

REGULATIONS FOR THE REGISTRATION OF PRIVATE HIGHER EDUCATION INSTITUTIONS, 2016

A GUIDE FOR COMPLETING THE APPLICATION FOR AMENDMENT AS A PRIVATE HIGHER EDUCATION INSTITUTION

(GUIDE APX-02)



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



The Department provides this guide to any institution that intends to amend its registration as a private higher education institution. This manual is a guideline to interpret the legal framework, which consists of the *Higher Education Act, 1997 (Act No. 101 of 1997)*, the *Regulations for the Registration of Private Higher Education Institutions, 2016* and the Annexures to the Regulations.

Since it is necessary to have the guides and the forms accessible, the Registrar of Private Higher Education Institutions has decided to re-publish in this format. The original publication in the Government Gazette is the formal publication. This publication is an exact copy of *Government Gazette No. 39880* dated 31 March 2016. Electronic versions of the Act, the Regulations and the Annexures are also available on the website of the Department of Higher Education and Training at address www.dhet.gov.za.

In utilizing this publication, it is important to note that it is only applicable to registered private higher education institution. It accompanies an application form titled *Application for Amendment as a Private Higher Education Institution (Form APX-02)*. For registered private higher education institutions that seek to submit annual reports similar publications are available on the website. For further assistance, contact the Directorate: Registration of Private Higher Education Institutions at the details provided below.

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TABLE OF CONTENTS	PAGE
ACRONYMS USED IN THE GUIDE AND FORM	5
VISION, MISSION AND MANDATE OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING.....	6
VISION.....	6
MISSION.....	6
MANDATE	6
THE LEGAL FRAMEWORK	6
APPLICATION TYPES.....	10
1. Application for registration	10
2. Application for amendment	10
IMPORTANT CONSIDERATIONS FOR COMPLETING THE APPLICATION FOR AMENDMENT	11
A. ADMINISTRATIVE DATA.....	13
ITEM 1.....	13
ITEM 2.....	13
ITEM 3.....	13
B. TYPE/S OF AMENDMENT/S.....	13
ITEM 4.....	13
C. AMENDMENT TO THE LEGAL NAME.....	14
ITEM 5.....	14
ITEM 6.....	14
D. AMENDMENT TO THE TYPE OF COMPANY.....	14
ITEM 7.....	14
E. AMENDMENT TO PROGRAMMES	14
E.1 Addition of a programme	14
ITEM 8.....	14
ITEM 9.....	16
a) Headcount student enrolment.....	16
b) Headcount staff totals	16
c) Academic/research staff.....	16
d) Support staff	17
E.2 Discontinuation of Programme/s.....	17
ITEM 10	17
ITEM 11	17
E.3 Change in Title of Programme/s.....	17
ITEM 12	17
F. AMENDMENT TO MODE OF DELIVERY.....	18

F.1 Addition of Mode	18
ITEM 13	18
ITEM 14	18
F.2 Discontinuation of mode	18
ITEM 15	18
ITEM 16	19
G. AMENDMENT TO SITE/S OF DELIVERY.....	19
G.1 Addition of Site/s	19
ITEM 17	19
ITEM 18	19
G.2 Discontinuation of Site/s.....	20
ITEM 19	20
ITEM 20.....	20
ANNEXURES.....	20
ANNEXURE A: Proof of change of legal name as issued by the CIPC.	20
ANNEXURE B: Proof of change of company, as issued by the CIPC.....	20
ANNEXURE C: Report on programme feasibility.	20
ANNEXURE D: Declaration on application for accreditation.....	21
ANNEXURE E: Report on programme discontinuation.	21
ANNEXURE F: Report on addition of mode of delivery.....	21
ANNEXURE G: Report on discontinuation of mode of delivery.	22
ANNEXURE H: Report on site and programme feasibility.....	22
ANNEXURE I: Declaration on site control and administration.	22
ANNEXURE J: Report/s and certificate on occupational health and safety compliance audit.	23
ANNEXURE K: Report on site discontinuation.....	23
ANNEXURE L: Report on accreditation by the CHE.	23
ANNEXURE M: Report on registration of the qualification/s on the NQF.	23
CHECKLIST	24

