA residents, designation of each member of the applicant's management must be provided. There must be an indication of whether a director is executive or non-executive.

E. DETAILS OF THE APPLICANT'S AUDITORS AND BANKERS**Item 29: Name of the auditor**

The name of the applicant's auditor or auditing firm, appointed under the *Companies Act, 1973* and registered as an auditor in terms of the *Public Accountants' and Auditors' Act, 1991 (Act No. 80 of 1991)* must be supplied.

Item 30: Practice number of the auditor

The auditor's practice or registration number issued by the PAAB should be filled in.

F. DETAILS OF FET PROGRAMMES AND QUALIFICATIONS**Item 31: Details of the FET programmes**

The following details of programmes submitted to Umalusi for accreditation as FET programmes must be supplied:

- a) Name of the programme
- b) Entrance requirements
- c) Mode of delivery, which may be (a) contact education or (b) distance education or (c) mixed mode. Each mode is briefly explained below.

i) Contact education

This involves personal interaction with teachers or supervisors through lectures, tutorials, seminars, practicals and supervision, and occurs at the applicant's premises or site(s).

ii) Distance education

The interaction between students and teachers or supervisors is undertaken through distance education techniques, such as correspondence or telematic education. An example of distance education is correspondence learning, which is characterised by little or no face-to-face interaction between the educator and the learner. The learner works independently with little or no support services other than print materials. The learning material is usually delivered by post or electronically.

iii) Mixed mode

Mixed mode of delivery is an approach to learning and teaching that combines the contact and distance modes of delivery described in (i) and (ii) above.

d) Language of teaching.

e) Minimum duration for the programme in months

The Table in this Item can be increased to suit the needs of the institution. If the application is not completed electronically, the Table can be duplicated to accommodate as many programmes as the applicant wants to offer.

Item 32: Details of FET qualifications

Details of the qualifications for which students are registered or to be registered must be supplied. The following explanation must be taken into account before responding to this item:

a) NQF fields

In terms of *Government Gazette No. 20234*, of 25 June 1999, SAQA determined the following fields and sub-fields for purposes of registering qualifications on the NQF. "Qualifications" refers to certificates awarded to students on successful completion of a programme of study. Before completing the form, it is important to check in which field or sub-field your learning programme belongs.

01 Agriculture and Nature Conservation

Primary and secondary agriculture, nature conservation, forestry and wood technology, horticulture.

02 Culture and Arts

Design studies, visual and performing arts, cultural studies, music, sport, film, television and video.

03 Business, Commerce and Management Studies

Finance, economics and accounting, generic management, human resources, marketing, procurement, office and public administration, project management, public relations.

04 Communication Studies and Language

Communication and information studies, language, literature.

05 Education, Training and Development

Schooling, higher education and training, early childhood development, adult education.

06 Manufacturing, Engineering and Technology

Engineering and related design, manufacturing and assembly, fabrication and extraction.

07 Human and Social Studies

Environmental relations, general social science, industrial and organisational governance and human resource development, people-/human-centred development, public policy, politics and democratic citizenship, religious and ethical foundations of society, rural and agrarian studies, traditions, history and legacies, urban and regional studies.

08 Law, Military Science and Security

Safety and justice in society, sovereignty of the state.

09 Health Sciences and Social Services

Preventive health, promotive health and development services, curative health, rehabilitative health services.

10 Physical, Mathematical, Computer and Life Sciences

Mathematical, physical, life, information technology and computer, earth and space and environmental sciences.

11 Services

Hospitality, tourism, travel, gaming and leisure, transport, operations and logistics, personal care, wholesale and retail, consumer services.

12 Physical Planning and Construction

Physical planning, design and management, building construction, civil engineering construction, electrical infrastructure construction.

b) NQF levels

In respect of providing FET programmes, the relevant NQF levels are Levels 2, 3 and 4. Accordingly, when completing the application form, the applicant must choose from the three levels.

The details required in this Table must be identical to the details of the qualification as registered in the SAQA NQF database.

