
GENERAL NOTICE

NOTICE 195 OF 2008

Department of Education

Further Education and Training colleges act 16 of 2006

I, Duncan Baring Hindle, Director General of Education, hereby determine, in terms of section 29 and 35 of the Further Education and Training Colleges Act, 2006 (Act No 16 of 2006), read with Regulations 3(3) and 4 (1) of the Regulations for the Registration of Private Further Education and Training Colleges, 2007, an application for registration form (Form FPX-01), a guide for completing the application for Registration Form, an application for Amendment of Form (Form FPX-02), and the guide for completing the application for Amendment, as set out in the schedule.



MR DB HINDLE

DIRECTOR-GENERAL: EDUCATION

DATE: 21 January 2008



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

**REGULATIONS FOR THE REGISTRATION OF
PRIVATE FURTHER EDUCATION AND TRAINING COLLEGES, 2007**

**2. A GUIDE FOR COMPLETING THE APPLICATION FOR REGISTRATION AS
A PRIVATE FURTHER EDUCATION AND TRAINING COLLEGE
(Form FPX-01)**

**Note: Applicants must use this guide to complete the *Application for Registration
as a Private FET College*.**

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ABBREVIATIONS AND ACRONYMS USED IN THE FORM AND GUIDE

CEO	Chief Executive Officer
CHE	Council for Higher Education
CIPRO	Companies and Intellectual Property Registration Office
DoE	Department of Education
FET	Further Education and Training
IFRS	International Financial Reporting Standards
GET	General Education and Training
HE	Higher Education
HEQF	Higher Education Qualifications Framework
NQF	National Qualifications Framework
NSB	National Standards Body
IRBA	Independent Regulatory Board for Auditors
SARS	South African Revenue Services
ISA	International Standard on Auditing
SAICA	South African Institute of Chartered Accountants
SAQA	South African Qualifications Authority
Umalusi	General and Further Education and Training Quality Assurance Council

INTRODUCTION

The government's vision for the transformation of the FET system is articulated in *White Paper 4: A Programme for the Transformation of Further Education and Training (1998)*. The FET college system provides intermediate to high level skills aimed at addressing the human resource development needs of individuals, the society and the economy.

The building of such a system necessitates, among other things, the promotion of quality teaching, learner support, and robust assessment system in both public and private FET colleges. The Constitution requires private colleges offering FET qualifications to be registered with the state. The *Further Education and Training Colleges Act, 2006 (Act No 16 of 2006)* (hereafter referred to as "the Act"), together with the *Regulations for the Registration of Private FET Colleges, 2007* (hereafter referred to as "the Regulations"), provide the legal framework for the registration of private colleges offering FET qualifications.

The registration of private FET colleges in accordance with the Act applies only to private education institutions that offer qualifications that are registered at Levels 2, 3 or 4 of the NQF. The Act does not deal with the registration of independent schools, as these schools are registered with the provincial education departments in terms of the *South African Schools Act, 1996 (Act No. 84 of 1996)*. Registration, as required by the Act, means that a college is granted the legal authority to offer FET qualifications. This requirement applies to both local and foreign private institutions.

The aim of registering private FET institutions is to protect students and the public. The Department hopes to achieve this aim by registering or licensing only private FET institutions:

- That offer qualifications that are registered on the NQF.
- That have the capacity, resources and expertise to offer quality education and training.
- Whose programmes comply with the FET quality assurance requirements and criteria.
- Adhere to ethical business practices.

The Ministry of Education recognises that the provision of FET qualifications by private FET colleges plays an important role in widening access to education and responding to the country's economic needs.

The Act and the Regulations, of which this guide and the application form (Form FPX-01) are appendices, provide the legal framework by means of which the Registrar of private FET Colleges is required to regulate such colleges. In terms of

the Act, a person who offers or pretends to offer FET qualifications or purports to perform an act on behalf of an FET college without being registered is guilty of an offence and is liable on conviction to a fine or imprisonment not exceeding five years or both such fine and imprisonment. The Act further stipulates that a person, who pretends that a qualification has been awarded to him/her by an FET college, whereas no such qualification has been so awarded, is guilty of an offence and is liable, on conviction to any sentence, which may be imposed for fraud. No private college is allowed to offer FET qualifications unless its application has been approved by the Registrar.

