

CALL FOR APPLICATIONS TO SERVE AS A MEMBER OF AN UMALUSI COUNCIL COMMITTEE FOR THE PERIOD 8 JUNE 2026 TO 7 JUNE 2030

Umalusi invites persons, including a legal expert in the education sector, and individuals with experience in the Basic Education, Adult Education and Training, and/or Technical and Vocational Education and Training sectors, to apply to serve as members of the following committee of Umalusi Council:

Accreditation Appeals Committee (AAC), Reference no: AAC/04/006

The Terms of Reference are attached as Annexure A

Closing Date: 15 May 2026

Enquiries: Dr Eva Sujee
Email address: Eva.Sujee@umalusi.org.za

Please note:

- o The position of member of a Council Committee is not a full-time appointment.
- o A member of a Council Committee is not a member of the Council but will serve solely at the committee level.

Required documents:

- o Motivational Letter (maximum of 2 pages)
- o Curriculum Vitae

Applications with the required documents marked **“Accreditation Appeals Committee: Reference no: AAC/04/006”** should be forwarded to Umalusi.AAC@umalusi.org.za on or before the closing date.

Applications received after the closing date will not be considered.



TERMS OF REFERENCE

ACCREDITATION APPEALS

COMMITTEE

(AAC)

2026

REVISION APPROVAL HISTORY

VERSION	DATE
One	November 2018
Two	February 2022
Three	April 2026

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1. Purpose

The purpose of the Accreditation Appeals Committee is to provide for the following:

- 1.1 To ensure that private providers of education and training and assessment bodies have an opportunity to appeal against a decision or outcome felt to be unjust;
- 1.2 Hearing of provider and external stakeholder appeals in adherence with Umalusi's appeals policies and procedures; and
- 1.3 Making recommendations to Council.
- 1.4 The Appeals Committee may be called upon to provide or source appropriate advice and guidance in respect of the legal aspects / implications of policies and/or official positions related to Umalusi's quality assurance initiatives and related functions.
- 1.5 As part of standard operating procedures, appellants have the right of access to information prior to an appeal.

2. Accreditation Appeals Committee

- 2.1 The Accreditation Appeals Committee shall be established and chaired by a delegated authority of the Chairperson of Council.

3. Composition of the Accreditation Appeals Committee

- 3.1 The Council will appoint members to serve on the Accreditation Appeals Committee. The membership should have collective knowledge and experience in:
 - 3.1.1 the legal framework for quality assurance bodies in South Africa;
 - 3.1.2 quality assurance in general and further education and training;
 - 3.1.3 qualifications, accreditation and evaluation;
 - 3.1.4 accreditation and monitoring of private provision;
 - 3.1.5 the education and training policy environment;
 - 3.1.6 the current education and training landscape and related issues;
- 3.2 The Accreditation Appeals Committee will consist of one (1) legal expert and two

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- (3) professional persons, qualified and experienced in accreditation.
 - 3.3 The delegated authority of the Chairperson of Council will serve as the Chairperson for the committee.
 - 3.4 The Council may temporarily replace an Accreditation Appeals Committee member where a conflict of interest exists with the provider making the appeal.
 - 3.5 Meetings of the Appeals Committee may only take place when a quorum of three (3) members is formed where one (1) member is a legal expert.
 - 3.6 Should a conflict of interest arise, the member of the Accreditation Appeals Committee must withdraw immediately.

4. Conduct and Code of Ethics

- 4.1 An Accreditation Appeals Committee member must:
 - 4.1.1 Be familiar with the Accreditation Appeals Committee Terms of Reference;
 - 4.1.2 Conduct appeals according to the Umalusi appeals policy;
 - 4.1.3 Inform the Council of any situation in which there is an actual or potential conflict of interest as soon as the existence of such a situation comes to his or her notice, and must make every effort to immediately take all responsible steps to avoid such a conflict of interest;
 - 4.1.4 Consider all Committee related information confidential unless otherwise directed by the Chairperson of the Committee;
 - 4.1.5 Immediately return to the Committee all information, which belongs to the Committee or Council on termination of membership for whatever reason;
 - 4.1.6 At all times act honestly and fairly and with due care and diligence, and in the best interest of the Council and maintain the integrity of the Committee;
 - 4.1.7 Not unfairly discriminate against any person, party or organisation;
 - 4.1.8 Demonstrate respect for human dignity in all aspects of the Committee's functions;

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- 4.1.9 Not profiteer as a result of privileged information or their position;
- 4.1.10 Not accept bribes that involve the promise, offering or giving of benefits that improperly affect their actions or decisions with regard to matters related to the appeal and Umalusi;
- 4.1.11 Not accept material value or favours from providers or persons appealing against decisions made by Umalusi; and
- 4.1.12 Adhere to Umalusi Council's *Fraud and Corruption Prevention Policy*.

5. Frequency of Meetings

- 5.1 Four meetings of the Accreditation Appeals Committee will be scheduled per calendar year. However, the Committee will only meet on those scheduled days if there are appeals to be considered.
- 5.2 The chairperson of the Accreditation Appeals Committee has the power to call meetings as s/he deems necessary.
- 5.3 The Accreditation Appeals Committee will meet at such times and places or online as the chairperson may determine by notice in writing to the members concerned.

6. Reporting Procedure

- 6.1 The Accreditation Appeals Committee as a committee of council must directly report to the Umalusi EXCO.
- 6.2 Any advice, recommendation or action of the Accreditation Appeals Committee will be reported to the Umalusi EXCO for consideration and the EXCO may ratify, set aside, or vary the advice or recommendation unless the Council has specifically delegated its powers or functions to the Accreditation Appeals Committee.

7. Secretariat

- 7.1 The Evaluation and Accreditation (E&A) unit will serve as the Secretariat and will carry out all administrative functions related to the Accreditation Appeals Committee including the booking of travel and accommodation, processing of

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claims and honorariums, and convening an Accreditation Appeals Committee meeting as and when there are issues to be presented to the committee.

7.2 The E&A unit will provide documents and information required.

7.3 The Senior Manager: E&A and/or the Manager: E&A Accreditation and Coordination will attend the Accreditation Appeals Committee meetings for the purpose of providing information required and minuting of Committee meetings.

8. Allowances and remuneration of members of the Committee

8.1. An Accreditation Appeals Committee member who is not in full-time employment of the State (including state-subsidised organisations), may be paid an honorarium based on Council approved fees.

8.2. The Council will cover all travel, subsistence, and other allowances according to Council rates for all the members.

8.3. Any non-emergency alterations to the prior agreed upon travel and accommodation bookings will be for the member's account.

9. Review

9.1 All clauses in this Terms of Reference may be amended by way of a decision of the Council as and when needed.

9.2 The Council may, by unanimous vote, amend the Terms of Reference for the Accreditation Appeals Committee without notice.

10. Approval

10.1 This Terms of Reference is endorsed by the Chairperson of the Accreditation Appeals Committee and approved by Umalusi Council.

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CALL FOR APPLICATIONS TO SERVE AS A MEMBER OF AN UMALUSI COUNCIL COMMITTEE FOR THE PERIOD 8 JUNE 2026 TO 7 JUNE 2030

Umalusi invites persons with experience in the Basic Education, Adult Education and Training, and/or Technical and Vocational Education and Training sectors, to apply to serve as members of the following committee of Umalusi Council:

Accreditation Committee of Council (ACC), Reference no: ACC/04/003

The Terms of Reference are attached as Annexure A

Closing Date: 15 May 2026

Enquiries: Dr Eva Sujee,
Email address: Eva.Sujee@umalusi.org.za

Please note:

- The position of member of a Council Committee is not a full-time appointment.
- A member of a Council Committee is not a member of Council but will serve solely at committee level.

Required documents:

- Motivational Letter (maximum of 2 pages)
- Curriculum Vitae

Applications with the required documents marked "**ACC: Reference no: ACC/04/003**" should be forwarded to Umalusi.ACC@umalusi.org.za on or before the closing date.

Applications received after the closing date will not be considered.



TERMS OF REFERENCE FOR THE ACCREDITATION COMMITTEE OF COUNCIL (ACC)

QUALITY ASSURANCE OF PROVISION

2026

REVISION HISTORY

VERSION	REVISION DATE
One	August 2014
Two	May 2017
Three	August 2018
Four	February 2022
Five	September 2025
Six	April 2026

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1. Introduction

- 1.1 The *National Qualifications Framework Act, 2008* (Act No. 67 of 2008) provides for Umalusi as a Quality Council responsible for standard setting in respect of the General and Further Education and Training Qualifications Sub-framework (GFETQSF).
- 1.2 The object of Umalusi's founding act, the *General and Further Education and Training Quality Assurance Act, 2001* (as amended), is to enhance the quality of general and further education and training. To that end, Umalusi has adopted an integrated standard setting approach that is focused on the following key areas:
- (a) qualifications, curriculum and certification (QCC);
 - (b) quality assurance of assessment (QAA) at exit points of qualifications that are registered on the GFETQSF;
 - (c) quality assurance of provision (E&A); and
 - (d) statistical information and research (SIR).

