**higher education & training**

Department:
Higher Education and Training
**REPUBLIC OF SOUTH AFRICA**

## APPLICATION FOR CURRICULUM OFFERINGS, SITES, MODE OF DELIVERY AND DECLARATION OF TRADE TEST CENTRES

1.  Please note all applicable sections **must be fully completed and the application must be signed**.
2.  The **required supporting documentation must be included** with the application when submitted.
3.  **Check the application for compliance and accuracy**, using the checklist provided at the end.
4.  Note that the **implementation of the application is subject to approval by the Director-General** of Higher Education and Training (DHET).
5.  Any application for implementation **must be lodged before 30 June of the year before**.

The application consists of the following sections:

| | |
|---|---|
| **Section A:** | General Information and Summary (*compulsory*) |
| **Section B1:** | Application for New Qualification, Programme or Subject Offerings |
| **Section B2:** | Discontinuing existing Qualification, Programme or Subject Offerings |
| **Section B3:** | Application for Offering a Higher Certificate |
| **Section C1:** | Application for a New Site of Delivery (Campus) |
| **Section C2:** | Closure of an Existing Site or Campus |
| **Section D:** | Application for a New Mode of Delivery |
| **Section E:** | Declaration regarding Registering a Trade Test Centre |
| **Section F:** | Motivation, Rationale and Endorsement of the Application (*compulsory*) |
| **Annexure A:** | Checklist for Compliance and Accuracy |

| | |
|---|---|
| **This application is lodged by:** | *The name of the person responsible for submitting the application.* |
| **College:** | |
| **Contact Details** | |
| **Date:** | *Of the submission* |

## SECTION A: GENERAL INFORMATION AND SUMMARY

*1.    Provide the following college information.*

| | | | |
|---|---|---|---|
| **Name of TVET College:** | | | |
| **Tel no of the College Central Office:** | | | |
| **Postal address of the College:** | | | |
| **Name of TVET College Principal:** | | | |
| **Cell no of TVET College Principal:** | | | |
| **E-mail of TVET College Principal:** | | | |
| **Name of TVET College Council Chair:** | | | |
| **Cell no of TVET College Council Chair:** | | | |
| **E-mail of TVET College Council Chair:** | | | |
| **Name/s, designation/s and contact details of other College Management** | **Name** | **Designation** | **Contact Details** |
| | *These are the names of other college management members involved in the application such as the Deputy Principal: Academic.* | | |
| | | | |

*2.    Complete the summary information for the application.*

| Name/s of new programme or subject offerings (Section B1) | Campus/es where to be implemented | Date/s for implementation |
|---|---|---|
| 1. 2. | | |
| **Name/s of discontinued programme or subject offerings (Section B2)** | **Campus/es where to be implemented** | **Date/s for implementation** |
| 1. 2. | | |
| **Name/s of Higher Certificate offerings (Section B3)** | **Campus/es where to be implemented** | **Date/s for implementation** |
| 1. 2. | | |
| **Name/s of new campus/ site (Section C1)** | **Physical location of campus/site** | **Date/s for implementation** |
| 1. 2. | | |
| **Name/s of site/campus for closure (Section C2)** | **Physical location of campus/site** | **Date/s for implementation** |
| 1. 2. | | |
| **Mode of delivery to be offered (Section D)** | **Campus/es where to be implemented** | **Date/s for implementation** |
| 1. | | |
| **Name/s of registered trade test centre (Section E)** | **Physical location of campus/site** | **Date/s for implementation** |
| 1. 2. | | |

## SECTION B1: NEW QUALIFICATION, PROGRAMME & SUBJECT OFFERINGS

**NOTE:** **This section is compulsory to complete in case of offering any new qualification/s, programme/s and/or subject/s. Should the delivery be intended for a NEW site, it is compulsory to complete this section in conjunction with Section C1 – application for a new campus or site of delivery.**

The following supporting documentation must be submitted:

(i)  *Implementation plan including a) detailed budget and cost analysis for the first year; b) sources of funding; c) financial projections of sustainability for 5 years; d) resource (HR, infrastructure & teaching and learning) availability, allocation and readiness; and e) curriculum delivery plan;*

