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**GOVERNMENT NOTICE**

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**DEPARTMENT OF EDUCATION****No. 213****2 March 2001****INFORMATION REQUIRED OF OWNERS PRIOR TO THE  
REGISTRATION OF PRIVATE FURTHER EDUCATION AND TRAINING  
INSTITUTIONS IN TERMS OF THE FURTHER EDUCATION AND  
TRAINING ACT, 1998 (NO. 98 OF 1998)**

1. The Minister of Education hereby gives notice that owners of private Further Education and Training Institutions are required to provide certain pre-registration information to the Department of Education. The notice is addressed to owners of private institutions operating in the further education and training band (private FET institutions) other than independent schools registered in terms of the South African Schools Act, 1996 (No. 84 of 1996). Private FET institutions are private institutions that provide programmes leading to qualifications from levels 2-4 of the National Qualifications Framework as contemplated in the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995).
2. To provide further education and training means-
  - (a) enrolling students for full- / or part- qualifications registered at levels 2 - 4 on the National Qualifications Framework;
  - (b) being responsible for the provision and delivery of FET level learning and teaching;
  - (c) ensuring that assessment of learners regarding their FET learning programmes takes place; and
  - (d) ensuring the certification of learner achievement through the appropriate ETQA procedures.
3. The Department of Education is preparing to undertake the registration or conditional registration of private FET institutions.
4. All owners of private FET institutions are requested to send a statement of intention to register (pre-registration form) to the Department of Education, in the prescribed format as shown in Schedule A. A separate statement is required for each institution.

5. The information required in the schedule is requested in terms of section 41 of the Further Education and Training Act, 1998 (No. 98 of 1998), to enable the registrar to determine the number and details of prospective applicants. This information is needed in order to advise the Minister on an appropriate date as required in section 51, by which all registration processes must be completed. The information provided by owners will assist the Department to expedite the registration process.
6. Before completing the pre-registration form, owners of private FET institutions are advised to consult with Schedule B "What You Need to Know about the Pre-registration Form for Private FET Institutions" and Schedule C "Guidelines for completing the pre-registration form for Private FET Institutions".
7. The signed statement of intention to register as a private FET institution should be delivered or mailed to Director-General, Department of Education (Att: Ms N Ntsaluba), Room 621, P/B X895, Pretoria 0001, **by 30 April 2001**.
8. Owners are encouraged to send their statements in electronic format and hard copy to the Department of Education (Att: Ms N Ntsaluba) at Sol Plaatje House, 123 Schoeman Street, Pretoria 0001, **by 30 April 2001**. The statement of intention (Pre-registration form) is also available at the following internet website:  
[http://education.pwv.gov.za/DoE\\_Sites/FET/registration\\_of\\_private\\_fet\\_inst.htm](http://education.pwv.gov.za/DoE_Sites/FET/registration_of_private_fet_inst.htm)
9. Additional copies of this notice and the schedules are available from the Department of Education at the address indicated.
10. For further information contact Ms N Ntsaluba at (012) 312 5308

Professor Kader Asmal, MP  
Minister of Education



### Schedule A

#### Pre-Registration Information required from Private FET Institution

<b>1 Official name of your private FET institution</b>			
1.1 Postal address		1.2 Physical address	
1.3 Postcode			
1.4 Telephone	Code	Number	
1.5 Telefax	Code	Number	
1.6 Cellphone	Code	Number	
1.7 E-mail address			

<b>2 Name of contact person at the head office of your institution</b>			
2.1 Surname			
2.2 First name			
2.3 Postal address		2.5 Telephone	Code
		2.6 Telefax	Code
		2.7 Cellphone	Code
		2.8 E-mail	
2.4 Postcode			

<b>3 Number of sites of delivery of your institution in each province</b>							
Eastern Cape		Free State		Gauteng		KwaZulu-Natal	
Northern Cape		Northern Province		North West		Western Cape	

