

1 April 2023

OPEN LETTER TO APPLICANTS PRIVATE FURTHER EDUCATION AND TRAINING COLLEGES

Dear prospective applicant for accreditation

1. Application Process

Umalusi accepts applications for accreditation from private colleges wishing to offer NC(V) Levels 2-4 programmes.

Umalusi also accepts reapplications from private colleges whose accreditation to offer the NATED Report 190/191: N1-N3 Engineering Studies is near expiry.

NOTE: The DHET will not accept applications for registration of new colleges to offer the N1-N3 Engineering Studies programme as from 1 January 2023 due to the imminent phasing out of this programme. Note also that accreditation to offer the N1-N3 programmes will lapse in line with the phase-out of the programme.

The accreditation process is as follows:

	Step in Process	Explanation
1.1	Letter of intent to apply for accreditation	<p>a. A private college completes an online "Letter of Intent (LOI) to apply for accreditation" found on the Umalusi website: www.umalusi.org.za "Apply for accreditation".</p> <p>b. The provider generates an invoice online for processing the LOI. Payment must be made online.</p> <p>c. Once payment is verified, Umalusi screens the applicant's expression of intent to apply for accreditation 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 before completing their self-evaluation report (application). These meetings are meant to ensure that applicants are fully aware of the following:</p> <ol style="list-style-type: none"> i. The accreditation process. ii. How to complete an application. iii. The evidence required. iv. Fees applicable and payment methods. <p>b. Attendance at these meetings will be by invitation only. Applicants will be informed of the date of the online meeting (through Microsoft Teams). 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>

	Step in Process	Explanation
		<p>c. After attendance at the QP meeting, the applicant will be granted access to the online self-evaluation instrument and the invoice for submitting the self-evaluation report.</p> <p>d. Applicants will also be granted access to the application guideline document that clearly explains what is expected, particularly regarding 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 can submit their self-evaluation report and the required evidence on the online accreditation system.</p> <p>b. An initial screening of the evidence submitted will be conducted to verify whether all the required evidence has been submitted. If not, the submission will be returned for further information.</p> <p>c. After the evaluation, 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>d. Only two re-submissions will be permitted.</p> <p>e. 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 (DHET)	<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 FET college if the college meets the minimum requirements.</p> <p>c. Applicants who 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 12 months, during which time the applicant must actively pursue registration with the DHET. Should the applicant 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</p>

	Step in Process	Explanation
		rendered. A new application, at full cost to the applicant, will then need to be made should the applicant still seek accreditation by Umalusi.
1.5	Site verification visit	<p>a. The provisionally registered college must inform Umalusi once their enrolled students have completed an entire academic cycle and the private college has conducted an external examination. The next phase of the accreditation process, the site visit to verify the implementation of the qualification/programme, can then take place.</p> <p>b. A site visit will only occur once the requisite fee has been paid and verified.</p> <p>c. Applicants who request a delay of the site visit will retain the status of "unaccredited" until they are found compliant with the accreditation criteria.</p> <p>d. A delay in the site visit (caused by the institution) of more than six (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 to the Accreditation Committee of Council (ACC)	<p>a. After a site visit, a consolidated report will be presented to the Accreditation Committee of Council (ACC) for a recommendation on the outcome based on the evidence gathered during the evaluation process</p> <p>b. The decisions which can be made are:</p> <ul style="list-style-type: none"> • Seven years accreditation • Two years provisional accreditation • Does not meet the requirements – "window period" to improve. • No accreditation. (institutions can reapply for accreditation should they wish to continue offering the qualification).
1.7	Correspondence sent to private colleges for which the ACC recommends "a window period to improve" or provisional accreditation for	<p>a. Private FET Colleges that do not meet the minimum requirements for accreditation will be notified of the areas found not meeting the requirements at the first presentation of the report to the ACC and the time period in which the requirements must be met for the institution to be granted accreditation. However, the college must maintain the minimum standards in all criteria, not only those listed in the accreditation feedback report.</p> <p>b. An additional fee is payable for evaluation following a window period to improve or provisional accreditation.</p>

	Step in Process	Explanation
	the initial application	<p>c. A site visit (announced or unannounced) may be conducted to verify whether the private college meets the minimum requirements for accreditation following a window period to improve or provisional accreditation.</p> <p>d. Non-submission of required evidence and/or non-payment of the required fee within the specified period will lead to a final “no accreditation” decision.</p> <p>e. After the follow-up evaluation, the report will again be presented to the ACC for consideration.</p> <p>f. Note that all accreditation criteria must be met at the time of review. Therefore, if criteria were met at the first presentation of the report and therefore were not stated as items needing improvement, but the standards drop, and the college no longer meets the criteria, that will be taken into account in deciding on the outcome of the application for accreditation.</p>
1.8	The decision by the CEO	<p>a. Once the Chief Executive Officer (CEO) has approved the recommendation of the ACC, the outcome will be communicated to the college through a letter emailed to the college.</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 a “no accreditation” decision. It must be noted that an appeal:</p> <ul style="list-style-type: none"> ➤ Must be lodged within the specified dates that are indicated on the letter sent to the institution notifying of the outcome of the accreditation application ➤ Will be considered based on the evidence available at the time of the application, not measures put in place after the evaluation.
1.9	Monitoring	<p>Umalusi will monitor accredited private education institutions in the second year of their seven-year accreditation and further as required by Umalusi.</p> <p>Monitoring may be through submitting a report and supporting evidence or a site visit (announced or unannounced).</p>

