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CONTENTS • INHOUD*No.**Page
No. Gazette
 No.***GOVERNMENT NOTICE****Education, Department of***Government Notice*

R. 1204 Further Education and Training Act (98/1998): Regulations for the Registration of Private Further Education and Training Institutions, 2003.....	3	28309
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GOVERNMENT NOTICE

DEPARTMENT OF EDUCATION

No. R. 1204

9 December 2005

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

FURTHER EDUCATION AND TRAINING ACT, 1998 (Act No. 98 of 1998)

I, Grace Naledi Mandisa Pandor, Minister of Education, hereby, in consultation with the Council of Education Ministers, publish appendices to the *Regulations for the Registration of Private Further Education and Training Institutions, 2003*, as set out in Appendices A and B.

I publish these appendices in terms of section 47 of the Further Education and Training Act, 1998 (Act No. 98 of 1998).



GNM Pandor, MP
Minister of Education



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

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

**APPLICATION FOR AMENDMENT OF REGISTRATION AS A PRIVATE
FURTHER EDUCATION AND TRAINING INSTITUTION¹
(Form FPX-02)**

¹ Note: Applicants must consult the document: *A Guide for Completing an Application for Amendment of Registration as a Private Further Education and Training Institution*

ADMINISTRATIVE DATA

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

B | TYPES OF AMENDMENT

8. By means of an (x), indicate the amendment(s) for which you wish to apply	
8.1 Legal name of the institution	
8.2 Type of company	
8.3 Institution's management	
8.4 Approved programmes and qualifications	
8.5 Sites of delivery	
8.6 Student headcount enrolment	

C. AMENDMENT TO THE LEGAL NAME

9. New legal name of the institution	
10. New trading name	

D. | AMENDMENT TO TYPE OR FORM OF COMPANY

11. New type of company												
12. Registration No.											13. Company origin	

SECTION E AMENDMENTS TO THE INSTITUTION'S MANAGEMENT

14. Details of the new Principal or Chief Executive Officer

Surname and initials															
Title		I. D. No.													
Telephone No.															
Fax No.															

15. Particulars of the institution's new management

Surname and Initials															
Nationality		I.D. No.													
Designation															

Surname and															
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Surname and Initials															
Nationality		I.D. No.													
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F1. ADDITION OF FET PROGRAMMES AND QUALIFICATIONS

F1. ADDITION OF FET PROGRAMMES AND QUALIFICATIONS	
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100	100

16. Details of each programme to be added

[illegible]

18. Projected headcount increase in staff appointments for the proposed increase in approved FET programmes

		African		Coloured		Indian		White		TOTAL	
		Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
Teaching staff	Full-time										
	Part-time										
Support staff	Full-time										
	Part-time										
Service staff	Full-time										
	Part-time										

19. Projected student headcount enrolment in the new programme(s)

Name of the programme	Projected student headcount enrolment									
	AFRICAN		COLOURED		INDIAN		WHITE		TOTAL	
	Female	Male	Female	Male	Female	Male	Fema	Male	Female	Male

F3. DISCONTINUATION OF APPROVED EET PROGRAMMES AND QUALIFICATIONS

21. Details of each programme that is to be discontinued

[illegible]

G. AMENDMENT TO SITES OF DELIVERY**G1. ADDITION OF SITES OF DELIVERY****23. Details of each site to be added**

Name of additional site	Physical address	Province	Programme to be delivered

25. Projected student headcount enrolment in the new site per programme

[illegible]

H. INCREASE IN STUDENT HEADCOUNT ENROLMENT			
28. Projected student headcount enrolment per programme			
Name of programme	Current enrolment	Increase	Total

[illegible]

I. SCHEDULE OF ANNEXURES

Annexure 1: Official proof of change of legal name.

Annexure 2: Official proof of change of type or form of the company.

