



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

## ANNUAL REPORT SUBMISSION GUIDELINE

Submission date: 30 APRIL OF EACH YEAR

### INSTRUCTIONS

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

**ANNUAL REPORT DOCUMENTS MUST BE SUBMITTED IN A PLASTIC COMBINER. NO ARCH FILES OR LOOSE DOCUMENTS SHALL BE ACCEPTED.**

1. Note that this Annual Report Submission Guideline consists of 3 sections:
  - ❑ **Section A:** Administrative Updated or Amended Information - Complete and indicate amended and/or updated college information.
  - ❑ **Section B:** Checklist for annual report documents. To complete and provide reason/explanation for non-submission
  - ❑ **Section C:** Criteria and requirements for annual report documents. Guideline to compliance requirements.
2. Please do not FAX or E-MAIL or POST this Annual Report or any part thereof or any of the documentary proof!  
The annual report form and documentary proof must be strictly submitted for attention of and to the Directorate: Private Colleges via COURIER OR BE HAND DELIVERED.

**Delivery Address: Department of Higher Education and Training**

**Private Colleges Directorate**

**ROOM 629, 123 Francis Baard Street, Pretoria, 0001**

3. Submissions should be in PAPER (HARD) COPIES only in a PLASTIC COMBINER

<b>SECTION A: ADMINISTRATIVE INFORMATION UPDATE AND/OR AMENDMENT</b>
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**Please note the following definitions before completing Section A.**

A **college** is a full or provisionally registered private education and training institution with a unique registration number. As such it is recorded in the *Register of Private Colleges* together with its **approved/registered site/s** and **qualification/s**, which also appear/s on the Registration Certificate, as conclusive evidence of registration with the Department of Higher Education and Training.

**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 their reason for existence (*raison d'être*) 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 Continuing Education and Training (CET) 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 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 CET 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 CET 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 CET qualifications, deliver the appropriate curriculum and take responsibility for assessment of learning. Such institutions/companies deliver their services either at their own sites/campuses or at the sites of their clients. **This category includes companies contracted by SETAs to offer learnerships and they often operate with a consulting focus.**

**A.1 Registration Information**

*The information to be completed below appears in the Registration Certificate as well as in the registration and/or amendment letters and the Register of Private Colleges on the DHET website.*

<b>Legal name of College as registered:</b>	
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<b>Institutional Type:</b> (Indicate Category with X. Categories explained above.)	<b>Category A</b>	<b>Category B</b>	<b>Category C</b>
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<b>Registered qualifications:</b>	List the registered qualifications as recorded in the documents referred to above.
<b>Quality Council(s)</b>	
<b>Institutional accreditation expires on:</b>	Indicate full date as recorded in documents referred to above.

<b>Any amendment to the conditions of full or provisional registration:</b>	Indicate what type of amendment was made during the reporting year, i.e. <b>April 2018</b> until <b>March 2019</b> .	
	<b>Type of Amendment</b>	<b>Details of the Amendment</b>
	Change registered CET qualifications	Indicate any qualifications that were added or discontinued during the reporting year.
	Change of sites of delivery	Indicate any sites that were added or discontinued during the reporting year.
	Change of its legal name	
	Change of form/type of company	

**A.2 Contact Details Confirmation & Update**

Please complete the following to update contact information.

	Contact Information		Indicate if any of the information has changed since the previous AR submitted
Head of College	Title:	Ms / Mr / Dr / Prof for example	
	Full Names:		
	Surname:		
Designation (E.g. CEO or Principal)			
Preferred contact person with regards to College registration:	Title:		
	Full Names:		
	Surname:		
Designation of preferred contact person			
Telephone Number/s	Landline		
	Cell phone		
Fax Number (College):			
E-mail address:			
College Website:			
Preferred mode when communicating with college: (Indicate preference with X.)	Fax Number:		
	E-Mail Address:		
Postal Address (of main/only site or head office):			
	Postal Code		
Physical Address (of main/only site or head office):			
	Postal Code		

**SECTION B: CHECKLIST FOR ANNUAL REPORT**

*Your continued operation as a full or provisionally registered private college is subject to maintenance of the requirements for registration in terms of Continuing Education and Training Act of 2006 (Act No. 16 of 2006). In addition, for provisionally registered colleges, conversion to full registration is determined by continued compliance with conditions of provisional registration*

*To this effect, you are to submit VALID documentary proof to DHET ROOM 629, 123 FRANCIS BAARD STREET, PRETORIA, on or before 30 APRIL OF EACH YEAR by close of business (16:30) together with the completed SECTION A: Annual Reporting Form.*

Please complete the following CHECKLIST and submit together with the documentary proof.

