

2025/26

OPEN LETTER TO APPLICANTS PRIVATE ASSESSMENT BODIES

1. Application Process

Umalusi accepts applications for accreditation from prospective private assessment bodies seeking to assess qualifications on the General and Further Education and Training Qualifications Sub-framework.

The accreditation process is as follows for a new applicant:

	Step in Process	Explanation
STAGE ONE		
1.	Letter of intent to apply for accreditation	<p>a. An applicant submits a completed Letter of Intent and sworn declaration, which can be requested by emailing accreditation@umalusi.org.za.</p> <p>b. After payment of the required non-refundable fee, the application is evaluated. The application for accreditation may only proceed if the applicant:</p> <ul style="list-style-type: none"> i. is a juristic person independent of any provision of education and training and is registered as a company in terms of the Companies Act 2008 (Act No 71 of 2008); ii. is able to provide proof that its income is sufficient to sustain its assessment regime as based on criteria determined by Umalusi; iii. has a stable financial position that will enable it to maintain operational continuity; iv. can provide proof that it has established financial surety or guarantee to ensure that it is able to meet its obligations to the learners registered for its examinations and assessment services; and v. has sufficient professional expertise in education and assessment in order to provide assessment services for the qualification it is seeking to offer; and vi. establishes the need for an assessment body to assess such qualification and motivates the need through a feasibility study. <p>c. The application may be declined if the applicant does not meet the requirements at this stage.</p>

	Step in Process	Explanation
		d. Note that fees are payable at each step of the process and are due within 30 days of invoice. The application will be terminated if fees are not paid within 30 days of the invoice.
2.	Attendance of a Quality Promotion (QP) Meeting	<p>a. Applicants that have been granted permission to proceed to the self-evaluation stage must attend a Quality Promotion Meeting to explain the Accreditation Criteria and Process and the Self-evaluation report instrument.</p> <p>b. At the QP meeting, the applicant will receive the self-evaluation instrument and the invoice for the self-evaluation report process.</p>
3.	The Self-evaluation process	<p>a. Once the self-evaluation invoice has been paid within the required period and payment verified, applicants may submit their self-evaluation report and supporting evidence.</p> <p>b. The evidence submitted will be evaluated against the accreditation criteria and indicators, including evaluation of the quality of documents submitted.</p> <p>c. If the evidence submitted does not meet the required standards, the applicant will be given 30 days to submit further evidence and pay the fee for evaluation of the additional evidence.</p> <p>d. The additional evidence will be evaluated if submitted, and the invoice is paid, within 30 days.</p> <p>e. An application meeting the requirements at this stage will be given permission to proceed to the next stage, the verification site visit stage.</p> <p>f. An application not meeting the requirements at this stage will be declined or terminated.</p>
4.	Site verification visit	<p>a. Payment for the site visit must be made within 30 days of invoice. The cost of the site visit will be the fee approved by the Council plus the actual costs of flights and accommodation where necessary.</p> <p>b. A physical site visit will take place to verify the capacity of a prospective assessment body to conduct a pilot examination.</p> <p>c. A prospective assessment body that does not demonstrate the required capacity at this stage will not be granted permission to conduct a pilot examination, and the application will, therefore, be terminated. A new application may only be lodged after 12 months have passed.</p>

	Step in Process	Explanation
5.	Conduct of a pilot examination	<p>a. After paying the required fee within 30 days of invoice, the applicant must attend a workshop where the relevant policies, directives, requirements, and conditions of the pilot examination will be explained.</p> <p>b. The prospective assessment body conducts a pilot examination according to specific conditions.</p> <p>c. The state of readiness to conduct the pilot examination, as well as the conduct of the examination and resulting processes, will be monitored. The prospective assessment body is responsible for payment of all the quality assurance fees related to the conduct of the pilot examination.</p> <p>d. The outcome of the conduct of the pilot examination can be provisional accreditation for three years, or a period to improve (conduct another pilot examination), or no accreditation. (A reapplication will only be considered after 12 months.)</p>
STAGE TWO		
6.	Conduct of full-scale examinations during the three years of the provisional accreditation	<p>a. Attendance of a compulsory workshop on the requirements for conducting successful assessments in the national assessment system.</p> <p>b. Conduct a full-scale examination according to specific conditions. The newly provisionally accredited assessment body must participate in the Council's routine annual quality assurance processes and monitoring, as explicated in the various directives issued by the Council.</p> <p>c. The fees applicable to the quality assurance of assessment processes must be paid within 30 days of invoice.</p>
7.	Stage Two Self-evaluation report and verification site visit in year two of the provisional accreditation	<p>a. Attend a Quality Promotion meeting where requirements of the self-evaluation report and accreditation process going forward are explained.</p> <p>b. Submission of a completed self-evaluation report and portfolio of evidence, as well as payment for evaluation of the report and evidence.</p> <p>c. Verification site visit to verify items not included in the monitoring of the conduct of the examination.</p> <p>d. Possible outcomes: full accreditation, extension of three years provisional accreditation, or no accreditation (with a teach-out period).</p>

