

ANNUAL REPORT

Submission date: By 30 APRIL 2013

INSTRUCTIONS

Please read and follow instructions carefully to ensure compliance with the requirements.

Complete in PRINT.

Clearly mark this submission as ‘AR 2013’ or ‘Annual Report 2013’!

1. Note that thisAnnual Reporting Form consists of 2 sections:

* Section A: Administrative Updated or Amended Information - Complete and indicate amended and/or updated college information.
* Section B: Proof of Compliance with Registration Requirements – Complete and submit Checklist and VALID documentary proof.

2. Please do not FAX or E-MAIL this Annual Report or any part thereof or any of the documentary proof!

The annual report form and documentary proof must be submitted for attention of and to the *Directorate: Private FET Colleges* via mail(normal or registered post) OR courier OR be hand delivered.

Postal Address: *Department of Higher Education & Training, Private Bag X174, Pretoria, 0001*

Delivery Address: *Department of Higher Education& Training, ROOM 629, 123 Francis Baard Street, Pretoria, 0001.*

3. Submissions as PAPER (HARD) COPIES only!

4. This annual report form is available for download from the website[*www.sbed.co.za*](http://www.sbed.co.za)*.*  Instructions for download are explained in the accompanying cover letter.

SECTION A: ADMINISTRATIVE INFORMATION UPDATE AND/OR AMENDMENT

**Please note the following definitions before completing Section A.**

A ***college*** is a provisionally registered private education institution with a unique registration number. As such it is recorded in the *Register of Private FET Colleges* together with its **approved/registered site/s** and **qualification/s**, which also appear/s on the Registration Certificate.

**Institutional Type**

**NOTE!!!**

* The *institutional types*are classified according to the **primary service focus of each college**. The classification does not necessarily mean that the college or institution cannot or does not render education and training services in other areas, but only refers to the *raison d’etre* of the education institution. Each category is explained below.
* Should more than one category apply, select the category that is the **PRIMARY FOCUS OF THE COLLEGE**.
* **To complete Item 2, please determine the classification of your college according to the categories noted below. DO NOT USE ANY OTHER CLASSIFICATION!**

***Category A: CONVENTIONAL COLLEGES***

These are **institutions that register/enrol students for FET qualifications**, deliver the appropriate curriculum and take responsibility for assessment of learning. Such colleges also advertise and market their services to the public and students in electronic, print and other media.**Their modus operandi is somewhat similar to that of public FET colleges.**

***Category B: PROVIDERS OF WORKPLACE EDUCATION AND TRAINING***

These are **companies whose primary service focus is NOT to provide education and training**. However, they apply for registration of their respective training divisions or centres so as **to offer FET qualifications to the employees of the company.** As such they do not necessarily market to the public. The centre or division only registers/enrols company employees for FET qualifications, delivers the appropriate curriculum and takes responsibility for assessment of learning. The delivery of training is often linked to learnership agreements with SETAs with the aim of developing skills in different economic sectors.

***Category C: PROVIDERS OF EDUCATION AND TRAINING SERVICES***

These are institutions/companies whose primary focus is **to provide education and training services to employees of other companies on a contractual basis.** They register employees of their client companies for FET qualifications, deliver the appropriate curriculum and take responsibility for assessment of learning. Such institutions/companies deliver their services either attheir own sites/campuses or atthe sites of their clients. This category includes companies contracted by SETAs to offer learnerships and they often operate with a **consulting focus**.

1. **Registration Information**

***This information appears in the Registration Certificate as well as in the registration and/or amendment letters and the Private FET Colleges Register on the DHET website.***

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| 1. **Legal name of College as registered:** |  |

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| 1. **Institutional Type:**   ***(Indicate Category with X. Categories explained above.)*** | **Category A** | **Category B** | **Category C** |

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| 1. **Registered qualifications:** | *List the registered qualifications as recorded in the documents referred to above.* |
| 1. **Any amendment to the registered qualification scope in 2011 & 2012:** | *Indicate any qualifications that were added or discontinued during the reporting year, i.e.* ***May 2012 until April 2013****.*  *Also indicate the reason/s for such amendment/s not to be concluded, if any.* |
| 1. **Primary focus ETQA or Quality Assurer:**   **(*This is the body that issues institutional accreditation*)** |  |
| 1. **Institutional accreditation expires on:** | *Indicate full date as recorded in documents referred to above.* |