	Step in Process	Explanation
1.10	Reapplication	All accredited private colleges 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 10 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 three (3) months. Failure to do so may 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 reapply 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 must report the accreditation status of colleges 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. General information

- a. Private colleges with fees outstanding for any other Umalusi processes (including certificates) will not be able to proceed with their application for accreditation until all outstanding fees have been settled.
- b. Private colleges are required to pay Umalusi for the certificates issued to their registered learners.
- c. The Minister responsible for Higher Education and Training has approved the phase-out of the remaining Report 190/191 Engineering Studies N1-N3 programmes (Government Gazette 43872, Notice No. 1177). Accreditation to offer the Report 190/191 Engineering Studies N1 – N3 Engineering Studies programmes will lapse in line with the phase-out of the programmes. Applicants need to consider that when engaging in the accreditation process, as there will be no refund of fees paid where services have been rendered before the Report 190/191 Engineering Studies N1 – N3 programmes are phased out.

5. Accreditation enquiries

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 may also contact our offices in this regard.

Contact details are as follows:

- accreditation@umalusi.org.za
- Scholastic.Mazibuko@umalusi.org.za 012 349 1510 ext. 232 / 012 030 0777
Cell phone: 083 337 6048
- Dawie.Oberholster@umalusi.org.za 012 349 1510 ext. 263 / 012 030 0766
Cell phone: 072 659 5724

ACCREDITATION CRITERIA: PRIVATE COLLEGES

PRIVATE COLLEGES		
Criteria	Description in Policy ¹	Core Indicators for Accreditation
Criterion 1: Mission Directed Leadership and Management	<p>(i) Mission directed leadership and management which are concerned with-</p> <p>(aa) the attainment of the vision and mission as informed by-</p> <p>(aaa) its legal framework and context;</p> <p>(bbb) national priorities;</p> <p>(ccc) strategic leadership and effective governance structures and strategies; and</p> <p>(ddd) the effectiveness with which the qualification or part-qualification mix and provision is selected, planned, managed, quality assured and improved;</p> <p>(bb) the appropriate allocation of resources to ensure that the institution is viable and sustainable;</p> <p>(cc) a reflection of the institutional commitment to monitor and evaluate in order to improve quality; and</p> <p>(dd) the establishment of the required infrastructure and processes to ensure quality provision.</p>	<ul style="list-style-type: none"> • The private college is registered as a company in terms of the CET Act; • It has the capacity to offer a qualification on the GFETQSF; • Its ethos promotes and is not in conflict with the values of the South African Constitution; • The college leadership is suitably qualified and, together with the governance and academic structures, provides strategic direction and consults and communicates with all relevant stakeholders; • An active governance structure is in place; • The private college is provisionally registered/registered as a private college in line with the requirements of the CET Act; • The management of learner records is comprehensive, authentic and reliable; • The management establish the college's strategic direction and ensure that the institution's vision and mission promote an ethos that does not conflict with the South African constitution. • The Academic Head / Principal responsible for academics holds a professional teaching qualification and current registration with the South African Council for Educators (SACE). • Audited financial statements for the most recent financial year are available. • A current Health and Safety Certificate (not older than two years) is available. • Evidence of servicing of fire equipment (not older than twelve months).
Criterion 2: Teaching, Learning and Training	<p>(i) The private college is professionally staffed to support the qualifications or part-qualifications it offers.</p> <p>(ii) Learning and assessment are at the core of the enactment of the curriculum.</p>	<ul style="list-style-type: none"> • The private college is sufficiently resourced and sustainable. It has adequate teaching and learning resources, suitable facilities, premises, and human and financial resources and structures to manage the programmes offered and enhance the quality of teaching and learning.

¹ Policy for the Quality Assurance of Private Colleges for Continuing Education and Training, offering Qualifications registered on the General and Further Education and Training Qualifications Sub-framework and the Accreditation of Private Assessment Bodies. (Government Gazette 41887 of 7 September 2018), which replaced Government Gazette 33237 of 28 May 2010).