	Step in Process	Explanation
8	The decision by the Chair of Council	<p>a. Once the Chair of Council has approved the recommendation of the Council, the outcome will be communicated through a letter emailed to the private assessment body.</p> <p>b. 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.
STAGE THREE		
8	Post accreditation monitoring	<p>a. Monitoring the conduct of the examinations in line with each examination cycle and tracking of directives.</p> <p>b. Payment of relevant quality assurance fees.</p> <p>c. Attendance of bilateral meetings with Umalusi.</p> <p>d. Submission of a completed monitoring self-evaluation report and supporting evidence every four years.</p>

2. Payment of Invoices

- a. The fees for the accreditation process are indicated on pages 9 and 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, or the application will be terminated.
- 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 quality assurance and certification fees.
- d. Umalusi will not refund any payments made toward an executed step. If an applicant wishes to cancel their application, there will be no refund.
- 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 whose applications were rejected will be liable to pay the full costs for any reapplication. There will be no transfer of funds from previously rejected or terminated applications. The applicant will not have access to documents already submitted in the case of rejection or termination.
- g. A reapplication will only be considered after a period of at least 12 months after an application is rejected or there is an outcome of no accreditation.

3. Reporting of accreditation status

Accredited private assessment bodies are listed on Umalusi's website, www.umalusi.org.za.

4. General information

- a. Private assessment bodies are required to pay Umalusi for the certificates issued to their candidates.
- b. The number of subjects an assessment body may assess will be determined by Umalusi.
- c. A private assessment body must be accredited to offer one qualification before applying for an extension of scope to assess another qualification.

5. Additional information

Additional information on the 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
- Thomas.Magadze@umalusi.org.za 012 349 1510 ext. 321 / 012 030 0797

ANNEXURE A

ACCREDITATION CRITERIA

PRIVATE ASSESSMENT BODIES		
Criteria	Description in Policy ¹ and Regulations ²	Core indicators for accreditation
Criterion 1	Leadership, planning and management Includes: <ul style="list-style-type: none"> the vision and mission of the assessment body; strategic planning, leadership and governance; the effectiveness with which assessment services are managed; quality assurance systems in place; resource allocation; the viability of the assessment body. 	a) The assessment body's leadership is instructive and provides strategic direction and governance oversight based on acceptable practices. b) The strategic initiatives, interventions, policies and procedures of the assessment body promote fair, valid and reliable assessments. c) The assessment body is sustainable and financially viable. d) The assessment body demonstrates commitment to quality improvement in providing feedback annually to the institutions that are its examination centres. e) The assessment body is sufficiently and professionally staffed. f) The leadership and management identify and manage the organisational risks effectively.
Criterion 2	Assessment standards This criterion speaks to the credibility of the process regarding the design and development of the internal and external assessments and the moderation process. It also includes ensuring that institutions adequately cover approved curricula as reflected in the assessed curriculum.	a) The assessment body's assessment approach and systems are credible in that assessments are administered against the policy requirements and standards of qualifications on the General and Further Education and Training Qualifications Sub-framework and their intended curricula. b) The assessment body produces assessment products of an acceptable standard and oversees the quality of internal and external assessment of all its registered examination centres.

¹ Policy and Criteria for the Quality Assurance, Accreditation and Monitoring of Independent Schools and Private Assessment Bodies (Notice No. 1142 in Government Gazette 41206 of 27 October 2017) and

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).

² Regulations regarding the Criteria for the Quality Assurance, Accreditation and Monitoring of Independent Schools and Private Assessment Bodies (Notice No. 1143 in Government Gazette 41206 of 27 October 2017).