2. Umalusi's quality assurance of provisioning approach

- 2.1 As a standard setting organisation Umalusi uses accreditation of private education institutions and private assessment bodies as a standard setting mechanism for the enactment and assessment of qualifications registered on the GFETQSF.
- 2.2 The criteria for accreditation of private education institutions and private assessment bodies are set out in the following legislation:
- (a) *Policy and criteria for the Quality Assurance, Accreditation and Monitoring of Independent Schools and Private Assessment Bodies* (Government Gazette 35830 of 29 October 2012, as amended);
 - (b) *Regulations regarding the criteria for the Quality Assurance, Accreditation and Monitoring of Independent Schools and Private Assessment Bodies* (Government Gazette 41206 of 27 October 2017);
 - (c) *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).

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- 2.3 The accreditation process culminates in the final decision on which Council pronounces.
- 2.4 For this reason, the Accreditation Committee of Council (ACC) was established to support the work of the Evaluation and Accreditation (E&A) Unit's evaluation teams, and to give institutions the assurance that accreditation decisions have been interrogated and are credible and valid.

3. Composition of the Committee

- 3.1 The Committee will consist of thirteen (13) Council appointed members.
- 3.2 The thirteen (13) Council appointed members will be made up of:
 - (a) one (1) member selected from the Council membership to act as Chairperson;
 - (b) a team of twelve (12) nominated members from the private and public provider sectors that Umalusi serves including assessment bodies;
 - (c) a deputy chairperson selected from the twelve (12) nominated members.
- 3.3 Umalusi full time staff members will act as *ex-officio members*.
- 3.4 The Council may temporarily replace a Committee member where a conflict of interest exists with the institution seeking accreditation.

4. Functions of the Committee

- 4.1 Contribute to the quality assurance of provision in the private education sector for all qualifications registered on the GFETQSF.
- 4.2 Support the work of the Evaluation and Accreditation (E&A) unit.
- 4.3 Consider the recommendations of the E&A secretariat in respect of the accreditation of an institution.
- 4.4 Work on reports on the accreditation applications of private education

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institutions and present findings at the ACC meeting.

- 4.5 Recommend the accreditation status of a private education institution / private assessment body.
- 4.6 Recommend the withdrawal of the accreditation status of a private education institution / private assessment body.
- 4.7 Provide input to the development of policies on the accreditation and monitoring of private education institutions and private assessment bodies.
- 4.8 May be required to participate in seminars, webinars or forums with regard to evaluation and accreditation of private education institutions and private assessment bodies.

5. Task Teams

- 5.1 The Committee may, at its discretion through the secretariat, appoint task teams to carry out tasks in line with the area of responsibility.

6. Conduct and Code of Ethics

- 6.1 The Committee / sub-committee member must:
 - (a) be familiar with the Committee's Terms of Reference;
 - (b) conduct his / her work according to the Umalusi accreditation policies;
 - (c) inform the Chairperson of the Committee of any situation in which there is an actual or potential conflict of interest as soon as the existence of such a situation comes to his or her notice, and must make every effort to immediately take all responsible steps to avoid such a conflict of interest;
 - (d) consider all Committee related information confidential unless otherwise directed by the Chairperson of the Committee;
 - (e) immediately return to the Committee all information which belongs to the Committee or Council on termination of membership for whatever reason;

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- (f) at all times act honestly and fairly and with due care and diligence, and in the best interest of Umalusi Council and maintain the integrity of the Committee;
- (g) not unfairly discriminate against any person, party or organisation;
- (h) demonstrate respect for human dignity in all aspects of the Committee's functions;
- (i) not profiteer as a result of privileged information or their membership of the Committee;
- (j) not accept or request favours or benefits, including but not limited to gifts, hospitality, offers of free travel, concessions or discounts from any person or institutions that can improperly affect their actions or decisions with regard to matters related to their work in the Committee; and
- (k) adhere to Umalusi Council's *Fraud and Corruption Prevention Policy*.

7. Frequency of meetings

- 7.1 The Committee will meet a minimum of four (4) times annually at such times and places or online as the chairperson may determine by notice in writing to the members concerned.
- 7.2 The chairperson of the Committee has the power to call meetings as she / he deems necessary.
- 7.3 Committee members will attend a minimum of three (3) meetings per financial year to retain membership.

8. Quorum

- 8.1 A representative quorum for meetings is a majority of members (fifty percent plus one) present. Individuals in attendance at Committee meetings by invitation and ex-officio members of the Committee may participate in discussions but do not form part of the quorum for the Committee meetings.

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9. Reporting procedure

- 9.1 The Committee will report to Council through representation by the ACC chairperson.
- 9.2 Any advice or recommendation or action of the Committee will be reported to the Council for consideration and the Council may ratify, set aside, or vary the advice or recommendation unless the Council has specifically delegated its powers or functions to the Committee.

10. Secretariat

- 10.1 The E&A unit will provide the secretariat services for the Committee, which will carry out all administrative functions related to the Committee including the booking of travel and accommodation, processing of claims and honorariums, and convening and minuting of Committee meetings.
- 10.2 The E&A unit will also provide all the necessary accreditation reports, documentation and information in order for the Committee members to make the necessary accreditation recommendations.

11. Remuneration, travel and accommodation of members of the Committee

- 11.1 Members of this Committee who are not in full time employment of the State (including state subsidised organisations) will be remunerated as per the tariffs approved by the Minister of Basic Education and Umalusi Council.
- 11.2 The Council will cover travel, subsistence, and other allowances according to Council rates for all the members.
- 11.3 Any non-emergency alterations to the prior agreed upon travel and accommodation bookings will be for the member's account.

12. Review

- 12.1 All clauses in this Terms of Reference may be amended by way of a decision of the Council.
- 12.2 The Council may, by unanimous vote, amend the Terms of Reference without notice.

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13. Approval of the Terms of Reference

- 13.1 This Terms of Reference is endorsed by the Chairperson of the Accreditation Committee of Council and approved by Umalusi Council.

Approved by Umalusi Council	Date: April 2026
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**CALL FOR APPLICATIONS TO SERVE AS A MEMBER OF THE AUDIT AND RISK
COMMITTEE OF THE COUNCIL FOR THE PERIOD 8 JUNE 2026 TO 7 JUNE 2030
(FOUR YEARS)**

Umalusi invites persons with experience in the Finance, Financial Statements, Information Communication Technology, Law, Audit, Risk, Governance, Strategic Planning and Compliance matters within the Education and Public sectors to apply to serve as members of the:

Audit and Risk Committee (ARC) of the Council, Reference no: ARC/04/005

The Audit and Risk Committee Charter, as approved by the Council, is attached as Annexure A

Closing Date: 15 May 2026

Enquiries: Mr Hendrik van der Walt
Chief Financial Officer

Email address: Hendrik.vanderwalt@umalusi.org.za

Please note:

- o The position of member of a Council Committee is not a full-time appointment.
- o A member of a Council Committee is not a member of the Council but will serve solely at the Committee level.

Required documents:

- o Motivational Letter (maximum of 2 pages)
- o Curriculum Vitae

Applications with the required documents marked "**ARC: Reference no: ARC/04/005**" should be forwarded to Umalusi.ARC@umalusi.org.za on or before the closing date of 16:00 on Friday, 15 May 2026.

Applications received after the closing date and time will not be considered.



Council for Quality Assurance in
General and Further Education and Training

UMALUSI

AUDIT AND RISK

COMMITTEE CHARTER

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Audit and Risk Committee Charter: February 2026

1. DEFINITIONS

- 1.1. **'Accounting Authority'** In terms of the Public Finance Management Act, the Accounting Authority of Umalusi is the Council.
- 1.2. **'Audit and Risk Committee'** means the committee established in terms of section 77 of the PFMA.
- 1.3. **'Auditor-General'/'External Auditor'** means the Office of the Auditor-General or a person appointed in terms of section 58(1) (b) of the PFMA.
- 1.4. **'Chief Audit Executive'** means the Engagement Director (outsourced service provider) is the designated Chief Audit Executive (CAE). The CAE reports administratively to the Chief Executive Officer and functionally to the Audit and Risk Committee
- 1.5. **'Council'** – duly elected body, which is charged with the strategy, governance and direction of Umalusi, in accordance with the requirements of the Act, the PFMA and the needs of all stakeholders.
- 1.6. **"Internal Audit Service Provider (IASP)"** – means the outsourced Professional Audit Firm as appointed by the Accounting Authority of Umalusi.
- 1.7. **'Governance'** refers to the combination of processes and structures implemented by the Chief Executive Officer to inform, direct, manage, and monitor the activities of the organisation toward the achievement of its objectives.
- 1.8. **'IT Governance'** "framework that supports the effective and efficient management of information resources (for example, people, funding and information) to facilitate the achievement of corporate objectives;
- 1.9. **'PFMA'** means the Public Finance Management Act, 1999 (Act no. 1 of 1999) as amended, including Treasury Regulations.