APPLICATION TYPES

Regulations 3 and 4 provide for the following types of applications:

a) Application for registration

Subject to the Regulations any person intending to establish and maintain a private FET college must complete an *Application for Registration (Form FPX-01)* and submit it to the Registrar. An applicant may not offer FET qualifications before the Registrar approves its application.

b) Application for amendment

A private FET college wishing to amend its registration or provisional registration in terms of the Act must submit an *Application for Amendment (Form FPX-03)* to the Registrar. An applicant may not implement the amendment before the Registrar approves such an amendment.

WHO MUST REGISTER AS A PRIVATE FET COLLEGE?

The requirement to register as a private FET college with the DoE applies to any private education institution that offers or proposes to offer further education and training as defined in the Act, which entails taking responsibility for the following functions:

- Registration of students for FET qualifications that are registered at Levels 2 to 4 of the NQF,
- Provision and delivery of programmes that lead to FET qualifications, and
- Assessment of students.

Further, for its application to be considered, an applicant must provide documentary proof that it is registered or recognised as a company in terms of the *Companies Act, 1973 (Act No. 61 of 1973)*.

REQUIREMENTS FOR REGISTRATION

The requirements for registration are prescribed in the Act and detailed in the Regulations. In terms of the Act and the Regulations, the registration of an applicant as a private FET college depends on whether the following three main requirements are fulfilled:

(a) Financial sustainability

As proof of its financial sustainability, an applicant must

- provide proof in its application that its income or income forecast will be sufficient to sustain the provision of FET qualifications and to maintain operational continuity.
- submit proof that the college has established a financial surety or guarantee to ensure that it meets its obligations to its enrolled students.
- if in a start up phase and/or is provisionally registered, submit by a date determined by the Registrar proof of establishment of a financial surety or guarantee.

(b) Quality assurance

One of the requirements for registration as a private FET college is compliance with FET quality assurance requirements and criteria. Private education institutions wishing to enquire about accreditation to offer FET qualifications should contact *Umalusi* and their contact details are:

Senior Manager: Evaluation and Accreditation

Umalusi

Private Bag X1

QUEENSWOOD

0121

Telephone: 012 349 1510

Facsimile: 012 349 1511

In making a determination on the application, the Registrar is required to consider, *inter alia*, the evidence provided in the application, as well as the report received from *Umalusi* on the applicant's application for accreditation.

(c) Occupational health and safety

In the application for registration, an applicant must provide proof that the premises where FET qualifications are offered, or are to be offered, comply with the requirements of the regulations on occupational health and safety.

IMPORTANT CONSIDERATIONS FOR COMPLETING THE APPLICATION FORM

The aim of this guide is to assist persons who wish to apply for registration as private FET colleges. It is important to bear in mind that this document is only a guide. The Registrar may require additional information to support the application.

This guide accompanies the *Application for Registration (Form FPX-01)* and deals with the various sections of the application form. Applicants are, therefore, strongly urged to read through the guide carefully before commencing with the completion of the application form. Applicants are also advised to read the guide in conjunction with the Act and the Regulations.

All private education institutions seeking registration should contact the DoE to be supplied with the registration forms, the guide, and schedule of fees. The DoE can be contacted telephonically at 0800 734 338 during office hours. The application documents can be accessed electronically on the DoE website at: [www.education.gov.za/DoE_Branches/FET/Private FET Colleges/Directorate documents](http://www.education.gov.za/DoE_Branches/FET/Private_FET_Colleges/Directorate_documents).

When completing the application form, the following must be borne in mind:

- a) All sections of the form must be completed fully and in the required format.
- b) The application must be submitted to the Registrar with a non-refundable fee prescribed in the *Schedule of fees (FPX-03)*.
- c) The application must be submitted as a signed hard copy and must indicate the date of submission to the DoE.
- d) The non-refundable application fee must be paid by means of a bank guaranteed cheque made out to the Department of Education.
- e) Important supporting documentation in the form of Annexures must be provided as part of the application. The application must be submitted bound in order to avoid the loss of loose pages.
- f) All photocopies of documentation must be certified at any office of the South African Police Services.

g) The application consists of the following 11 sections:

FORM

Section A: Administrative data (Items 1-5)

Section B: Company registration particulars (Items 6-11)

Section C: Details of holding company (Items 12-17)

Section D: Particulars of the institution's management (Items 18-21)

Section E: Details of FET qualifications and sites (Items 22-23)

Section F: Staff and student data (Items 24 -25)

Section G: Operation in the HE band (Items 26-27)

ANNEXURES

Section H: Financial reports and legal documents (Annexure 1-6)

Section I: Quality Assurance (Annexure 7)

Section J: Information for the students and the public (Annexure 8-9)

Section K: Additional information for foreign applicants (Annexure 10-11)

An application checklist is provided at the end of this guide to help applicants determine whether all the required information is included.