**NB. NON-SUBMISSION OF DOCUMENTARY PROOF CALLS FOR AN INTENTION TO CANCEL OUTRIGHTLY**

HOWEVER, PLEASE NOTE THAT THE VALIDITY OF DOCUMENTS WILL ONLY BE DETERMINED DURING ASSESSMENT FOR COMPLIANCE.

THEREFORE NOTE THAT ANNUAL REPORT DOCUMENTATION THAT IS SUBMITTED AFTER THE DUE DATE **30 APRIL OF EACH YEAR** WILL NOT BE ASSESSED AND THE COLLEGE WILL BE RECORDED AS NON-COMPLIANT FOR THE REPORTING PERIOD

**CHECKLIST FOR ANNUAL REPORT ON COMPLIANCE WITH REGISTRATION REQUIREMENTS**

REQUIREMENTS	ATTACHED
1. Proof of accreditation	
2. Latest audited annual financial statements (Financial year end of the college serves as a guideline in determining the most recent audited financial statements, e.g. if the financial year end on 31 December, then December 2016/2017 financial statements are the most recent and if it is 30 June, then June 2017/2018 are the most recent).	
3. Occupational health and safety audit report/s (Only the OHS auditor's report)	
4. Proof of submission of Annual Survey	
5. Proof of establishing and maintaining a surety OR exemption request	
6. Marketing & promotional information: <input type="checkbox"/> Prospectus/Brochure/Training plan	
7. Tax clearance certificate	

## SECTION C: REQUIREMENTS FOR AR DOCUMENTARY PROOF

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

Note that copies must be certified.

**NB: Should the college fail to comply with any one the following requirements, it will be declared non-compliant:**

Registration Requirement	Documentary Proof	Elements for Validity
<b>1. Quality Assurance</b>	A copy of the latest accreditation report or accreditation letter in the possession of the college	<ul style="list-style-type: none"> <li><input type="checkbox"/> Programme approval periods are still valid.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Accredited qualifications are correct and all registered qualifications have been captured in report.</li> </ul>
<b>2. Financial Sustainability</b>	Most recent audited annual financial statements	<ul style="list-style-type: none"> <li><input type="checkbox"/> Must be either original or certified copy. In case an institution submits certified copy, only auditor's and directors' reports and balance sheet/statement of financial must be certified.</li> <li><input type="checkbox"/> Auditor must be registered with IRBA.</li> <li><input type="checkbox"/> Must comply with the International Financial Reporting Standards (IFRS).</li> <li><input type="checkbox"/> The auditor's report must be issued on the auditing company's letterhead, signed and dated</li> </ul>
<b>3. Occupational health &amp; safety in respect of every site of delivery</b>	Comprehensive or follow-up audit report/s <b>ONLY</b> . No annexures are required	<ul style="list-style-type: none"> <li><input type="checkbox"/> Copies must be original or certified for ALL sites that the college is registered for.</li> <li><input type="checkbox"/> Must be issued by an independent OHS auditor or Department of Labour.</li> <li><input type="checkbox"/> Audit report/s must reflect date of audit and location of sites (i.e. the physical address/es of site/s) and be signed</li> <li><input type="checkbox"/> Audit opinion regarding safety is expressed.</li> </ul>
<b>4. Annual Survey</b>	Proof of submission (e-mail sent)	<ul style="list-style-type: none"> <li><input type="checkbox"/> As per annual survey MIS requirements</li> </ul>
<b>5. Establishing a surety</b>	Confirmation letter from Bank that surety is still valid	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit an <b>ORIGINAL</b> confirmation letter as issued by a financial services provider or holding company. Date of issue of the bank letter must be current year.</li> </ul>
	Formal request for exemption	<ul style="list-style-type: none"> <li><input type="checkbox"/> Formal request for exemption must be on a letterhead and signed by CEO. Must provide reason/s for the exemption request.</li> </ul>

<b>6. Marketing and promotional information</b>	Marketing material	<ul style="list-style-type: none"> <li><input type="checkbox"/> Must adhere to all requirements of <b>Regulation</b>.</li> <li><input type="checkbox"/> Accredited and registered qualifications are marketed.</li> <li><input type="checkbox"/> The legally registered name is used in the marketing information.</li> <li><input type="checkbox"/> Physical address (es) and number of sites correspond(s) with the information in the Register of Private Colleges.</li> </ul>
<b>7. Income Tax requirement</b>	Tax clearance certificate	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Original or certified</b> tax clearance certificate issued by SARS must be submitted.</li> <li><input type="checkbox"/> Must expire in the current year or beyond.</li> <li><input type="checkbox"/> Must reflect the legal name of the institution.</li> </ul>