Annexure 3: Official proof of change of the institution's management

Annexure 4: Programme feasibility report

Annexure 5: Site and programme feasibility report

Annexure 6: Sworn declaration on site control and administration

Annexure 7: Report on programme discontinuation

Annexure 8: Report on site discontinuation

Annexure 9: Sworn declaration on application for accreditation

Annexure 10: Accreditation report

Annexure 11: Occupational health and safety audit report

Annexure 12: Audited annual student headcount enrolment for the current academic year

Annexure 13: Report on increase in student headcount enrolment



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

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

**A GUIDE FOR COMPLETING THE APPLICATION
FOR AMENDMENT AS A PRIVATE FURTHER EDUCATION AND TRAINING
INSTITUTION¹**

(FPX-02)

¹ Note: Applicants must use this guide to complete the *Application for Amendment of Registration as a Private Further Education and Training Institution (Form FPX-02)*

TABLE OF CONTENTS

ABBREVIATIONS AND ACRONYMS USED IN THE GUIDE AND THE FORM	5
INTRODUCTION	6
IMPORTANT CONSIDERATIONS FOR COMPLETING THE APPLICATION FORM ...	7
A. ADMINISTRATIVE DATA	10
ITEM 1: LEGAL NAME OF THE APPLICANT	10
ITEM 2: DOE REGISTRATION NUMBER	10
ITEM 3: POSTAL ADDRESS	10
ITEM 4: PHYSICAL ADDRESS	10
ITEM 5: TELEPHONE NUMBER	10
ITEM 6: FAX NUMBER	10
ITEM 7: E-MAIL ADDRESS	10
B. TYPES OF AMENDMENT	10
ITEM 8: TYPE(S) OF AMENDMENT	10
C. AMENDMENT TO THE LEGAL NAME	11
ITEM 9: NEW LEGAL NAME OF THE INSTITUTION	11
ITEM 10: NEW TRADING NAME	11
D. AMENDMENT TO THE TYPE OR FORM OF COMPANY	11
ITEM 11: NEW TYPE OR FORM OF COMPANY	11
ITEM 12: REGISTRATION NUMBER	11
ITEM 13: COMPANY ORIGIN	11
E. AMENDMENT TO THE INSTITUTION'S MANAGEMENT	12
ITEM 14: DETAILS OF THE NEW PRINCIPAL OR CHIEF EXECUTIVE OFFICER	12
ITEM 15: PARTICULARS OF THE INSTITUTION'S NEW MANAGEMENT	12
F. AMENDMENT TO APPROVED FET PROGRAMMES AND QUALIFICATIONS	12
F1. ADDITION OF PROGRAMMES AND QUALIFICATIONS	12
ITEM 16: DETAILS OF PROGRAMMES TO BE ADDED	12
a) <i>NQF fields</i>	13
b) <i>NQF level</i>	14
c) <i>Mode of delivery</i>	14
d) <i>Language of teaching</i>	15
e) <i>Minimum duration of the programme</i>	15
ITEM 17: DETAILS OF QUALIFICATIONS TO WHICH THE ADDITIONAL PROGRAMME(S) LEAD ...	15
ITEM 18: PROJECTED HEADCOUNT INCREASE IN STAFF APPOINTMENT FOR THE PROPOSED INCREASE IN APPROVED FET PROGRAMMES	15
a) <i>Headcount staff totals</i>	16