ACRONYMS USED IN THE GUIDE AND FORM

CHE	Council on Higher Education
CIPC	Companies and Intellectual Property Commission
FET	Further Education and Training
FTE	Full-time equivalent
GEFETQSF	General and Further Education and Training Qualifications Sub- Framework
HEQC	Higher Education Quality Committee
HEQCIS	Higher Education Quality Committee Information Systems
IFRS	International Financial Reporting Standards
IRBA	Independent Regulatory Board for Auditors
NLRD	National Learner's Records Database
NSC	National Senior Certificate
NQF	National Qualification Framework
OQSF	Occupation Qualifications Framework
QCTO	Quality Council for Trades and Occupations
SARS	South African Revenue Services
SETA	Sector Education and Training Authority
VAT	Value Added Tax

VISION, MISSION AND MANDATE OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING

VISION

The vision of the Department of Higher Education and Training (DHET) is of a South Africa in which we have a differentiated and fully-inclusive post-school system that allows South Africans to access relevant post-school education and training in order to fulfil the economic and social goals of participation in an inclusive economy and society.

MISSION

The mission of the Department is to develop capable, well-educated and skilled citizens who are able to compete in a sustainable, diversified and knowledge-intensive international economy, which meets the development goals of South Africa.

MANDATE

The Department derives its mandate from section 29 of the Constitution of the Republic of South Africa, 1996 (“hereafter referred to as “the Constitution”) read with schedule 4 which lists the rights of all South Africans with respect to education at all education levels within South Africa. In accordance with the section 29 of the Constitution, the Department thus endeavours to provide quality education to all South Africans at every level of the post-school system. With respect to private higher education institutions specifically, the Department is guided by section 29(3) of the Constitution which states that:

Everyone has the right to establish and maintain, at their own expense, independent institutions that:

- (a) Do not discriminate on the basis of race;
- (b) Are registered with the State; and
- (c) Maintain standards that are not inferior to standards at comparable public educational institutions.

Private higher education thus has an important role to play in the mandate of the Department for delivering on the Constitutional right of South Africans to quality education that provides the intellectual and professional training required to meet the development needs of society and the economy.

THE LEGAL FRAMEWORK

In terms of the *National Qualifications Framework Act, 2008 (Act. No 67 of 2008 “the NQF Act”)*, the *National Qualifications Framework (NQF)*, which is the system into which the South African qualifications and part qualifications are organized and recorded, is divided into three (3) sub-frameworks. The 3 sub-frameworks are: the *Higher Education Qualifications Sub-Framework (HEQSF)*, the *General and Further Education and Training Qualifications Sub-Framework (GEFETQSF)* and the *Occupational Qualifications Sub-Framework (OQSF)*. Each sub-framework is the responsibility of a Quality Council (QC). The three QCs are: the *Council on Higher Education (CHE)* which is responsible for the quality assurance of higher education qualifications which are on levels 5 – 10 of the NQF, *Umalusi* which is responsible for the quality assurance of college programmes and qualifications which are on levels 1 – 4 of the NQF and the *Quality Council for*

Trades and Occupations (QCTO) which is responsible for the quality assurance of qualifications that belong in the trades and occupations which are on levels 1- 8 of the NQF. These QCs are responsible for accreditation of qualifications falling within their sub-frameworks as well as accrediting private institutions that wish to offer their qualifications.

The *South African Qualifications Authority (SAQA)* is responsible for maintaining the NQF. To enable the Registrar to register private institutions in compliance of section 29 of the Constitution of the Republic of South Africa, SAQA makes decisions as to which qualifications sub-framework a qualification belongs to so as to avoid a situation where private institutions may offer qualifications or part qualifications without registration of such qualifications on the NQF. The QCTO may delegate its accreditation functions to a **“delegated accrediting authority”**, such as a *Sector Education and Training Authority (SETA)*, a professional body or another entity but the final endorsement and certification will be issued by the QCTO as the responsible QC.

The *Higher Education Act, 1997 (Act No. 101 of 1997)* (hereafter referred to as “the Act”) requires that private institutions be registered with the DHET in order to operate legally, over and above being accredited by the CHE.

The *Continuing Education and Training Act, 2006 (Act. No. 16 of 2006)* (hereafter referred to as “the CET Act”) requires that private colleges be registered with the DHET in order to operate legally, over and above being accredited by Umalusi.

According to the *Skills Development Act, 1998 (Act No.97 of 1998)* (hereafter referred to as “the SD Act”), private providers that offer qualifications that fall on the sub-framework of the QCTO, which is the OQSF, that is, the sub-framework for trades and occupations must be accredited by the QCTO. For OQSF qualifications that fall on levels 1 to 6 of the NQF, private providers are required to register as private colleges. For OQSF qualifications that fall on levels 7 to 8 of the OQSF, private institutions are required to register as PHEIs. In the likely event that a private provider offers qualifications from the three sub-frameworks, it has to satisfy in respect to a specific qualification, the requirements of the QC that relate to any one of the three Acts: HE Act, CET Act and SD Act.