Item 33: Details of sites of delivery

"Site" refers to any learning site, such as a main campus, satellite campus or learning centre, controlled and administered by the applicant. The Registrar must approve all learning sites where FET programmes are delivered. Only accredited programmes and approved sites of delivery for which the applicant assumes responsibility will be approved by the Registrar. The following details of the proposed sites of delivery must be supplied:

- a) The name of the site
- b) Physical address of the site
- c) Programmes to be delivered at the site
- d) The province where the site is located

The Table in this Item can be increased to suit the needs of the applicant. If the application is not completed electronically, the Table can be duplicated to accommodate as many sites as the applicant operates.

G. STAFF AND STUDENT DATA

Item 34: Staff and student headcount data

Subject to the transitional arrangement in terms of section 51 of the Act, for applicants that offer FET programmes, **staff and student headcount** totals must be supplied for the year in which the application for registration is submitted. The data must be supplied in the required format and according to the categories provided. Only data pertaining to FET programmes must be supplied.

Before responding to this item, the following explanations must be taken into consideration:

a) Headcount student enrolment

A headcount student enrolment is literally a counting of heads. Students are counted as units, regardless of whether they are full-time or part-time, and regardless of the number of courses for which they are enrolled, and regardless of whether they are enrolled for first year, second or third year. In a headcount enrolment, a student is counted **once only**.

b) Headcount staff totals

A headcount total of staff is also a counting of heads. The applicant should indicate how many of its staff members are **full-time** and how many are **part-time**.

c) Teaching staff

These are members of the applicant's staff that are involved in teaching and research.

d) Support staff

These are the members of staff who, either directly or indirectly, support the applicant's teaching and learning activities. This category includes members of staff who perform functions such as academic support services, student support services, human resource management, financial management and administration.

e) Service staff

These are members of staff who perform auxiliary services such as the operation and maintenance of the physical premises, and who work on, for example, building maintenance, garden services, catering services, custodial services and security services.

Item 35: Student data per FET qualification

Student data for each qualification for which students are registered or to be registered must be supplied. The data should be supplied as headcount by race and by gender.

H. OPERATION IN HE**Item 36: Providing HE programmes**

By means of an (x), the applicant must indicate in the appropriate box if the applicant is registered as a private higher education institution. HE programmes refer to programmes that lead to qualifications that are registered at or above levels 5 of the NQF.

Item 37: HE registration details

If applicable, the registration number issued by the Department of Education must be supplied.

I. FINANCIAL VIABILITY REPORTS AND LEGAL DOCUMENTS

Annexure 1: Audited annual financial statements

An applicant that is already operating in the GET and/or HE band(s) or any other business, but wants to extend its operations to FET must submit its most recent audited annual financial statements for the existing business and a business plan for the proposed FET operations. The preparation and presentation of the financial statements must comply with the requirements of the Act, the Regulations and GAAP. The financial statements must include the following:

- *Auditor's report*
- *Directors' report*
- *Balance sheet*
- *Income statement*
- *Cash-flow statement*
- *Statement of changes in equity/reserves/fund*
- *Summary of accounting policies*
- *Notes to the financial statements*

The auditor's report referred to above must comply with requirements as explained in the following section:

a) *The auditor's report*

In terms of the Act, the auditor's report must be issued by a **registered independent auditor**. In terms of form and content, the auditor's report must conform to the *SAAS 500 and 700* issued by the SAICA. The auditor's report must be issued on the auditor's official letterhead. In the report, the auditor must express his/her opinion on the appropriateness of the management's use of the going concern assumption in their preparation of the applicant's financial statements.

b) *Directors' report*

Any matter not dealt with in the balance sheet, statement(s) of changes in equity/reserves, income statement, cash flow and or notes thereto, must be dealt with in the directors' report. Any post-balance sheet event that is material to the appreciation of the financial position of the applicant, its changes in equity/reserves, and the results of its operations and cash flows must also be tabled in the directors' report.

