

# The online application process: Technical specifications

## Who must apply?

Independent schools which are registered or intend to be registered in accordance with the South African Schools Act, 1996 (Act No. 84 of 1996) and offer qualifications which are certified by Umalusi.

## Where must I apply?

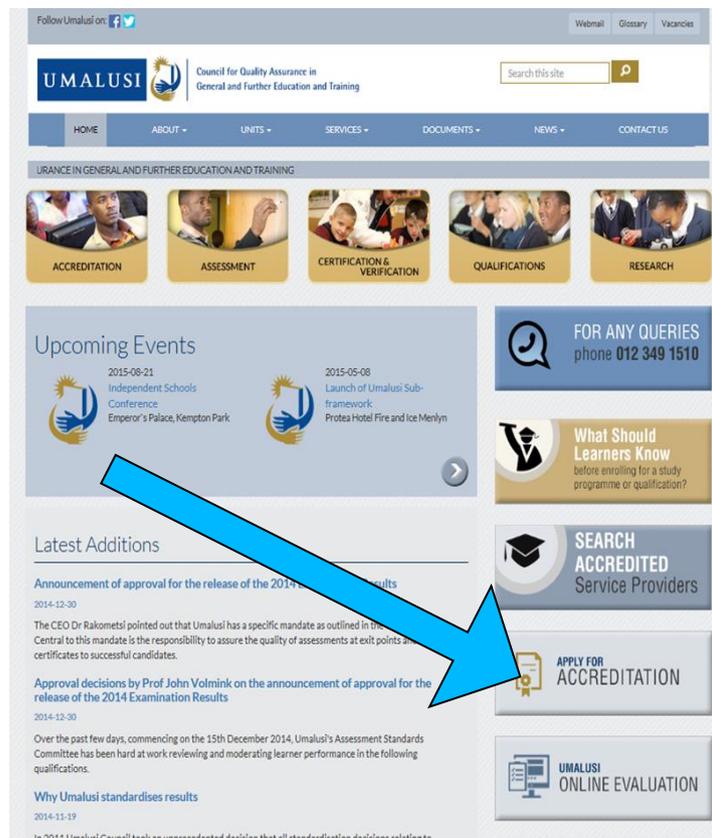
[www.umalusi.org.za](http://www.umalusi.org.za)



## Step 1.1

### 1.1 Application for Accreditation

- Institutions will start the application from Umalusi's home page [www.umalusi.org.za](http://www.umalusi.org.za) by clicking on the "Apply for Accreditation" button.
- Institutions have to confirm the **"Terms & Conditions"**.



## Step 1.2

The following screen will only be displayed if the Institution has confirmed acceptance of the terms and conditions by clicking on the check box.

### Terms & Conditions

I agree to abide by Umalusi's terms and conditions for accreditation, as outlined below:

- I will comply with the requirements and regulations of Umalusi in terms of its mandate, as outlined in the *General and Further Education and Training Quality Assurance Act (Act 58 of 2001) as amended*.
- I will inform Umalusi of any changes regarding my contact details, physical and postal addresses or any other relevant information as required by Umalusi.
- I declare that the information I provide in the letter-of-intent is true and accurate.
- I understand that the letter-of-intent is only a screening document intended to establish if my institution falls within the quality assurance scope of Umalusi, and does not constitute a formal application for accreditation.
- I agree to pay the stipulated non-refundable fee. Feedback from Umalusi will be made available upon receipt of proof-of-payment.
- I understand that decisions made by Umalusi are final, but that an appeals process (subject to an appeals fee) may be followed if necessary.

I confirm that I have read and understood the terms & conditions.

## Step 1.3

Click on the word "SCHOOL" if you are applying for accreditation.

### Terms & Conditions

I agree to abide by Umalusi's terms and conditions for accreditation, as outlined below:

- I will comply with the requirements and regulations of Umalusi in terms of its mandate, as outlined in the *General and Further Education and Training Quality Assurance Act (Act 58 of 2001) as amended*.
- I will inform Umalusi of any changes regarding my contact details, physical and postal addresses or any other relevant information as required by Umalusi.
- I declare that the information I provide in the letter-of-intent is true and accurate.
- I understand that the letter-of-intent is only a screening document intended to establish if my institution falls within the quality assurance scope of Umalusi, and does not constitute a formal application for accreditation.
- I agree to pay the stipulated non-refundable fee. Feedback from Umalusi will be made available upon receipt of proof-of-payment.
- I understand that decisions made by Umalusi are final, but that an appeals process (subject to an appeals fee) may be followed if necessary.

I confirm that I have read and understood the terms & conditions.

FET Provider    ABET Provider    SCHOOL    Monitoring Schools

## Step 1.4

- The first time you are using the online system, complete the “New Applicants” section on the right.
- Registration takes place on the following principle: per e-mail address (which becomes your user name) and password.
- Please record your username and password and ensure that someone else in your organisation has knowledge of it.

## Step 1.5

- If you have already registered you can log in by using that username and password to complete the “Existing Applicants” section.