b) <i>Teaching staff</i>	16
c) <i>Support staff</i>	16
d) <i>Service staff</i>	16
ITEM 19: PROJECTED STUDENT HEADCOUNT ENROLMENT IN THE NEW PROGRAMME(S)	16
F2. PROGRAMME NAME CHANGE	16
ITEM 20: DETAILS OF THE APPROVED FET PROGRAMME THAT IS TO UNDERGO A NAME CHANGE	16
F3. DISCONTINUATION OF APPROVED FET PROGRAMMES AND QUALIFICATIONS	17
ITEM 21: DETAILS OF EACH PROGRAMME THAT IS TO BE DISCONTINUED	17
ITEM 22: TOTAL NUMBER OF STUDENT AND STAFF TO BE AFFECTED BY PROGRAMME DISCONTINUATION	17
G. AMENDMENT TO SITES.....	17
G1. ADDITION OF SITES	17
ITEM 23: DETAILS OF SITES TO BE ADDED.....	17
ITEM 24: PROJECTED NUMBER OF STAFF TO BE APPOINTED FOR THE PROPOSED ADDITIONAL SITES	18
ITEM 25: PROJECTED STUDENT HEADCOUNT ENROLMENT AT THE NEW SITE	18
G2. DISCONTINUATION OF SITES	18
ITEM 26: DETAILS OF EACH SITE OF DELIVERY THAT IS TO BE DISCONTINUED	18
ITEM 27: TOTAL NUMBER OF STUDENTS AND STAFF TO BE AFFECTED BY THE DISCONTINUATION OF A SITE.....	18
H. FOREIGN INSTITUTIONS: INCREASE IN STUDENT HEADCOUNT ENROLMENT	18
ITEM 28: PROJECTED INCREASE IN STUDENT HEADCOUNT ENROLMENT PER PROGRAMME.....	18
ITEM 29: PROJECTED INCREASE IN STAFF HEADCOUNT APPOINTMENTS FOR THE PROPOSED ADDITIONAL STUDENT ENROLMENT	19
ANNEXURES	19
ANNEXURE 1: OFFICIAL PROOF OF CHANGE OF LEGAL NAME	19
ANNEXURE 2: OFFICIAL PROOF OF CHANGE OF TYPE OR FORM OF THE COMPANY	19
ANNEXURE 3: OFFICIAL PROOF OF CHANGE OF THE INSTITUTION'S MANAGEMENT	19
ANNEXURE 4: PROGRAMME FEASIBILITY REPORT	19
ANNEXURE 5: SITE AND PROGRAMME FEASIBILITY REPORT	20
ANNEXURE 6: SWORN DECLARATION ON SITE CONTROL AND ADMINISTRATION.....	20
ANNEXURE 7: REPORT ON PROGRAMME DISCONTINUATION	20
ANNEXURE 8: REPORT ON SITE DISCONTINUATION.....	21
ANNEXURE 9: SWORN DECLARATION ON APPLICATION FOR ACCREDITATION	21
ANNEXURE 10: ACCREDITATION REPORT.....	22
ANNEXURE 11: OCCUPATIONAL HEALTH AND SAFETY AUDIT REPORT	22

ANNEXURE 12: AUDITED ANNUAL STUDENT HEADCOUNT ENROLMENT 23

ANNEXURE 13: REPORT ON INCREASE IN STUDENT HEADCOUNT ENROLMENT 23

CHECKLIST 25

ABBREVIATIONS AND ACRONYMS USED IN THE GUIDE AND THE FORM

CIPRO	Companies and Intellectual Property Registration Office
DoE	Department of Education
FET	Further Education and Training
NQF	National Qualifications Framework
PAAB	Public Accountants' and Auditors' Board
SAQA	South African Qualifications Authority
Umalusi	General and Further Education and Training Quality Assurance Council

INTRODUCTION

In terms of the *Further Education and Training Act, 1998* (Act No. 98 of 1998) (hereafter referred as the Act) and the *Regulations for the Registration of Private Further Education and Training Institutions, 2003* (hereafter referred to as the Regulations), a private FET institution may apply to the Registrar of Private Further Education and Training Institutions (the Registrar) to amend its registration or provisional registration. This application must be submitted to the Registrar in full in a manner determined by the Registrar in the Government Gazette. The application must be lodged at least 12 (twelve) months before the proposed amendment comes into effect. In order to enable institutions to lodge applications for amendment, the DoE developed the *Application for Amendment Form (Form FPX-02)*.

The aim of this guide is to assist institutions, which wish to apply for amendment of registration or provisional registration as private FET institutions and it accompanies the *Application for Amendment Form (Form FPX-02)*, which was designed in accordance with the Act and the Regulations. It is important to bear in mind that this document is only a guide. The Registrar may require additional information to support the application.