Therefore, accreditation of qualifications and the ability of the institution to deliver the qualifications for private higher institutions (PHEIs) and private colleges is a means towards registration and it does not represent or replace registration for them.

The National Qualifications Framework (NQF)

The following is a representation and explanation of the National Qualifications Framework (NQF).

NATIONAL QUALIFICATIONS FRAMEWORK				
LEVEL	SUB-FRAMEWORK AND QUALIFICATION TYPES			
10	H E Q S F	DOCTORAL DEGREE DOCTORAL DEGREE (PROFESSIONAL)	O Q S F	
9		MASTER'S DEGREE MASTER'S DEGREE (PROFESSIONAL)		
8		BACHELOR HONOURS DEGREE POSTGRADUATE DIPLOMA BACHELOR'S DEGREE (480 CREDITS)		OCCUPATIONAL CERTIFICATE (LEVEL 8)
7		BACHELOR'S DEGREE (360 CREDITS) ADVANCED DIPLOMA		OCCUPATIONAL CERTIFICATE (LEVEL 7)
6		DIPLOMA ADVANCED CERTIFICATE		OCCUPATIONAL CERTIFICATE (LEVEL 6)
5		HIGHER CERTIFICATE		OCCUPATIONAL CERTIFICATE (LEVEL 5)
4		G E N E T Q S F		NATIONAL CERTIFICATE
3	INTERMEDIATE CERTIFICATE		OCCUPATIONAL CERTIFICATE (LEVEL 3)	
2	ELEMENTARY CERTIFICATE		OCCUPATIONAL CERTIFICATE (LEVEL 2)	
1	GENERAL CERTIFICATE		OCCUPATIONAL CERTIFICATE (LEVEL 1)	

Taken from Government Gazette Volume 578, Number 36721, Pretoria, 2 August 2013 and adapted for the Register. The GENETQSF can be found on Page 23 of the Gazette. Qualification types beyond level 6 on the OQSF have not been determined pending further advice.

Key to sub-frameworks

Higher Education Qualifications Sub-framework (HEQSF)	General and Further Education and Training Qualifications Sub-framework (GENFETQSF)	Occupational Qualifications Sub-framework (OQSF)
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The following must be noted:

- a) A “Diploma” is pitched on Level 6 of the NQF and it carries either 360 credits or 480 credits.
- b) A “Degree” that is pitched on Level 7 of the NQF carries 360 credits.
- c) A “Degree” that is pitched on Level 8 of the NQF carries 480 credits.
- d) An exception is the *Bachelor of Education* (BEd) degree which is pitched on Level 7 of the NQF with 480 credits.
- e) Other exceptions will be brought to your notice as they arise.

The National Education Diploma (NATED) Commonly Referred to as N-Diplomas

- a) The Department offers N-Diplomas on Levels 1 to 6 of the NQF through both public and private providers. For a provider to offer N-Diplomas on levels 1 to 6 of the NQF registration by the DHET as a private college is required.
- b) The N1-N3 “Diplomas” must be accredited by Umalusi and the N4-N6 “Diplomas” must be accredited by the QCTO. The provider must then be registered as a private college with the DHET before the programmes can be offered.

SETA-accredited “Diploma” qualifications

A “Diploma” falls on the sub-framework of the HEQSF. However, some “Diplomas” that are accredited by *Sector Education and Training Authorities* (SETAs) will be phased out gradually. A SETA is only a “**delegated accrediting authority**” of the QCTO. The accreditation of a “Diploma” qualification by a SETA will not qualify it for registration as a PHEI.

Transitional Arrangements

The following transitional arrangements need to be noted.

- a) The SETA accredited “Diploma” will be phased out in the transitional period.
- b) On 6 July 2016, Dr BE Nzimande, the Minister of Higher Education and Training announced in Government Gazette No. 40123 that 31 December 2019 is the last enrolment date for first time entering students into non-HEQSF aligned programmes. Therefore, after 31 December 2019, no PHEI may offer any qualification with a title stipulated in the HEQSF that is not aligned to the HEQSF, duly accredited by the CHE, and registered by the DHET and the SAQA.
- c) PHEIs currently purporting to offer non-HEQSF aligned programmes need to plan their phase-out as no new enrolments will be permitted after 31 December 2019.
- d) The Department and SAQA are in the process of regulating the use of nomenclatures for programmes that use the HESF nomenclatures but do not belong to the HEQSF.

