

NON-GOVERNMENTAL ORGANIZATION

NO. 42

26 JANUARY 2018

**REGULATIONS FOR THE REGISTRATION OF
PRIVATE HIGHER EDUCATION INSTITUTIONS, 2016**

ANNUAL REPORTING FORM

(Form APX-03)

Note: Institutions must consult the document: *A Guide for Completing the Annual Report* (Guide APX-03)

A. REGISTERED NAME AND NUMBER

1. Name in which the institution is registered as a private higher education institution
2. Registration number issued by the Department of Higher Education and Training

B. CHANGES IN ADMINISTRATIVE DATA

3. New contact person

Name	
Title	
Designation	
Telephone number	
Fax number	
Cell number	
E-mail address	

4. New postal address

New address:	
Code	

5. New physical address of the head office

New address:	
Code	

6. New contact details of the institution's head office

	New contact details
Phone	
Fax	
E-mail address	

7. New physical address of the main campus

New address:	
Code	

8. New address used as the institution's domicilium citandi et executandi

New address :	
Code	

9. New website address

10. Contact details of the new head or Chief Executive Officer (CEO)

Surname	
Name	
Title	
Designation	
Identity number	
Phone number	
Fax number	
Cell number	
E-mail address	

11. Table 01: New owners of the institution in accordance with the *Articles of Association* (Attach proof as Annexure A)

Surname and initials	Title	Identity number
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12. Table 02: Directors who have resigned

Surname and initials	Title	Designation	Date resigned	Identity number

13. Table 03: Newly appointed directors

Surname and initials	Title	Designation	Date appointed	Identity number

14. Details of new holding company or parent institution

	New holding company
Name	
CIPC Registration Number	
Address	

Phone number	
Fax number	
Cell number	
E-mail address	
Website address	
Details of relationship	

15. **Details of institution's auditors**

	New auditors
a) Name of firm	
b) Practice/Registration number	

C. LOSS OF A PHYSICAL FACILITY OR SUPPORTING SERVICE OR ANY REDUCTION IN FINANCIAL OR PERSONNEL RESOURCES16. **Indicate the type of loss experienced and state the date on which the loss occurred**

Type of loss	Date of loss	No loss experienced
Loss of a physical facility necessary for the proper conduct of a programme		
Loss of a supporting service and or academic staff to a programme		
Reduction in the financial and/or personnel resources needed to sustain a programme		

17. **Nature of the physical facility lost and impact of the loss on the academic activities of the institution**18. **Nature of supporting service and or academic staff lost and impact of the loss on the academic activities of the institution**19. **Nature of reduction in financial and/or personnel resources and impact of the reduction on the academic activities of the institution****D AMENDMENTS INITIATED BY THE INSTITUTION AND APPROVED BY THE REGISTRAR**20. **Type of amendment for which the institution applied.**

Type of amendment	Date of amendment	Not applicable
Legal name of the institution		
Change of type of company		
Registered programmes		

Sites of delivery		
Mode of delivery		
Other		

21. Describe the impact that the amendment to the legal name, and/or change in ownership, if applicable, has had on the academic activities of the institution in the year for which the annual report is submitted.
22. Describe the impact that the change in type of company, and /or change in ownership, if applicable has had on the academic activities of the institution in the year for which the annual report is submitted.
23. Describe the impact that the amendment to registered programmes has had on the academic activities of the institution in the year for which the annual report is submitted.
24. Describe the impact that the amendment to sites of delivery has had on the institution in the year for which the annual report is submitted.
25. Describe the impact of the amendment to the mode of delivery on the academic activities of the institution in the year for which the annual report is submitted.