(ii)  *Provider code and examination centre number;*

(iii)  *Proof of ratification of application by the college council; and*

(iv)  *An OHS[1] audit report.*

1.  **Provide the following administrative and legal information.**

**NOTE:** **Duplicate the table below for each new offering intended.**

| | Qualification | Programme | Subject/s | |
|---|---|---|---|---|
| **Offering intended:** | *e.g. N4 – N6 Business Studies* | *Management Assistant* | *Communication Office Practice Information Processing Computer Practice* | |
| **Campus/es or Site/s intended for the delivery:** | 1. | | *New* | *Existing* |
| | 2. | | *New* | *Existing* |
| | 3. | | *New* | *Existing* |
| | 4. | | *New* | *Existing* |
| | 5. | | *New* | *Existing* |
| **Provider Code/s[2] (for existing sites):** | 1. | | | |
| | 2. | | | |
| | 3. | | | |
| **Examination Centre Number for existing sites):** | 1. | | | |
| | 2. | | | |
| | 3. | | | |

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[1] Occupational health and safety audit report issued by an independent registered OHS auditor.

[2] The provider code (currently use EMIS number) is the unique identifier of this campus as an education and training delivery site.

**2.    Indicate implementation strategy.**

| | Qualification | Number | Programme | Number | Subject/s | Number |
|---|---|---|---|---|---|---|
| **Comment on the first enrolment into the offering/s:** | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| **Comment on readiness to offer the new qualification(s) / programme(s) / subject(s).** | *Insert or attach implementation strategy and plan.* | | | | | |
| **Comment on health and safety aspects of the site/s of delivery.** | *Attach recent OHS report/s (not older than a year) for all intended sites of delivery* | | | | | |
| **Comment on approval by Council of the discontinuation as well as whether this decision was planned for.** | *Attach proof of ratification of application by Council.  Also refer to the relevant plans and sections where the new offering/s has/have been captured.* | | | | | |

**NOTE:** **This section is compulsory to complete when any qualification, programme and/or subject offerings are to be discontinued. It may be required to complete this section in conjunction with Section C2 – closure of an existing site of delivery.**

The following supporting documentation must be submitted:

(i)     *Phase-out strategy and plan with specific reference to impact on students currently enrolled for qualifications on this site, plans to accommodate these students elsewhere in order to complete and achieve their qualifications as well as financial and other impact on the college community;*

(ii)    *Provider code and examination centre number; and*

(iii)   *Proof of ratification of application by the college council.*

3.      **Provide the following administrative and legal information.**

**NOTE:  Duplicate the table below for each offering to be discontinued.**

| | Qualification | Programme | Subject/s |
|---|---|---|---|
| **Currently offering to be discontinued:** | *e.g. NC(V) L4* | *Primary Health* | *English 1st Additional Language Mathematics Life Orientation Public Health The South African Health Care System The Human Body and Mind Community Orientated Primary Care (O)\** |
| **Province:** | | | |
| **GPS coordinates:** | | | |
| **Provider Code/s:** | *The provider code (currently use EMIS number) is the unique identifier of this campus as an education and training delivery site.* | | |
| **Examination Centre Number:** | | | |

**4. Indicate phase-out strategy.**

| | Qualification | Number | Programme | Number | Subject/s | Number |
|---|---|---|---|---|---|---|
| **Comment on current enrolment into the offering/s:** | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| **Comment on financial and other impact of the discontinuation on the college and surrounding community.** | *Insert or attach phase-out strategy and plan.* | | | | | |
| **Comment on the phase-out of current education and training delivery on the site.** | *Insert or attach phase-out strategy and plan.* | | | | | |
| **Comment on approval by Council of the discontinuation as well as whether this decision was planned for.** | ***Attach proof of ratification of application by Council.*** *Also refer to the relevant plans and sections where the discontinuation has been captured.* | | | | | |

| SECTION B3: HIGHER CERTIFICATE OFFERING |
|---|

**NOTE: Approval by the Minister to offer a higher certificate is required in terms of Section 43(4) of the *Continuing Education and Training Act, No. 16 of 2006*. This section is compulsory to complete in case of any intention to offer a higher certificate in collaboration with a higher education institution (HEI). Should the delivery be intended for a NEW site, it is compulsory to complete this section in conjunction with Section C1 – application for a new campus or site of delivery.**