The screenshot shows the 'Expression of Intent' dashboard. At the top, there are instructions: 'Kindly register by completing the "New Applicants" section', 'If you have already registered you can login by completing the "Existing Applicants" section', 'Please note your Username and Password', and '\*\*\* Please be sure to read the Schools Introductory letter below \*\*\*'. Below these instructions are three document icons: 'Schools Introductory Letter', 'Correspondence from UMALUSI', and 'Guidelines for Conducting Self Evaluation'. The dashboard is split into two main sections: 'Existing Applicants' on the left and 'New Applicants' on the right. The 'Existing Applicants' section has a 'Login' header, an 'Email' field, a 'Password' field, a 'Login' button, and a 'Forgot Password' link. The 'New Applicants' section has a 'Register' header, an 'Email' field, a 'Password' field, a 'Verify Password' field, a 'First Name' field, a 'Surname' field, an 'Institution Name' field, and a 'Register' button. Two large blue arrows point downwards from the instructions to the respective sections: one to 'Existing Applicants' and one to 'New Applicants'.

## Step 1.6

Welcome to the Dashboard. Please be sure to read the Schools Introductory letter by clicking on the icon as shown on the screen below.

The screenshot shows the 'Expression of Intent' dashboard. At the top, there are instructions: 'Welcome to your Dashboard', 'PLEASE NOTE: If you are a provider who has already submitted your Expression of Intent but have just registered, click on the link to provider link to link your user account to your expression of intent. You may then edit information as needed', 'If you are a new provider who is submitting your Expression of Intent for the first time, click on the Institution details button to complete your application.', and 'PLEASE NOTE: All Expressions of intent that have been submitted to Umalusi cannot be modified unless you have received communication from Umalusi to amend.' Below these instructions are four document icons: 'Schools Introductory Letter', 'Correspondence from UMALUSI', 'Guidelines for Conducting Self Evaluation', and 'Institution details'. A large blue arrow points to the 'Institution details' button. In the top right corner, there is a 'Logout' button. In the bottom right corner, there is a red warning icon with the text 'Application Incomplete' and a table with columns 'Application Status', 'Message', and 'Message status'.

31 March 2016

## INDEPENDENT SCHOOLS INTRODUCTORY LETTER

Dear prospective applicant for accreditation

In order to apply for accreditation, it is imperative that you familiarize yourself with the entire accreditation process and then follow our process online. The purpose of this letter is to outline our reviewed accreditation process that is implemented from 01 April 2016. This is part of our review in an effort to continuously improve our service to you.

### Guidelines for Conducting Self-evaluation

## GUIDELINES FOR CONDUCTING SELF EVALUATION AND UPLOADING THE REQUIRED EVIDENCE

### Step 1.7: Expression of Intent

#### Expression of Intent

- (\*) Denotes compulsory fields and are therefore REQUIRED information
- Please be sure to click SAVE only when you have entered ALL information
- **PLEASE NOTE:** You will not be able to save if you have not completed all the required information.



## Institution details:

Institution Details*	
Registered Name*	Umalusi New
EMISNo/Registration number from provincial department of education	
Exam Center Number	
Registered as Independent school with the provincial department of Education?	Yes ▾
Does the school offer the NSC.CAPS to prepare learners for the NCS examinations?	Yes ▾
Application Type	New Application ▾
Were you part of the pilot project for full accreditation?	No ▾
Attend QP Workshop (*Mandatory)	<input type="checkbox"/>

Institution Details*	
Registered Name*	Umalusi New
EMISNo/Registration number from provincial department of education	3243244
Exam Center Number	N/A
Registered as Independent school with the provincial department of Education?	Yes ▾
Does the school offer the NSC.CAPS to prepare learners for the NCS examinations?	Yes ▾
Application Type	New Application ▾
Were you part of the pilot project for full accreditation?	No ▾
Attend QP Workshop (*Mandatory)	<input checked="" type="checkbox"/>

The following details must be provided by the institution.

No.	Description of detail	Entry Type	Compulsory (Yes/No)
<b>Institution Details*</b>			
1.	EMIS No./Registration number from the Provincial Department of Education	Text: Enter details exactly as they are entered on the EMIS certificate	Yes
2.	Exam Centre Number	Text	Yes – for High Schools

3.	Registered as Independent school with the Provincial Department of Education?	Check box: Select one of – Yes/No	Yes
4.	Does the Institution offer the NCS.CAPS to prepare learners for the NSC examinations?	Check box: Select one of – Yes/No	Yes
5.	Application Type	Drop down menu Select one: New Application Not Accredited Recommended Confirmed Candidate	Yes
6.	Attend QP Workshop (*Mandatory)	Tick box	Yes
7.	Were you part of the pilot project for full accreditation?	Drop down menu: Select one of – Yes / No	Yes
<b>Provider Type</b>			
	Provider Type	Drop down menu: Select "School (Private)"	Yes

**Physical Address\***

Address

City

Area Code

Province

---

**Postal Address\***

Address

City

Area Code

Province

No.	Description of detail	Entry Type	Compulsory (Yes/No)
<b>Physical Address</b>			
1.	Address	Text	Yes
2.	City	Text	Yes
3.	Area Code	Text	Yes
4.	Province	Drop down list: Select the province	Yes
<b>N.B The physical address that the school is operating from and the physical address indicated on the EMIS certificate must be exactly the same.</b>			
<b>D Postal Address</b>			
1.	Address	Text	Yes
2.	City	Text	Yes
3.	Area Code	Text	Yes
4.	Province	Drop down list - province	Yes