In terms of format and content, the directors' report must comply with section 299 and *Part III of Schedule 4 of the Companies Act, 1973*. It must, therefore, include, but not be limited to, the following aspects:

- *Directors and secretary*
- *Principal activities/Nature of business*
- *Directors' responsibilities*
- *Going concern assessment*
- *Operating results*

- *Dividends*
- *Review of operations*
 - o *Revenue*
 - o *Profit before tax*
 - o *Extraordinary items*
- *Share capital*
- *Post-balance-sheet events*

The Chief Executive Officer, or an official of similar standing, must sign the directors' report.

Annexure 2: Three-year financial forecasts

A new applicant that is in a start-up phase may not have audited annual financial statements. Therefore, instead of audited annual financial statements, it can submit a three-year financial forecast, which should include the following:

- a) Auditor's report
- b) Detailed assumptions
- c) Balance sheet
- d) Pro forma income statements for three years
- e) Pro forma cash flow statements for three years
- f) Explanatory notes to the financial forecasts

The documents that constitute a three-year financial forecast should contain details indicated for each document below:

i) Detailed assumptions

These assumptions should serve as the basis for all the figures and calculations done in the pro forma statements.

ii) Balance sheet

This statement must, on analysis, provide answers to the following questions:

- What assets does the applicant own?
- How much does the applicant intend investing in the proposed operations?
- What are the applicant's sources of funding?
- What is the proportion of debt to be incurred vis-à-vis own capital/equity?

iii) Pro forma income statements

These statements must, on analysis, show all the sources of the applicant's income and the amounts to be generated from each source. They must further indicate how the applicant is to meet the following funding requirements (start-up expenditure line items, as well as operating costs as shown in the pro-forma below):

- *Capital costs*

- *Student accommodation*
- *Laboratory and/or workshop equipment*
- *Library facility*
- *Student support services*
- *Student financial aid*
- *Student allowance (in cases of learnership programmes)*
- *Research and development*
- *Quality assurance and quality promotion*
- *Professional fees (legal, financial, registration fees, etc.)*
- *Costs for developing operational policies*
- *Systems design, purchase and implementation*
- *Promotion/Advertising/Marketing Costs*
- *Furniture*
- *Electronic equipment (teaching and learning)*
- *Vehicles*
- *Staff recruitment*
- *Staff salaries*
- *Rent*
- *Travel*
- *Recreation*
- *Telecommunications*
- *Office consumables, etc.*
- *Fidelity guarantee fund contribution*

iv) Pro forma cash flow statements

These statements must indicate how much, during the first three years of operation, the applicant expects to: -

- *generate for/from operating activities;*
- *generate for/from investing activities; and*
- *generate for/from financing activities.*
- *Net amount to be generated*

v) Explanatory notes

Aspects that have not been dealt with, as part of *Assumptions*, should be clearly explained in this section. Where applicable, this section should include, but not be limited to, the explanation of the following: -

- *Dividend policy (if any)*
- *Capital structure*
- *Financing terms and conditions*
- *Retained earnings*
- *VAT treatment, etc.*

Annexure 3: Business plan

The audited three-year financial forecast or audited annual financial statements to be submitted to the Registrar must be accompanied by a detailed three-year business plan containing the following headings:

1. Executive summary**2. Value Net Analysis**

Analysis of the players, added value, rules, tactics and scope with a summary of the value addition proposition within the FET sector.

3. Vision, Mission, and Values and Organisational culture proposition

- 3.1 Corporate strategy
- 3.2 Strategic objectives
- 3.3 Sustainability reporting framework

4. Scope of operations

- 4.1 Description of infrastructure to be used and its suitability for the proposed programmes.
- 4.2 Agreements with industry for workplace exposure.
- 4.3 Areas in which expansion is contemplated within the first three years.
- 4.4 Initiatives towards forward and reverse tracer studies as part of impact assessment
- 4.5 Brief description of its approach to Total Quality Management

5. Market research, assessment and feasibility

- 5.1 Description of the target market and its potential
- 5.2 Current and long-term demand of the proposed programme offerings.
- 5.3 Degree of concentration of similar programme offerings by other public or private institutions in the geographical area of the applicant's proposed location.