The following supporting documentation must be submitted:

(i)      *Implementation and business plan including a detailed budget and all resource allocations and readiness as well as proof of sustainability and benefits to college;*

(ii)     *Copies of letters from CHE and DHET confirming approval of qualification with a qualification code assigned;*

(iii)    *A signed MoU between the college and the HEI covering aspects of delivery of tuition, conduct of assessment and certification as well as subsidy implications for HEI for this cohort of students;*

(iv)    *Evidence of a student support services programme in line with the student support services at the HEI; and*

(v)     *An OHS audit report.*

**1.     Provide the following administrative and legal information.**

NOTE:  Duplicate the table below for each new offering intended.

| Higher Certificate (HC) Offering intended: | Higher Certificate Qualification | | Qualification Code | | Subject/s | |
|---|---|---|---|---|---|---|
| | | | | | | |
| **Campus/es or Site/s intended for the delivery:** | 1. | | | | *New* | *Existing* |
| | 2. | | | | *New* | *Existing* |
| **Programme approval obtained:** | ***Attach copies of the letters of approval by the Council for Higher Education (CHE) and the Department of Higher Education and Training.*** | | | | | |
| **Agreement with HEI:** | ***Attach copy of the signed MoU.*** *The MoU outlines all elements of the partnership between the college and the HEI required for the delivery of tuition, the conduct of assessments and the certification of the qualification/s.* | | | | | |

**2.     Indicate implementation strategy.**

| | Qualification | Qualification Code | Number | Subject/s | Number |
|---|---|---|---|---|---|
| **Comment on the first enrolment into the HC:** | | | | | |
| | | | | | |
| | | | | | |

| | |
|---|---|
| **Comment on readiness to offer the HC.** | *Insert or attach implementation and business plan.* |
| **Comment on provision of student support services for students enrolled for HC offering/s.** | *Insert or attach student support services programme.* |
| **Comment on health and safety aspects of the site/s of delivery.** | *Attach recent OHS report/s (not older than a year) for all intended sites of delivery* |
| **Comment on approval by Council of the discontinuation as well as whether this decision was planned for.** | *Attach proof of ratification of application by Council. Also refer to the relevant plans and sections where the new offering/s has/have been captured.* |

**NOTE: This section is compulsory to complete when any new campus or site of delivery has been established and MUST BE COMPLETED in conjunction with Section B1 – application for delivery of qualifications, programmes or subjects.**

The following supporting documentation must be submitted:

*(i)      Implementation plan including a) detailed budget and cost analysis for the first year; b) sources of funding; c) financial projections of sustainability for 5 years; d) resource (HR, infrastructure & teaching and learning) availability, allocation and readiness; and e) curriculum delivery plan;*

*(ii)     Proof of ratification of application by the college council;*

*(iii)    An OHS audit report;*

*(iv)    An electrical certificate; and*

*(v)     Proof of ownership of site such as deed of transfer.*


**1.      Provide the following administrative and legal information.**

| | |
|---|---|
| **Name of new site or campus:** | |
| **Physical address (location) of site:** | |
| **Local region and/or municipal area:** | |
| **Province:** | |
| **GPS coordinates:** | |
| **Purpose of site:** | *Indicate the purpose for establishing the site, for example as a teaching and learning site, skills development centre, etc.* |
| **Legal ownership:** | *Indicate which entity legally owns the site. **Attach proof of ownership** such as copy of the deed of transfer or legal agreement.* |

