

2025/26

OPEN LETTER TO APPLICANTS PRIVATE ADULT EDUCATION AND TRAINING COLLEGES

Dear prospective applicant for accreditation

1. Application Process

Umalusi accepts applications for accreditation from Private Adult Education and Training (AET) Colleges wishing to offer the General Education and Training Certificate: Adult Basic Education and Training (GETC: ABET) at NQF Level 1 (SAQA ID 73249).

The accreditation process is as follows for a new applicant:

	Step in Process	Explanation
1.1	Letter of intent to apply for accreditation	<ul style="list-style-type: none"> a. A private AET college completes an online "Letter of Intent (LOI) to apply for accreditation" found on the Umalusi website: www.imalusi.org.za "Apply for Accreditation". b. The provider generates an invoice for processing of the LOI on the online system. Payment must be made online. c. Once payment is verified, Umalusi screens the applicant's expression of intent and approves or rejects it or requests further information.
1.2	Attendance of a Quality Promotion (QP) Meeting	<ul style="list-style-type: none"> 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: <ul 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. 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. c. After attendance of the QP meeting, the applicant will be granted access to the online self-evaluation instrument and the invoice for the submission of the self-evaluation report.

	Step in Process	Explanation
		d. 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.
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. 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. 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 applicant must apply to the DHET for registration to offer the GETC: ABET qualification. The DHET will then conduct their processes leading to provisional registration as an Adult Education and Training (AET) private college if the college meets the minimum requirements.</p> <p>c. In addition to registration as a private college by the DHET, the private AET college must also be registered with the DHET or an accredited private assessment body as an examination centre.</p> <p>d. Applicants that 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 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</p>

	Step in Process	Explanation
		the services already rendered. A new application, at full cost to the applicant, will then need to be made should the applicant still seek accreditation by Umalusi. On reapplication, there will be no access to the documents previously uploaded.
1.5	Site verification visit	<p>a. The provisionally registered college must inform Umalusi once their enrolled students have completed a full academic cycle and the private college has conducted an external examination through the DHET or an accredited private assessment body. The next phase of the accreditation process, which is the site visit to verify implementation of the qualification/programme, can then take place.</p> <p>b. A site visit will only take place once the requisite site visit 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 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 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. This ensures that the accreditation process is fair and that the decisions are consistent with the evidence presented and evaluated.</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 re-apply for accreditation should they wish to continue offering the qualification). <p>c. The criteria for accreditation are indicated in Annexure A (page 7).</p>
1.7	Correspondence sent to AET private colleges for which the ACC recommends "a	a. Private colleges that do not meet the minimum requirements for accreditation will be notified of the areas which were 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

	Step in Process	Explanation
	window period to improve" or provisional accreditation for the initial application	<p>be granted accreditation. However, the college must maintain the minimum standards in all criteria, not only those listed in the feedback report.</p> <p>b. An additional fee is payable for evaluation following a window period to improve or provisional accreditation.</p> <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 time 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 point 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 making a decision on the outcome of the application for accreditation.</p>
1.8	Decision by the CEO	<p>a. Once the Chief Executive Officer (CEO) has approved the recommendation of the ACC the outcome will be communicated 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 college 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:</p> <ul style="list-style-type: none"> ➤ An appeal 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. ➤ The appeal fee must be paid within the specified dates. ➤ The appeal will be considered based on evidence available at the time of the application, not measures put in place subsequent to the evaluation.
1.9	Monitoring	<p>Umalusi will monitor accredited private colleges.</p> <p>Monitoring may be through the submission of a report and supporting evidence, or through a site visit (announced or unannounced).</p>

	Step in Process	Explanation
1.10	Reapplication	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 Annexure B (page 10) of this letter.
- b. Payment must be made in advance per step of the accreditation process. This means that payment for each step must be made before the 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 30 days. 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 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 is required to 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 colleges will receive a letter of accreditation and an accreditation certificate.
- c. Accredited private colleges will also be listed on Umalusi's website www.umalusi.org.za "Accredited Institutions".

4. General information

- a. Private colleges that have 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.