Institution Contact Telephone*	
Area Code (If Applicable)	Number
<input type="text"/>	<input type="text"/>
Institution Alternate Contact Telephone*	
Area Code (If Applicable)	Number
<input type="text"/>	<input type="text"/>
Fax*	
Area Code (If Applicable)	Number
<input type="text"/>	<input type="text"/>
Alternate Fax	
Area Code (If Applicable)	Number
<input type="text"/>	<input type="text"/>
Email* (Note* The email provided here will be used by Umalusi in formal correspondence with the institution)	
Email*	
<input type="text"/>	
Alternate Email	
Email	
<input type="text"/>	

No.	Description of detail	Entry Type	Compulsory (Yes/No)
5.	Institution Contact Telephone number *	Text Enter the code separate to the number	Yes
6.	Institution Alternative Institution number:	Text Can be a cell number Enter the code separate to the number	Yes
7.	Fax number*	Text	Yes
8.	Alternate Fax number	Text	No
9.	E-mail address*	Text Ensure that it is entered accurately. This is the email address that will be used for communication with the school.	Yes
10.	Alternate E-mail address	Text	No

Principal Information*	
Title	Mr ▼
Name	<input type="text"/>
Surname	<input type="text"/>
Identity No.	<input type="text"/>
Designation	Head of Institution ▼
Cell	<input type="text"/>
Email	<input type="text"/>
Owner Information	
Title	Mr ▼
Name	<input type="text"/>
Surname	<input type="text"/>
Identity No.	<input type="text"/>
Designation	CEO ▼
Cell	<input type="text"/>
Email	<input type="text"/>

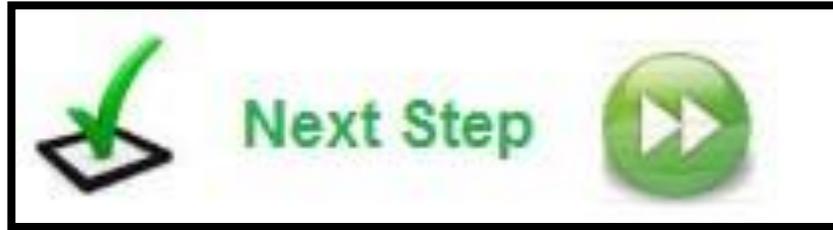
 Save

No.	Description of detail	Entry Type	Compulsory (Yes/No)
<b>E</b>	<b>Principal Information</b>		
1.	Title	Drop down menu	Yes
2.	Name of Principal/Head	Text	Yes
3.	Surname Principal/Head	Text Only one principal's details can be entered in this section. You will be able to enter more than one principal's details in the self-evaluation report.	Yes
4.	Identity No.	Text	Yes
5.	Designation	Drop down menu	Yes
7.	Cell	Text	Yes
7.	E-mail address:	Text	Yes
<b>F</b>	<b>Owner Information</b>		
1.	Title	Drop down menu	Yes
2.	Name	Text: You can enter the details of the owner or chairperson or any other "key person" in your school	Yes
3.	Surname Owner / Chairperson / Key person	Text	Yes
4.	Identity No.	Text	Yes
5.	Designation	Drop down menu	Yes
6.	Cell number:	Text	Yes
7.	E-mail address:	Text	Yes

### Step 1.8: Click on “Save”



### Step 1.9 : Click on “Next Step”



### Step 1.10

The information you have already entered will be pre-populated in the first few blocks.

School Details*	
Registered Name*	Umalusi New
EMISNo/Registration number from provincial department of education	3243244
Exam Center Number	N/A
Registered as Independent school with the provincial department of Education?	Yes
Does the school offer the NCS.CAPS to prepare learners for NSC examinations?	True
ApplicationType	New Application
Were you part of the pilot project for full accreditation?	
Type of organization*	Public Benefit Organisation ▼
Registered as an examination centre	Yes ▼
Assessment Body	Gauteng Education Department ▼
Does the school offer the National Curriculum Statement? / CAPS?	<input checked="" type="checkbox"/>
Tuition charged by the school?	<input checked="" type="checkbox"/>
Do you receive a subsidy from the DBE	<input checked="" type="checkbox"/>
Does the institution wish to apply for a rebate? (reduction on accreditation fees) - **Not applicable for monitoring process**	<input checked="" type="checkbox"/>
School Level	Combined School Grade 1 - 12 ▼
Phases	Combined School Grade 1 - 12 ▼

The following registration details must be provided by the institution:

Type of organization*	Public Benefit Organisation ▼
Registered as an examination centre	Yes ▼
Assessment Body	Eastern Cape Education Department ▼
Does the school offer the National Curriculum Statement? / CAPS?	<input checked="" type="checkbox"/>
Tuition charged by the school?	<input checked="" type="checkbox"/>
Do you receive a subsidy from the DBE	<input type="checkbox"/>
Does the institution wish to apply for a rebate? (reduction on accreditation fees) - **Not applicable for monitoring process**	<input type="checkbox"/>
School Level	Primary School ▼
Phases	Primary School ▼