The Act and the Regulations allow an institution to apply for amendment of its registration or provisional registration in respect of the following:

- a) Change of legal name
- b) Change of form or type of company
- c) Changes in the institution's management
- d) Changes in the approved FET programmes and qualifications
- e) Changes in the sites of delivery
- f) Changes in student headcount enrolment

IMPORTANT CONSIDERATIONS FOR COMPLETING THE APPLICATION FORM

All private institutions seeking to amend their registration should contact the DoE to be supplied with the relevant forms, the guide for completing the form and the schedule of fees. In order to obtain these documents, the DoE can be contacted telephonically at (012) 312 5878 during office hours. Alternatively, the documents can be accessed in electronic format at the DoE website at :[www.education.gov.za/DoE_Branches under FET Branch, Private FET Colleges, Related Documents](http://www.education.gov.za/DoE_Branches_under_FET_Branch,_Private_FET_Colleges,_Related_Documents).

When completing the *Application for Amendment Form*, the following must be borne in mind:

- a) An application for amendment must be lodged with the Registrar at least 12 (twelve) months before the date on which the amendment is intended to come into effect.
- b) Only relevant sections must be completed fully in the required format. In all instances sections A and B must be completed.
- c) In section B, an applicant must clearly indicate the types of amendment(s) for which the institution is applying. An institution is at liberty to apply for any or all of the following types of amendments as reflected in the Table below.

TYPE OF AMENDMENT	SPECIFIC TYPE	ANNEXURES REQUIRED
1. Change of the legal name of the institution		1 only
2. Change of type or form of Company		2 only
3. Changes in the institution's management		3 only
4. Approved FET and programmes qualifications	Addition of programme	4, 9 and 10
	Programme name change	10
	Programme discontinuation	7
5. Sites of delivery	Addition of site(s)	5, 6, 9, 10 and 11
	Discontinuation of site(s)	8
1. Student headcount enrolment	Increase in student headcount enrolment	12 and 13

- (d) An application for a particular type of amendment must be accompanied by the appropriate annexure as indicated in the third Column of the above Table. A brief explanation of each annexure is provided in section I of this Guide:
- e) An institution wishing to apply for amendment to its registered programmes and/or sites of delivery must apply to Umalusi for accreditation of the new programme and/or site. Umalusi will in turn forward the accreditation report to the DoE.
- f) An institution that wishes to discontinue a programme or site must also inform Umalusi in writing.
- g) The application must be submitted to the Registrar with a non-refundable fee prescribed in the *Schedule of fees (FPX-02)*. The non-refundable fee is payable per application, not per type of amendment.
- h) The non-refundable application fee must be paid by means of a bank guaranteed cheque made out to the Department of Education.
- i) The application must be submitted as a signed hard copy and must indicate the date of submission to the DoE.
- j) 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.
- k) 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.
- l) The application consists of the following 13 sections:

FORM

Section A: Administrative data (Items 1-7)

Section B: Types of amendment (Items 8.1-8.6)

Section C: Amendment to the legal name (Items 9-10)

Section D: Amendment to type or form of company (Items 11-13)

Section E: Amendment to the institution's management (Items 14-15)

Section F: Amendment to approved FET programmes and qualifications (Items 16-22)

Section G: Amendment to sites of delivery (Items 23-27)

Section H: Foreign institutions: Increase in student headcount enrolment (Items 28-29)

ANNEXURES 1 – 13

Annexure 1: Official proof of change of legal name.

Annexure 2: Official proof of change of type or form of the company.

Annexure 3: Official proof of change of the institution's management

Annexure 4: Programme feasibility report

Annexure 5: Site and programme feasibility report

Annexure 6: Sworn declaration on site control and administration

Annexure 7: Report on programme discontinuation

Annexure 8: Report on site discontinuation

Annexure 9: Sworn declaration on application for accreditation

Annexure 10: Accreditation report

Annexure 11: Occupational health and safety audit report

Annexure 12: Audited annual student headcount enrolment

Annexure 13: Report on increase in student headcount enrolment

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

A. ADMINISTRATIVE DATA

In the spaces provided in the *Application for Amendment Form (Form FPX-03)*, the required information must be provided as explained per item below. Each explanation corresponds to the item on *Form FPX-03*.