<b>4. Provincial headcount of learners in your institution in FET and HET programmes in 2000 ( actual) and 2001( projection)</b>				
4.1 Eastern Cape	2000 HET	2000 FET	2001 HET	2001 FET
4.2 Free State	2000 HET	2000 FET	2001 HET	2001 FET
4.3 Gauteng	2000 HET	2000 FET	2001 HET	2001 FET
4.4 KwaZulu-Natal	2000 HET	2000 FET	2001 HET	2001 FET
4.5 Mpumalanga	2000 HET	2000 FET	2001 HET	2001 FET
4.6 Northern Cape	2000 HET	2000 FET	2001 HET	2001 FET
4.7 Northern Province	2000 HET	2000 FET	2001 HET	2001 FET
4.8 North West	2000 HET	2000 FET	2001 HET	2001 FET
4.9 Western Cape	2000 HET	2000 FET	2001 HET	2001 FET

<b>5. Do you have a management information system in your institution ?</b>	Yes	No	Mark with (X) against the right choice
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<b>6. Further details of your institution</b>		
6.1 Examination centre number (if any)		
6.2 Company registration number		
6.3 SAQA registration number ( if any)		

I hereby certify that the information provided in this form to the best of my knowledge is correct.

Signed: \_\_\_\_\_ Initials and surname: \_\_\_\_\_ (Owner / Owner's representative)  
delete whichever is not applicable

Date: \_\_\_\_\_

Please deliver / mail hard copy to Department of Education, Sol Plaatje House, 123 Schoeman Street,  
Private Bag X895, PRETORIA 0001, South Africa. (Attention: Ms. N. Ntsaluba, FET branch).

**SCHEDULE B**

Department of Education  
Further Education and Training Branch

**WHAT YOU NEED TO KNOW ABOUT THE PRE-REGISTRATION FORM  
FOR PRIVATE FET INSTITUTIONS**

**Q Is this a registration form?**

A No. It is a pre-registration form. Registration will come later.

**Q Who must complete this form?**

A All private FET institutions.

**Q What is a private FET institution?**

A Any privately-owned further education and training institution that provides learning and training programmes leading to qualifications in the FET band of the National Qualifications Framework (NQF). The programmes may be offered full-time, part-time or by distance education.

**Q What is a qualification?**

A A qualification is registered with the South African Qualifications Authority (SAQA) and comprises 120 credits over a one-year period. See the SAQA website <http://www.saqa.org.za>.

**Q What is the FET band?**

A The FET band includes qualifications between levels 2 and 4 of the NQF, that is between general (compulsory) education and higher education.

**Q My institution offers only short courses. Must I submit the form?**

A If any of your short courses count for credits toward an FET qualification registered with the South African Qualifications Authority (SAQA), then you must submit the form.

**Q My institution provides ABET programmes but no FET programmes. Must I submit this form?**

A No. Only institutions that provide FET programmes must submit the form.

**Q My institution is an independent school as defined in terms of the South African Schools Act, 1996. Must I submit the form?**

A No, registration of these institutions is being handled by the relevant Province.

**Q My institution is registered with the Department of Education as a private higher education institution. Must I submit the form?**

A If your institution also offers FET programmes, then you must submit the form.

**Q My company assesses learners in the FET band but provides no instruction in FET programmes. Must I submit the form?**

A No.

**Q My company is a franchise operation. Must I submit the form?**

A If the institution you own has a separate legal identity, you must submit the form for that institution.

**Q I hear a lot of rumours. What is the truth about registration of private FET providers?**

A The law states that all private FET institutions must register with the Department of Education, but only after a date determined by the Minister of Education. The Minister has not yet determined the registration date.

**Q Why must I complete this form?**

A You will be helping the Department of Education to help you, for two reasons.

- Registering several thousand private FET providers is a big task. The Department needs to know how many institutions there are, how big they are, and where they are located. The Department will then be able to devise an efficient and effective process of registering all private FET institutions. The Department will then be able to advise the Minister to publish a date for registration.
- Secondly, by providing us with your contact details, we will be able to communicate with you efficiently on registration matters.