In the spaces provided in the *Application for Registration (Form FPX-01)*, the required information must be provided as explained per item below. Each explanation corresponds with the item on the Form.

A. ADMINISTRATIVE DATA

Item 1: Legal name of the applicant

The legal name of the company that is applying for registration as a private FET college must be supplied. Only companies that are registered or recognised as juristic persons in terms of the *Companies Act, 1973 (Act No 61 of 1973)* are eligible to apply. The *Companies Act, 1973* provides for registration as a private company, a section 21 company, a public company or an external company. For more information on the registration of a company visit www.cipro.gov.za or contact the CIPRO customer care centre at 0861 843 384.

Item 2: Postal address

The postal address for all correspondence with the applicant must be supplied.

Item 3: Physical address

The physical address and contact details of the main campus or head office must be filled in. The street, number, suburb and city or town must be clearly indicated.

Item 4: Telephone number

The telephone number of the applicant must be filled in.

Item 5: Fax number

The fax number, which will be used for all correspondence with the applicant, must be filled in.

B. COMPANY REGISTRATION PARTICULARS

Item 6: Legal name of the company

The legal name in which the applicant is registered or recognised as a company in terms of the *Companies Act, 1973*, must be supplied. This name should be the same as in Item 1 above.

Item 7: Official trading name

If applicable, the official trading name, abbreviation, acronym or translation under which the applicant conducts or intends to conduct its business must be supplied.

Item 8: Type of company

The type of company applying for registration (e.g. private company, public company, external company, association incorporated under section 21) must be indicated.

Item 9: Registration number

The company registration number as it appears on the *Certificate of Incorporation* or *Certificate of Registration of Memorandum of External Company* must be filled in. The registration number should be written in full, e.g. 2000/123456/09.

Item 10: Company origin

Whether the applicant is a foreign or local juristic person as defined in the Act must be indicated by inserting either *local* or *foreign* in the space provided.

Item 11: Country of origin

If the applicant is a foreign juristic person, the name of the country of origin of the company must be supplied.

C. DETAILS OF THE HOLDING COMPANY**Item 12: Holding company**

A holding company refers to any company to which the applicant is legally, commercially or academically subordinate. In this item the name of the holding company must be supplied, if applicable.

Item 13: CEO of the holding company

If applicable the surname and name of the CEO of the applicant's holding company must be supplied.

Item 14: Postal address

If applicable, the postal address of the holding company must be supplied.

Item 15: Physical address

The physical address of the holding company must be filled in. The street number, suburb and city or town must be clearly indicated.

Item 16: Telephone number

The telephone number of the holding company must be filled in.

Item 17: Fax number

The fax number of the holding company must be filled in.

D. PARTICULARS OF THE INSTITUTION'S MANAGEMENT

This section refers to the applicant, not the holding company.

Item 18: Surname and name of the Principal/ CEO

The name and surname of the principal or CEO of the applicant must be supplied.

Item 19: Title of the Principal/ CEO

The title (i.e. Mr/Ms/Dr/Prof/Mrs/Miss/Adv) of the principal or CEO of the applicant must be indicated.

Item 20: Identity document or passport number

The identity document number of the principal or CEO of the applicant must be supplied. In cases where the principal or CEO is not South African, the passport number will suffice.

Item 21: Details of the institution's management

The surname and initials, nationality, identity document number or passport number in the case of non-SA residents, designation of each member of the applicant's management must be provided.

E. DETAILS OF FET QUALIFICATIONS AND SITES**Item 22: Details of FET qualifications**

Details of the qualifications for which students are to be registered must be supplied. The details required in this Table must be identical to the details of the qualification as registered in the SAQA NQF database. The following explanation must be taken into account before responding to this item.

(a) NQF fields

In terms of *Government Gazette No. 20234*, of 25 June 1999, SAQA determined the fields and sub-fields listed below for purposes of registering qualifications on the NQF. "Qualifications" refers to certificates awarded to students on successful completion of a programme of study. Before completing the form, it is important to check in which field or sub-field your qualification belongs.