No.	Description of detail	Entry Type	Compulsory (Yes/No)
1.	Type of organization:	Drop down menu: Select one of - <ul style="list-style-type: none"> <li>Public Benefit Organization (click on this is your school is a NPO)</li> <li>For profit organization</li> </ul>	Yes. Note – For Profit organizations do not qualify for a rebate on accreditation fees.
2.	Registered as an examination centre	Drop down menu: Select one of – Yes / No	Only schools with examination number.
3.	Assessment Body	Drop down menu: Select one of - <ul style="list-style-type: none"> <li>Eastern Cape Education Department</li> <li>Western Cape Education Department</li> <li>Northern Cape Education Department</li> <li>Limpopo Education Department</li> <li>North West Education Department</li> <li>Gauteng Education Department</li> <li>Mpumalanga Education Department</li> <li>Limpopo Education Department</li> <li>KZN Education Department</li> <li>IEB</li> <li>SACAI</li> </ul>	Only schools with examination number.
4.	Does the school offer the National Curriculum Statement / CAPS?	Tick box - click on it if you do.	
5.	Tuition charged by the school?	Tick box – click on it if you do.	
6.	Do you receive a subsidy from the DBE	Tick box – click on it if the school receives a subsidy from the DBE / PDE	
7.	Does the institution wish to apply for a rebate? (reduction on accreditation fees) - **Not applicable for monitoring process**	Tick box – Click on this if you wish to apply for a rebate on the accreditation fees.  Note: This is only for schools which “not for profit” organisations. This is only applicable to applications for accreditation – not applications for monitoring.	
8.	School level	Check box: Select one of: <ul style="list-style-type: none"> <li>Primary school</li> <li>High school</li> <li>College Grade 10 – 12</li> <li>Combined school 1 to 12</li> <li>Combined 1 to 9</li> <li>Primary Foundation</li> </ul>	Yes
9.	Phases	Check box: Select one of: <ul style="list-style-type: none"> <li>Primary school</li> <li>High school</li> <li>College Grade 10 – 12</li> <li>Combined school 1 to 12</li> <li>Combined 1 to 9</li> <li>Primary Foundation</li> </ul>	Yes

The school's enrolment per grade :	
Grade 1	<input type="text"/>
Grade 2	<input type="text"/>
Grade 3	<input type="text"/>
Grade 4	<input type="text"/>
Grade 5	<input type="text"/>
Grade 6	<input type="text"/>
Grade 7	<input type="text"/>
Grade 8	<input type="text"/>
Grade 9	<input type="text"/>
Grade 10	<input type="text"/>
Grade 11	<input type="text"/>
Grade 12	<input type="text"/>

Save

No.	Description of detail	Entry Type	Compulsory (Yes/No)
10.	The school's enrolment per grade.	Text; Fill in current details	Yes

## Step 1.11

-  Upload Exam centre supporting documents
-  Upload EMIS Registration supporting documents
-  Upload financial statements
-  Upload evidence of receipt of subsidy
-  View Preliminary Invoice
-  Upload document to motivate rebate request
-  Institution details
-  Add Delegates to Attend Workshop

Click on each icon to upload necessary documents. Only ONE document can be uploaded for each, so if there if more than one document, scan them together into one document to upload.	
Upload <b>Exam Centre</b> supporting documents	Only applicable to high schools registered as exam centres.
Upload EMIS Registration supporting documents	<b>ALL SCHOOLS to upload EMIS registration</b> supporting documents. These must be official documents from the Provincial Department of Education, and must indicate the EMIS number, the registered name of the school, grades the school is registered to offer, and the registered physical address of the school.
Upload financial statements	Only applicable to schools requesting a rebate on accreditation fees.
Upload evidence of receipt of subsidy	Only applicable to schools requesting a rebate on accreditation fees.
Upload document to motivate rebate request	Only applicable to schools requesting a rebate on accreditation fees.
Add Delegates to attend Workshop	Applicable to all schools

## Step1.12: How to upload

Click on “Browse”. Select the file on your computer that you want to upload. Then click on “Upload”.

The screenshot shows a web interface for uploading documents. At the top, there are instructions: (\*) Denotes compulsory fields and are therefore REQUIRED information; Please be sure to click SAVE only when you have entered ALL information; PLEASE NOTE: You will not be able to save if you have not completed all the required information. Below this, a red message states: You are uploading proof of EMIS registration document! with sub-points: You can only upload one document; If the wrong document has been uploaded, you can delete and reload the correct one. A 'Rectangular Snip' tool is visible. The main section is titled 'Upload EMIS Registration Documents\*' and contains a 'Browse...' button and an 'Upload' button. To the right, there is a vertical list of upload options, each with a blue house icon: Upload Exam centre supporting documents; Upload EMIS Registration supporting documents; Upload financial statements; Upload evidence on why Subsidy was recieved; Upload document to motivate rebate request.

Once you have uploaded a document, the icon changes to the picture of a bin. If you have uploaded an incorrect document or you want to change the document you have uploaded, click on where it says e.g. “Delete uploaded exam centre supporting document”.

A vertical list of navigation options, each with an icon and text: Delete uploaded exam centre supporting document (bin icon); Upload EMIS Registration supporting documents (house icon); Upload financial statements (house icon); Upload evidence of receipt of subsidy (house icon); View Preliminary Invoice (document icon); Upload document to motivate rebate request (house icon); Institution details (house icon); Add Delegates to Attend Workshop (people icon).