2. ACCOUNTABILITY AND GOVERNANCE

- 2.1 The Public Finance Management Act (PFMA), 1999 (Act No 1 of 1999, as amended), provides for, inter alia, the regulation of the financial management and the responsibilities of persons entrusted with financial management at Umalusi. Sections 77 of the PFMA and the Treasury Regulations 27.1, require the Council of Umalusi to appoint an Audit and Risk Committee and to set out the manner in which the Committee would operate.
- 2.2 The establishment of the Audit and Risk Committee is part of the control environment that is required under PFMA. In addition, the Audit and Risk Committee is part of the corporate governance mechanism that exists within the public sector environment. Corporate governance principles also provide for the establishment of an Audit and Risk Committee.

Audit and Risk Committee Charter: February 2026

- 2.3 The Umalusi Audit and Risk Committee has been established as a Committee of Council in accordance with the provisions of the aforementioned legislative requirements and sound corporate governance.
- 2.4 The central theme of PFMA is accountability. The principle of accountability requires that the Council and Umalusi Management act in accordance with their delegated responsibility, account for their conduct, and affirm the fulfilment of their responsibility,

3. PURPOSE

- 3.1 The Audit and Risk Committee provides independent, objective oversight and review. However, it does not assume any management responsibilities or perform any management functions. The Audit and Risk Committee makes decisions on matters relating to the scope of its responsibilities and presents such decisions to the Council for noting or approval.
- 3.2 The Audit and Risk Committee executes its function through close liaison and communication with management, the External and Internal Auditors and other governance risk and control service providers.
- 3.3 The Audit and Risk Committee is tasked to assist the Council in discharging its duties relating to:
 - 3.3.1 the safeguarding of assets;
 - 3.3.2 Council's compliance with legal and regulatory requirements;
 - 3.3.3 evaluation of the External Auditors' independence;
 - 3.3.4 performance of the entity's internal and external audit functions;
 - 3.3.5 preparation of accurate financial reporting and statements in compliance with all applicable legal requirements and accounting standards;
 - 3.3.6 overseeing the quality, integrity and reliability of Umalusi's risk management;
 - 3.3.7 operation of adequate procedures and controls; and
 - 3.3.8 ensuring an IT governance framework is implemented; and
 - 3.3.9 review and recommend submissions to the Executive Committee of Council concerning financial matters, such as irregular, fruitless and wasteful expenditure, including debt write-off (where applicable)
- 3.4 The Audit and Risk Committee must also report to the Council on the following matters:
 - 3.4.1 the effectiveness of the internal control systems;
 - 3.4.2 the effectiveness of the Internal Audit Function;
 - 3.4.3 the risk areas of the entity's operations to be covered in the scope of Internal and External audits;
 - 3.4.4 the results of the external audit and its cost-effectiveness and the independence and objectivity of the external auditors;

Audit and Risk Committee Charter: February 2026

- 3.4.5 the adequacy and effectiveness of the risk management process followed and the development, maintenance and enhancement of fraud prevention plans;
 - 3.4.6 the effectiveness of the system for monitoring compliance with laws, regulations and policies, and the results of management's investigations and follow-up actions (including disciplinary action) of any instance of non-compliance where required;
 - 3.4.7 the adequacy, reliability, accuracy, regularity and timeliness of financial information provided to management and other users of such information;
 - 3.4.8 any accounting and auditing concerns identified as a result of Internal and External audits;
 - 3.4.9 the appropriateness of the combined assurance model;
 - 3.4.10 be informed by way of a written report from management and note the processes followed for the appointment, replacement or dismissal of the outsourced Internal and External Audit service providers.
 - 3.4.11 the existence and effectiveness of the IT Governance Framework;
 - 3.4.12 the activities of the IASP, including its annual work programme, coordination with the external auditors, the reports of significant investigations and the responses of management to specific recommendations; and
 - 3.4.13 such other matters as are delegated by the Accounting Authority.
- 3.5 To provide an independent brief, monitor, follow-up and report on any investigations necessary.

4. AUTHORITY AND INDEPENDENCE

- 4.1 The Committee is directly accountable to the Council. In discharging its responsibilities, the Committee has authority to:
- 4.1.1 conduct or authorise investigations into any matters within its scope of responsibility;
 - 4.1.2 have full and free, unrestricted access to Umalusi's Chief Executive Officer, Executive Management team, External and Internal Auditors and Council;
 - 4.1.3 have unrestricted access to records containing information needed to properly perform its duties and execute its powers;
 - 4.1.4 see any information that it requires from any employee of Umalusi, and all employees are directed to cooperate with any request made by the Audit and Risk Committee;
 - 4.1.5 obtain legal advice and any other advice from external experts;
 - 4.1.6 recommend hiring of expert to assist in investigations, subject to the procurement procedures of Umalusi;
 - 4.1.7 ensure that the recommendations emanating from such investigations are implemented (where necessary).
 - 4.1.8 conduct meetings with External and Internal Auditors as necessary;
 - 4.1.9 review Umalusi's financial statements and make recommendations thereon to the Council;
 - 4.1.10 ensure that the annual financial statements of Umalusi are submitted to External Audit and National Treasury within two months after the end of the financial year, as required by the PFMA;

Audit and Risk Committee Charter: February 2026

- 4.1.11 oversee the work of External Audit in conducting the annual audit;
- 4.1.12 resolve any disagreements between Management and the Auditor regarding financial reporting; and
- 4.1.13 pre-approve the annual financial statements, Internal Audit Plans and related budgets.

5. ROLE

- 5.1 The role of the Committee is to provide independent assurance and assurance to the Umalusi Council on control, governance and risk management.
- 5.2 The Committee does not replace established management responsibilities and delegations.
- 5.3 The Committee will provide Umalusi Council with prompt and constructive reports on its findings, especially when issues are identified that could present a material risk to the institution.

6. COMPOSITION, REMOVAL AND APPOINTMENT

- 6.1 The Committee consists of at least four members who are independent of Umalusi. The Committee is constituted so as to ensure independence. The Committee collectively (not necessarily individually) has an understanding of:
 - 6.1.1 government environment and accountability structures;
 - 6.1.2 governance processes within the Umalusi;
 - 6.1.3 financial reporting;
 - 6.1.4 risk management;
 - 6.1.5 internal control;
 - 6.1.6 external audit process;
 - 6.1.7 internal audit process;
 - 6.1.8 legal process; and
 - 6.1.9 information technology.
- 6.2 One member of the Committee must have expertise in the industry in which Umalusi operates.
- 6.3 At least one member shall have the necessary financial expertise to properly assist and advise the Audit and Risk Committee in the performance of its duties and the execution of its powers.
- 6.4 The Chief Financial Officer of the Department of Basic Education is a member by virtue of his or her office.
- 6.5 A member of the Umalusi Council will be a member of the Audit and Risk Committee and perform liaison functions.

Audit and Risk Committee Charter: February 2026

- 6.6 The members shall be professionals of relevant expertise and good standing in their professions and shall not be employees of Umalusi.
- 6.7 The Council shall have the power to, at any time; remove any member from the Audit and Risk Committee, particularly if any of the offences outlined below are committed, and to fill the vacancy, or vacancies, created by such removal.
- 6.8 The Council must fill vacancies on the Audit and Risk Committee within 90 (ninety) days after the vacancy arises.
- 6.9 All members of the Audit and Risk Committee, including the Chairperson, shall be appointed by the Council.
- 6.10 A member's term of office may be discontinued as a result of:
- 6.10.1 the voluntary resignation of a member;
 - 6.10.2 failure to attend three (3) consecutive Audit and Risk Committee meetings;
 - 6.10.3 a breach of confidentiality or the unauthorised disclosure of information to a third party;
 - 6.10.4 being convicted of a criminal offence; and
 - 6.10.5 any other valid reason
- 6.11 Members of the Audit and Risk Committee are bound by the Code of Conduct.
- 6.12 Member terms and conditions are disclosed in the letter of appointment.

7. CHAIRPERSON

- 7.1 The Council shall appoint the Chairperson from the members of the Audit and Risk Committee and shall determine the period for which he/she should hold office.
- 7.2 The Chairperson of the Audit and Risk Committee must be independent; knowledgeable regarding the status of the position; and have the requisite business, financial and leadership skills. He or she may not be a political office bearer, Chairperson of Council, or the executive authority.
- 7.3 The Chairperson may request another Non-Executive director who is a member of the Audit and Risk Committee to preside over a meeting in his/her absence.
- 7.4 The Chairperson must report and make recommendations to the Council. The Chief Financial Officer retains such responsibility for implementing such recommendations.