**2.      Indicate compliance with infrastructure and other delivery requirements**

**Note that a site visit will be conducted by a team from the Department to verify the information provided and to ascertain its readiness and compliance with all requirements.**

| | |
|---|---|
| Comment on the intended use of the site in terms of: <br> (i) The kind of building structures on the site and their surface coverage expressed in square metre; <br> (ii) The types and intended use of the existing facilities; <br> (iii) The surface coverage of the site expressed in square metre; <br> (iv) The number of students, staff or other that can be accommodated in each type of facility. | *The facility type relates to classrooms, workshops, information centres, hostels, staff rooms, amongst other.* |
| The site has recently been audited and complies with occupational, health and safety requirements. | ***Attach audit report*** *of an independent and registered OHS auditor, not older than a year.* |
| Comment on the suitability of the site in terms of: <br> (ii) Accessibility (existing roads, transport available to students etc.); <br> (iii) Water and waste water demand; <br> (iv) Ablution facilities; <br> (v) Condition of buildings; and <br> (vi) Fit-for-purpose status of the buildings. | *The condition of the buildings relates to aspects such as painting (internal and external, ceilings; lighting, storm water and sewerage drainage; gutters and facias; roof structures, and electrical infrastructure amongst other.* ***Attach electrical certificate*** *issued by local municipality.* <br><br> *The fit-for–purpose status relates to suitability in terms of use for office space, storage, classrooms, workshops, etc. It includes reference to the equipment and furniture that are available and ready for use and meeting examination centre compliance in terms of suitable venues to accommodate candidates (e.g. sufficient space for the conduct of examinations) and safekeeping requirements ( e.g. a strong room for the safekeeping of the examination material and question papers).* ***Conduct compliance check for registration as examination centre using the checklist below.*** |
| Comment on the financial viability and sustainability of the site. | ***Insert or attach implementation plan****.* |
| Comment on the intended education and training delivery on the site. | ***Insert or attach implementation plan****.* |
| Comment on approval by Council as well as its establishment featuring in strategic and operational planning. | ***Attach proof of ratification of application by Council.*** *Also refer to the relevant plans and sections where this establishment has been captured.* |

## COMPLIANCE CHECK FOR REGISTRATION AS EXAMINATION CENTRE

**NOTE:** This pre-check will be **verified by a site visit** by a team of DHET officials. **Proof of conducting this assessment** (completed checklist) **must be included** with the application.

| Requirements for Examination Centre Registration | College Official | |
|---|---|---|
| 1. Is the college currently conducting national examinations? If yes, Indicate names of programmes and/or subjects number of students enrolled for examinations. | *Yes* | *No* |
| **List of programmes for which national examinations are conducted** | **Number enrolled** | |
| | | |
| | | |
| | | |
| **Requirements for Examination Centre Registration** | **College Official** | |
| 2. Is/are the venue/s conducive for the conduct of national examinations? Please indicate the following: | | |
| 2.1 The number of rooms with doors available to seat candidates for writing of examinations on the premises to be registered: | | |
| 2.2 The number of fully fitted/equipped computer laboratories: | | |
| 2.3 The number of computers and printers per laboratory (Divisions must be between computers, minimum of 10 per room): | | |
| 2.4 The number of simulation/practical rooms available for NC(V): *Please list for which subjects.* | | |
| 2.5 Does the examination centre have appropriate furniture and equipment (standard desks, chairs, whiteboards, connected telephone, fax, printers and large photocopier machine, storage areas, etc.)? | *Yes* | *No* |
| 2.6 Is there sufficient lighting in all rooms and passages of the centre? | *Yes* | *No* |
| 2.7 Is there availability of fresh water? | *Yes* | *No* |
| 2.8 Are there separate, working and lockable toilet facilities for males and females (1:50 male/female students)? | *Yes* | *No* |
| **Requirements for Examination Centre Registration** | **College Official** | |
| 3. Does the examination meet safekeeping requirements for the conduct of national examinations? Please indicate the following: | | |
| 3.1 Is there 24 hour security at the venue/premises? | *Yes* | *No* |
| 3.2 Does the venue/premise(s) have an alarm system connected to an armed response unit? | *Yes* | *No* |
| 3.3 Does the centre have a strong room for the safekeeping of examination question papers and examination materials? | *Yes* | *No* |
| 3.4 Is/Are the venue/premises approved by the local health and fire services in terms of the by-laws? (Provide proof.) | *Yes* | *No* |