If the document is correct, then do not click on “Delete”. It says delete when a document is uploaded. It does not say “delete” because the system is not accepting it – it is just giving you the option to delete if required.

## Step 1.13: Click on “Add Delegates to Attend Workshop”



Institution Details*	
Registered Name*	Umalusi New
Registration No. (CIPC)	
EMISNo/Registration number from provincial department of education	3243244
Exam Center Number	N/A

Provider Type*	
Provider Type	
	School (Private) ▾

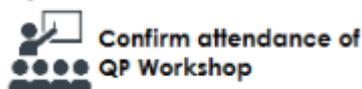
QP Attendees* - (New Workshop)	
Delete	Name
	Test Delegate

QP Attendees* - (If Already Attended QP Workshop)		
Delete	Name	Date Attended
	▾	
	▾	
	▾	
	▾	
	▾	

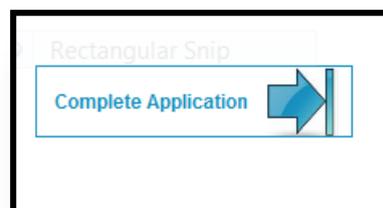
 Save

**Confirm attendance of QP Workshop**

## Step 1.14: Click on “Confirm attendance of QP Workshop”



## Step 1.15: Click on “Complete Application”



**Step 1.16: Read the Disclaimer, then click on the “Submit to Umalusi” icon.**

**DISCLAIMER:**

**PLEASE MAKE SURE ALL THE NECESSARY SUPPORTING DOCUMENTS YOU NEED TO UPLOAD ARE UPLOADED, ALL APPLICATIONS WITH OUTSTANDING DOCUMENTS WILL BE DISREGARDED.**

**By clicking on the SUBMIT TO UMALUSI button below, I acknowledge that all information I am submitting is FACTUAL and CORRECT.**

**I will therefore be liable for the relevant penalties should the supplied Information be found to be inaccurate and nonfactual.**

 **Submit to Umalusi**

The following icon will then display:

 **Application Complete and Submitted**

You have now completed your “Letter of Intent”.

# Umalusi Online Accreditation

## Submission of Self-Evaluation Report for accreditation

Step 2.1: [www.umalusi.org.za](http://www.umalusi.org.za)

Click on “Apply for Accreditation” - Not “Online Evaluation”

The screenshot shows the Umalusi website homepage. At the top left is the Umalusi logo and the text "Council for Quality Assurance in General and Further Education and Training". A search bar is located at the top right. Below the header is a navigation menu with links for HOME, ABOUT, UNITS, SERVICES, DOCUMENTS, NEWS, and CONTACT US. A central banner features five categories: ACCREDITATION, ASSESSMENT, CERTIFICATION & VERIFICATION, QUALIFICATIONS, and RESEARCH. On the left, there is a "Policies" section with a list of documents from 2010 to 2015. On the right, there are several promotional boxes: "FOR ANY QUERIES phone 012 349 1510", "What Should Learners Know before enrolling for a study programme or qualification?", "THE CERTIFICATES Umalusi issues", "SEARCH ACCREDITED Service Providers", "Nomination Form QUALIFICATIONS REFERENCE GROUP: NATIONAL CERTIFICATE (VOCATIONAL) NC (V)", "APPLY FOR ACCREDITATION", and "UMALUSI ONLINE EVALUATION". A large blue arrow points from the left towards the "APPLY FOR ACCREDITATION" button, and a large red 'X' is placed over the "UMALUSI ONLINE EVALUATION" button.

U MALUSI Council for Quality Assurance in General and Further Education and Training

Search this site

HOME ABOUT - UNITS - SERVICES - DOCUMENTS - NEWS - CONTACT US

UMALUSI - COUNCIL FOR QUALITY ASSURANCE IN GENERAL AND FURTHER EDUCATION AND TRAINING

ACCREDITATION ASSESSMENT CERTIFICATION & VERIFICATION QUALIFICATIONS RESEARCH

Policies

2015 • 2014 • 2013 • 2012 • 2011 • 2010 •

Date	Title
15 Jun 2015	Gazette on Policy for Credit Accumulation, Exemption, Recognition and Transfer
18 Nov 2014	Framework for the management of the General and Further Education and Training Qualifications Framework, a Sub-Framework of the National Qualifications Framework (NQF)
29 Sep 2014	Policy for the General and Further Education and Training Qualifications Sub-framework
02 Sep 2014	Policy for the National Senior Certificate for Adults: A Qualification at Level 4 on the General and Further Education and Training Qualifications Sub-framework of the National Qualifications Framework
30 Jan 2013	Draft policy and criteria for the accreditation of independent schools and assessment bodies
30 Oct 2012	Policy and Criteria for the Quality Assurance, Accreditation and Monitoring of Independent Schools and Private Assessment Bodies
23 Nov 2011	Draft policy on the development, registration and review of qualifications and approval of curriculum
09 Nov 2011	The draft policy on Credit Accumulation and Transfer (CAT)
29 Jul 2011	Report back on consultations: Policy and criteria for the quality assurance of independent schools and the accreditation and monitoring of assessment bodies
28 May 2010	Policy and criteria for the accreditation of private FET colleges, Adult Learning Centres and Assessment Bodies

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FOR ANY QUERIES phone 012 349 1510

What Should Learners Know before enrolling for a study programme or qualification?