6. Risk analysis and management strategies

- 6.1 External risks
- 6.2 Internal risks such as:

- a) *Governance/Management/Systems inadequacies/Capacity failure*
- b) *Financial risk*
- c) *Marketing risk*
- d) *Implementation risk*

6.3 Risk management strategies:

- a) *Risk Management approach*

- b) *Risk monitoring indicators*
- c) *Financial risk indicators*
- d) *Implementation and phasing*
- e) *Proposed efficiency and effectiveness targets*

7. Organisational policies

- 7.1 Staffing policy
- 7.2 Occupational health and safety policy
- 7.3 HIV/AIDS policy and programmes
- 7.4 Institution's student and staff wellness programme

8. Implementation framework

- 8.1 Implementation time frames
- 8.2 The rationale for these time frames
- 8.3 Critical success factors

Annexure 4: Surety agreement

In terms of Regulation 12(2), an applicant is required to set up surety or guarantee to ensure that the applicant is able to meet its obligations to students for as long as it remains a registered private FET institution. As documentary proof to thereof, a signed certified copy of the Agreement must be submitted to the Registrar. In the *Surety Agreement* there must be a clear indication of the following:

- a) *Parties entering into the agreement*
- b) *What is agreed upon*
- c) *Terms*
- d) *Conditions*
- e) *The amount of surety or guarantee*
- f) *How the amount was determined*
- g) *Any other consideration*

The surety agreement must be structured in such a way that it takes into account enrolment fluctuations. The beneficiaries of the *Surety Agreement* should be students that are enrolled for approved programmes in the institution.

Annexure 5: Declaration on fidelity guarantee fund

The following verbatim undertaking must be submitted by the applicant on its official letterhead and must be dated and signed by the Chief Executive Officer of the applicant or an official of similar standing in the organisation:

I, the undersigned, hereby declare that, if..... [legal name of the applicant]..... is registered or provisionally registered,..... [legal name of the applicant]..... will contribute to the fidelity guarantee fund approved by the Registrar and make such contributions according to the scale of payments determined by the Minister.

Annexure 6: Company registration documents

One of the eligibility criteria for registration as a private FET institution is that the applicant should be registered or recognized as a company in terms the *Companies Act*. As proof thereof, an applicant must submit signed certified copies of the following documents issued by CIPRO of the Department of Trade and Industry:

- a) *Certificate of Incorporation*
- b) *Memorandum of Association*
- c) *Articles of Association*
- d) *Most recent List of Directors*
- e) *Information and particulars for the auditing firm of the company*
- f) *Certificate of Registration of Memorandum of External Company (if applicable)*
- g) *Memorandum of External Company (if applicable)*

Documents listed in (f) and (g) above apply to external companies only.

Annexure 7: Occupational health and safety audit report(s)

Occupational health and safety compliance audit reports for all sites of delivery must be submitted. The audit reports must be issued by a legally competent health and safety professional or organisation accredited in terms of the *Occupational Health and Safety Act, 1995 (Act No 85 of 1993)*. The auditor's report must indicate the extent to which the applicant complies with the following pieces of legislation:

- a) *Occupational Health and Safety Act, 1995*
- b) *General Administrative Regulations*
- c) *General Safety Regulations*
- d) *Electrical Installation Regulations*
- e) *General Machinery Regulations*
- f) *Environmental Regulations for workplaces*
- g) *Lift Escalator and Passenger Conveyor Regulations*
- h) *Regulations for the integration of the Occupational Health and Safety Act*
- i) *Electrical Machinery Regulations (where applicable)*
- j) *Facilities Regulations*

The auditor's report must be issued on the auditor's or auditing firm's official letterhead and should be dated and signed by the auditor or on behalf of the auditing firm.

In terms of format and content, the occupational health and safety audit report must focus on and contain the following:

- a) **Main heading:**
- b) **Identification** of the report (i.e. to indicate that it is issued to the management of [legal name of the applicant])
- c) **Site:** the report must indicate the physical address of each site audited
- d) **Scope:** the report must indicate which legislation is covered by the report and what activities constituted the audit)

- e) **Audit opinion:** the report must indicate whether the site is compliant or not, and if compliant, the report must indicate if it is safe to use for education and training purposes
- f) **Signature** (auditor or on behalf of the auditing firm)
- g) **Date of the report**
- h) **Annexures:**
 - × Checklists and other documents used to arrived at the above audit opinion
 - × Graphic representation of findings:

Annexure 8: Business registration certificate

A certified copy of the business registration certificate issued by the Local Authority in terms of the Regional Services Councils Act, 1985 (Act No. 109 of 1985) must be submitted.

