



SACE Presentation

Presented by
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Manager: Registration

Professional Teaching in Our Hands

Compulsory Registration: SACE Act

Section 21 of the SACE Act

Compulsory registration of educators

- (1) A person who qualifies for registration in terms of this Act must register with the council prior to being appointed as an educator.
- (2) No person may be employed as an educator by any employer unless the person is registered with the council.

Registration Matters

Different ways to register with the Council

- ❖ Online registration: 1st time applicants
- ❖ Via email: for updates/ reprints
- ❖ Via Post/ courier: Moving away from this method
- ❖ Walk-in (Any SACE office)

Online registration system: First time applicants only

- ▶ The Online registration system is only for 1st time applicants only
- ▶ It accommodates both SA and Non- SA applicants
- ▶ There is a link can be accessed via www.eservices.gov.za OR via the SACE website that will direct applicants to the eservices platform.

Online registration system: continues...

- ▶ Compulsory Documents to be submitted: All documents must be in PDF and recently certified
- ▶ A valid Police clearance certificate
- ▶ Copy of ID (both side if it is a smart ID card)
- ▶ A valid passport and permit for Non SA citizens
- ▶ SAQA evaluation report for all qualifications obtained outside SA (including A& O Levels)
- ▶ Matric certificate
- ▶ Qualification certificates
- ▶ Official Academic record (On the University letter head and must have an official stamp)
- ▶ Proof of current enrollment for all student teachers
- ▶ Payment can be done at the end of the application or be done at the bank or via EFT before starting the application.
- ▶ If payment done at the bank/ via EFT proof of payment must be attached

Email applications: Update/ renewals/ request for duplicate registration certificate

- ▶ All request for updates/ renewals must be forwarded to update.centurion@sace.org.za
- ▶ This method of applying accommodates both SA and Non- SA applicants
- ▶ Documents must be saved individually as PDF and named accordingly
- ▶ All copied must be recently certified.
- ▶ All request for updates must be accompanied by an update form downloaded from www.sace.org.za
- ▶ Payment done at the bank or via EFT before starting the application and proof of payment attached

Compulsory Documents to be submitted:

- ▶ An update form (to be downloaded from www.sace.otg.za)
- ▶ All documents must be in PDF and recently certified
- ▶ A valid Police clearance certificate
- ▶ Copy of ID (both side if it is a smart ID card
- ▶ A valid passport and permit for Non SA citizens
- ▶ Qualification certificates
- ▶ Official Academic record (On the University letter head and must have an official stamp)
- ▶ Proof of current enrollment for all student teachers
- ▶ Payment can be done at the end of the application or be done at the bank or via EFT before starting the application.
- ▶ If payment done at the bank/ via EFT proof of payment must be attached
- ▶ Any other documents as indicated in the provisional / conditional letter

Employment of student teachers

- ▶ We do not register student teachers for employment purposes, but for protecting the public, children and the profession when they (student teachers) interact with the children during their teaching practice in schools.
- ▶ We have noted that there are schools that use the SACE provisional registration of student teachers for employment purposes, full time teachers. The practice is wrong. They can only work in schools as interns (through the learnership mode of teacher training) under supervision, coaching and mentoring by the qualified teacher at all times in line with the learnership requirements.

Registration requirements for TVET Lectures

- ▶ ID document
- ▶ A valid Police clearance certificate
- ▶ Proof of payment for registration fee
- ▶ An original certified copy* of N3 certificate plus Trade Test (completed before 1991) **OR**
- ▶ *National Teachers Diploma: Hairdressing- Phased out in 1991*
- ▶ *National Higher Diploma: Post -School Education which was offered until 1995 and then replaced with the Bachelor of Technology: Education.*
- ▶ Advanced Certificate in Technical and Vocational Education and Training 120 credits **OR**
- ▶ A National Diploma in Technical and Vocational Teaching* (N4-N6 certificates are required) **OR**
- ▶ A national diploma / Degree together with a Post Graduate Diploma in Higher Education **OR**
- ▶ A national diploma / Degree together with an Advanced Diploma in Technical & Vocational Teaching (TVET). This a Post graduate qualification for TVET lectures
- ▶ TVET lectures are issued with a certificate for special Category with a condition that they can only teach at a TVET . This certificate does not have an expiry date.