Item 1: Legal name of the applicant

The legal name of the institution that is applying for amendment of registration or provisional registration as a private FET institution must be supplied. This must be the same name in which the institution is registered as a private FET institution.

Item 2: DoE registration number

The registration number that appears on the institution's certificate of registration as a private FET institution issued by the DoE must be filled in.

Item 3: Postal address

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

Item 4: Physical address

The physical address of the institution must be filled in. The street, number, suburb and city or town must be clearly indicated.

Item 5: Telephone number

The telephone number of the institution must be filled in.

Item 6: Fax number

The fax number that may be used for all correspondence with the institution must be filled in.

Item 7: E-mail address

The e-mail address to which all correspondence may be sent must be filled in.

B. TYPES OF AMENDMENT**Item 8: Type(s) of amendment**

By means of an (x), an institution lodging an application for amendment must indicate types of amendment for which the application is being lodged:

- 8.1 Amendment to the legal name
 - 8.2 Amendment to the type of company
 - 8.3 Amendment to the institution's management
 - 8.4 Amendment to approved FET programmes and qualifications
 - 8.5 Amendment to sites of delivery
 - 8.6 Foreign institutions: Student headcount enrolment
-

C. AMENDMENT TO THE LEGAL NAME

Item 9: New legal name of the institution

If the institution is applying for an amendment to its legal name, the new legal name must be supplied.

Item 10: New trading name

If the institution's trading name, abbreviation or acronym or the translation of its name is to change, the new trading name, abbreviation, acronym or translation must be filled in.

D. AMENDMENT TO THE TYPE OR FORM OF COMPANY

Item 11: New type or form of company

The new type of the company must be filled in. The conversion from one type of company to another must comply with the requirements and procedures stipulated in the *Companies Act, 1973 (Act No. 61 of 1973)*.

Item 12: Registration number

The company registration number issued by CIPRO must be supplied.

Item 13: Company origin

The origin of the company must be indicated by inserting the word "*local*" or "*foreign*" in the space provided.

E. AMENDMENT TO THE INSTITUTION'S MANAGEMENT**Item 14: Details of the new Principal or Chief Executive Officer**

The following personal details of the new Principal or Chief Executive Officer of the institution must be supplied:

- ⊗ Surname and initials
- ⊗ Titles, e.g. Ms, Miss, Mrs, Mr, Dr. Prof. Adv. etc.
- ⊗ Identity document number (Passport number is acceptable only in the case of non-SA residents).
- ⊗ Telephone number
- ⊗ Fax number

Item 15: Particulars of the institution's new management

In the spaces provided, the following particulars of the institution's new management must be supplied for each member of the management:

- ⊗ Surname and initials,
- ⊗ Nationality
- ⊗ Identity document number (Passport number is acceptable only in the case of non-SA residents).
- ⊗ Designation

F. AMENDMENT TO APPROVED FET PROGRAMMES AND QUALIFICATIONS**F1. ADDITION OF PROGRAMMES AND QUALIFICATIONS****Item 16: Details of programmes to be added**

The following details of programmes to be added must be supplied in the Table:

- ⊗ NQF field
- ⊗ NQF level
- ⊗ Name of the programme
- ⊗ Entrance requirements
- ⊗ Language of teaching
- ⊗ Mode of delivery
- ⊗ Minimum duration in months

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 to which field or sub-field your learning programme is aligned.

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 level

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.

c) Mode of delivery

For the mode of delivery choose either (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 contact between the educator and the learner. The learner works independently with little or no support services other than print materials and 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 face-to-face, tutorial and support services such as print materials, Electronic Device Services (EDS) and telematics.

d) Language of teaching

An institution is at liberty to choose as its language or languages of teaching and learning from the nine official languages of South Africa.

e) Minimum duration of the programme

The minimum duration of programmes leading to full qualifications in the FET band varies between 12 and 36 months.