Annexure 9: Tax clearance certificate

One original copy of the tax clearance certificate (IT 50) issued by SARS must be submitted. This certificate should not be older than six months.

J. QUALITY ASSURANCE AND MONITORING

Annexure 10: Sworn declaration on application for accreditation

The following verbatim declaration must be submitted by the applicant on its official letterhead and must be dated and signed by the Chief Executive Officer of the applicant or an official of similar standing in the organisation:

I, the undersigned, hereby declare that..... [legal name of the applicant]..... has applied to the Council for General and Further Education and Training (Umalusi) for accreditation of the following programmes:

- a) ..
- b) ..
- c) ..

I further declare that if registered or provisionally registered [legal name of the applicant] shall comply with the requirements of Umalusi as contemplated in section 26(b)(ii) of the Further Education and Training Act, 1998 (Act No 98 of 1998).

The original copy of this declaration must be submitted.

Annexure 11: Sworn declaration on institutional capacity

The following verbatim undertaking must be submitted by the applicant on its official letterhead and must be dated and signed by the Chief Executive Officer of the applicant or an official of similar standing in the organisation:

I, the undersigned hereby declare that if.....[legal name of the applicant]..... is registered or provisionally registered, the institution will not exceed the enrolment that the facilities and equipment can reasonably accommodate.

I further declare that.....[legal name of the applicant]..... has sufficient space, equipment and instructional material to provide education and training of sufficient standard to achieve the objectives of each programme.

I also agree that if registered or provisionally registered,.....[legal name of the applicant]..... will maintain full records of each student's admission, academic progress and assessment of learning in respect of each programme.

I declare that all the sites listed in this application are administered and controlled by.....[legal name of the applicant].....

I also declare that,.....[legal name of the applicant]..... has the necessary academic and support staff with appropriate qualifications and experience to achieve the objectives of each programme.

I further declare that officials from Government will be allowed unconditionally to conduct site visits for verification and ensuring compliance with the conditions of registration.

The original copy of this declaration must be submitted.

Annexure 12: Sworn declaration on monitoring and evaluation

The following verbatim undertaking must be submitted by the applicant on its official letterhead and must be dated and signed by the Chief Executive Officer of the applicant or an official of similar standing in the organisation:

I, the undersigned, hereby declare that if registered or provisionally registered,.....[legal name of the applicant]..... shall comply with an evaluation of the institution at intervals to be determined by the Registrar.

I further declare that if registered or provisionally registered,..... [legal name of the applicant]shall comply with any other reasonable process arranged by the Registrar after consultation with the institution for the purpose of monitoring compliance with the requirements of the Act and the conditions of registration.

The original copy of this declaration must be submitted.

Annexure 13: Accreditation report issued by Umalusi

In order to finalise the evaluation of an application for registration as a private FET institution, the Registrar must consider the advice of Umalusi on the applicant's application for accreditation. Therefore, on lodging an application for registration, an applicant is also required to submit to

Umalusi an application for accreditation. Private institutions wishing to enquire about accreditation should contact *Umalusi* directly at:

Chief Executive Officer
Umalusi
P.O. Box 742 99
LYNWOOD RIDGE
0126

Telephone: 012 349 1510

Facsimile: 012 349 1511

The DoE will obtain the accreditation report directly from *Umalusi*. The applicant is, therefore, not expected to submit this Annexure with the application for registration.

K. INFORMATION FOR STUDENTS AND THE PUBLIC

Annexure 14: Student prospectus, calendar or brochure

A copy of the applicant's student prospectus, calendar or brochure must be submitted. In terms of format and content, this document must comply with Regulation 25.

Annexure 15: Enrolment forms

A sample copy of the applicant's enrolment form must be submitted.