Audit and Risk Committee Charter: February 2026

- 7.5 The Chairperson should be available to respond to questions regarding the work and activities of the Audit and Risk Committee to the Council, if requested to do so.
- 7.6 Should a report from the IASP or any other source implicate the Council in fraud, corruption or gross negligence, the Chairperson must promptly report this to the Executive Authority.

8. MEETINGS

- 8.1 The Committee will meet at least four times a year, with authority to convene additional meetings as circumstances require.
- 8.2 The schedule of meetings will be agreed in advance.
- 8.3 All Committee members are expected to attend each meeting in person or via accepted communication tools, including meetings called on an ad hoc basis for special matters, unless a prior apology, with reasons, has been submitted to the Chairperson and the Secretariat.
- 8.4 A quorum of the Committee should be 50% + 1 of the total number of Committee members, including the Chairperson.
- 8.5 If the Chairperson of the Audit and Risk Committee is not present on the day or on the scheduled time for commencement of a meeting or is unable to attend a meeting, the members present, shall nominate a chairperson from among them to chair the meeting.
- 8.6 The committee meetings will normally be attended by the chief financial officer, chief executive officer, executive managers from Umalusi, representatives of the external auditors / internal auditors / auditor-general, the senior managers and/or managers of finance & SCM, Strategy and Governance and the PR&Comms. However, the Committee may invite members of Management or other relevant parties to attend meetings and provide pertinent information as necessary.
- 8.7 The Committee will determine its own agenda, ensuring appropriate consultation to include emerging issues and an emphasis on the most significant risks.
- 8.8 The Chief Executive Officer will appoint a secretary to facilitate the Committee's meetings and reporting duties. In consultation with the Audit and Risk Committee Chairperson, the secretary will prepare and send notices at least two weeks in advance and meeting documents, where possible, seven working days before each meeting. The secretary will also prepare minutes and accurately transcribe all committee decisions.
- 8.9 The Chairperson of the Audit and Risk Committee shall excuse from any meeting, or part thereof, any member or attendee who could, in his or her opinion, have any potential conflict of interest.

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- 8.10 Any member of the Audit and Risk Committee who is aware of an existing or potential conflict of interest between his or her work in the Audit and Risk Committee and his or her private work shall promptly inform the Chairperson of such conflict.
- 8.11 Members shall complete a declaration of interest form at each Audit and Risk Committee meeting. The declaration of interest forms shall be circulated with the discussion document during in-person meetings or via the applicable online platform for virtual meetings.
- 8.12 Members shall also declare their interest annually.
- 8.13 Members must be adequately prepared for meetings, to provide appropriate and constructive input on matters discussed.
- 8.14 Only those designated and appointed members of the Audit and Risk Committee have the right to vote on any matter requiring an Audit and Risk Committee recommendation or decision.
- 8.15 The Audit and Risk Committee, assisted by the secretariat, must establish an annual work plan to ensure proper coverage of the duties and responsibilities of the Audit and Risk Committee as set out in these terms of reference. Steps should be taken to give priority to matters of a critical nature, whilst other matters may be dealt with on a rotation basis as deemed appropriate by the Audit and Risk Committee. The agendas of quarterly meetings are to be determined in accordance with the annual plan.
- 8.16 The minutes are to be completed within fourteen (14) days after the meeting and circulated internally to the permanent invitees and thereafter to the Chairperson and to the Audit and Risk Committee members for review before the next scheduled meeting.
- 8.17 On completion of the minutes, the Secretariat will communicate matters arising to the relevant attendees.
- 8.18 The minutes must be formally approved by the Audit and Risk Committee at its next scheduled meeting with the exception of special Audit and Risk Committee meetings (wherein the minutes of the previous meeting may not be approved).
- 8.19 Once approved, the meeting minutes will be presented to the Accounting Authority (Council) before the Audit and Risk Committee's next meeting.
- 8.20 The Secretariat shall maintain an attendance register for every Committee meeting, and in the case of electronic meetings, attendance registers may be retrieved from the electronic system or the attendance recorded by the Secretariat.
- 8.21 The Secretariat shall safely keep all registers for record purposes.

Audit and Risk Committee Charter: February 2026

9. TERM OF OFFICE

- 9.1 The Audit and Risk Committee members are appointed for a period of four (4) years, with an option to renew their membership, with a member being able to serve a maximum of two terms.
- 9.2 A Chairperson cannot serve for more than two terms.
- 9.3 The Council shall recruit new members on a staggered basis, where possible, in the best interest of the organisation to prevent the loss of knowledge and members' skill base at one time.

10. RESPONSIBILITIES

- 10.1 The Committee is accountable to the Umalusi Council for the exercise of its responsibilities.
- 10.2 The Committee will carry out the following responsibilities:

10.2.1 FINANCIAL STATEMENTS – The Audit and Risk Committee shall review the annual financial statements (Audited Annual Financial Statements and unaudited Annual Financial Statements), the accompanying reports to Parliament, and announcements regarding Umalusi's results or other financial information to be made public. This shall be done prior to submission to, and approval by, the Accounting and Executive Authorities, focusing particularly on:

- 10.2.1.1 Significant adjustments resulting from the audit;
- 10.2.1.2 complex or unusual transactions and highly judgemental areas;
- 10.2.1.3 major issues regarding accounting principles and financial statement presentations, including any significant changes in the company's selection, or application of, accounting principles;
- 10.2.1.4 the effect of regulatory and accounting initiatives, as well as off-balance sheet structures, on the financial statements of the authority;
- 10.2.1.5 compliance with accounting standards, i.e. Generally Recognised Accounting Practice (GRAP) / International Financial Reporting Standards;
- 10.2.1.6 completeness and consistency of information contained therein;
- 10.2.1.7 incorporation and proper treatment of applicable and appropriate accounting principles and policies;
- 10.2.1.8 clarity of exposition of unusual items that may have a significant impact on Umalusi Council's financial stability;
- 10.2.1.9 reviewing current best practices and statements of accounting reforms to ensure that Umalusi Council's financial reporting meets the highest professional standards
- 10.2.1.10 reviewing matters that may have a significant impact on the financial statements:

Audit and Risk Committee Charter: February 2026

- 10.3.1.10.1 disclosure of asset values and known contingencies, including post-balance sheet events.
- 10.2.1.11 audit findings presented by the auditors in both the preliminary and the final audit reports; and
- 10.2.1.12 analysis prepared by Management and/or the Independent Auditor setting forth significant financial reporting issues and judgements made in connection with preparing the financial statements. Discuss the annual financial statements and quarterly financial statements with Management and the External Auditors;
- 10.2.1.13 disclosures made in the Annual Report regarding significant deficiencies in the design or operation of internal controls, or any fraud that involves Umalusi employees; and
- 10.2.1.14 The Annual Report and financial statements are taken as a whole to ensure they fairly present a balanced and understandable assessment of the Umalusi's position, performance, and prospects.
- 10.2.1.16 Consider if the going concern assumptions are properly applied.

10.2.2 ANNUAL REPORTING – The Audit and Risk Committee oversees reporting and, in particular, the Audit and Risk Committee must:

- 10.2.2.1 have regard to all factors and risks that may impact on the integrity of the annual report, including factors that may predispose Management to present a misleading picture, significant judgements and reporting decisions made, monitoring of enforcement actions by a regulatory body, any evidence that brings into question previously published information, or forward-looking statements or information;
- 10.2.2.2 review the annual financial statements and annual performance information, and other financial information;
- 10.2.2.3 comment on the accounting practices and the effectiveness of the internal financial controls;
- 10.2.2.4 review the disclosure of sustainability issues in the annual report to ensure that it is reliable and does not conflict with the financial information;
- 10.2.2.5 recommend to the Council the engagement of an external assurance provider on material issues;
- 10.2.2.6 recommend the annual report for approval by the Council;
- 10.2.2.7 review the content of the summarised information for whether it provides a balanced view (if applicable); and
- 10.2.2.8 engage the External Auditor to provide assurance on the summarised financial information (if applicable).

10.2.3 COMBINED ASSURANCE – The Audit and Risk Committee will ensure that a combined assurance model is applied to provide a coordinated approach to all assurance activities and, in particular, the Audit and Risk Committee should:

Audit and Risk Committee Charter: February 2026

- 10.2.3.1 ensure that the combined assurance model received is appropriate to address all the significant risks facing the organisation and the application of King Code on Corporate Governance; and
- 10.2.3.2 monitor the relationship between the external assurance providers and the organisation.
- 10.2.3.4 Oversee the effectiveness of assurance services and functions in achieving the following objectives:
 - 10.2.3.4.1 Enabling an effective internal control environment;
 - 10.2.3.4.2 Supporting the integrity of information used for internal decision-making by management and the Audit and Risk Committee; and
 - 10.2.3.4.3 Supporting the integrity of external reports.