Registration requirements for ABET Practitioners

- ▶ ID document
- ▶ A valid Police clearance certificate
- ▶ Proof of payment for registration fee
- ▶ Matric certificate
- ▶ ABET certificate, with 120 credits or more
- ▶ Academic record for the ABET certificate
- ▶ ABET Practitioners are issued with a certificate for special Category with a condition that they can only teach at an ABET center . This certificate does not have an expiry date.
- ▶ SACE only started issuing these certificates from June 2020
- ▶ It should be noted that the applicants with an ABET diploma from Walter Sisulu University will also be registered under this category as their ABET diploma does not meet the requirements for a normal ABET diploma with 360 Credits

Registration requirements for Non- SA citizens

- ▶ Evaluation Report from South African Qualifications Authority (SAQA) OR the Department of Higher Education and Training (DHET) for all qualifications obtained outside South Africa irrespective of the year.
- ▶ Only qualifications with 360 credits or more are recognized for registration
- ▶ A South African Police Clearance Certificate not older than six (6) months at the time of submission to SACE.
- ▶ A valid passport and a valid work permit, study permit (for students only) or a refugee permit and refugee ID from the Department of Home Affairs (DHA) or a permanent residence permit.
- ▶ All permits must be valid for a period of six months or more at the time of submission
- ▶ A revised policy for foreign applicants has been developed and will affect the registration requirements for Non SA citizens
- ▶ Proof of registration fee of R400 for new applications and R50.00 for updates / renewals

Registration requirements for Non- SA citizens

- ▶ Valid passport is required from Non SA applicants
- ▶ A valid passport and a valid work permit , or a refugee permit and refugee ID from the Department of Home Affairs (DHA) or a permanent residence permit.
- ▶ Study permit are accepted from students
- ▶ A revised policy for foreign applicants has been developed and will affect the registration requirements for Non SA citizens

For Noting:

Applicants whose permits expired during lockdown will be accommodated with proof that they have applied for new permits (for 12 months only)

Conditions of the permit

- ▶ The conditions of the permit must allow one to work in the relevant field (teaching in this case)
- ▶ If conditions indicated that one must not conduct work in SA, SACE will not register the applicant
- ▶ No permit , no registration.
- ▶ Permit must be valid for a period of six months on submission for registration purposes.

Registration requirements:

- ▶ All latest developments and registration requirements can be found on the SACE website: www.sace.org.za- registration- registration requirements
- ▶ Online registration portal: www.eservices.gov.za

Verification of registration certificate/ letters:

- ▶ The Council is encouraging all employers to verify all SACE registration documents received from teachers
- ▶ Emails must be sent to info@sace.org.za in an excel spreadsheet
- ▶ **Please do not send the above requests to more than one email to avoid duplication of work and delays**
- ▶ The spreadsheet should include the following information:
 - ▶ Full names and Surname
 - ▶ ID/ passport number
 - ▶ SACE number as per the document submitted at school

Membership / annual fee

- ▶ An annual fee of R180 is payable by all teachers registered with SACE
- ▶ It should be noted that a registered person is expected to pay membership fee as soon as they are registered with the Council
- ▶ To check outstanding fees, applicants must visit www.sace.org.za, double click on pay here and follow the steps provided
- ▶ Students will start paying as soon as they convert their provisional registration to professionally qualified status irrespective of the fact that are employed or not
- ▶ It is the responsibility of the registered person to ensure that they are in Good Standing with the Council, and to make sure that their membership fee is fully paid
- ▶ All requests for renewal/ update should be accompanied by proof of payment for both update fee and annual fee
- ▶ Those registered under special category and those that are academically qualified should also pay membership
- ▶ All matters related to payment of annual fee must be forwarded to revenue@sace.org.za

SACE email addresses

- ▶ Registration related queries
- ▶ registration@sace.org.za/ info@sace.org.za
- ▶ **Please do not send registration applications to the above email address. All applications must be send to update.centurion@sace.org.za**
- ▶ CPTD related matters: member@sace.org.za
- ▶ Finance related matters: revenue@sace.org.za
- ▶ Legal and Ethics: Ethics@sace.org.za
- ▶ Teacher Professional matters: teacher@sace.org.za

SACE OFFICES

NATIONAL OFFICE

- 240 Lenchen Avenue, Centurion

CURRENT PROVINCIAL OFFICES

- Kwazulu-Natal - Durban
- Free State - Bloemfontein
- Limpopo (Polokwane)
- Eastern Cape (East London)



THANK YOU