L. DECLARATION ON NON-DISCRIMINATION

Annexure 16: Sworn declaration on non-discrimination

The following verbatim declaration must be submitted by the applicant on its official letterhead and must be dated and signed by the Chief Executive Officer of the applicant or an official of similar standing in the organisation:

I, the undersigned, hereby declare that[legal name of the applicant]..... does not discriminate on the basis of race and that, if registered,.....[legal name of the applicant]..... will comply with the provisions of section 29(3) of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996).

I accept that the Registrar of Private Further Education and Training Institutions may, in terms of section 29(3) of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), and section 35 of the Private Further Education and Training Act, 1998 (Act No. 98 of 1998), cancel this institution's registration or provisional registration.

The original copy of this declaration must be submitted.

M. ADDITIONAL INFORMATION TO BE SUBMITTED BY FOREIGN APPLICANTS ONLY

Annexure 17: Undertaking on equality of qualifications

An undertaking that the parent institution will accept as a basis for further study the applicable local qualifications is required. The following verbatim statement, signed by the head of the foreign institution on the foreign institution's official letterhead, and addressed to the Registrar, must be submitted:

I hereby declare that [legal name of the applicant] will, subject only to the availability of places, allow successful students from its registered South African institution to enrol unconditionally, without any further course work, for further years of study in the same qualification at parent institution or any of its other sites.

Annexure 18: Proof of official recognition in the country of origin

A foreign applicant wishing to be registered must provide proof that in its country of origin it is recognised by official authorities as a public or private FET institution or equivalent in terms of the statutes.

Annexure 19: Proof of accreditation in the country of origin

A foreign applicant wishing to be registered must also provide proof that in its country of origin it is accredited in terms of the statutes to provide FET programmes.

CHECKLIST

Please make sure that you have submitted *Form FPX-01* and attached all documents listed below. Fill in this form and submit it with your application.

REQUIRED INFORMATION	SUBMITTED YES/NO	INSTITUTION'S COMMENTS	FOR OFFICE USE ONLY
<u>Form FPX-01:</u> <i>Application Form</i> <i>Application Fee</i>			
Annexure 1: <i>Audited Annual Financial Statements</i>			
Annexure 2 <i>Audited 3-yr Financial Forecast</i>			
Annexure 3 <i>Business plan</i>			
Annexure 4 <i>Security agreement</i>			
Annexure 5: <i>Declaration on Fidelity Guarantee Fund</i>			
Annexure 6: <i>Company registration documents</i>			
Annexure 7: <i>Occupational health and safety audit report(s)</i>			
Annexure 8: <i>Business registration certificate</i>			
Annexure 9: <i>Original tax clearance certificate issued by SARS</i>			
Annexure 10; <i>Declaration on application for accreditation</i>			
Annexure 11: <i>Undertaking on institutional capacity</i>			
Annexure 12: <i>Declaration on monitoring and evaluation</i>			
Annexure 13:			

<i>Student prospectus, calendar or brochure</i>			
Annexure 14: <i>Enrolment forms</i>			
Annexure 15 : <i>Sworn declaration on non-discrimination</i>			
Annexure 16: <i>Undertaking on equality of qualifications</i>			
Annexure 17: <i>Proof of recognition in the country of origin</i>			
Annexure 18: <i>Proof of accreditation in the country of origin</i>			

No. R. 1002

11 October 2005



DEPARTMENT OF EDUCATION

**SCHEDULE OF FEES PAYABLE BY PRIVATE FURTHER
EDUCATION AND TRAINING INSTITUTIONS ON LODGING
AN APPLICATION FOR REGISTRATION, AN APPLICATION
FOR AMENDMENT AND AN APPLICATION FOR
CONVERSION**

(FPX-03)

SCHEDULE OF FEES

In terms of sections 25 and 31(b) of the *Further Education and Training Act, 1998 (Act No. 98 of 1998)* and Regulations 3(1), 4(1) and 5 of the *Regulations for the Registration of Private Further Education and Training Institutions, 2003*, a prescribed fee is payable on lodging an application for registration, an application for amendment or an application for conversion.