Item 17: Details of qualifications to which the additional programme(s) lead

In the table provided, the following details of each qualification to which the additional programme leads:

- ⊗ NQF level
- ⊗ NQF field
- ⊗ Qualification identity number
- ⊗ Qualification title
- ⊗ NSB Learning sub-field
- ⊗ Minimum number of credits

For more details regarding the registration of qualifications on the NQF, SAQA can be contacted at 012 439 5000.

Item 18: Projected headcount increase in staff appointment for the proposed increase in approved FET programmes

The additional number of staff to be appointed must be filled in. Only projections on staff with regards to the programmes to be added must be provided by race and gender, not the

aggregated staff total of the institution. Before responding to this item, the following explanation should be taken into account:

a) Headcount staff totals

A headcount total of staff is literally a counting of heads. Every institution should indicate how many of its new appointments are to be **full-time** and how many are to be **part-time**.

b) Teaching staff

These are academic members of the institution's staff who are involved in teaching and research.

c) Support staff

These are members of staff who are to support directly or indirectly the institution's instructional activities. In this category are members of staff who are to perform functions such as academic support services, student support services, human resource management, financial management and administration.

d) Service staff

These are members of staff who are to perform auxiliary services, such as the operation and maintenance of the physical premises, e.g., building maintenance, garden services, custodial services and security services.

Item 19: Projected student headcount enrolment in the new programme(s)

In the Table provided, data on the projected student enrolment in each additional programme must be provided by race and by gender.

F2. PROGRAMME NAME CHANGE

Item 20: Details of the approved FET programme that is to undergo a name change

The following details of the approved FET programme that is to undergo a name change must be provided:

- ⊗ Approved programme name
- ⊗ Proposed new name
- ⊗ Title of the qualification to which the re-named programme leads
- ⊗ Qualification identity number

F3. DISCONTINUATION OF APPROVED FET PROGRAMMES AND QUALIFICATIONS

Item 21: Details of each programme that is to be discontinued

Regulations require institutions to ensure that an approved programme is continued long enough to enable any cohort of students to complete the full programme. In cases where such discontinuation is unavoidable, the institution is required to, apart from informing the Registrar, make reasonable arrangements to enable the affected students to complete the programme at a comparable public or private institution and/or reimburse the affected students appropriately.

In the Table provided, the following details of each programme that is to be continued must be supplied:

- ⊗ Name of the programme
- ⊗ Entrance requirements
- ⊗ Language of teaching
- ⊗ Mode of delivery
- ⊗ Minimum duration in months

Item 22: Total number of student and staff to be affected by programme discontinuation

In the Table provided, the data on student and staff that are to be affected by the discontinuation of the programme must be supplied by race, gender and staff category.

G. AMENDMENT TO SITES

G1. ADDITION OF SITES

Item 23: Details of sites to be added

"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 private FET programmes are delivered. Only accredited sites of delivery for which the applicant assumes responsibility will be recognised by the Registrar for purposes of registration.

The following details of the proposed sites of delivery must be supplied:

- ⊗ The name of the site
- ⊗ Physical address of the site
- ⊗ The province where the site is located
- ⊗ Programmes to be delivered at the site

Item 24: Projected number of staff to be appointed for the proposed additional sites

The additional number of staff to be appointed must be filled in. Only projections on staff with regards to the site to be added must be provided by race and gender, not the aggregated staff total of the institution.

Item 25: Projected student headcount enrolment at the new site

The number of students to be enrolled in the new site must be filled in. Only projections on students with regard to the site to be added must be provided by race and gender, not the aggregated student total of the institution.