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| 1. **Registered site/s of delivery:** | ***Sites of Delivery*** | ***Type of Site*** | | | ***Town or City Location*** | | ***Province*** |
| *List in a table* ***all*** *the registered site/s as recorded in the documents referred to above.* | *Categorise each site as:*   1. *Head Office site* 2. *Administrative site* 3. *Training site or Campus (for teaching & learning)* | | | *Indicate for each registered site* | | *Indicate for each registered site* |
| 1. **Any amendment to the registered sites in 2012& 2013:** | Indicate any sites that were added or discontinued during the reporting year, i.e. **MAY 2012 UNTIL APRIL 2013**.  Also indicate the reasons for such amendments not to be concluded, if any. | | | | | | |
| 1. **Registered examination centres (sites):**   ***(This part is only to be completed by colleges that offer NC(V) qualifications or Report 191 programmes)*** | ***Sites of Delivery*** | | ***Exam Centre Number*** | ***Province*** | | ***Any relocation or addition?*** | |
| *List in a table* ***all*** *the registered exam centres as recorded in the documents referred to above.* | | Provide the number issued by DHET (Examination & Assessment Directorate) for each site | *Indicate for each exam centre* | | *Provide details as to sites that were relocated or added and for which exam centre numbers are still pending. Also indicate reason/s for the delay.* | |

1. **Contact Details Confirmation &Update**

***Please complete the following to update or confirm contact information.***

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|  | **Contact Information** | | | | **Has any of the information changed since AR 2012?** | |
| 1. **Postal Address (*of main/only site or head office*):** |  | | | | **Yes** | **No** |
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| **Postal Code** | |  | |
| 1. **Physical Address (*of main/only site or head office*):** |  | | | | **Yes** | **No** |
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| **Postal Code** | |  | |
| 1. **Telephone Number/s (*College*):** |  | | | | **Yes** | **No** |
| 1. **Fax Number (*College*):** |  | | | | **Yes** | **No** |
| 1. **College Website:** |  | | | | **Yes** | **No** |
| 1. **E-mail address:** |  | | | | **Yes** | **No** |
| 1. **Preferred mode when communicating with college:**   ***(Indicate preference with X.)*** | **Fax** | **Number:** | |  | **Yes** | **No** |
| **E-Mail** | **Address:** | |  | **Yes** | **No** |
| 1. **CEO or Principal:** | **Title:** | *Ms / Mr / Dr / Prof for example* | | | **Yes** | **No** |
| **Full Names:** |  | | | **Yes** | **No** |
| **Surname:** |  | | | **Yes** | **No** |
| 1. **Designation:**   ***(Indicate with X.)*** | **CEO** | **Principal** | | **Other designated work title:** | **Yes** | **No** |
| *Indicate the designated work title.* |
| 1. **Preferred contact person with regards to FET College registration:** | **Title:** | *Ms / Mr / Dr / Prof for example* | | | **Yes** | **No** |
| **Full Names:** |  | | | **Yes** | **No** |
| **Surname:** |  | | | **Yes** | **No** |
| 1. **Designation of preferred contact person**   ***(Indicate with X.)*** | **CEO** | **Principal** | | **Other designated title:** | **Yes** | **No** |
| *Indicate the designated work title.* |
| 1. **Details of Management Changes:**   ***(ONLY indicate CHANGES since last report.)*** | *Changes can include Board member changes, designations that changed and other.* | | | | | |
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1. **Achievement Records**

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| 1. Does the college keep record of/track employment of your students after they have completed the offered qualification/s? | Yes | No |
| If YES, provide the names of workplaces where previous students are employed | | |
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| 1. Any ACHIEVEMENTS of the registered college that you would like to inform the Department about?*Note that achievements relate to AWARDS OR RECOGNITION OF EXCELLENCE IN PRIVATE PROVISION of education and training.* |
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SECTION B: PROOF OF COMPLIANCE

*Your continued operation as a provisionally registered FET college and final conversion to full registration are subject to compliance with the requirements of the FET Colleges Act and subsequent conditions of provisional registration. To this effect, you are to submit VALID documentary proof no later than 30 APRIL 2013 together with the completed Section A of this Annual Reporting Form.*

**Please complete the following *CHECKLIST and submit together with the documentary proof. On the checklist there is provision to indicate when the required evidence will be submitted.***