The registration of private higher education institutions

The Department implements its registration and regulation functions for private higher education institutions in accordance with the requirements of the:

- a) *Higher Education Act, 1997 (Act No. 101 of 1997)*(hereafter “the Act”); and

- b) *Regulations for the Registration of Private Higher Education Institutions*, published in *Government Gazette No.39880* dated 31 March 2016 (hereafter referred to as “the Regulations”). The Regulations were promulgated on 31 March 2016, and came into effect on 1 April 2016 (Note: The *Regulations for the Registration of Private Higher Education Institutions, 2016* repeals the *Regulations for the Registration of Private Higher Education Institutions, 2002*). The Regulations are an elaboration of the provisions of the Act. They clarify the requirements of the Act.

The requirement to register as a private higher education institution only applies to private institutions offering learning programmes that result in the award of whole qualifications, that is, learning programmes that result in the award of higher certificates, diplomas or degrees as per the HEQSF.

The granting of registration, as contemplated in the Act, means that the Registrar grants an institution the legal authority to offer higher education programmes and award higher education qualifications. The purpose of registering private institutions offering higher education is to ensure that:

- a) Private higher education institutions offer an acceptable quality of education;
- b) Students receive higher education from institutions that have the resources, capacity and/or expertise to deliver quality programmes;
- c) Students enrolled with private higher education institutions obtain qualifications that are aligned with the NQF; and
- d) The education system continues on a path of transformation in accordance with government policy and regulation.

The registration process does not affect public higher education institutions. The regulatory framework sets criteria that define who is eligible for applying for registration and who qualifies for registration. It further outlines the responsibilities of an institution once registered. Registration can, therefore, be seen as a means of protecting the integrity of the higher education system, as well as protecting the interests of the public.

Chapter 7 of the Act deals specifically with private higher education institutions. The Regulations to which this guide and the application form are an attachment, provide the legal framework within which the Registrar of Private Higher Education Institutions is required to regulate the registration of private higher education institutions in terms of the Act.

APPLICATION TYPES

Regulations 3 and 4 stipulate the following:

1. Application for registration

Any person intending to establish and maintain a private higher education institution must complete and submit an *Application for Registration as a Private Higher Education* (Form APX-01) at least 18 months before the institution commences its operations.

2. Application for amendment

An institution wishing to amend its registration or provisional registration in terms of section 58 of the Higher Education Act must complete and submit an *Application for Amendment* (Form APX-

02) to the Registrar in terms of the Regulations at least (twelve) 12 months before the proposed amendment comes into effect.

IMPORTANT CONSIDERATIONS FOR COMPLETING THE APPLICATION FOR AMENDMENT

This guide and the accompanying application form must be used when an institution applies for an amendment of its registration or provisional registration. It is important to bear in mind that this document is only a guide and that additional information may be required to support the application.

This guide accompanies an application form (Form APX-02), which must be submitted when applying for an amendment. This guide is linked to the various sections of the application form. Institutions are, therefore, strongly urged to read through the guide carefully before commencing with the completion of the application form. Institutions are also strongly advised to read the guide in conjunction with the Act and the Regulations.

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

- a) An application for amendment must be lodged with the DHET at least 12 (twelve) months before the date on which the amendment is proposed to come into effect.
- b) The application must be accompanied by a letter, on the institution's letterhead, that must provide a summary of the request. The letter must be dated and signed by the CEO or a delegated authority.
- c) The application form consists of the following sections:
 - Section A: Administrative data (Items 1 and 3)
 - Section B: Type/s of amendment/s (Item 4)
 - Section C: Amendment to the legal name (Items 5 and 6)
 - Section D: Amendment to the type of company (Item 7)
 - Section E: Amendment to registered programmes (Item 8-12)
 - Section F: Amendment to the mode of delivery (Item 13-16)
 - Section G: Amendment to the sites of delivery (Items 17-20)
 - Section H: Annexures
- d) All relevant sections of the application form must be completed. In all instances sections A and B must be completed.
- e) In section B, the type/s of desired amendment/s must be indicated. An institution can apply for any of the following five (5) types of amendment/s, as reflected in the table below:

Table 01: Types of Amendments

Type of Amendment	Sub-Type	Annexure/s Required
1. Legal name of the institution	Not applicable	A only
2. Change in type of company	Not applicable	B only
3. Programmes	a. Addition of a programme	C, D, L and M only
	b. Discontinuation of a programme	E only
	c. Changes to the title of the programme	L and M only
4. Mode of delivery	a. Addition of a mode	F only
	b. Discontinuation of a mode	G only
5. Sites of delivery	a. Addition of a site	H, I, J and L only
	b. Discontinuation of a site	K only