G2. DISCONTINUATION OF SITES**Item 26: Details of each site of delivery that is to be discontinued**

The following details of each site of delivery that is to be discontinued must be supplied:

- ⊗ The name of the site
- ⊗ Physical address of the site
- ⊗ The province where the site is located
- ⊗ Programmes to be affected

Item 27: Total number of students and staff to be affected by the discontinuation of a site

In the Table provided, the data on student and staff that are to be affected by the discontinuation of the programme must be supplied by race, gender and staff category

H. FOREIGN INSTITUTIONS: INCREASE IN STUDENT HEADCOUNT ENROLMENT**Item 28: Projected increase in student headcount enrolment per programme**

In the table provided, the proposed changes in student headcount enrolment must be supplied. The information to be supplied must answer each of the following questions per programme:

- ⊗ Name of the programme
- ⊗ Current student enrolment
- ⊗ Proposed increase, i.e. by how many students does the applicant want to increase its enrolment per programme?
- ⊗ Projected total enrolment per programme

Item 29: Projected increase in staff headcount appointments for the proposed additional student enrolment

The additional number of staff to be appointed must be filled in. Only projections on staff appointment with regard to the increase in student enrolment must be provided by race and gender, not the aggregated staff total of the institution.

ANNEXURES**Annexure 1: Official proof of change of legal name**

As official proof of change of legal name, an institution must submit with its application a certified copy of the *Certificate of change of name of company* (CM9) issued by CIPRO of the Department of Trade and Industry.

Annexure 2: Official proof of change of type or form of the company

As official proof of change of form or type of the company, an institution must submit with its application for amendment, certified copies of the following documents issued by CIPRO:

- a) *Certificate of Incorporation*
- b) *Memorandum of Association*
- c) *Articles of Association*
- d) *Content of register of directors, auditors and officers*
- e) *Certificate of Registration of Memorandum of External Company (if applicable)*
- f) *Memorandum of External Company (if applicable)*

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

Annexure 3: Official proof of change of the institution's management

As official proof of changes in its management, an institution must submit with its application a certified copy of the following documents issued by CIPRO:

- a) *Consent to act as a Director or Officer (CM27)*
- b) *Contents of the Register of Directors, Auditors and Officers (CM29)*

Annexure 4: Programme feasibility report

An institution wishing to apply for approval of an additional programme must submit an application for amendment together with a programme feasibility report, which, in terms of format and content, must address the following:

- a) *Rationale for the addition of the programme*
- b) *Proposed date of implementation*
- c) *Description of the market to be serviced*
- d) *Current and long-term demand for the proposed programme*
- e) *Degree of concentration of similar programmes at other neighbouring public and private providers*
- f) *Fees to be charged*
- g) *Affordability of programme pricing to the target market*
- h) *How the institution has prepared itself structurally, operationally and functionally for the growth*

The report must be dated and signed by the Chief Executive Officer or an official of similar standing in the institution.

Annexure 5: Site and programme feasibility report

An institution wishing to apply for the approval of an additional site must submit an application for amendment together with a site and programme feasibility report which, in terms of format and content, must address the following:

- (a) *Rationale for the addition of such site*
- (b) *Proposed date of implementation*
- (c) *Description of the target market to be serviced by the proposed site*
- (d) *Current and long-term demand for the proposed programmes at the site*
- (e) *Degree of concentration of similar programmes at other providers in the area of the proposed site*
- (f) *Affordability of programme pricing to the market to be serviced*

Annexure 6: Sworn declaration on site control and administration

The following verbatim declaration must be submitted by the institution 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 the additional site(s) listed in this application is (are) administered and controlled by----- [legal name of the institution]-----

The original copy of this declaration must be submitted.

Annexure 7: Report on programme discontinuation

An institution wishing to discontinue a programme must submit an application for amendment together with a report on programme discontinuation, which must deal with, but not limited to, the following:

- a) *Rationale for discontinuation*
- b) *Proposed date of implementation*
- c) *Anticipated impact of programme discontinuation on the institution*
- d) *Copy of a letter sent to staff and students informing them of the proposed discontinuation*
- e) *List of names, ID numbers and signatures of students and staff indicating that they have been informed of the discontinuation*
- f) *Arrangements made for affected students and staff*
- g) *Dispute(s) if any, arising from these arrangements or any other contractual obligations and how they are to be resolved*

This report must be dated and signed by the Chief Executive Officer or an official of similar standing in the institution.

