

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
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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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