- f) An application for a particular type of amendment must be accompanied by the relevant Annexure/s as indicated in the table in (d) above. A brief description of each Annexure is provided below:

Annexure A:	Proof of change of legal name, as issued by CIPC.
Annexure B:	Proof of change of type of company, as issued by CIPC.
Annexure C:	Report on programme feasibility.
Annexure D:	Declaration on application for accreditation.
Annexure E:	Report on programme discontinuation.
Annexure F:	Report on addition of mode of delivery.
Annexure G:	Report on discontinuation of mode of delivery.
Annexure H:	Report on site and programme feasibility.
Annexure I:	Declaration on site control and administration.
Annexure J:	Report/s and certificate on occupational health and safety compliance audit.
Annexure K:	Report on site discontinuation.
Annexure L:	Report on accreditation by the CHE.
Annexure M:	Report on registration of the qualification/s on the NQF.

A detailed explanation of the content of each Annexure is provided later in this guide.

- g) An institution wishing to apply for amendment of its registered programme/s, mode of delivery and/or site/s of delivery must also apply to the CHE for accreditation of the new programme and/or site. Whilst the CHE will forward the accreditation report directly to the Department, the institution remains responsible for checking the progress on the application.
- h) An institution that wishes to discontinue a programme, mode of delivery and/or a site of delivery must also inform the CHE.
- i) The Registrar of Private Higher Education Institutions will not process an incomplete application or an application that does not address the items as required.

- j) All applications must carry the date of submission to the DHET.
- k) The application documents can be accessed electronically in Microsoft Word for Windows on the DHET website at <http://www.dhet.gov.za/Universities/Private> Higher Education Resources. However, all applications must be submitted as hard copies.
- l) The application fee can be paid by cheque, at the cashier's office at DHET or by EFT. The EFT payment details are also available on the DHET website indicated above.
- m) Important supporting documents in the form of listed Annexures must be provided as part of the application, as indicated in Table 01 in (d) above.
- n) An application checklist is provided at the end of this document to help institutions determine whether all the required information is included.

A. ADMINISTRATIVE DATA

In the spaces provided on Form APX-02 the required information must be provided as explained per item below. Each explanation corresponds to the Item on Form APX-02.

ITEM 1

Supply the legal name of the institution that is applying for amendment/s.

ITEM 2

Fill in the registration number that appears on your certificate of registration as a private higher education institution, as issued to your institution by the DHET.

ITEM 3

Attach a copy of the covering letter, on the institution's official letterhead, which provides a summary of the application. The letter must be dated and signed by the CEO and attached as a first page to the application.

B. TYPE/S OF AMENDMENT/S

ITEM 4

By means of an (X), an institution contemplating the amendment of its registration or provisional registration must indicate which amendment/s on the list below it wishes to effect:

- a) Amendment to the legal name;
- b) Amendment to the type of company;

- c) Amendment to registered programmes;
- d) Amendment to mode of delivery; and
- e) Amendment to sites of delivery.

C. AMENDMENT TO THE LEGAL NAME

ITEM 5

If the institution is applying for an amendment to its legal name, the proposed new name must be supplied.

ITEM 6

If the institution's abbreviation or acronym or the translation of its name is to change, the new abbreviation, acronym or translation must be filled in.

D. AMENDMENT TO THE TYPE OF COMPANY

ITEM 7

The proposed new type of company must be filled in. The conversion from one type of company to another must comply with the requirements of the *Companies Act, 2008 (Act No. 71 of 2008)*.

E. AMENDMENT TO PROGRAMMES

E.1 Addition of a programme

ITEM 8

In **Table 01**, the details of a programme which the institution proposes to add, and offer, as a higher education programme in accordance with the Act, must be supplied. The following explanation must be taken into account before responding to this item:

NQF FIELDS

In terms of *Government Gazette No. 20234*, of 25 June 1999, SAQA has determined the following fields and sub-fields for purposes of registering qualifications on the NQF. Qualifications refer to degrees, diplomas and certificates that an applicant proposes to award to students on successful completion of a programme of study. Before completing the form, it is important to check into which field your learning programme falls.

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 learning.

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.

NQF LEVELS

The following is a guide for purposes of completing *Form APX-02* (See illustration on page 8).

NQF level 5 broadly refers to Higher Certificates.

NQF level 6 refers to the Advanced Certificate and Diplomas.

NQF level 7 refers to the Advanced Diploma and Bachelor`s Degrees.

NQF level 8 refers to the Postgraduate Diploma, Bachelor`s Degree and the Bachelor Honours Degree.

