

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.

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