10.2.4 FINANCE FUNCTION AND CHIEF FINANCIAL OFFICER – The Audit and Risk Committee shall:

- 10.2.4.1 review the expertise, resources and experience of the organisation's finance function and disclose the results of the review in the annual report; and
- 10.2.4.2 consider and satisfy itself of the sustainability of the expertise and experience of the Chief Financial Officer every year.

10.2.5 RISK MANAGEMENT – The Audit and Risk Committee shall:

- 10.2.5.1 review the Risk Management Policy and Risk Management Framework for identifying, assessing, monitoring and managing significant risks;
- 10.2.5.2 review the risk management report of Umalusi, including any significant changes to the risk profile (where applicable).;
- 10.2.5.4 liaise with Management to ensure that there is a common understanding of the key risks;
- 10.2.5.5 review whether risk management is carried out in a manner that really benefits Umalusi;
- 10.2.5.6 assess and contribute to the audit planning processes relating to the risks of Umalusi;
- 10.2.5.7 review and recommend disclosures on matters of risk in the annual financial statements;
- 10.2.5.8 review and recommend disclosures on matters of risk and risk management in the Annual Report;
- 10.2.5.9 provide regular feedback to Umalusi Council on the adequacy and effectiveness of risk management in the organisation, including recommendations for improvement; and
- 10.2.5.10 satisfy itself that it has appropriately addressed the following areas:
 - 10.2.5.10.1 financial reporting risks, including the risk of fraud;
 - 10.2.5.10.2 internal financial controls;
 - 10.2.5.10.3 information technology risks as they relate to financial reporting; and
 - 10.2.5.10.4 ethical risks.

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10.2.6 INTERNAL CONTROL – The Audit and Risk Committee shall:

- 10.2.6.1 review the adequacy of the internal control system, including information technology security and control;
- 10.2.6.2 understand the scope of Internal and External Auditors' review of internal control over financial reporting and obtain reports on significant findings and recommendations, together with Management's responses;
- 10.2.6.3 review whether relevant policies and procedures are in place and current, and whether these are complied with;
- 10.2.6.4 review whether the financial internal controls are operating efficiently, effectively and economically; and

10.2.7 PERFORMANCE MANAGEMENT – The Audit and Risk Committee shall:

- 10.2.7.1 review Umalusi's compliance with the performance management and reporting systems;
- 10.2.7.2 review Umalusi's Strategic Plan (when applicable) and Annual Performance Plan for the following year as well as Quarterly Performance Reports;
- 10.2.7.3 review whether performance management systems reflect Umalusi's purpose and objectives;
- 10.2.7.4 review whether performance reporting and information uses appropriate targets and benchmarks;
- 10.2.7.5 review and recommend high-level budget and strategic issues that should be considered when the five-year and the annual strategic plan and budget are being developed;
- 10.2.7.6 review and provide feedback arising from the Audit and Risk Committee's review of the Year-To-Date and Quarterly financial and non-financial performance information that management would have submitted to the Council; and
- 10.2.7.7 review and provide feedback arising from the Audit and Risk Committee's review of the Annual Financial Statements and Non-financial performance information that management would be submitting to the Council.

10.2.8 INTERNAL AUDIT – The Audit and Risk Committee shall:

- 10.2.8.1 review the Internal Audit Charter, budget, activities, staffing, skills and organisational structure of the IASP;
- 10.2.8.2 review and approve the Internal Audit Plan, its scope and any major changes to it, ensuring that it covers the key risks and that there is appropriate coordination with the External Auditor;
- 10.2.8.3 review the process followed by the management in the appointment, replacement or dismissal of the outsourced Internal Audit firm and make a recommendation to the Council.

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- 10.2.8.4 resolve any difficulties or unjustified restrictions or limitations on the scope of Internal Audit work;
- 10.2.8.5 resolve any significant disagreements between Auditors and Management;
- 10.2.8.6 review significant findings and recommendations by Internal Audit and Management responses;
- 10.2.8.7 review the implementation of Internal Audit recommendations by Management;
- 10.2.8.8 review the performance of the outsourced IASP / Chief Audit Executive;
- 10.2.8.9 review the effectiveness of the IASP, including compliance with the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing; and
- 10.2.8.10 meet separately with the outsourced IASP / Chief Audit Executive to discuss any issues that the Committee or the IASP believes should be discussed privately.

10.2.9 EXTERNAL AUDIT – The Audit and Risk Committee shall:

- 10.2.9.1 review the External Auditors' proposed audit scope, approach and audit fees for the year;
- 10.2.9.2 review the findings and recommendations by the External Auditor and Management responses;
- 10.2.9.3 review implementation of the External Auditors' recommendations by Management;
- 10.2.9.4 review the performance of the External Auditor;
- 10.2.9.5 ensure proper coordination of audit efforts between Internal and External Auditors;
- 10.2.9.6 meet separately with the External Auditor to discuss any matters the Committee or the External Auditor believe should be discussed privately; and
- 10.2.9.7 review and make a recommendation to the Council about the appointment of the External Auditor based on the report (process) followed by Management.

10.2.10 IT GOVERNANCE – The Audit and Risk Committee shall:

- 10.2.10.1 assist the Council to oversee the development and implementation of an IT governance charter framework and policies that are integrated with the business strategy process and which sustain and enhance the Umalusi's strategic objectives, thereby improving the Umalusi's performance and sustainability;
- 10.2.10.2 oversee the implementation of IT processes and governance mechanisms, IT frameworks, policies, procedures and standards, ensuring IT governance alignment with the organisational corporate governance model;

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- 10.2.10.3 review the information security strategy (including information security, information management and information privacy) and management's implementation of the strategy;
- 10.2.10.4 ensure that there are processes in place to enable complete, timely, relevant, accurate and accessible IT reporting, firstly from management to the Council, and secondly in the annual report; and
- 10.2.10.5 ensure the infrastructure and software applications strategies align with the ICT Governance framework.
- 10.2.10.6 monitor the planning, implementation and execution of the CGICT and alignment to Umalusi's strategic plan.

10.2.11 COMPLIANCE – The Audit and Risk Committee shall:

- 10.2.11.1 review whether Management has considered legal and compliance risks as part of Umalusi's risk assessments;
- 10.2.11.2 review the effectiveness of the system for monitoring compliance with laws and regulations;
- 10.2.11.3 review the findings of any examinations by regulatory agencies and any auditor observations;
- 10.2.11.4 review the process for communicating the Code of Conduct to Umalusi employees and for monitoring compliance; and
- 10.2.11.5 obtain regular updates from Management regarding compliance matters.

10.2.12 ETHICS – The Audit and Risk Committee shall:

- 10.2.12.1 ensure the development and review of an ethics policy;
- 10.2.12.2 make a determination of whether ethics is appropriately embedded in the risk management processes; and
- 10.2.12.3 advise the Council on matters relating to ethics, corporate governance and sustainability.

10.2.13 REPORTING RESPONSIBILITIES – The Audit and Risk Committee shall:

- 10.2.13.1 quarterly and annually report to Umalusi Council about Committee activities, issues and related recommendations; describe the Committee's composition, responsibilities and how these were discharged, and any other information required;
- 10.2.13.2 submit a summary of its activities for inclusion in the Annual Report; and
- 10.2.13.3 review any other reports that Umalusi issues that relate to Committee responsibilities.

10.2.14 OTHER RESPONSIBILITIES – The Audit and Risk Committee shall:

- 10.2.14.1 perform other activities related to this Charter as requested by Umalusi Council;

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- 10.2.14.2 safeguard all the information supplied to it within the ambit of the law;
- 10.2.14.3 investigate matters within its powers as identified in this Charter; and
- 10.2.14.4 confirm annually that all responsibilities outlined in this Charter have been carried out.

11. REMUNERATION

- 11.1 An official member (i.e. a person within the public service) may not receive additional remuneration for serving on the Audit and Risk Committee. However, subsistence and other allowances may be paid to the official member by the institution that employs the official member, in accordance with his / her conditions of service.
- 11.2 A non-official member (i.e. a person outside the public service) shall be remunerated according to the scales/tariff approved by the National Treasury and reviewed from time to time, by the Umalusi Council.
- 11.3 The remuneration of all the members of the Audit and Risk Committee must be disclosed as notes to the Annual Financial Statements.

12. EVALUATION OF COMMITTEE ACTIVITIES

- 12.1 The Committee will undertake an independent self-assessment on its performance annually.
- 12.2 The Chairperson will provide each member with feedback on that member's contribution to the Committee's activities at least once during a member's term of office. The assessment may include training needs for each Committee member.
- 12.3 The Council may annually evaluate the ARC's performance in terms of its composition, mandate and effectiveness.