NQF level 9 refers to the Master`s Degree and the Master`s Degree (Professional).

NQF level 10 refers to the Doctoral Degree and the Doctoral Degree (Professional).

Mode of Delivery refers to the delivery of programmes which may be contact or distance as per the criteria for accreditation set by the CHE.

Contact with students refers to the attendance of students which may be full-time or part-time.

In **Table 01**, the following details of the programme/s to be added must be supplied:

- a) Title of programme;
- b) NQF field;
- c) NQF level;
- d) Number of credits;
- e) Mode of delivery; and
- f) Sites on which the programmes will be offered.

ITEM 9

In **Table 02**, the details of the anticipated effects of the increase in the number of registered programmes on staff and student headcount totals must be indicated. Before responding to this item, the following explanation should be taken into account:

a) Headcount student enrolment

A headcount student enrolment is literally a counting of heads. Students are counted as units, regardless of whether they are full-time or part-time, and regardless of the number of courses for which they are enrolled. For example, students enrolled for 20%, 50% or 100% of a full-time curriculum will all be counted as units in a headcount total.

The headcount totals reported in the tables must be unduplicated ones. In an unduplicated headcount enrolment total a student is counted once only. If a student is registered for more than one qualification, s/he must be counted only for the qualification considered by the institution to be his/her main qualification.

b) Headcount staff totals

A headcount total of staff is literally of heads. Every institution should indicate how many of its staff are full-time and how many are part-time.

c) Academic/research staff

These are the academic members of the institution`s staff involved in teaching and research.

d) Support staff

These are the members of staff who, either directly or indirectly, support the institution's instructional activities. To be placed in this category are members of staff who perform functions such as academic support services, student support services, human resource management, financial management and administration.

e) Service staff

These are members of staff who perform auxiliary services, such as the operation and maintenance of the physical premises, e.g., building maintenance, garden services, custodial services and security services.

E.2 Discontinuation of programme/s**ITEM 10**

In **Table 03**, the following details of the programme that is to be discontinued must be supplied:

- a) Title of programme;
- b) NQF field;
- c) NQF level;
- d) Number of credits;
- e) Mode of delivery; and
- f) Sites on which the programmes will be discontinued.

ITEM 11

In **Table 04**, the proposed changes in staff and student data in relation to the reduction in the number of programmes must be supplied according to the categories indicated. The information to be supplied must respond to each of the following questions in respect of students as well as each category.

- a) What is the current total?
- b) What is the difference between the current and the new total?

E.3 Change in title of programme/s**ITEM 12**

In **Table 05**, the details of the programme that is to undergo a name change must be supplied.

- a) Old title of programme;
- b) NQF field;
- c) NQF level;
- d) Number of credits;
- e) Mode of delivery; and
- f) New title of programme.

F. AMENDMENT TO MODE OF DELIVERY

F.1 Addition of mode

ITEM 13

In **Table 06**, the name of each programme for which you wish to add a mode must be supplied.

- a) Title of programme;
- b) NQF field;
- c) NQF level;
- d) Number of credits;
- e) Site on which the programme is currently offered; and
- f) Mode of delivery.

ITEM 14

In **Table 07**, the proposed changes in staff and student data in relation to the addition of the new mode must be supplied according to the categories indicated. The information to be supplied must respond to each of the following questions in respect of students as well as each category.

- c) What is the current total?
- d) What is the difference between the current and the new total?
- e) What will be the new total if and when the proposed amendment takes effect?

F.2 Discontinuation of mode

ITEM 15

In **Table 08**, the name of each programme for which you wish to discontinue a mode must be supplied.

- a) Title of programme;
- b) NQF field;
- c) NQF level;
- d) Number of credits;
- e) Sites on which the programmes will be offered; and
- f) Mode of delivery.

ITEM 16

In **Table 09**, the proposed changes in staff and student data in relation to the discontinuation of a mode must be supplied according to the categories indicated. The information to be supplied must respond to each of the following questions in respect of students as well as each category.

- a) What is the current total?
 - b) What is the difference between the current and the new total?
 - c) What will be the new total if and when the proposed amendment takes effect?
-

G. AMENDMENT TO SITE/S OF DELIVERY**G.1 Addition of site/s****ITEM 17**

In **Table 10**, details of a site to be added must be supplied. “Site” means any physical space, such as a campus, satellite campus, tuition centre or controlled and administered by an institution. All learning sites where registered higher education programmes are to be delivered must be accredited by the HEQC (CHE). Only accredited programmes and sites for which the institution assumes legal and financial responsibility will be registered.