Annexure 8: Report on site discontinuation

An institution wishing to discontinue a site must submit an application for amendment to which a report on the site to be discontinued should be attached. The report must deal with, but not be limited to, the following:

- a) *Rationale for the site discontinuation*
- b) *Anticipated impact of site discontinuation on institution*
- c) *Copy of a letter sent to staff and students informing them of the proposed discontinuation*
- d) *List of names, ID numbers and signatures of students and staff indicating that they have been informed of the discontinuation*
- e) *Arrangements made for affected students and staff*
- f) *Dispute(s) if any, arising from these arrangements or any other contractual obligations and how they are to be resolved*
- g) *Proposed date of implementation*

This report must be dated and signed by the Chief Executive Officer or official of similar standing in the institution.

Annexure 9: 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 as in 1 above]has applied to the Council for General and Further Education and Training (Umalusi) for accreditation of the following additional programmes/sites:

- 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 the Further Education and Training Act, 1998 (Act No 98 of 1998) and applicable regulations.

The original copy of this declaration must be submitted.

Annexure 10: Accreditation report

In order to finalise the evaluation of an application for amendment, the Registrar must consider the advice of *Umalusi* on the applicant's application for accreditation. Therefore, on lodging an application for amendment to add a programme or a site, an applicant is also required to submit to *Umalusi* an application for accreditation of the said programme or site. Private institutions wishing to enquire about accreditation should contact *Umalusi* directly at:

Senior Manager
Accreditation & Evaluations
Umalusi
Private Bag X1
QUEENSWOOD
0121

Telephone: 012 349 1510

Facsimile: 012 349 1511

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

Annexure 11: Occupational health and safety audit report

An occupational health and safety compliance audit report must be submitted with an application for amendment to add a site. The audit report for each site 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 site 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*
- k) *Hazardous Biological Agents Regulations, 2001 (if applicable)*
- l) *Hazardous Chemical Substances Regulations, 1995 (if applicable)*
- m) *Asbestos Regulations, 2001 (if applicable)*
- n) *Construction Regulations, 2003 (if applicable)*
- o) *And any other applicable 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:**
 - o Checklists and other documents used to arrive at the above audit opinion
 - o Graphic representation of findings:

Annexure 12: Audited annual student headcount enrolment

A registered foreign institution wishing to apply for amendment of the conditions pertaining to student enrolment must submit, together with the application, an auditor's report on student headcount enrolment for the current academic year. The auditor's report must be issued by an independent auditor registered with the PAAB.

Annexure 13: Report on increase in student headcount enrolment

A registered foreign institution wishing to apply for amendment of the conditions pertaining to student enrolment must submit, together with the application, a report on the intended increase in student headcount enrolment. The report must deal with, but not be limited to, the following:

- a) Rationale for the increase in student headcount enrolment

- b) Proposed date of implementation
- c) Result of the institution's market research and market potential
- d) Current and long-term demand for the current programme

CHECKLIST

Please make sure that you have submitted *Form FPX-03* 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-02:</u> <i>Application Form</i>			
<i>Accompanying fee</i>			
<i>Annexure 1</i> <i>Official proof of change of legal name, as issued by CIPRO</i>			
<i>Annexure 2</i> <i>Official proof of change of type or form of company, as issued by CIPRO</i>			
<i>Annexure 3</i> <i>Official proof of changes in the institution's management</i>			
<i>Annexure 4</i> <i>Programme feasibility report</i>			
<i>Annexure 5</i> <i>Site and programme feasibility report</i>			
<i>Annexure 6</i> <i>Sworn declaration on site control and administration</i>			
<i>Annexure 7</i> <i>Report on programme discontinuation Site and programme feasibility report</i>			
<i>Annexure 8</i> <i>Report on site discontinuation</i>			
<i>Annexure 9</i> <i>Sworn declaration on</i>			

<i>application for accreditation</i>			
<i>Annexure 10 Accreditation report</i>			
<i>Annexure 11 Occupational health and safety compliance audit report(s)</i>			
<i>Annexure 12 Audited student headcount enrolment</i>			
<i>Annexure 13 Report on increase in student headcount enrolment</i>			

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