13. INDUCTION

- 13.1 New members of the Audit and Risk Committee should be taken through the formal process of induction.
- 13.2 The new members should meet and be briefed by the Chief Executive Officer, Council Chairperson and Chairperson of the Audit and Risk Committee, and they should be introduced to the IASP/Chief Audit Executive and the external auditors.
- 13.3 The information to be provided to new members should include:
 - 13.3.1 The organisation's governance structure and how the Audit and Risk Committee operates within this structure;

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- 13.3.2 Copy of the Audit and Risk Committee Charter and recent Audit and Risk Committee;
- 13.3.3 Minutes including details of outstanding issues;
- 13.3.4 Copies of the relevant legislation;
- 13.3.5 Copies of the organisation's Annual Report, Strategic Plan, and Code of Conduct;
- 13.3.6 Risk management plans;
- 13.3.7 A briefing from management and the IASP on risk control and governance processes; and
- 13.3.8 A copy of the Internal Audit Charter, annual work plan and recent audit reports.

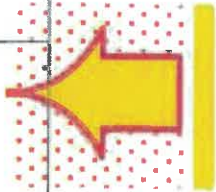
14. REVIEW OF THE CHARTER

- 14.1 The Committee will review its Charter as and when the need arises to ensure that it remains relevant to the Committee's authority, objectives and responsibilities.
- 14.2 All changes or amendments to the Charter will be discussed and approved by the Umalusi Council.

15. APPROVAL OF THE CHARTER

- 15.1 This Audit and Risk Committee Charter is endorsed by the Chairperson of the Committee and/or Chief Executive Officer and approved by the Umalusi Council.

DESIGNATION	SIGNATURE	DATE
Chief Executive Officer of Umalusi, based on the combination of the ICTOC terms of reference and the previous ARC Charter	 Dr Mafu S Rakometsi	 24/02/2026
Chairperson on behalf of Umalusi Council	 Prof Yunus Ballim	25/02/2026



CALL FOR APPLICATIONS TO SERVE AS A MEMBER OF AN UMALUSI COUNCIL COMMITTEE FOR THE PERIOD 8 JUNE 2026 TO 7 JUNE 2030

Umalusi invites persons with experience in the Basic Education, Adult Education and Training, and/or Technical and Vocational Education and Training sectors, to apply to serve as members of the following committee of Umalusi Council:

Assessment Standard Committee (ASC), Reference no: ASC/04/004

The Terms of Reference are attached as Annexure A

Closing Date: 15 May 2026

Enquiries: Dr Emmanuel Sibanda,
Email address: Emmanuel.sibanda@umalusi.org.za

Please note:

- The position of member of a Council Committee is not a full-time appointment.
- A member of a Council Committee is not a member of Council but will serve solely at committee level.

Required documents:

- Motivational Letter (maximum of 2 pages)
- Curriculum Vitae

Applications with the required documents marked "**ASC: Reference no: 04/004**" should be forwarded to Umalusi.ASC@umalusi.org.za. on or before the closing date.

Applications received after the closing date will not be considered.



TERMS OF REFERENCE FOR THE ASSESSMENT STANDARDS COMMITTEE OF COUNCIL (ASC)

2026

Control Sheet

	Responsibility	Date	Signature
Compiled:	SIR		
Recommended:	Executive Manager: Qualifications & Research		
Recommended:	Chief Executive Officer		
Approved:	Umalusi Council		

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1. Introduction

- 1.1 The *National Qualifications Framework Act, 2008* (Act No. 67 of 2008) provides for Umalusi as a Quality Council responsible for standard setting in respect of the General and Further Education and Training Qualification Sub-framework (GFETQSF).
- 1.2 The object of Umalusi's founding act, the *General and Further Education and Training Quality Assurance Act, 2001* (as amended in 2008), is to enhance the quality of general and further education and training. To that end, Umalusi has adopted an integrated standard setting approach that is focused on the following key areas:
- (a) qualifications, curriculum and certification (QCC);
 - (b) quality assurance of assessment (QAA) at exit points of qualifications that are registered on the GFETQSF;
 - (c) quality assurance of provision; and
 - (d) statistical information and research (SIR).

2. Umalusi's quality assurance of provisioning approach

- 2.1 In practice, Umalusi's quality assurance of assessment system is made up of the following processes and procedures:
- a) Moderation of examination question papers;
 - b) Moderation of internal assessment;
 - c) Monitoring the conduct, administration and management of assessment and examination processes;
 - d) Monitoring of the marking processes;
 - e) External moderation of the marking processes;
 - f) Standardisation of assessment outcomes; and
 - g) Management of concessions and examination irregularities.
- 2.2 To give effect to the mandate described above, Umalusi has established the Assessment Standards Committee (ASC) of Council, which would assume responsibilities in collaboration with the QAA and the SIR units in fulfilling the quality assurance of assessment and the standardisation of results roles.

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3. Composition of the Committee

Members of the ASC are not employees of Umalusi, but are drawn from universities and recognised research institutions, thereby ensuring professional independence, objectivity, and academic credibility in all deliberations and decision-making processes.

3.1 The committee consists of 15 members appointed by Council, constituted as follows:

- a. A Council member shall serve as the Chairperson of the Committee;
- b. One (1) deputy Chairperson appointed from the nominated members.
- c. A team of nominated members who are statisticians and other relevant professionals possessing appropriate knowledge and expertise in the following areas:
 - i. quantitative research projects;
 - ii. Large-scale assessments and examinations;
 - iii. Qualifications registered on the GFETQSF;
- d. Education professionals with specific subject-matter expertise in one or more of the following fields:
 - i. Languages;
 - ii. Mathematics;
 - iii. Social Sciences;
 - iv. Business Management; and
 - v. Natural Sciences.

3.2 The Chairperson of Council is an *ex-officio* member;

3.3 The Council may temporarily recuse a Committee member where a real or perceived conflict of interest exists with any part of the work of the ASC;

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- 3.4 The Council may permanently replace a Committee member when he/she is appointed in a post where his/her appointment may be viewed in conflict with his/her Committee membership.

4. Functions of the Committee

- 4 The detailed functions of the ASC are as follows: Support the work of the Quality Assurance of Assessment and Statistical Information and Research units.
- 4.2 Provide guidance to the Quality Assurance of Assessment and Statistical Information and Research units on matters relating to its work in establishing, maintaining and improving the standard and quality of assessments in the South African education system;
- 4.3 Provide guidance to Council on all matters related to assessment standards and statistical research aimed at establishing and improving the standard and quality of assessments and examinations in the South African education system;
- 4.4 Carry out the process of standardisation of external examination results for all qualifications registered on the GFETQSF, including the Senior Certificate (amended) (SC(a)), the National Senior Certificate (NSC), the National Certificate (Vocational) [NC(V)] Level 4, and the General Education and Training Certificate): Adult Basic Education and Training (GETC: ABET) ;
- 4.5 Engage with reports on the quality of assessments of qualifications registered on the GFETQSF;
- 4.6 Review, on a regular basis, the statistical and educational validity of the moderation and standardisation policies, processes and procedures;
- 4.7 Provide input to the development of policies on the quality assurance of assessment; and

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4.8 Where applicable, assist with the identification of research needs that will enhance the quality of assessments and examinations for qualifications on the GFETQSF.

5. Task Teams

5.1 The Committee may, at its discretion through the secretariat, appoint task teams to deal with tasks that may arise from the committee meetings.

5.2 The Committee may appoint resource persons in particular fields of study/ subject fields.

6. Conduct and Code of Ethics

6.1 The Committee / sub-committee member must:

- (a) be familiar with the Committee's Terms of Reference;
- (b) conduct his / her work according to the Umalusi policies;
- (c) inform the Chairperson of the Committee of any situation in which there is an actual or potential conflict of interest as soon as the existence of such a situation comes to his or her notice, and must make every effort to immediately take all responsible steps to avoid such a conflict of interest;
- (d) consider all Committee related information confidential unless otherwise directed by the Chairperson of the Committee;
- (e) immediately return to the Committee all information which belongs to the Committee or Council on termination of membership for whatever reason;
- (f) at all times act honestly and fairly and with due care and diligence, and in the best interest of Umalusi Council and maintain the integrity of the Committee;
- (g) not unfairly discriminate against any person, party or organisation;

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- (h) demonstrate respect for human dignity in all aspects of the Committee's functions;
- (i) not profiteer as a result of privileged information or their membership of the Committee;
- (j) not accept or request favours or benefits, including but not limited to gifts, hospitality, offers of free travel, concessions or discounts from any person or institutions that can improperly affect their actions or decisions with regard to matters related to their work in the Committee; and
- (k) adhere to Umalusi Council's *Fraud Prevention Policy*.

7. Frequency of meetings

- 7.1 The Committee will meet a minimum of two (2) times annually, at such times and places as the chairperson may determine by notice in writing to the members concerned;
- 7.2 Standardisation sessions will be conducted for each examination;
- 7.3 The Chairperson of the Committee has the power to call meetings as she / he deems necessary; and
- 7.4 Committee members must attend a minimum of one (1) meeting per year to retain membership and participate in the end of the year standardisation meetings.