01 Agriculture and Nature Conservation

Primary and secondary agriculture, nature conservation, forestry and wood technology, horticulture.

02 Culture and Arts

Design studies, visual and performing arts, cultural studies, music, sport, film, television and video.

03 Business, Commerce and Management Studies

Finance, economics and accounting, generic management, human resources, marketing, procurement, office and public administration, project management, public relations.

04 Communication Studies and Language

Communication and information studies, language, literature.

05 Education, Training and Development

Schooling, higher education and training, early childhood development, adult education.

06 Manufacturing, Engineering and Technology

Engineering and related design, manufacturing and assembly, fabrication and extraction.

07 Human and Social Studies

Environmental relations, general social science, industrial and organisational governance and human resource development, people-/human-centred development, public policy, politics and democratic citizenship, religious and ethical foundations of society, rural and agrarian studies, traditions, history and legacies, urban and regional studies.

08 Law, Military Science and Security

Safety and justice in society, sovereignty of the state.

09 Health Sciences and Social Services

Preventive health, promotive health and development services, curative health, rehabilitative health services.

10 Physical, Mathematical, Computer and Life Sciences

Mathematical, physical, life, information technology and computer, earth and space and environmental sciences.

11 Services

Hospitality, tourism, travel, gaming and leisure, transport, operations and logistics, personal care, wholesale and retail, consumer services.

12 Physical Planning and Construction

Physical planning, design and management, building construction, civil engineering construction, electrical infrastructure construction.

(b) NQF levels

In respect of offering FET qualifications, the relevant NQF levels are Levels 2, 3 and 4. Accordingly, when completing the application form, the applicant must choose from the three levels.

(c) Qualification NQF ID number

This is the unique number that identifies the qualification registered on the NQF. This number is referred to in the SAQA NQF database as the Qualification ID.

(d) Qualification title

This is the unique title as registered in the SAQA NQF database, e.g. *National Certificate: Tourism Guiding*.

(e) Minimum number of credits

In the FET band the minimum number of credits for a certificate is 120 credits.

For more details regarding the registration of qualifications on the NQF, SAQA can be contacted at 012 439 5000.

Item 23: Details of sites

"Site" refers to any learning site such as a main campus, satellite campus or learning centre, controlled and administered by the applicant. The Registrar must approve all sites where FET qualifications are to be delivered. The following details of the proposed sites must be supplied:

- a) The name of the site
- b) Physical address of the site
- c) Qualifications to be delivered at the site
- d) The province where the site is located

The Table for this Item can be increased to suit the needs of the applicant. If the application is not completed electronically, the Table can be duplicated to accommodate as many sites as the applicant operates.

F. STAFF AND STUDENT DATA

Item 24: Staff and student headcount data

All applicants that offer FET qualifications must ensure that the **staff and student headcount** totals supplied are for the year in which the application for registration is submitted. The data must be supplied in the required format and according to the categories provided. Only data pertaining to full FET qualifications must be supplied. In each Table F refers to Female and M to Male.

Before responding to this item, the following explanations must be taken into consideration:

(a) Student headcount enrolment

A student headcount enrolment is literally a counting of heads. Students are counted as units, regardless of:

- whether they are full-time or part-time,
- the number of courses for which they are enrolled, and
- whether they are enrolled for first year, second or third year.

In a headcount enrolment, a student is counted **once only**.

(b) Staff headcount

A headcount total of staff is also a counting of heads. The applicant should indicate how many of its staff members are **full-time** and how many are **part-time**.

(c) Management staff

This category of staff includes the Principal and the Vice-principal(s) of the institution.

(d) Teaching staff

These are members of the applicant's staff that are involved in teaching and research.

(e) Support staff

These are the members of staff who, either directly or indirectly, support the applicant's teaching and learning activities. This category includes members of staff who perform functions such as academic support services, student support services, human resource management, financial management, administration, operation and maintenance of the physical premises, gardening, catering, custodial and security services.

Item 25: Student data per FET qualification

Student data for each qualification for which students are to be registered must be supplied. The data should be supplied as headcount by race and by gender.

