

December 2018

OPEN LETTER TO APPLICANTS PRIVATE ADULT EDUCATION & TRAINING (AET) CENTRES

Dear prospective applicant for accreditation

1. Application Process

Umalusi accepts applications for accreditation from Private Adult Education and Training Centres wishing to offer the General Education and Training Certificate (GETC): Adult Basic Education and Training (ABET) Level 4.

The accreditation process is as follows for a new applicant:

	Step in Process	Explanation
1.1	Letter of intent to apply for accreditation	<p>a. A private AET centre completes an online "Letter of Intent (LOI) to apply for accreditation" found on the Umalusi website: www.umalusi.org.za "Accreditation for Private Providers";</p> <p>b. An invoice for processing of the LOI is generated on the online system and can be printed from the system;</p> <p>c. Once payment is verified, Umalusi screens the applicant's expression of intent and approves, or rejects it, or requests further information.</p>
1.2	Attendance of a Quality Promotion (QP) Meeting	<p>a. All applicants must attend a compulsory Quality Promotion (QP) meeting prior to completing their self-evaluation report (application). These meetings are meant to ensure that applicants are fully aware of:</p> <ul style="list-style-type: none"> i. How to complete an application; ii. The evidence required; iii. Preparation for the site visit - logistical arrangements and the programme. (Individual pre-site visit meetings will not take place); iv. Fees applicable and payment methods. <p>b. Attendance at these meetings will be per invitation</p>

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		<p>only. Applicants will be informed of the date and venue. Only the applicants who have submitted their online intent to apply for accreditation, and whose letter of intent has been accepted, will be invited.</p> <p>c. Applicants will be invoiced for this attendance and may only attend after confirmation of payment for the QP meeting.</p> <p>d. After attendance of the QP meeting, the applicant will be granted access to the online self-evaluation instrument and will be invoiced for the submission of the self-evaluation report.</p> <p>e. Applicants will also be granted access to the application guideline document that clearly explains in detail what is expected, particularly in terms of the evidence required.</p>
1.3	Submission of online Self-Evaluation report and required Evidence	<p>a. Once the self-evaluation invoice has been paid and payment verified, applicants will be able to submit their self-evaluation report and the required evidence online by uploading on Umalusi's online system.</p> <p>b. If the required evidence is not satisfactorily submitted, the self-evaluation report will be returned to the applicant to rework and resubmit with the correct evidence. An additional fee is payable on each re-submission.</p> <p>c. Only two re-submissions will be permitted.</p> <p>d. If there is no improvement after the second re-submission, the entire submission will be rejected. The applicant will then be required to make a new application and pay for the new application from the beginning of the process. On reapplication there will be no access to the documents previously uploaded.</p>
1.4	Registration with the Department of Higher Education and Training	<p>a. Once the self-evaluation report meets the minimum requirements, Umalusi will advise the DHET thereof.</p> <p>b. The DHET will then conduct their processes leading to provisional registration as a private AET college if the</p>

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	(DHET)	<p>college meets the minimum requirements.</p> <p>c. Private AET centres meeting the requirements for provisional registration with the DHET will need to pay the Umalusi site visit fee. A site visit will only take place once the requisite site visit fee is paid.</p> <p>d. Private AET centres which do not meet the requirements for provisional registration with the DHET will not be able to continue with the accreditation process, since registration is a requirement for accreditation. The accreditation application will remain valid for a period of 12 months, during which time the private AET centre must actively pursue registration with the DHET. Should the private AET centre not receive registration (or provisional registration) within 12 months, the application for accreditation will be terminated, with no refund of costs for the services already provided. A new application, at full cost to the applicant, will then need to be made should the applicant still seek accreditation by Umalusi</p>
1.5	Site verification visit	<p>a. Once the provisionally registered private AET centre has conducted an external examination the next phase of the accreditation process, which is the site visit to verify implementation of the qualification/programme, will take place.</p> <p>b. A site visit will only take place once the requisite site visit fee has been paid.</p> <p>c. Applicants who request a delay of the site visit will retain the status of "unaccredited" until such time as they are found compliant with the accreditation criteria.</p> <p>d. A delay in the site visit (caused by the institution) of more than 6 months will lead to the lapse of the application, with no refund of costs, and no access to the documents previously submitted.</p>
1.6	Accreditation report submitted	<p>a. After a site visit a consolidated report will be presented to the Accreditation Committee of Council (ACC) to</p>