***HOWEVER, PLEASE NOTE THAT THE VALIDITY OF DOCUMENTS WILL ONLY BE DETERMINED DURING DESKTOP MONITORING AND EVALUATION OF COMPLIANCE. THEREFORE NOTE THAT ANNUAL REPORT DOCUMENTATION THAT IS SUBMITTED AFTER THE DUE DATE 30 APRIL 2013 WILL NOT BE EVALUATED AND THE COLLEGE WILL BE RECORDED AS NON-COMPLIANT FOR THE REPORTING PERIOD.***

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| **CHECKLIST FOR ANNUAL REPORTON COMPLIANCE WITH REGISTRATION REQUIREMENTS** | | |
| **Requirement** | **Submitted on by 30 April 2013** | **Cannot submit**  ***Provide a reason or explanation*** |
| 1. **Proof of accreditation**   **(*Copy of latest Umalusi report only*)** |  |  |
| 1. **Marketing & promotional information:**  * ***Prospectus/ Brochure/ Training plan*** * ***Sample copy of letterhead with declarations*** |  |  |
| 1. **Occupational health and safety audit report/s**   **(Only the OHS auditor’s report, no annexures)** |  |  |
| 1. **Latest audited annual financial statements** |  |  |
| 1. **Proof of establishing and maintaining financial surety OR exemption request** |  |  |
| 1. **Tax clearance certificate** |  |  |

**Please carefully consider the following technical criteria and requirements in order to submit CORRECT and VALID documentary proof of compliance.**

**Note that all copies must be certified by the *SAPS*!**

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| **Registration Requirement** | **Documentary Proof** | **Technical Requirements for Validity** |
| * + - 1. **Quality Assurance** | A copy of the **latest Umalusi** report or accreditation letter in the possession of the college | * Report was issued by *Umalusi.* * Institutional accreditation is still valid. * Programme approval periods did not lapse. * Addresses of accredited sites are correct and all the sites are recorded in the report. The site information corresponds with information in promotional materials and OHS report/s. * Accredited qualifications are correct and all registered qualifications have been captured in report. |
| * + - 1. **Marketing &Promotional Information** | Must submit **2 pieces of evidence:**   1. Prospectus or Brochure or Training Plan   **AND**   1. Sample copy of letterhead of college with declarations in respect of notification of registration status & display of Registration Certificate | * Prospectus or Brochure must meet requirements of *Regulation 21.* * Training Plan must include at least information about scope of offerings, sites, duration and incidence of training, as well as an explanation regarding provisions for student support and how learner/student grievances and complaints are resolved. * **Sample Letterhead:** Wording must be *“Provisionally registered with DHET”* and provisional registration number must be indicated (*Regulation 19(b*)). * **Declarations:** On sample letterhead the college declares that it had informed public & students or clients or employees about its registration status and that Registration Certificate is visibly displayed. These declarations are signed by the CEO/principal. |
| * + - 1. **Occupational health & safety in respect of every site of delivery** | Comprehensive or follow-up audit report/s ONLY! **No annexures** are required! | * Copies must be original or certified for ALL sites that the college is registered for. * Must be issued by an independent OHS auditor or *Department of Labour.* * Audit report/s must reflect date of audit and location of sites (i.e. the physical address/es of site/s). * Audit opinion regarding safety is expressed.   ***Note: For larger entities such as Boston Group with different schools, ONE set of OHS audit report may be submitted per site on provision that all schools are on the same site.*** |
| * + - 1. **Financial Sustainability & Establishing surety** | Most recent audited annual financial statements | * Must be for the **2011/2012 FINANCIAL YEAR END**. * Must be either original or certified- at least the auditor’s and directors’ reports, balance sheet or statement of financial possession if not all certified. * Auditor must be registered with ***IRBA.*** * Must comply with the *International Financial Reporting Standards (IFRS)*. |
| Surety agreement or proof thereof  **OR** Confirmation letter from Bank that surety is still intact  **OR** Formal request for exemption | * Submit original agreement as issued/corrected/amended by a financial services provider or holding company **OR** a certified copy if original is already in possession of Department. * Surety must still be valid and current legislation is cited in the agreement. * It is clear that the ‘beneficiaries’ are enrolled students of the college. * Formal request for exemption must be on a letterhead and signed by CEO. Must provide reasons for the exemption request. |
| * + - 1. **Income Tax requirement** | Tax clearance certificate (IT 50) | * **Original copy** issued by *SARS* must be submitted. * Must expire in **2013** or beyond. |