- a) Physical address of the site;
- b) Title of programme/s to be offered;
- c) NQF field;
- d) NQF level;
- e) Number of credits; and
- f) Mode of delivery.

ITEM 18

In **Table 11**, the proposed changes in staff and student data in relation to the proposed increase in the number of sites must be supplied according to the categories indicated. The information to be supplied must respond to each of the following questions in respect of students as well as each category.

- a) What is the current total?
- b) What is the difference between the current and the new total?
- c) What will be the new total if and when the proposed amendment takes effect?

G.2 Discontinuation of site/s

ITEM 19

In **Table 12**, details of sites to be discontinued must be supplied.

- a) Physical address of the site;
- b) Title of programme/s to be offered;
- c) NQF field;
- d) NQF level;
- e) Number of credits; and
- f) Mode of delivery.

ITEM 20

In **Table 13**, the proposed changes in staff and student data in relation to the proposed decrease in the number of sites must be supplied according to the categories indicated. The information to be supplied must respond to each of the following questions in respect of students as well as each category.

- a) What is the current total?
- b) What is the difference between the current and the new total?
- c) What will be the new total if and when the proposed amendment takes effect?

ANNEXURES

ANNEXURE A: Proof of change of legal name as issued by the CIPC.

An institution wishing to change its name must lodge an application for amendment. Certified copies of proof of change of name, as issued by the CIPC of the Department of Trade and Industry, must be attached.

ANNEXURE B: Proof of change of company, as issued by the CIPC.

An institution wishing to amend its type of company must lodge an application for amendment. Certified copies of official proof of change of type of company, as issued by the CIPC of the DTI, must be attached to the application.

ANNEXURE C: Report on programme feasibility.

An institution wishing to apply for the registration of an additional programme must submit an application for amendment and a report on programme feasibility. In terms of format and content, the report must address the following:

- a) Rationale and proposed date of implementation;
- b) Description of the target market;
- c) Current and long-term demand for the proposed programme offerings;

- d) Degree of concentration of similar programme offerings at other providers;
- e) Rationale for the chosen mode of delivery;
- f) Fees to be charged;
- g) Affordability of the programme in the target market; and
- h) How the institution has prepared itself structurally and financially for this expansion.

This report must be dated and signed by the CEO or an official of similar standing in the institution.

ANNEXURE D: Declaration on application for accreditation.

An institution wishing to apply for the registration of an additional programme must submit the following verbatim declaration on its official letterhead and the declaration must be dated and signed by the CEO of the institution or an official of similar standing in the organisation.

I hereby declare that.....[legal name of the institution] has applied to the *Higher Education Quality Committee* (HEQC) for the accreditation of the following additional programme/s:

- a).....
- b).....
- c).....

I further declare that, if registered or provisionally registered, [legal name of the institution] shall comply with the requirements of the HEQC as contemplated in section 53(1)(b)(ii) of the *Higher Education Act, 1997 (Act No. 101 of 1997)*.

ANNEXURE E: Report on programme discontinuation.

An institution wishing to discontinue a programme must submit an application for amendment to which a report on programme discontinuation must be attached. The report must deal with, but not be limited to, the following:

- a) Rationale and proposed date of implementation;
- b) Programmes to be affected;
- c) Anticipated impact of programme discontinuation on institution;
- d) Arrangements made for affected students and staff; and
- e) Disputes (if any) arising out of these arrangements and how they are to be resolved.

The report must be dated and signed by the CEO of the institution or an official of similar standing in the organisation.

ANNEXURE F: Report on addition of mode of delivery.

An institution wishing to apply for the registration of a new mode of delivery must submit an application for amendment and a feasibility report. In terms of format and content, the report must address the following:

- a) Rationale and proposed date of implementation;
- b) Description of the target market;

- c) Current and long-term demand for the proposed mode;
- d) Degree of concentration of similar programme offerings on this mode at other institutions; and
- e) How the institution has prepared itself structurally and financially for this amendment.

This report must be dated and signed by the CEO or an official of similar standing in the institution.

ANNEXURE G: Report on discontinuation of mode of delivery.

An institution wishing to apply for the discontinuation of a mode of delivery must submit an application for amendment and a report on feasibility. In terms of format and content, the report must address the following:

- a) Rationale and proposed date of implementation;
- b) Reason/s for discontinuation; and
- c) Arrangements made for affected and pipe-line students.

This report must be dated and signed by the CEO or an official of similar standing in the institution.

ANNEXURE H: Report on site and programme feasibility.