G. OPERATION IN HE**Item 26: Higher Education qualifications**

By means of a Yes or No, the applicant must indicate if the applicant is registered as a private higher education institution. HE programmes refer to programmes that are accredited by CHE and lead to qualifications that are registered at or above level 5 of the NQF. Such qualifications also comply with the criteria for HE qualification as determined by the Minister in terms of the HEQF.

Item 27: HE registration details

If registered, the registration number issued by the DoE must be supplied.

H. FINANCIAL REPORTS AND LEGAL DOCUMENTS**Annexure 1: Audited annual financial statements**

An applicant that already operates in the GET and/or HE band(s) or any other business, but wants to extend its operations to FET must submit its most recent audited annual financial statements for the existing business. The preparation and presentation of the financial statements must comply with the requirements of the Act, the Regulations and IFRS. The financial statements must include the following:

- *Auditor's Report*
- *Directors Report*
- *Balance sheet*
- *Income statement*

- *Cash-flow statement*
- *Statement of changes in equity/reserves/fund*
- *Summary of accounting policies*
- *Notes to the financial statements*

The Auditor's Report referred to above must comply with requirements as explained in the following section:

(a) *The Auditor's Report*

In terms of the Act, the Auditor's Report must be issued by an **independent auditor registered with the Independent Regulatory Board for Auditors (IRBA)**. In terms of form and content, the Auditor's Report must conform to the statements of ISA issued by the SAICA. The Auditor's Report must be issued on the auditor's official letterhead. In the report, the auditor must express his/her opinion on the appropriateness of the management's use of the going concern assumption in their preparation of the applicant's financial statements.

(b) *Directors Report*

Any matter not dealt with in the balance sheet, statement(s) of changes in equity/reserves, income statement, cash flow and/or notes thereto, must be dealt with in the Directors Report. Any post-balance sheet event that is material to the appreciation of the financial position of the applicant, its changes in equity/reserves, and the results of its operations and cash flows must also be tabled in the Directors Report.

In terms of format and content, the Directors Report must comply with section 299 and *Part III of Schedule 4 of the Companies Act, 1973*. It must, therefore, include, but not be limited to, the following aspects:

- *Directors and secretary*
- *Principal activities/Nature of business*
- *Directors' responsibilities*
- *Going concern assessment*
- *Operating results*
- *Dividends*
- *Review of operations*
 - *Revenue*
 - *Profit before tax*
 - *Extraordinary items*
- *Share capital*
- *Post-balance-sheet events*

The Chief Executive Officer, or an official of similar standing, must sign the Directors Report.

Annexure 2(a): Three-year financial forecasts

A new applicant that is in a start-up phase may not have audited annual financial statements. Therefore, instead of audited annual financial statements, it can submit a three-year financial forecast, which should include the following:

- a) Auditor's Review Report
- b) Detailed assumptions
- c) Balance Sheet
- d) Pro forma Income Statements for three years
- e) Pro forma Cash flow Statements for three years
- f) Explanatory notes to the financial forecasts

The documents that constitute a three-year financial forecast should contain details indicated for each document below:

i) Detailed assumptions

These assumptions should serve as the basis for all the figures and calculations done in the pro forma statements.

ii) Balance Sheet

This statement must, on analysis, provide answers to the following questions:

- What assets does the applicant own?
- How much does the applicant intend investing in the proposed operations?
- What are the applicant's sources of funding?
- What is the proportion of debt to be incurred vis-à-vis own capital/equity?

iii) Pro forma Income Statements

These statements must, on analysis, show all the sources of the applicant's income and the amounts to be generated from each source. They must further indicate how the applicant is to meet the following funding requirements (start-up expenditure line items, as well as operating costs as shown below):

- *Capital costs*
- *Student accommodation*
- *Laboratory and/or workshop equipment*

- *Library/Media or Resource Centre facility*
- *Student support services*
- *Student financial aid*
- *Student allowances (in cases of learnerships)*
- *Research and development*
- *Quality assurance and quality promotion*
- *Professional fees (legal, financial, registration fees, etc.)*
- *Costs for developing operational policies*
- *Systems design, purchase and implementation*
- *Promotion/Advertising/Marketing Costs*
- *Furniture*
- *Electronic equipment (teaching and learning)*
- *Vehicles*
- *Staff recruitment*
- *Staff salaries*
- *Rent*
- *Travel*
- *Recreation*
- *Telecommunications*
- *Office consumables, etc.*

iv) Pro forma Cash flow Statements

These statements must indicate how much, during the first three years of operation, the applicant expects to: -