**Q What happens if my institution is not registered.**

A At the moment, nothing. All private FET institutions are exempt from registering for the time being. But as soon as the Minister has published the registration date, every private FET institution will have to register. It will be an offence punishable by law to operate an unregistered institution.

**Q I hear a lot about Sector Education and Training Authorities (SETAs). Has this form got anything to do with SETAs?**

A Not directly. The Department of Education has issued this form. SETAs have been established by the Minister of Labour to plan and manage skills development in each economic sector. Only "registered training providers" will be eligible to provide services to a SETA. A private FET institution that is not registered with the Department of Education (after the date set by the Minister of Education) may not qualify as a registered training provider with the SETA.

**Q What law provides for the registration of private FET institutions?**

A The Further Education and Training Act, 1998 (Act No. 98 of 1998, section 5). For further details, consult the Department of Education's website, <http://www.educ.gov.za>.

**Q Is registration the same as accreditation?**

A No. Anyone who establishes and maintains a private institution at own expense must register that institution with the state. That is what the Constitution requires (Section 29(3)). The FET Act, 1998 makes provision for the registration of private FET institutions by the Department of Education. Accreditation is part of quality assurance in education and training. It is the responsibility of the South African Qualifications Authority.

## SCHEDULE C

Department of Education  
Further Education and Training Branch

### GUIDELINES FOR COMPLETING THE PRE-REGISTRATION FORM FOR PRIVATE FET INSTITUTIONS

#### Introduction

These notes are designed to help you fill in this form so that we get accurate information and you experience minimum difficulty in providing such information.

#### Filling the form

The form is comprised of items 1-6. Each owner of a private FET institution (or their authorised representative) must complete the form and sign the declaration at the bottom of the page.

#### Answering items 1-3

1. Provides essential information about your private FET institution.
2. Enables us to contact the correct person about private FET registration matters. The contact person should be someone who is very knowledgeable about your institution. If the addresses and other details are the same as in 1, just write "same as in 1".
3. Provides details of the number of sites of learning your institution runs in each province. Sites of learning of are often referred to as campuses or satellites.

#### Answering items 4- 6

4. Informs us about how many learners are enrolled in your institution's FET programmes, per province. We only need to know the headcount number, not the "full-time equivalent". Some institutions offer both FET and higher education programmes. Higher education refers to post-secondary programmes at levels 5-8 on the NQF. It will help the Department to know how many higher education students you enrolled in 2000 and 2001, if any. If none, write "None".
5. Management information systems enable institutions to keep and analyse up to date records of enrolments, programmes, qualifications, examination results, staff, expenditure and other data. They are essential for proper reporting, planning and quality management. Some institutions have installed special software to handle management information of this sort. If you have done so, please indicate.
6. Enables us to cross-reference your institution to other databases, and to understand how private FET institutions link up with other systems. If you have no number, write "None" against the question.

*Please sign the form at the bottom of the page.*

**When the form has been filled and signed**

When the form has been completed and signed, please send it to the Department of Education by 30 April 2001 by mail or hand delivery, and (if possible) electronically.

Mail address:

Department of Education  
FET Branch  
(Att Ms N Ntsaluba) Room 621  
P Bag X895  
Pretoria  
0001

Delivery address:

Department of Education  
FET Branch  
(Att Ms N Ntsaluba) Room 621  
Sol Plaatje House  
123 Schoeman Street  
Pretoria  
0001

You should receive an acknowledgement of receipt by the Department by post.

Electronic address:

[http://education.pwv.gov.za/DOE\\_Sites/FET/registration of private fet inst.html](http://education.pwv.gov.za/DOE_Sites/FET/registration_of_private_fet_inst.html)

You are welcome to submit the form electronically as well as in hard copy. The electronic version is available on the Internet at the Department of Education's website, shown above.

When you submit the form electronically, you will immediately receive an acknowledgement and a reference number.

If you send an electronic version, please don't forget to print the form, sign it and mail or deliver the hard copy. The Department needs the signed hard copy as well as the electronic version.

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