PRIVATE ASSESSMENT BODIES

Criteria	Description in Policy ¹ and Regulations ²	Core indicators for accreditation
		<ul style="list-style-type: none"> c) Assessment standards and practices are benchmarked and quality assured. d) Standards of assessment are maintained and improved through appropriate and effective monitoring and moderating mechanisms.
Criterion 3	<p>Research and development</p> <p>This criterion hinges on the capacity of experts (examiners, moderators, markers) as well as the extent to which an assessment body undertakes research. The research undertaking is aimed at providing meaningful feedback and guidance to the institution so that processes within the organisation can be improved.</p>	<ul style="list-style-type: none"> a) The work of the assessment body is informed by appropriate research and assessment approaches are innovative, benchmarked and fit for purpose. b) Research findings are used to improve assessment products, systems and approaches as well as to provide feedback to education institutions in order to drive the improvement of teaching, learning and internal assessment. c) The capacity of professional and administrative staff employed in the assessment process is developed.
Criterion 4	<p>The conduct and administration of examinations</p> <p>All of the administrative and logistical processes associated with the conduct of examinations and/or assessments are included here. Activities such as the setting, translation, editing, printing and moderation of assessment materials; the registration of candidates and examination centres; the establishment of marking centres; data capturing of learner records and security systems are captured under this criterion.</p>	<ul style="list-style-type: none"> a) The assessment body conducts credible external examinations in that it is effective and efficient in the management of all administrative and logistical processes associated with the conduct of examinations. b) Learners are registered for the examination at the commencement of the qualification (in the case of the National Senior Certificate, Grade 10) by the private assessment body. c) Security systems with a low tolerance for irregularities are implemented and irregularities are reported and dealt with as required in Umalusi policy. d) The assessment body meets all Umalusi's requirements in respect of the registration resulting and certification system and is able to submit learner datasets that meet Umalusi specifications. e) The assessment body has efficient and reliable systems for the capture, storage and management of learner achievement data and is ethical in reporting and safeguarding the accuracy and security of learner results.

PRIVATE ASSESSMENT BODIES

Criteria	Description in Policy ¹ and Regulations ²	Core indicators for accreditation
		<ul style="list-style-type: none"> f) The assessment body ensures that it has full ownership of its data from inception. g) All the requirements of regulations pertaining to the conduct, administration and management of an examination in respect of a qualification apply and are met. h) Delivery of the examination is monitored and evaluated with the purpose of supporting continuous improvement.
Criterion 5	<p>Resulting systems and processes</p> <p>This criterion comprises the processing and issuing of results, as well as the extent to which the assessment body complies with policy and maintains the integrity of the system.</p>	<p>The assessment body-</p> <ul style="list-style-type: none"> a) encapsulates the reliable and accurate processing and issuing of results; and b) complies with policy to maintain the integrity of the system.

PRIVATE ASSESSMENT BODY ACCREDITATION FEESⁱ EFFECTIVE 1 APRIL 2025 – 31 MARCH 2026	
Letter of Intent (LOI) to apply for accreditation	R 36 785
Stage 1 Desktop evaluation of self-evaluation report per <ul style="list-style-type: none"> - NC(V) programme - GETC: ABET (NQF Level 1) - NSC (NQF Level 4) <i>Note: The number of subjects an assessment body may assess will be determined by Umalusi.</i>	R 71 927
Stage 1 Site visit per qualification	R 127 171 <i>Plus full travel and accommodation costs for site visit team members if the site visit is more than 100km from Umalusi.</i>
Pilot Examination	R 54 757 <i>Plus Quality Assurance of Assessment fees</i>
Stage 2 Desktop evaluation of self-evaluation report (per qualification)	R 42 983
Stage 2 Site visit	R 42 983 <i>Plus full travel and accommodation costs for site visit team members if the site visit is more than 100km from Umalusi.</i>
Compilation of consolidated report and presentation to relevant committees	R 24 713
Evaluation following a window period or provisional accreditation	R 42 983
Monitoring the State of Readiness to conduct examinations	<i>Quality Assurance of Assessment fees</i>
Monitoring the conduct of the examination	<i>Quality Assurance of Assessment fees</i>
Letter of intent to apply for extension of scope to assess one additional qualification	R 26 275
Desktop evaluation of self-evaluation report for an extension of scope per <ul style="list-style-type: none"> - NC(V) programme - GETC: ABET (NQF Level 1) - NSC (NQF Level 4) 	R 42 983

**PRIVATE ASSESSMENT BODY
ACCREDITATION FEESⁱ
EFFECTIVE 1 APRIL 2025 – 31 MARCH 2026**

Note: The number of subjects an assessment body may assess will be determined by Umalusi.	
Extension of scope site visit	R 42 983 <i>Plus full travel and accommodation costs for site visit team members if the site visit is more than 100km from Umalusi.</i>
Pilot examination: Compilation of consolidated report and presentation to relevant committees	R 24 669
Extension of scope pilot examination	<i>Quality Assurance of Assessment fees</i>
Evaluation of extension of scope following a window period or provisional accreditation	R 42 983
Monitoring the State of Readiness to conduct examinations for extension of scope	<i>Quality Assurance of Assessment fees</i>
Monitoring the conduct of the examination for extension of scope	<i>Quality Assurance of Assessment fees</i>
Consideration of an appeal	R 17 042
Monitoring fee	R 11 898

All fees are subject to an annual increase

ⁱ Errors and omissions excepted