

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

## ANNUAL REPORT FORM

(FORM APX-03)



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**A. REGISTERED NAME AND NUMBER**

1. Name in which the institution is registered as a private higher education institution

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2. Registration number issued by the Department of Higher Education and Training

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**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

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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

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 RESOURCES**

16. 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.**

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**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



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**

**33. 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
<b>Students</b>		
Headcount		
Full-time equivalent (FTE)		
<b>Academic/Research Staff</b>		
Headcount		
Full-time equivalent (FTE)		
<b>Service Staff</b>		
Full-time (Headcount)		
Part-time (Headcount)		
<b>Support Staff</b>		
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	

35. **Table 07:** Students enrolled per registered higher education programme in the year for which the annual report is submitted

Title of the programme	NQF Field	NQF Level	Number of Credits	Mode of delivery		Interaction with students		Student enrolments	
				Contact	Distance	Full-time	Part-time		

36. Table 08: Headcount race & gender data per registered higher education programme (South African citizens) for the year for which the annual report is submitted

Title of programme	South African citizens and permanent citizens											
	NQF Field	NQF Level	Number of Credits	African		Coloured		Indian		White		Sub-totals
				Male	Female	Male	Female	Male	Female	Male	Female	

37. **Table 09:** Headcount data on nationality and gender per registered higher education programme (non-South African citizens) for the year for which the annual report is submitted

Number of non-South African citizens - A																								
TITLE OF PROGRAMME	NQF LEVEL	NQF FIELD	ZIM		NAM		SWA		LES		NIG		DRC		BOT		ZAM		KEN		USA		TOTAL	
			M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>TOTAL</b>																								

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
<b>TOTAL</b>						



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 <sup>st</sup>				
				2 <sup>nd</sup>				
				3 <sup>rd</sup>				
				4 <sup>th</sup>				
				1 <sup>st</sup>				
				2 <sup>nd</sup>				
				3 <sup>rd</sup>				
				4 <sup>th</sup>				
				1 <sup>st</sup>				
				2 <sup>nd</sup>				
				3 <sup>rd</sup>				
				4 <sup>th</sup>				
				1 <sup>st</sup>				
				2 <sup>nd</sup>				
				3 <sup>rd</sup>				
				4 <sup>th</sup>				

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
<b>Students</b>		
Headcount		
<b>Academic/Research Staff</b>		
Headcount		
<b>Service Staff</b>		
Headcount		
<b>Support Staff</b>		
Headcount		
<b>TOTAL NUMBER OF STAFF</b>		

## **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

**ANNEXURE C:** The letter from the Chairperson of the Board

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## **F. DATA ON OQSF PROGRAMMES**

**ANNEXURE D:** Registration certificate as a Private College

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## **H. STAFF AND STUDENT DATA**

**ANNEXURE E:** Auditors report on student data

**ANNEXURE F:** Graduation Booklets

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## **I. AUDIT OF PROGRAMMES**

**ANNEXURE G:** Auditor's report on programmes

**ANNEXURE H:** SAQA report on programmes

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**J. CHANGES IN INTER-INSTITUTIONAL AGREEMENTS**

**ANNEXURE I1:** Termination of agreement with other institutions

**ANNEXURE I2:** Entering into a new agreement (Item 44)

**ANNEXURE I3:** Amendments to existing agreements (Item 45)

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**K. CONTINUED FULFILLMENT OF THE REQUIREMENTS FOR REGISTRATION**

**ANNEXURE J:** Compliance with the requirements of the HEQC

**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

**ANNEXURE N:** Audited annual financial statements

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## **L. DISCHARGING THE RESPONSIBILITIES OF AN INSTITUTION**

<b>ANNEXURE O:</b>	Record of academic achievement
<b>ANNEXURE P:</b>	Issuance of transcripts of academic records
<b>ANNEXURE Q:</b>	Issuance of certificates
<b>ANNEXURE R:</b>	The National Learner's Records Database (NLRD)
<b>ANNEXURE S:</b>	Sample copy of an enrolment and/or application form
<b>ANNEXURE T:</b>	Institutional prospectus, calendar or brochure
<b>ANNEXURE U:</b>	Official documents, marketing and advertising material
<b>ANNEXURE V:</b>	Register of students' complains and grievances
<b>ANNEXURE W:</b>	Evidence in respect of the continued fulfillment of the conditions of registration

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## **M. OTHER**

<b>ANNEXURE X:</b>	Risk analysis and management strategy
<b>ANNEXURE Y:</b>	Tax Clearance Certificate
<b>ANNEXURE Z:</b>	Premises not listed on registration certificate