An institution wishing to apply for the registration of an additional site of delivery must submit an application for amendment to which a site and programme feasibility report must be attached. In terms of format and content, the report must address the following:

- a) Rationale and proposed date of implementation;
- b) Description of the target market in the proposed location of the site;
- c) Current and long-term demand for the proposed programme offerings;
- d) Degree of concentration of similar programme offerings at other institutions in the geographical area of the institution's proposed site;
- e) Fees to be charged;
- f) Affordability of the programme in the target market; and
- g) How the institution has prepared itself structurally and financially for this expansion.

This report must be dated and signed by the CEO or an official of similar standing in the institution.

ANNEXURE I: Declaration on site control and administration.

The following verbatim declaration must be submitted by the institution on its official letterhead and must be dated and signed by the CEO of the institution or an official of a similar standing:

I declare that the additional site/s of delivery listed in this application is/are administered and controlled by [legal name of the institution].

The original version of this declaration must be submitted.

ANNEXURE J: Report/s and certificate on occupational health and safety compliance audit.

The occupational health and safety compliance certificate and report for each additional site of delivery must be submitted. The report must be issued on the auditor's official letterheads, must indicate the physical address of the site of delivery, must be dated and signed by the auditor on behalf of the auditing firm and it must indicate the level to which the site complies with the following pieces of legislation:

- a) General Administrative Regulations;
- b) General Safety Regulations;
- c) Electrical Installation Regulations;
- d) General Machinery Regulations (if applicable);
- e) Environmental Regulations for Work Places (if applicable);
- f) Lift, Escalator and Passenger Conveyor Regulations (if applicable);
- g) Electrical Machinery Regulations (if applicable);
- h) Facilities Regulations; and
- i) Other Regulations.

The report must include proof that the auditor is a member of a professional body recognized by SAQA.

ANNEXURE K: Report on site discontinuation.

An institution wishing to discontinue a site must submit an application for amendment to which a report on sites to be discontinued should be attached. The report must deal with, but not be limited to, the following:

- a) Rationale and proposed date of implementation;
- b) Anticipated impact of site discontinuation on institution;
- c) Arrangements made for the affected students and staff;
- d) Disputes (if any) arising out of these arrangements and how they are to be resolved; and
- e) Proposed date of implementation.

ANNEXURE L: Report on accreditation by the CHE.

An institution wishing to add a programme must submit the accreditation report issued by the CHE.

ANNEXURE M: Report on registration of the qualification/s on the NQF.

An institution wishing to add a programme must submit proof of registration of the qualification on the NQF as issued by SAQA.

CHECKLIST

Please make sure that you have submitted Form APX-02 and attached all the relevant documents listed below. Fill in this form and submit it with your application.

Required Information	Submitted		Comments	For Office Use Only
	Yes	No		
Form APX-02				
Annexure A: <i>Proof of change of legal name, as issued by CIPC.</i>				
Annexure B: <i>Proof of change of type of company, as issued by CIPC.</i>				
Annexure C: <i>Report on programme feasibility.</i>				
Annexure D: <i>Declaration on application for accreditation.</i>				
Annexure E: <i>Report on programme discontinuation.</i>				
Annexure F: <i>Report on addition of mode of delivery.</i>				
Annexure G: <i>Report on discontinuation of mode of delivery.</i>				
Annexure H: <i>Report on site and programme feasibility.</i>				
Annexure I: <i>Declaration on site control and administration.</i>				
Annexure J: <i>Report/s and certificate on occupational health and safety compliance audit.</i>				
Annexure K: <i>Report on site discontinuation.</i>				
Annexure L: <i>Report on accreditation by the CHE.</i>				
Annexure M: <i>Report on registration of the qualification/s on the NQF.</i>				

- ANNEXURE A:** Proof of change of legal name as issued by the CIPC.
- ANNEXURE B:** Proof of change of company, as issued by the CIPC.
- ANNEXURE C:** Programme feasibility report.
- ANNEXURE D:** Declaration on application for accreditation.
- ANNEXURE E:** Report on programme discontinuation.
- ANNEXURE F:** Report on addition of mode of delivery.
- ANNEXURE G:** Report on discontinuation of mode of delivery.
- ANNEXURE H:** Report on site and programme feasibility.
- ANNEXURE I:** Declaration on site control and administration.
- ANNEXURE J:** Report/s and certificate on occupational health and safety compliance audit.
- ANNEXURE K:** Report on site discontinuation.
- ANNEXURE L:** Report on accreditation by the CHE.
- ANNEXURE M:** Report on registration of the qualification/s on the NQF.