PRIVATE COLLEGES		
Criteria	Description in Policy ¹	Core Indicators for Accreditation
	<p>(iii) The private college implements the curriculum and assessment requirements at the required standard and in accordance with the directives, policy and regulation requirements of the qualifications or part-qualifications registered on the GFETQSF.</p> <p>(iv) The curriculum is enacted to reflect appropriate instructional approaches that support learning in respect of qualifications or part-qualifications the institution is accredited to offer.</p> <p>(v) Suitable learning programmes and materials in support of the qualifications or part-qualifications offered are developed.</p> <p>(vi) Teaching proficiency is increased through the development of appropriate pedagogy and methodology by means of staff development.</p>	<ul style="list-style-type: none"> Teaching staff/lecturers are suitably qualified, experienced, and hold current registration with the SACE. The teachers/lecturers demonstrate capacity in the delivery of the qualification; Curriculum requirements (including practicals) are implemented at the required standard; There is evidence of staff training and development in line with the qualification applied for. Monitoring of classroom/lesson delivery is conducted; Appropriate instructional approaches are implemented; Students/learners are satisfied with the teaching provided.
<p>Criterion 3: Assessment and Results</p>	<p>(i) The private college manages and conducts internal continuous assessment of an acceptable standard and in line with directives, policies and regulations of the qualification and provides developmental feedback to learners.</p> <p>(ii) The private college is registered as an examination centre that undertakes external examinations in compliance with the directives, policies and regulations of Umalusi and the relevant qualification.</p> <p>(iii) Quantitative and qualitative data are used to track learner achievement and improve learner success.</p>	<ul style="list-style-type: none"> The private college is registered as an examination centre with a public or accredited private assessment body; The private college demonstrates capacity in the conduct and management of internal assessment and external examinations and provides developmental feedback and support to learners; The teachers/lecturers demonstrate capacity in the conduct and development of ICASS / ISAT tasks that are of acceptable standards in accordance with Umalusi's directives and the regulations pertaining to the qualification; The private college demonstrates alignment of records of learner achievement for ICASS/ISAT per level of the qualification/programme offered. Appropriate processes (monitoring and moderation) are in place to ensure assessment instruments are used in keeping with the purpose and context of the subjects. Assessment tasks are planned and analysed and conform to the cognitive levels, number and types of assessments as indicated in the Subject Assessment Guidelines.

PRIVATE COLLEGES		
Criteria	Description in Policy ¹	Core Indicators for Accreditation
		<ul style="list-style-type: none"> The registered examination centre undertakes external assessments in compliance with the national policy and regulations (with no irregularities).
Criterion 4: Learner Support	Learner support is evident through- (i) academic guidance and support; and career guidance and support.	<ul style="list-style-type: none"> The institution provides activities, programmes and services that meet the academic, cultural, moral, and physical progression of learners/students. A counsellor has been appointed to oversee learner/student support.

SUMMATIVE SCORES OBTAINED IN ALL CRITERIA

Accreditation Decision	Score
Seven years accreditation	A rating of 3 obtained in all the criteria
Two years provisional accreditation	Any combination of ratings of 2 and 3 (nothing less than a 2)
Window period / No accreditation	Rating of 1 in any of the criteria

1 April 2023 – 31 March 2024

PRIVATE FURTHER EDUCATION AND TRAINING COLLEGES ACCREDITATION FEES EFFECTIVE 1 APRIL 2023 – 31 MARCH 2024					
		NC(V) (one programme)	Cost per additional NC(V) programme with the initial application (max 2 additional programmes per application)	NATED (up to 3 Fields)	One NC(V) programme and one (1) NATED Field (No additional NC(V) programmes permitted)
Step 1	Letter of Intent (LOI)	R 1107.00		R 1 107.00	No new joint applications permitted
Step 2	Attendance on online Quality Promotion Workshop	Online No charge		Online No charge	Online No charge
Step 3	Desktop evaluation of Self-evaluation report	R 9 616.00	R 4 118.00 Per additional programme	R 13 726.00	R 13 726.00
Step 4	Site visit	R 32 872.00	R 10 983.00 Per additional programme	R 32 827.00	R 43 833.00 (for a site visit to evaluate the NC(V) and NATED at the same site visit. Additional costs incurred for separate site visits.
Step 5	Biennial Accreditation Fee (per qualification)	R 3 685.00	R 3 685.00	R 3 685.00	R 3 685.00

Extension of scope (one NC(V) programme OR one NATED field once the college is accredited)	R 30 005.00
Extension of scope (one additional NC(V) programme OR one NATED field concurrently with the extension of scope application)	R 10 980.00
Re-evaluation of self-evaluation report (per event)	R 7 367.00
Evaluation of evidence submitted after a "window period"	R 8 106.00
Evaluation of evidence submitted after an outcome of provisional accreditation	R 8 106.00
"Change of site" fee	R 8 106.00
Appeals: Consideration of appeal	R 8 106.00
Follow up monitoring process for institutions which fail to maintain the required accreditation standard / fail to submit the required monitoring report	R 8 106.00 (per monitoring cycle)

All fees are subject to an annual increase