5. Additional information

Additional information on the accreditation process can be obtained from the Standard Operating Procedure 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:

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| • accreditation@umalusi.org.za | |
| • Scholastic.Mazibuko@umalusi.org.za | Phone: 012 030 0808 |
| • Thomas.Magadze@umalusi.org.za | Phone: 012 030 0797 |
| • Vanessa.Naidoo@umalusi.org.za | Phone: 012 030 0779 |
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| • Chwayita.Finiza@umalusi.org.za | Phone: 012 030 0764 |

ANNEXURE A

ACCREDITATION CRITERIA

PRIVATE COLLEGES (AET)		
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>	<p>a) The private college is registered as a company in terms of the CET Act;</p> <p>b) The private college is provisionally registered/registered as a private college with the Department of Higher Education and Training in line with the requirements of the CET Act;</p> <p>c) An active governance structure is in place;</p> <p>d) The governance and management structures provide strategic direction and ensure that the institution's vision and mission promote an ethos that is not in conflict with the values of the South African Constitution.</p> <p>e) Management consult and communicate with all relevant stakeholders;</p> <p>f) The college principal / academic head, holds a professional teaching qualification and current registration with the South African Council for Educators (SACE) for employment purposes.</p> <p>g) A functional academic committee is in place.</p> <p>h) The college has the capacity to offer a qualification on the GFETQSF;</p> <p>i) The management of learner records is comprehensive, authentic and reliable;</p> <p>j) Audited financial statements for the most recent financial year are available and demonstrate that the college is financially viable and sustainable. In the case of a group of colleges with the same CIPC number, there should be a budget for each separate college and the income and expenditure statement for the site being evaluated.)</p> <p>k) A current Health and Safety Certificate (not older than two years). Certificates issued by a private company must be accompanied by a report and evidence that the person who conducted the audit is</p>

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 (AET)

Criteria	Description in Policy ¹	Core indicators for accreditation
		<p>registered/accredited to do so.</p> <p>l) Evidence of servicing fire equipment within the past twelve months (including the SABS 1475 permit number).</p>
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> <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>	<p>a) The private college is sufficiently resourced and 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.</p> <p>b) Teaching staff/lecturers are suitably qualified, experienced, and hold current registration with the SACE for employment purposes;</p> <p>c) The principal and teachers/lecturers have valid employment contracts;</p> <p>d) The teachers/lecturers demonstrate capacity in the delivery of the qualification;</p> <p>e) Curriculum requirements (including practicals) are implemented at the required standard;</p> <p>f) There is evidence of staff training and development in line with the qualification applied for;</p> <p>g) Monitoring of classroom/lesson delivery is conducted;</p> <p>h) Appropriate instructional approaches are implemented;</p> <p>i) Students/learners are satisfied with the teaching provided.</p>
Criterion 3: Assessment and Results	<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>	<p>a) The private college is registered as an examination centre with a public or accredited private assessment body;</p> <p>b) The private college demonstrates capacity in the conduct and management of internal assessment and external examinations, and provides developmental feedback and support to learners;</p> <p>c) The teachers / lecturers / facilitators demonstrate capacity in the conduct and development of Site Based Assessment tasks that are of acceptable standards in accordance with Umalusi's directives and the regulations pertaining to the qualification;</p> <p>d) The private college demonstrates alignment</p>

PRIVATE COLLEGES (AET)

Criteria	Description in Policy ¹	Core indicators for accreditation
		<p>of records of learner achievement for Site Based Assessment of the qualification offered.</p> <p>e) Appropriate processes (monitoring and moderation) are in place to ensure assessment instruments are in line with the purpose and context of the subject assessment requirements.</p> <p>f) Assessment tasks are planned and analysed, and conform to the cognitive levels, number and types of assessments as indicated in the Subject Assessment Guidelines.</p> <p>g) The registered examination centre undertakes external assessment in compliance with the national policy and regulations (with no irregularities).</p>
Criterion 4: Learner Support	Learner support is evident through- (i) academic guidance and support; and career guidance and support.	<p>a) The institution provides activities, programmes and services that meet the academic, cultural, moral, and physical progression of learners/students.</p> <p>b) A counsellor has been appointed to oversee learner/student support.</p>

**PRIVATE ADULT EDUCATION AND TRAINING COLLEGES
ACCREDITATION FEES
EFFECTIVE 1 APRIL 2025 – 31 MARCH 2026**

		GETC: ABET at NQF Level 1 (120 credits)
Step 1	Letter of Intent (LOI)	R 1 238.00
Step 2	Attendance of an online Quality Promotion Workshop	No charge
Step 3	Self-evaluation report	R 10 753.00
Step 4	Site visit	R 36 709.00
Step 5	Biennial Accreditation Fee	R 4 121.00
Re-evaluation of self-evaluation report (per event)		R 9 065.00
Evaluation of evidence submitted after a “window period”		R 9 065.00
Evaluation of evidence submitted after an outcome of provisional accreditation		R 9 065.00
“Change of site” fee		R 9 065.00
Follow up monitoring process for institutions which fail to maintain the required accreditation standard (notice or final notice of intent to withdraw accreditation) or failure to submit the required monitoring report.		R 9 065.00 (per monitoring cycle)
Consideration of an appeal		R 9 065.00

All fees are subject to an annual increase