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28 July 2008

The ETQA Manager

Dear Mr. / Ms. ETQA Manager

REGISTRATION OF PRIVATE FURTHER EDUCATION AND TRAINING PROVIDERS WITH THE DEPARTMENT OF EDUCATION

The registration of private providers in the Further Education and Training band, with the Department of Education and Training is captured in Regulations published in a Government Gazette.

SAQA had negotiations with UMALUSI to simplify and to streamline the process for current ETQA accredited providers to register with the Department. This agreement that was reached is still applicable and the process is continuing. However, the following items require attention by ETQAs and their providers alike, to ensure that there is no hold-up in the registration process.

Your support in communicating the following in writing with your providers is required:

1. All applications regarding Registration with the Department of Education should be addressed to the Department of Education, and the application for referral of accreditation must be addressed to Umalusi with the following necessary contents:

- 1.1 The minimum requirement for application with UMALUSI as described previously
- 1.2 Accreditation Report showing proof of full accreditation by the relevant ETQA
- 1.3 Proof of a Site Visit Report as part of the accreditation process
- 1.4 The application for registration must be for full qualifications for which the provider is currently accredited.
- 1.5 Where extension of accreditation for additional qualifications took place after the application for accreditation, proof of such extension should also be submitted.
- 1.6 Proof of registration with the Registrar of Companies as a Pty. (Ltd.)

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2. A provider should **not apply** in the following circumstances:

2.1 Where the provider is not fully accredited by the relevant ETQA.

2.2 If offering only unit standards or part qualifications/skills programmes.

2.3 If its accreditation with its current ETQA is due to lapse within a period of one-year. Such a provider must update its accreditation with the relevant ETQA first, before applying to Umalusi/DoE.

2.4 Where a qualification's teach-out period is due to lapse within one year.

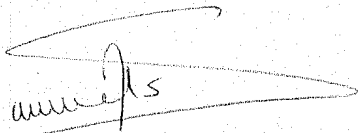
3. A provider can initiate a registration process with Umalusi if it has been accredited by a relevant ETQA but the site visit report is still outstanding. Umalusi will process the application and wait for the site visit report before referring such a provider to the DoE.

4. It is the responsibility of each provider to make sure that the legal name of the organization is used on the application form.

5. It is also required that the correct name and identity number of the qualification is indicated in the application.

Your support in ensuring all of the above in regards to applications for registration is kindly requested.

Yours sincerely,



JOE SAMUELS
DEPUTY EXECUTIVE OFFICER

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