- *generate for/from operating activities;*
- *generate for/from investing activities; and*
- *generate for/from financing activities.*
- *Net amount to be generated.*

v) Explanatory notes

Aspects that have not been dealt with, as part of *Assumptions*, should be clearly explained in this section. Where applicable, this section should include, but not be limited to, the explanation of the following: -

- *Dividend policy (if any)*
- *Capital structure*
- *Financing terms and conditions*
- *Retained earnings*
- *VAT treatment, etc.*

Annexure 2(b): Business Plan

The audited three-year financial forecast or audited annual financial statements to be submitted to the Registrar must be accompanied by a detailed business plan containing the following headings:

1. Executive Summary**2. Value Analysis**

Analysis of the players and value to be added in the FET sector.

3. Vision, Mission, and Values

3.1 Vision

3.2 Mission

3.3 Values

4. Scope of Operations

4.1 Description of infrastructure to be used and its suitability for the proposed programmes.

4.2 Agreements with industry for workplace training and exposure.

4.3 Areas in which expansion is contemplated within the first three years.

4.4 System of tracing students as part of impact assessment.

5. Market research, assessment and feasibility

5.1 Description of the target market and its potential.

5.2 Current and long-term demand of the proposed programme offerings.

5.3 Degree of concentration of similar programme offerings by other public or private institutions in the geographical area of the applicant's proposed location.

6. Risk analysis and Management strategies

6.1 External risks

6.2 Internal risks such as:

- a) *Governance/Management/Systems inadequacies/Capacity failure*
- b) *Financial risk*
- c) *Marketing risk*
- d) *Implementation risk*

6.3 Risk management strategies:

- a) *Risk Management approach*
- b) *Risk monitoring indicators*
- c) *Financial risk indicators*
- d) *Implementation and phasing*
- e) *Proposed efficiency and effectiveness indicators*

7. Implementation Framework

- 7.1 Implementation time frames
- 7.2 The rationale for these time frames
- 7.3 Critical success factors

Annexure 3: Financial Surety

In terms of Regulation 10(2), an applicant is required to submit proof that it has established a financial surety or guarantee to ensure that it is able to meet its obligations to its registered students. According to Regulation 10(3) the proof referred to above must be issued by an authorised financial services provider or by the applicant's holding company, provided that such holding company is listed in the stock exchange under the Securities Services Act, 2004.

Annexure 4: Company registration documents

For its application to be considered, an applicant must be registered or recognized as a company in terms the *Companies Act 1973*. As proof thereof, an applicant must submit signed certified copies of the following documents issued by CIPRO of the Department of Trade and Industry:

- a) *Certificate of Incorporation*
- b) *Certificate of Name Change (if applicable)*
- c) *Memorandum of Association*
- d) *Articles of Association*
- e) *Most recent List of Directors*
- f) *Information and particulars of the auditing firm of the company*
- g) *Certificate of Registration of Memorandum of External Company (if applicable)*
- h) *Memorandum of External Company (if applicable)*

Documents listed in (g) and (h) above apply to external companies only.

Annexure 5: Occupational health and safety audit report(s)

Occupational health and safety compliance audit reports for all sites of delivery must be submitted. The audit reports must be issued by a legally competent health and safety professional or organisation accredited in terms of the *Occupational Health and Safety Act, 1995* (Act No 85 of 1993). The auditor's report must indicate the extent to which the applicant complies with the following pieces of legislation:

- a) *Occupational Health and Safety Act, 1993;*
- b) *Mine Health and Safety Act, 1996 (if applicable);*
- c) *General Administrative Regulations 2003;*
- d) *General Safety Regulations 2003;*
- e) *Major Hazard Installation Regulations 2001;*
- f) *Regulations for Hazardous Biological Agents 2001;*
- g) *Explosives Regulations 2003;*
- h) *Construction Regulations, 2003(if applicable);*
- i) *Asbestos Regulations 2002 (if applicable);*
- j) *Diving Regulations 2002;*
- k) *Environmental Regulations for Workplaces 2003;*
- l) *Facilities Regulations 2004;*
- m) *Hazardous Chemical Substances Regulations, 2003(if applicable);*
- n) *Lead Regulation 2002;*
- o) *Noise Induced Hearing Loss Regulations 2003;*
- p) *Driven Machinery Regulations 2003;*
- q) *General Machinery Regulations 1988;*
- r) *Lift, Escalator and Passenger Conveyor Regulations 1994;*
- s) *Vessel Under Pressure Regulations 1996;*
- t) *Electrical Installation Regulations 1992;*
- u) *Regulations for the Integration of the Occupational Health and Safety Act;*
- v) *Electrical Machinery Regulations 1988 (if applicable)*
- w) *Any other applicable Regulations.*