	Step in Process	Explanation
	to the Accreditation Committee of Council (ACC)	<p>ensure that the accreditation process was fair and that the decisions are consistent with the evidence found.</p> <p>b. The decisions which can be made are:</p> <ul style="list-style-type: none"> • 7 years accreditation • 2 years provisional accreditation • Does not meet the requirements – “window period” to improve • No accreditation
1.7	Correspondence sent to AET centres for which the ACC recommends “a window period to improve” or provisional accreditation for the initial application	<p>a. Private AET centres which do not meet the minimum requirements for accreditation will be notified of the conditions and the time period in which the conditions must be met for the private AET centre to be granted accreditation.</p> <p>b. An additional fee is payable on submission of evidence of meeting the conditions.</p> <p>c. An unannounced follow-up site visit may be conducted to verify the new evidence submitted.</p> <p>d. Non-submission of the evidence during the specified time period or non-payment of the required fee, will lead to a final “no accreditation” decision.</p> <p>e. After verification of the new evidence submitted, the report will again be presented to the ACC to ensure that the decisions are consistent with the evidence found.</p> <p>f. Note that at the time of review, <u>all</u> accreditation criteria must still be met. Therefore, if criteria were met at the first presentation of the report, and therefore were not stated as conditions to be met, but the standards drop and the college no longer meets the criteria, that will be taken into account in making a decision on the outcome of the application for accreditation.</p>
1.8	Decision by the	a. Once the Chief Executive Officer (CEO) has approved the recommendation of the ACC the outcome will be

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	CEO	<p>communicated to the institution by means of a letter.</p> <p>b. A copy of the letter will be sent to the DHET registration Directorate. The DHET will review the provisional registration of the applicant based on the outcome of the application for accreditation.</p> <p>c. An appeal process is in place should the applicant wish to appeal the outcome of the decision, based on evidence available at the time of the application.</p>
1.9	Monitoring	Umalusi will monitor accredited private education institutions in the second and fourth years of their seven year accreditation and further as required.
1.10	Reapplication	All accredited private AET centres must reapply for accreditation in their sixth year of accreditation

2. Payment of Invoices

- a. The fees for the accreditation process are indicated on page 7 of this letter.
- b. Payment must be made per step of the accreditation process. This means that payment for each step must be made before the next step can take place.
- c. No step will be executed before all amounts the applicant is invoiced for are settled. This includes invoices for other services provided by Umalusi, such as certification fees.
- d. Umalusi will not refund any payments made towards an executed step. Should an institution wish to cancel their application, there will be no refund. We therefore appeal to institutions to be sure about their application.
- e. Invoices issued for any step of the process must be settled within 3 calendar months. Failure to do so will result in the rejection of the application irrespective of the step at which the applicant is.
- f. Applicants whose invoices were not settled and their applications rejected will be required to re-apply for accreditation at full cost to the applicant. There will be no transfer of funds from previous applications that have been rejected.

The applicant will not have access to documents already submitted in the case of the rejection of an application.

3. Reporting of accreditation status

- a. In line with the Department of Higher Education and Training's requirements for registration of private colleges, Umalusi is required to report the accreditation status of private AET centres to the Department of Higher Education and Training (DHET). To this end, Umalusi will submit such a report to the DHET.
- b. Accredited private education institutions will receive a letter of accreditation and an Accreditation certificate.
- c. Accredited private education institutions will also be displayed on Umalusi's website www.umalusi.org.za.

4. Applications prior to 01 April 2016

- a. All private education institutions that submitted a letter of intent and were invoiced but **did not pay** the first tranche prior to 01 April 2016 will have to reapply.

5. Additional information

Additional information on this accreditation process can be obtained from the guideline documents found on the Umalusi website and during attendance of the Quality Promotion meetings. You are also free to contact our offices in this regard.

Contact details are as follows:

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PRIVATE ADULT EDUCATION AND TRAINING CENTRES ACCREDITATION FEES EFFECTIVE 1 APRIL 2018		
		GETC: ABET Level 4
Step 1	Letter of Intent (LOI)	R 859.00
Step 2	Attendance at Quality Promotion Workshop (per person)	R 515.00
Step 3	Self-evaluation	R 7 467.00
Step 4	Site Visit	R 23 786.00
Step 5	Biennial Accreditation Fee	R 2 862.00
Re-evaluation of self-evaluation report (per event)		R 5 724.00
Evaluation of evidence submitted after a "window period"		R 6 296.00
Evaluation of evidence submitted after an outcome of provisional accreditation		R 6 296.00
"Change of site" fee		R 6 296.00
Follow up monitoring process for institutions which fail to maintain the required accreditation standard		R 6 296.00

All fees are subject to an annual increase.

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