THE CERTIFICATES Umalusi issues

SEARCH ACCREDITED Service Providers

Nomination Form QUALIFICATIONS REFERENCE GROUP: NATIONAL CERTIFICATE (VOCATIONAL) NC (V)

APPLY FOR ACCREDITATION

UMALUSI ONLINE EVALUATION

## Step 2.2

Use the username and password you created previously and log in on the left hand side, under "Existing Applicants".

The screenshot shows a web page titled "Expression of Intent". At the top, there are instructions: "Kindly register by completing the 'New Applicants' section", "If you have already registered you can login by completing the 'Existing Applicants' section", "Please note your Username and Password", and "Please be sure to read the Introductory letter below". Below these are links for "Schools Introductory Letter" and "Correspondence from UMALUSI". The page is divided into two main sections: "Existing Applicants" and "New Applicants". The "Existing Applicants" section has a "Login" header and fields for "Email" and "Password", with a "Login" button and a "Forgot Password" link. The "New Applicants" section has a "Register" header and fields for "Email", "Password", "Verify Password", "First Name", "Surname", and "Institution Name", with a "Register" button. A large blue arrow points from the instructions to the "Existing Applicants" login section.

## Step 2.3

Click on where it says "Accreditation: Self-evaluation Report for Independent Schools"

The screenshot shows a web page with a navigation menu on the left and a main content area. The navigation menu includes: "Click on button to edit/view information", "Schools Introductory Letter", "Correspondence from UMALUSI", "Guidelines for Conducting Self Evaluation", "Edit Provider Contact Details", and "School Information". The "School Information" section is highlighted with a blue circle. Below it, there is a box titled "Instrument" containing the text: "Accreditation: Self-evaluation Report For Independent Schools: E&A IS SA". A large blue arrow points from the "School Information" link to the "Instrument" box. On the right side, there is a green checkmark icon and the text "Application Complete and Submitted". Below this is a table with columns "Application Status", "Message", and "Message status".

Application Status	Message	Message status
Further Information Needed	Please select Organisation Type	correspondence inactive/addressed
Application Accepted	Kindly wait for further correspondence	

## Step 2.4

The instrument is now available. The red blocks indicate how many items have been answered. As long as information is still outstanding, the blocks will be red in colour.

Click on the heading for the evidence you want to submit.

Accreditation: Self-evaluation Report For Independent Schools: E&A IS 5A	
1 SCHOOL ETHOS	1 of 2 answered
2 LEADERSHIP; MANAGEMENT AND COMMUNICATION	0 of 37 answered
3 TEACHING AND LEARNING GRADE REQUIREMENTS (Grade 03)	1 of 8 answered
3 TEACHING AND LEARNING GRADE REQUIREMENTS (Grade 06)	0 of 8 answered
3 TEACHING AND LEARNING GRADE REQUIREMENTS (Grade 09)	0 of 8 answered
3 TEACHING AND LEARNING GRADE REQUIREMENTS (Grade 12)	0 of 8 answered
4 TEACHING AND LEARNING SUBJECT SPECIFIC REQUIREMENTS (Mathematics Grade 3)	1 of 17 answered
4 TEACHING AND LEARNING SUBJECT SPECIFIC REQUIREMENTS (English Grade 3)	0 of 17 answered
4 TEACHING AND LEARNING SUBJECT SPECIFIC REQUIREMENTS (Mathematics Grade 6)	0 of 17 answered
4 TEACHING AND LEARNING SUBJECT SPECIFIC REQUIREMENTS (English Grade 6)	0 of 17 answered
4 TEACHING AND LEARNING SUBJECT SPECIFIC REQUIREMENTS (NSTECH Grade 6)	0 of 17 answered

## Step 2.5

In this example, the heading '1 SCHOOL ETHOS' has been selected. The sub-headings under each criteria are now visible. Click on one of those to go to the next step.

**UMALUSI**  Council for Quality Assurance in  
General and Further Education and Training

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Home Account Settings Log off

### 1. SCHOOL ETHOS

- 1.1. Vision and mission of the school.
- 1.2. NQF Principles and South African Constitutional values.

## Step 2.6a

The following screen appears.

Evidence	Score	Supporting Documentation	Comment
1.1.1. The prospectus articulating among other things: <ul style="list-style-type: none"><li>o the vision and mission of the school,</li><li>o values guiding the principles of the school,</li><li>o Historical background and achievements of the school.</li></ul>	Empty	Select files...	Good

- Click on the word "Empty" under "**Score**". A drop down box appears. Select the score you feel describes your school's compliance with that particular criterion. **(Compulsory)**.
- Click on "Select Files" under "**Supporting Documents**". This will allow you to browse to the file or files on your computer that you want to upload. Click on those to upload them. **(Compulsory)**.
- Click on the space under "**Comment**". You can enter any comment you wish to enter. This is useful to explain how the evidence you have uploaded meets the requirements of the criterion. **(Optional)**.