The auditor's report must be issued on the auditor's or auditing firm's original official letterhead and should be dated and signed by the auditor or on behalf of the auditing firm. In terms of format and content, the occupational health and safety audit report must focus on and contain the following:

- a) **Identification** of the report (i.e. to indicate that it is issued to the management of [legal name of the applicant])
- b) **Site:** the report must indicate the physical address **of each site** audited
- c) **Scope:** the report must indicate which legislation is covered by the report and what activities constituted the audit)

- d) **Audit findings:** Results of the audit in terms of what is in place and what needs to be remedied
- e) **Audit opinion:** the report must indicate whether the site is compliant or not, and if compliant, the report must indicate if it is safe to use for education and training purposes
- f) **Signature** (auditor or on behalf of the auditing firm)
- g) **Date of the report**
- h) **Annexures:**
 - Checklists and other documents used to arrived at the above audit opinion
 - Graphic representation of findings:

Annexure 6: Tax Clearance Certificate

One original copy of the tax clearance certificate (IT 50) issued by SARS must be submitted. This certificate should not be older than a year.

I. QUALITY ASSURANCE

Annexure 7: Accreditation report

In order to finalise the evaluation of an application for registration as a private FET college, the Registrar must consider the advice of *Umalusi* on the applicant's application for accreditation. Therefore, on lodging an application for registration, an applicant is also required to submit to *Umalusi* an application for accreditation. Private education institutions wishing to enquire about accreditation should contact *Umalusi* directly at:

The Senior Manager: Evaluation and Accreditation

Umalusi

Private Bag X1

QUEENSWOOD

0121

Telephone: 012 349 1510

Facsimile: 012 349 1511

The DoE will obtain the accreditation report directly from *Umalusi*. The applicant is, therefore, not expected to submit this Annexure with the application for registration.

J. INFORMATION FOR STUDENTS AND THE PUBLIC

Annexure 8: Student prospectus, calendar or brochure

A copy of the applicant's student prospectus, calendar or brochure must be submitted. In terms of format and content, this document must comply with Regulation 21.

Annexure 9: Enrolment forms

A sample copy of the applicant's enrolment form must be submitted.

K. ADDITIONAL INFORMATION FOR FOREIGN APPLICANTS

Annexure 10: Proof of official recognition in the country of origin

A foreign applicant wishing to be registered must provide proof that in its country of origin it is recognised by official authorities as a public or private FET college or equivalent in terms of the statutes.

Annexure 11: Proof of accreditation in the country of origin

A foreign applicant wishing to be registered must also provide proof that in its country of origin it is accredited in terms of the statutes to provide FET programmes.

CHECKLIST

Please make sure that you have submitted *Form FPX-01* and attached all documents listed below. Fill in this form and submit it with your application.

REQUIRED INFORMATION	SUBMITTED YES/NO	COLLEGE'S COMMENTS	FOR OFFICE USE ONLY
<i>Form FPX-01</i> <i>Application Form</i> <i>Application Fee</i>			
<i>Annexure 1</i> <i>Audited Annual Financial Statements</i>			
<i>Annexures 2a + b</i> <i>Audited 3-yr Financial Forecast</i> <i>Business Plan</i>			
<i>Annexure 3</i> <i>Surety Agreement</i>			
<i>Annexure 4</i> <i>Company registration documents</i>			
<i>Annexure 5</i> <i>Occupational Health and Safety audit report(s)</i>			
<i>Annexure 6</i> <i>Original Tax Clearance Certificate issued by SARS</i>			
<i>Annexure 7</i> <i>Accreditation Report</i>			<i>To be submitted to DoE by Umalusi</i>
<i>Annexure 8</i> <i>Student prospectus, calendar or brochure</i>			
<i>Annexure 9</i> <i>Enrolment forms</i>			
<i>Annexure 10</i> <i>Proof of recognition in the country of origin</i>			
<i>Annexure 11</i> <i>Proof of accreditation in the country of origin</i>			