8. Quorum

- 8.1 A representative quorum for meetings is a majority of members (fifty percent plus one) present. Individuals in attendance at Committee meetings by invitation and ex officio members may participate in discussions but do not form part of the quorum for the Committee meetings

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9. Term of office

- 9.1 The term of office will be for a period of four (4) years which will run concurrently with the term of Umalusi Council;
- 9.2 Re-appointment to the Committee may be considered by the Council.

10. Reporting procedure

- 10.1 The Committee will report to Council through representation by the ASC chairperson;
- 10.2 Any advice or recommendation or action of the Committee will be reported to the Council for consideration and the Council may ratify, set aside, or vary the advice or recommendation unless the Council has specifically delegated its powers or functions to the Committee.

11. Secretariat

- 11.1 The SIR Unit will provide the secretariat services for the Committee, which will carry out all administrative functions related to the Committee including the booking of travel and accommodation, processing of claims and honorariums, and convening and taking minutes of Committee meetings;
- 11.2 The SIR Unit will be the secretariat for standardisation meetings and processes;
- 11.3 Any non-emergency alterations to the prior agreed upon bookings will be for the member's account.

12. Remuneration, travel and accommodation of members of the Committee

- 12.1 Members of this Committee will be remunerated as per the tariffs approved by the Minister of Basic Education and Umalusi Council.

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13. Amendments to the Terms of Reference

- 13.1 All clauses in this Terms of Reference may be amended by way of a decision of Council.
- 13.2 Council may, by unanimous vote, amend the Terms of Reference without notice.

14. Evaluation

- 14.1 Council must determine the process for evaluation of the effectiveness of the Committee and Committee members.

15. Approval of the Terms of Reference

- 15.1 These terms of reference were approved by the Council as tabled at the Council meeting.

Approved by Umalusi Council	Date: June 2026
Terms of Reference: Assessment Standards Committee of Council	Page 10/10

CALL FOR APPLICATIONS TO SERVE AS A MEMBER OF AN UMALUSI COUNCIL COMMITTEE OR THE PERIOD 8 JUNE 2026 TO 7 JUNE 2030

Umalusi invites persons with experience in the Basic Education, Adult Education and Training, and/or Technical and Vocational Education and Training sectors, to apply to serve as members of the following committee of Umalusi Council:

Qualifications Standards Committee of Council (QSC), Reference no: QSC/04/001

The Terms of Reference are attached as Annexure A

Closing Date: 15 May 2026

Enquiries: Dr Emmanuel Sibanda,
Email address: Emmanuel.Sibanda@umalusi.org.za

Please note:

- The position of member of a Council Committee is not a full-time appointment.
- A member of a Council Committee is not a member of Council but will serve solely at committee level.

Required documents:

- Motivational Letter (maximum of 2 pages)
- Curriculum Vitae

Applications with the required documents marked "**QSC: Reference no: QSC/04/001**" should be forwarded to Umalusi.QSC@umalusi.org.za on or before the closing date.

Applications received after the closing date will not be considered.



TERMS OF REFERENCE FOR QUALIFICATIONS STANDARDS COMMITTEE (QSC)

2026

Control Sheet

	Responsibility	Date	Signature
Compiled :	QCC		
Recommended:	Executive Manager: Qualifications & Research		
Recommended:	Chief Executive Officer		
Approved :	Umalusi Council		

1. Introduction

- 1.1 The National Qualifications Framework Act, 2008 (Act No. 67 of 2008), as amended, provides for Umalusi as a Quality Council responsible for the development and management of the General and Further Education and Training Qualifications Sub-framework (GFETQSF).
- 1.2 The object of Umalusi's founding act, the General and Further Education and Training Quality Assurance Act, 2001 (as amended in 2008), is to enhance the quality of general and further education and training. To that end, Umalusi has adopted an integrated standard-setting approach that is focused on the following key areas:
 - (a) qualifications, curriculum, and certification;
 - (b) quality assurance of assessment at exit points of qualifications that are registered on the GFETQSF;
 - (c) quality assurance of provision; and
 - (d) statistical information and research.

2. Umalusi's role in curriculum and qualifications development and certification

- 2.1 The NQF Act, Act 67 of 2008, as amended, enjoins Umalusi to take responsibility for and to manage the development of the qualifications framework for general and further education and training, a sub-framework of the National Qualifications Framework. In terms of this mandate, Umalusi is required to develop a suitable qualifications framework which complements and supports the work undertaken by the other Quality Councils.
- 2.2 The Qualifications Standards Committee is a committee of Council which is formed in terms of section 8, sub-section 1, paragraph (a) of the General and Further Education and Training Quality Assurance Act, Act No 58 of 2001. The Qualifications Standards Committee is chaired by a member of council appointed to the task. The QSC is a standing committee of Council. It may need to deal with the work of more than one sub-committee working concurrently on different qualifications, as each sub-committee will be appointed in relation to the development and/or review of a particular qualification.
- 2.3 The Qualifications Standards Committee is responsible for supporting the work Umalusi undertakes which is related to the development or amendment of

qualifications and/ or the General and Further Education and Training Qualification Sub-framework. It is responsible for recommending draft qualifications to Council for approval. Furthermore, the QSC will advise Umalusi in planning for the implementation of the qualifications to be introduced.

2.4 All qualifications in the NQF space allocated to Umalusi lead to some form of certification which acknowledges and validates that a learner has completed a prescribed programme or curriculum for an exit level. The QSC will therefore play a critical role in supporting and guiding Umalusi to strengthen its certification processes to fulfil this mandate.

2.5 It is in the interests of the work of the organisation that a committee of Council be in a position to guide Umalusi in respect of developments in curriculum matters associated with the qualifications on the sub-framework. Since the standards of any qualification can only be more fully understood through the related curricula, the QSC is regarded as the committee best placed to advice on these matters.

3. Composition of the Qualifications Standards Committee

3.1 The Qualifications Standards Committee comprises the following:

3.1.1 A member of the Umalusi Council, elected to chair the committee

3.1.2 The CEO of Umalusi, who serves as an ex-officio member of the committee

3.1.3 Umalusi senior management;

3.1.4 Professional members elected in respect of relevant experience and knowledge in:

- National Qualifications Frameworks (in particular the General and Further Education and Training Qualifications Sub-Framework, the Occupational Qualifications Sub-Framework and the Higher Education Qualifications Sub-Framework)
- Qualification design and development
- Articulation, credit accumulation and recognition of prior learning
- Setting and design of assessment standards

- Curriculum design and implementation (i.e. enacted curriculum)
 - Certification
- 3.1.5 The membership of the committee should reflect knowledge and expertise across qualification types i.e. general academic, vocational, and occupational qualifications.
- 3.1.6 The committee is expected to be equitable in respect of gender and race.
- 3.1.7 The committee has the responsibility and the right to co-opt additional members onto the QSC should it become apparent that expertise in a particular area is lacking.
- 3.1.8 The committee shall consist of between 10 and 15 members.

4. Functions of the Qualifications Standards Committee

4.1. The functions of the committee will be to:

- 4.1.1 Provide guidance in the formulation of suitable qualifications, which will meet the requirements of the Minister and South African Qualifications Authority (SAQA);
- 4.1.2 Consider the implications of the development or review of a particular qualification/programme/curriculum and advise Umalusi with regard to the approach taken toward stakeholders, including departments
- 4.1.3 Provide in-principle agreement for the need to develop or review a particular qualification, programme or curriculum. Such a decision is based on an evaluation against predetermined criteria, and proposals resulting from Umalusi's internal processes;
- 4.1.4 Develop criteria for the appointment of members that will serve on Qualifications Reference Groups, which constitute sub-committees of the Committee and appoint the members when such a need arises;
- 4.1.5 Approve the delegation of the responsibilities such as curriculum development to the relevant committee/department/ assessment body or other suitable body or bodies;
- 4.1.6 Recommend the qualification in its final form to Council;

- 4.1.7 Assist, as individual committee members, if requested, in advocacy of the qualifications on the GFETQSF;
- 4.1.8 The committee may be requested to perform any other reasonable functions that Council may deem necessary and relevant to the role of committee.
- 4.2. The Qualifications Standards Committee is required to reach consensus regarding major decisions before a matter is presented to Council.
- 4.3. The Qualifications Standards Committee is responsible to the Chair of Council.

5. Sub-committees

The committee may, at its discretion through the secretariat, appoint sub-committees to carry out its tasks in each of the relevant sectors.