Fee payable on lodging an application for registration

A fee of R500.00 is payable on lodging an application for registration.

Fee payable on lodging an application for amendment

A fee of R500.00 is payable on lodging an application for amendment of registration.

Fee payable on lodging an application conversion

A fee of R500.00 is payable on lodging an application for conversion.

The above schedule of fees is subject to annual review.



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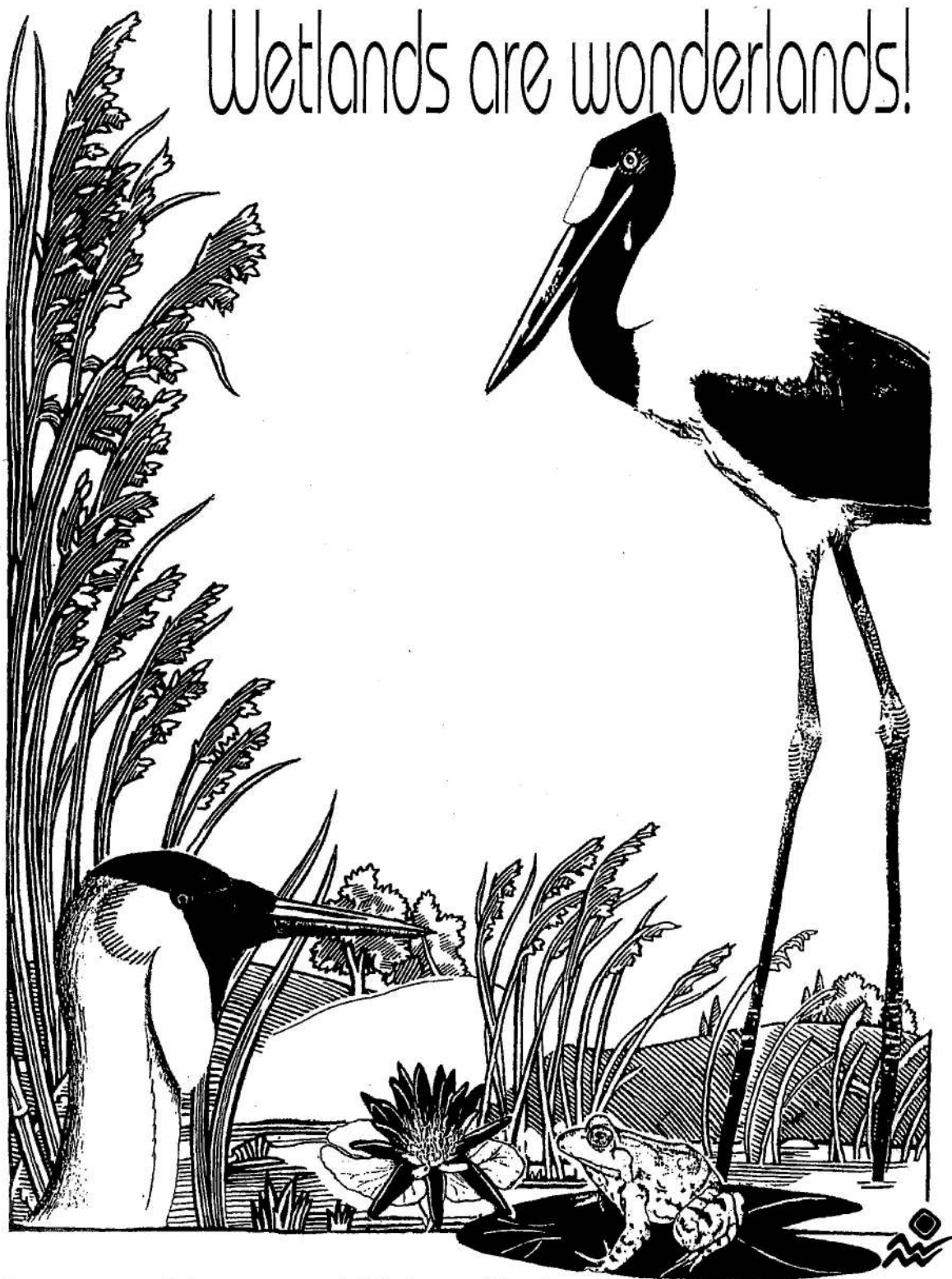
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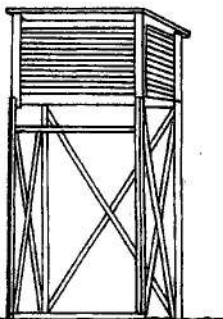
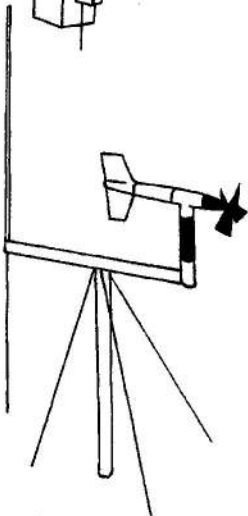