## Step 2.6b

- Click on the tick to save the text that you have entered, or on the cross to delete the text.
- A "delete" box appears next to each of the documents you have uploaded. This gives you the option of deleting the document if you have uploaded an incorrect document. It does not mean that you must click on it – if you click on "delete" it will delete the document you have uploaded.

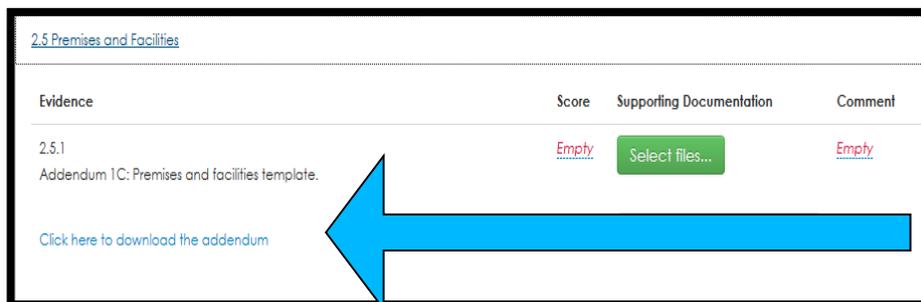
Evidence	Score	Supporting Documentation	Comment
1.1.1. The prospectus articulating among other things: <ul style="list-style-type: none"><li>• the vision and mission of the school,</li><li>• values guiding the principles of the school,</li><li>• Historical background and achievements of the school.</li></ul>	Good	Select files... emis.pdf	Not compulsory   [Save] [Delete]

The addenda can be downloaded from the website, and filled in before uploading them.

Addendum 1a: 4.3.1

Addendum 1b: 2.7.1

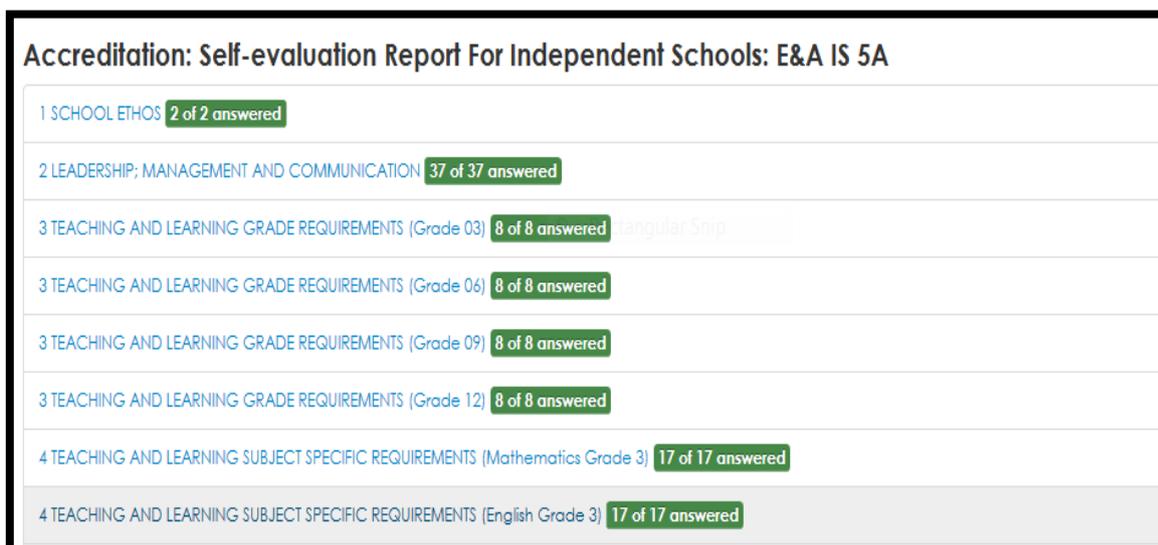
Addendum 1c: 2.5.1



Evidence	Score	Supporting Documentation	Comment
2.5.1 Addendum 1C: Premises and facilities template.  <a href="#">Click here to download the addendum</a>	Empty	Select files...	Empty

## Step 2.7

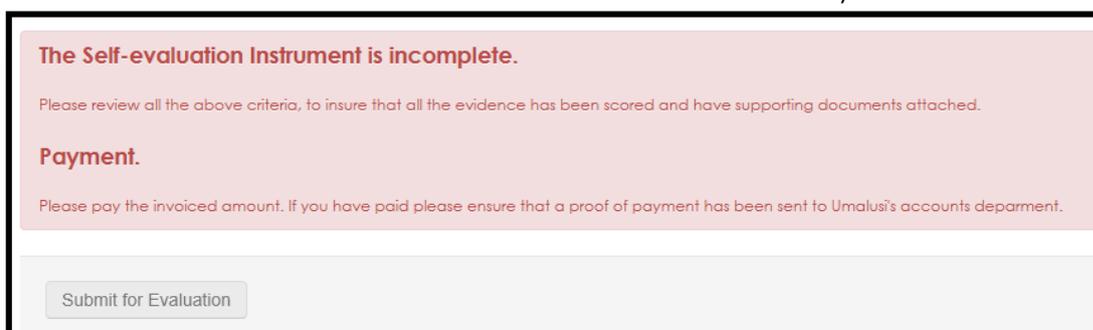
Once all the required evidence has been submitted for a criterion, the block which was originally red, will change to green.