E. DATA ON GENERAL AND FURTHER EDUCATION QUALIFICATION SUB-FRAMEWORK (GENFETQSF)

26. Do you offer programmes on the GENFETQSF?

Yes	
No	

27. If yes, provide your accreditation and/or registration number with relevant authorities.

Name of Programme(s)	Accreditation Number issued by UMALUSI	Registration Number by Provincial Department

F. DATA ON OCCUPATIONAL QUALIFICATION SUB-FRAMEWORK (OQSF)

28. Do you offer programmes in the OQSF?

Yes	
No	

29. If yes, provide your accreditation and/or registration number with relevant authorities

Name of Programme(s)	Name of Relevant Authority (Accrediting Quality Council)	Accreditation Number issued by UMALUSI or QCTO	Registration Number issued by DHET	Examination Centre Number as issued by DHET

G. PARTICULARS OF REGISTERED HIGHER EDUCATION PROGRAMME

Table 04: Registered higher education Programmes

Title of programme	NQF Field	NQF Level	Number of credits	Language of instruction	Primary mode of delivery		Interaction with students	
					Contact	Full-time	Part-time	Distance

G.
30.

31. Changes in the primary language of instruction and impact of these changes on the institution

Previous language of instruction	Current language of instruction	Programmes affected	Reasons for change	Impact on the activities of the institution

32. Changes in the primary mode of delivery and impact of these changes on the institution

Previous mode of delivery	Current mode of delivery	Programmes affected	Reasons for change	Impact on the activities of the institution

H. STAFF AND STUDENT DATA**Table 05: Consolidated staff and student data for the year for which the annual report is submitted**

CATEGORIES OF STAFF/STUDENTS		HIGHER EDUCATION PROGRAMMES	
		Registered programmes certified by the institution	Programmes certified by other institutions
Students			
Headcount			
Full-time equivalent (FTE)			
Academic/Research Staff			
Headcount			
Full-time equivalent (FTE)			
Service Staff			
Full-time (Headcount)			
Part-time (Headcount)			
Support Staff			
Full-time (Headcount)			
Part-time (Headcount)			

34. **Table 06:** Higher education programmes offered on behalf of other institutions in the year for which the annual report is submitted

Title of programme	NQF Field	NQF level	Number of credits	Student enrolment		Certifying institution
				Head-count	FTE	

[illegible]

38. **Table 10:** Headcount data on nationality and gender per registered higher education programme (non-South African Citizens: From Countries Not Mentioned in Table 09) for the year for which the annual report is submitted

Number of non-South African citizens - B						
Title of programme	NQF Field	NQF Level	Country of origin	Male	Female	Sub-total
TOTAL						

39. **Table 11:** Headcount success rates per registered higher education programme in the year for which the annual report is submitted

Title of registered programme	NQF Field	NQF Level	Duration (months)	Year levels	Headcount enrolment		Number of successful students	
					Males	Females	Males	Females
				1 st				
				2 nd				
				3 rd				
				4 th				

40. **Table 12:** Total staff and registered students, expressed as headcount, for General Education & Training (GET) and Further Education and Training (FET) programmes in the year for which the annual report is submitted

CATEGORIES OF STAFF/STUDENTS	NUMBER OF STAFF FOR GET AND FET	
	GENFETQSF	OQSF
Students		
Headcount		
Academic/Research Staff		
Headcount		
Service Staff		
Headcount		
Support Staff		

Headcount		
TOTAL NUMBER OF STAFF		

B. CHANGES IN ADMINISTRATION DATA

- ANNEXURE A:** Articles of Association
ANNEXURE B1: The disclosure certificate as issued by CIPC for Directors who have resigned
ANNEXURE B2: The disclosure certificate as issued by CIPC for Directors who have resigned
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I. AUDIT OF PROGRAMMES
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ANNEXURE K: Compliance with regulations relating to the health and safety of persons
ANNEXURE L: Evidence on non-discrimination on the basis of race
ANNEXURE M: Proof of maintenance of financial surety or guarantee
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L. DISCHARGING THE RESPONSIBILITIES OF AN INSTITUTION
ANNEXURE O: Record of academic achievement

ANNEXURE P:	Issuance of transcripts of academic records
ANNEXURE Q:	Issuance of certificates
ANNEXURE R:	The National Learner's Records Database (NLRD)
ANNEXURE S:	Sample copy of an enrolment and/or application form
ANNEXURE T:	Institutional prospectus, calendar or brochure
ANNEXURE U:	Official documents, marketing and advertising material
ANNEXURE V:	Register of students' complaints and grievances
ANNEXURE W:	Evidence in respect of the continued fulfillment of the conditions of registration
M. OTHER	
ANNEXURE X:	Risk analysis and management strategy
ANNEXURE Y:	Tax Clearance Certificate
ANNEXURE Z:	Premises not listed on registration certificate