Wetlands are wonderlands!

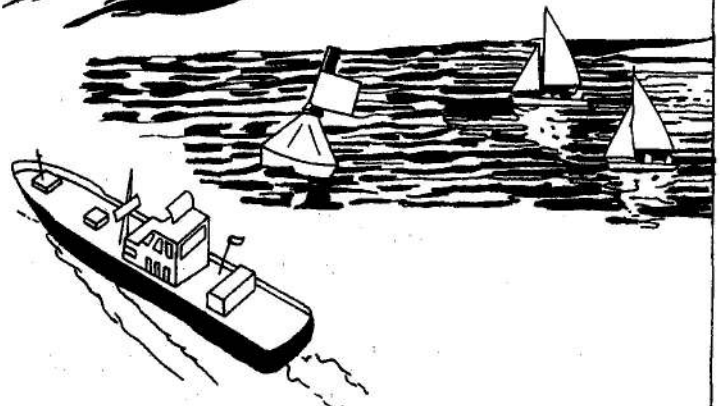
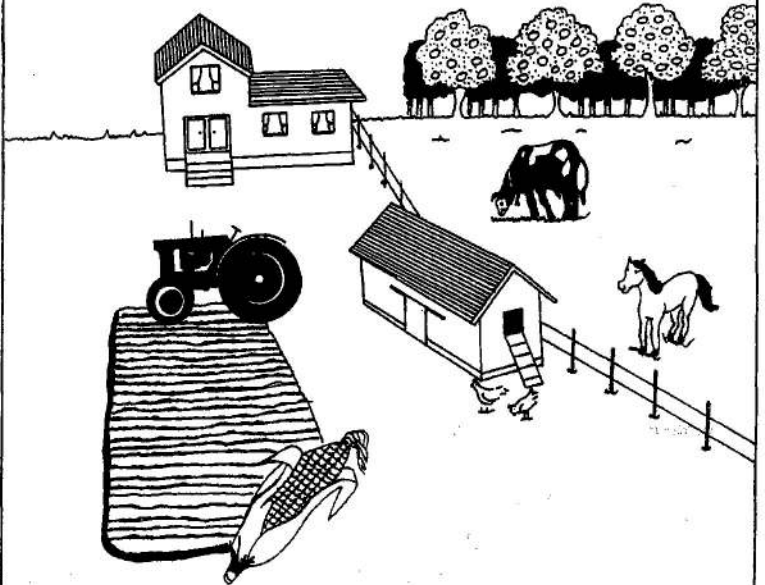
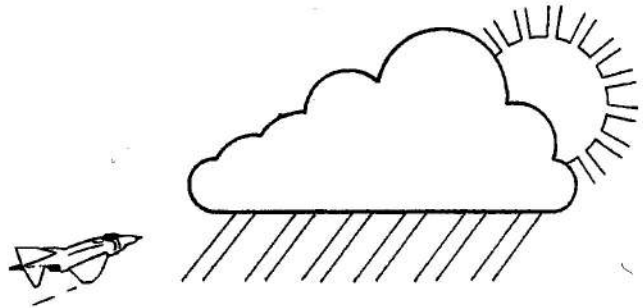


Department of Environmental Affairs and Tourism

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