Accreditation: Self-evaluation Report For Independent Schools: E&A IS 5A	
1 SCHOOL ETHOS	2 of 2 answered
2 LEADERSHIP; MANAGEMENT AND COMMUNICATION	37 of 37 answered
3 TEACHING AND LEARNING GRADE REQUIREMENTS (Grade 03)	8 of 8 answered
3 TEACHING AND LEARNING GRADE REQUIREMENTS (Grade 06)	8 of 8 answered
3 TEACHING AND LEARNING GRADE REQUIREMENTS (Grade 09)	8 of 8 answered
3 TEACHING AND LEARNING GRADE REQUIREMENTS (Grade 12)	8 of 8 answered
4 TEACHING AND LEARNING SUBJECT SPECIFIC REQUIREMENTS (Mathematics Grade 3)	17 of 17 answered
4 TEACHING AND LEARNING SUBJECT SPECIFIC REQUIREMENTS (English Grade 3)	17 of 17 answered

## Step 2.8

The "Submit for Evaluation" button will only turn blue and allow you to submit after payment has been verified and once evidence has been submitted for every criterion.



**The Self-evaluation Instrument is incomplete.**

Please review all the above criteria, to insure that all the evidence has been scored and have supporting documents attached.

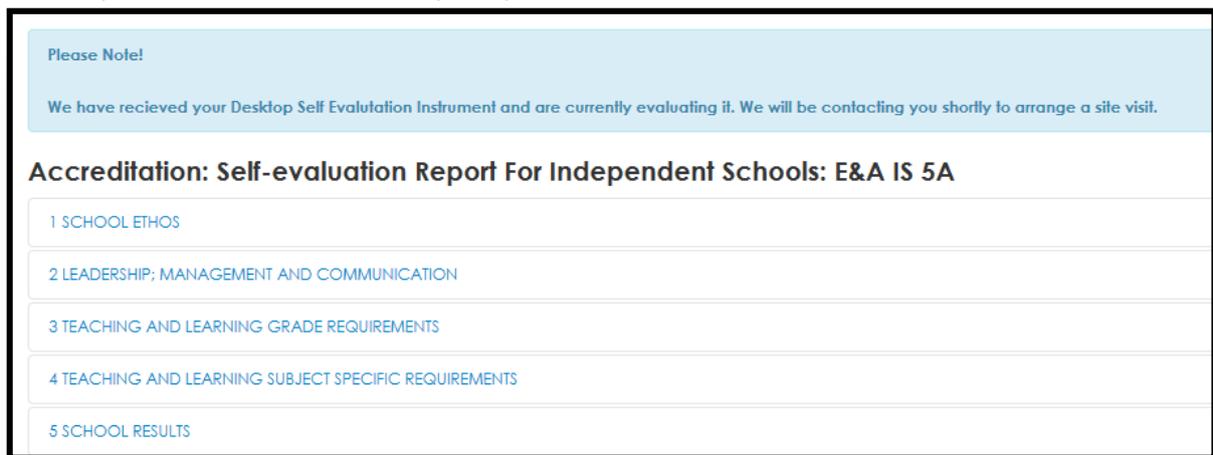
**Payment.**

Please pay the invoiced amount. If you have paid please ensure that a proof of payment has been sent to Umalus's accounts department.

Submit for Evaluation

## Step 2.9

Once you have clicked “Submit for Evaluation” the following message will appear on your dashboard. This is your proof of submission.



The screenshot shows a dashboard message with a light blue header and a white body. The header contains the text "Please Note!" and the body contains the text "We have recieved your Desktop Self Evaluation Instrument and are currently evaluating it. We will be contacting you shortly to arrange a site visit." Below the message is a section titled "Accreditation: Self-evaluation Report For Independent Schools: E&A IS 5A" with a list of five categories: 1 SCHOOL ETHOS, 2 LEADERSHIP; MANAGEMENT AND COMMUNICATION, 3 TEACHING AND LEARNING GRADE REQUIREMENTS, 4 TEACHING AND LEARNING SUBJECT SPECIFIC REQUIREMENTS, and 5 SCHOOL RESULTS.

Please Note!

We have recieved your Desktop Self Evaluation Instrument and are currently evaluating it. We will be contacting you shortly to arrange a site visit.

**Accreditation: Self-evaluation Report For Independent Schools: E&A IS 5A**

- 1 SCHOOL ETHOS
- 2 LEADERSHIP; MANAGEMENT AND COMMUNICATION
- 3 TEACHING AND LEARNING GRADE REQUIREMENTS
- 4 TEACHING AND LEARNING SUBJECT SPECIFIC REQUIREMENTS
- 5 SCHOOL RESULTS

You will no longer be able to access the evidence you have submitted. Only some of the evidence submitted will be visible if you click on the headings. Do not be alarmed – it is still available on the server.

## TECHNICAL SPECIFICATIONS

- Word, Excel and PDF documents are fine – stick to those types of documents.
- E-mails (.msg extension) and .shs extension cannot open online. Rather copy the information to a Word document and submit that.
- Large Word files converted to pdf often make the file smaller.