6. Code of Conduct

The Qualification Standards Committee member must:

- (a) be familiar with the Qualification Standards Committee Terms of Reference;
- (b) conduct his / her work according to Umalusi policies;
- (c) inform the Chairperson of the Qualification Standards Committee of any situation in which there is an actual or potential conflict of interest as soon as the existence of such a situation comes to his or her notice, and must make every effort to immediately take all responsible steps to avoid such a conflict of interest;
- (d) consider all QSC related information as confidential unless otherwise directed by the chairperson of the committee;
- (e) at all times act honestly and fairly and with due care and diligence, and in the best interest of Umalusi Council and maintain the integrity of the committee;
- (f) not unfairly discriminate against any person, party or organisation;
- (g) demonstrate respect for human dignity in all aspects of the committee's functions;

- (h) not profit as a result of privileged information or their position; (i) adhere to the Umalusi Council's *Fraud Prevention Policy*.

7. Frequency of meetings

7.1 The Qualification Standards Committee must meet at least 3 times a year at such times and places as the relevant chairperson may determine by notice in writing to the members concerned.

7.2 The chairperson of the QSC has the power to call meetings of either the full committee or selected members of the committee as s/he deems necessary.

7.3 The QSC members shall attend a minimum of two meetings per year to retain membership.

8. Quorum

A representative quorum for meetings is a majority of members present. The nature of the Qualification Standards Committee does not require a quorum.

9. Term of office

The term of membership will be for a period of four (4) years, which will run concurrently with the term of the Umalusi Council.

10. Reporting procedure

Any advice or recommendation or action of the committee will be reported the Council for consideration and the Council may ratify, set aside, or vary the advice or recommendation unless the Council has specifically delegated its powers or functions to the committee

11. Secretariat

11.1 The QCC unit will provide the secretariat services for the committee, which will carry out all administrative functions related to the committee including the booking of travel and accommodation, processing of claims and honorariums, and convening and minuting of the committee meetings.

11.2 The QCC unit will also provide all the necessary reports, documentation, information, and recommendations in order to assist the QSC members to execute their duties effectively.

11.3 Any non-emergency alterations to the prior agreed upon bookings will be for the members account.

12. Remuneration, travel, and accommodation of members of the QSC

Members of this committee will be remunerated as per the tariffs approved by the Minister of Basic Education and the Umalusi Council.

13. Amendments of the Terms of Reference

13.1 All clauses in this Terms of Reference may be amended by way of a decision of the Council.

13.2 The Council may, by unanimous vote, amend the Terms of Reference without notice.

14. Evaluation

The Council must determine the process for the evaluation of the effectiveness of the committee.

15. Review of the Terms of Reference

The Terms of Reference will be reviewed annually.

CALL FOR APPLICATIONS TO SERVE AS A MEMBER OF AN UMALUSI COUNCIL COMMITTEE FOR THE PERIOD 8 JUNE 2026 TO 7 JUNE 2030

Umalusi invites persons with experience in the Basic Education, Adult Education and Training, and/or Technical and Vocational Education and Training sectors, to apply to serve as members of the following committee of Umalusi Council:

Research Forum (RF): Reference no: RF/04/002

The Terms of Reference are attached as Annexure A

Closing Date: 15 May 2026

Enquiries: Dr Emmanuel Sibanda,
Email address: Emmanuel.Sibanda@umalusi.org.za

Please note:

- The position of member of a Council Committee is not a full-time appointment.
- A member of a Council Committee is not a member of Council but will serve solely at committee level.

Required documents:

- Motivational Letter (maximum of 2 pages)
- Curriculum Vitae

Applications with the required documents marked "**RF: Reference no: RF/04/002**" should be forwarded to umalusi.researchforum@umalusi.org.za on or before the closing date.

Applications received after the closing date will not be considered.



TERMS OF REFERENCE FOR RESEARCH FORUM

2026

1. Control Sheet

	Responsibility	Date	Signature
Compiled:	SIR		
Recommended:	Executive Manager: Qualifications & Research		
Recommended:	Chief Executive Officer		
Approved:	Umalusi Council		

1. Introduction

- 1.1. The National Qualifications Framework Act, 2008 (Act No. 67 of 2008), as amended provides for Umalusi as a Quality Council responsible for the development and management of the General and Further Education and Training Qualifications Subframework (GFETQSF).
- 1.2. The object of Umalusi's founding act, the General and Further Education and Training Quality Assurance Act, 2001 (as amended in 2008), is to enhance the quality of general and further education and training. To that end, Umalusi has adopted an integrated standard-setting approach that is focused on the following key areas:
 - i. qualifications, curriculum, and certification;
 - ii. quality assurance of assessment at exit points of qualifications that are registered on the GFETQSF;
 - iii. quality assurance of provision; and
 - iv. statistical information and research.

2. Umalusi's Statistical Information and Research

- 2.1. As articulated in the GENFETQA Act (Act 58 of 2001), as amended, Umalusi is mandated to set and monitor educational standards in General and Further Education and Training in South Africa, conduct or commission and publish research on issues of importance to the development and implementation of its qualifications sub-framework as well as to advise the ministry of education on any matter that relates to the improvement of the quality of education in the country.
- 2.2. The mandate is carried out through the Statistical Information and Research (SIR) unit, which conducts various types of research in areas that relate to the key functions of Umalusi. The findings that flow from such research contribute to the improvement of quality education in the GENFET sector and the foundation of the theoretical basis for all the professional work Umalusi engages in. Additionally, the research findings inform critical policy decisions that relate to Umalusi's mandate, specifically on the key indicators of quality and standards in general, and further education and training. The work of the SIR unit includes leading research and statistical analysis, providing statistical support for the work of other units, providing support during the standardisation of examination results, and establishing and maintaining databases.

3. Structure and Composition of the Forum

3.1. Structure

- 3.1.1. The chairperson of the Research Forum shall be a member of Umalusi Council.
- 3.1.2. The Research Forum, established by Council, shall consist of members, equitable in respect of gender and race.
- 3.1.3. In the absence of the Research Forum Chair, the CEO or a delegated Senior Manager will chair the meetings.

3.2. Composition

The RF consists of professionals in education with specific knowledge and expertise in conceptualising, designing, and evaluating research projects in the general and further education and training sector (schools, colleges and adult education and training).

4. Functions of the Forum

4.1 Members serving on the Research Forum will provide input and support to Umalusi's Statistical Information and Research unit. The Forum strengthens the research function in the organisation through support and guidance provided to the Statistical Information and Research unit with regard to:

- i. Providing research advice;
- ii. Providing strategic input in terms of research direction;
- iii. Providing a platform for networking with other research organisations;
- iv. Promoting the dissemination of research findings through Umalusi's publications and other media;
- v. Assist with conceptualisation of some seminars and webinars.

4.2 The Forum member must:

- i. Be familiar with the Forum Terms of Reference;
- ii. Inform the Chairperson of the Forum of any situation in which there is an actual or potential conflict of interest as soon as the existence of such a situation comes to his or her notice, and must make every effort to immediately take all responsible steps to avoid such a conflict of interest;
- iii. Consider all Forum-related information as confidential unless otherwise directed by the Chairperson of the Forum;
- iv. Immediately return to the Forum all information that belongs to the Forum or Council on termination of membership for whatever reason;
- v. At all times act honestly and fairly and with due care and diligence, and in the best interest of Umalusi Council and maintain the integrity of the Forum; and
- vi. Not unfairly discriminate against any person, party or organization; (h) demonstrate respect for human dignity in all aspects of the Forum's functions.

5 Frequency of meetings

- 5.1.1. The Research Forum must have at least two meetings per year.
- 5.1.2. The chairperson of the forum has the power to call meetings of either the full forum or selected members of the forum as s/he deems necessary.
- 5.1.3. Forum members shall attend a minimum of one meeting per year to retain membership.

6 Quorum

A representative quorum for meetings is a majority of members present. The nature of the Research Forum does not require a quorum.

7 Term of office

The term of membership will be for a period of four (4) years, which will run concurrently with the term of the Umalusi Council.

8 Reporting procedure

Any advice or recommendation or action of the Forum will be reported to the Council for consideration and the Council may ratify, set aside, or vary the advice or recommendation.

9 Secretariat

- 9.1. The SIR unit will provide the secretariat services for the Forum, which will carry out all administrative functions related to the Forum, including the booking of travel and accommodation, processing of claims and honorariums, and convening and minuting of the Forum meetings.
- 9.2. The SIR unit will also provide all the necessary reports, documentation, information, and recommendations in order to assist the Research Forum members in executing their duties effectively.
- 9.3. Any non-emergency alterations to the prior agreed-upon bookings will be for the member's account.

10 Remuneration, travel, and accommodation of members of the Forum

Members of this Forum will be remunerated as per the tariffs approved by the Minister of Basic Education and Umalusi Council.

11 Amendments of the Terms of Reference

- 11.1. All clauses in this Terms of Reference may be amended by way of a decision of the Council.
- 11.2. The Council may, by unanimous vote, amend the Terms of Reference without notice.

12 Evaluation

The Council must determine the process for the evaluation of the effectiveness of the Forum.

13 Review of the Terms of Reference

The TOR will be reviewed annually.