**NOTE: This section is compulsory to complete when any existing campus or site of delivery has been earmarked for closure and MUST BE COMPLETED in conjunction with Section B2 – discontinuation of delivery of qualifications, programmes or subjects.**

The following supporting documentation must be submitted:

(i)     *Phase-out strategy and plan with specific reference to impact on students currently enrolled for qualifications on this site, plans to accommodate these students elsewhere in order to complete and achieve their qualifications as well as financial and other impact on the college community;*

*(ii)    Provider code and examination centre number; and*

*(iii)   Proof of ratification of application by the college council.*

### 1.     Provide the following administrative and legal information.

| | |
|---|---|
| **Name of existing site or campus:** | |
| **Physical address (location) of site:** | |
| **Local region and/or municipal area:** | |
| **Province:** | |
| **GPS coordinates:** | |
| **Purpose of site:** | *Indicate the purpose of the site, for example as a teaching and learning site, skills development centre, etc.* |
| **Provider Code:** | *The provider code (currently use EMIS number) is the unique identifier of this campus as an education and training delivery site.* |
| **Examination Centre Number:** | |

### 2.     Indicate phase-out strategy.

| | |
|---|---|
| **Comment on the current use of the site in terms of:**<br>**(i)  The kind of building structures on the site;**<br>**(ii) The types and current use of the existing facilities;**<br>**(iii) The number of students, staff or other currently enrolled at this campus;**<br>**(iv) Indicate the number of and qualifications, programmes and/or subjects that are affected by the closure.** | *The facility type relates to classrooms, workshops, information centres, hostels, staff rooms, amongst other.* |

| | |
|---|---|
| **Comment on financial and other impact of the site closure on the college and surrounding community.** | *Insert or attach phase-out strategy and plan.* |
| **Comment on the phase-out of current education and training delivery on the site.** | *Insert or attach phase-out strategy and plan.* |
| **Comment on approval by Council of the site closure as well as whether this decision was planned for.** | *Attach proof of ratification of application by Council. Also refer to the relevant plans and sections where this closure has been captured.* |

## SECTION D: NEW MODE OF DELIVERY

NOTE: Duplicate the table below for each new offering intended.

Provide the following information as accurately as possible.

| 1. | Mode of delivery (Full time, Part time, Distance or E- Learning) | |
|---|---|---|
| 2. | Programmes:<br><br>Subjects: | |
| 3. | Provision of student learning material | |
| 4. | Assessment (for quality and credibility) | |
| 5. | Student Support services (services available to support learning) | |
| 6. | Funding arrangement / sources | |
| 7. | Any other information | |

*This section must be completed if the college offers the trade test preparation and / or the actual trade testing*

NOTE: Duplicate the table below for each trade offering intended.

| 1. | Name of the trade | |
|----|----|----|
| 2. | Code of the trade | |
| 3. | Sector in which the trade is registered | |
| 4. | Site of delivery | |
| 5. | Number of students | |
| 6. | Infrastructure in place (describe) | |
| 7. | Plant and equipment required | |
| 8. | Lecturer competency (qualifications and experience) | |
| 9. | Budget allocation for implementation | |
| 10. | Any other information | |

## SECTION F: MOTIVATION, RATIONALE AND ENDORSEMENT

*1.* *In a comprehensive narrative explain the motivation and reasons for this application. Refer to quantitative and qualitative evidence.*

*Indicate, amongst other, findings of market and community research that was conducted; processes that were followed to arrive at this application; evidence of impact and/or sustainability of the application; applicable examination results (history of at least 2 years); human resource capacity in terms of delivery; and support and capacity within the college to implement successfully after approval.*

*2.* *In a brief narrative, explain the link to the strategic and operational planning of the college.*

*Explain how this application relates to the achievement of strategic objectives of both the Department and the college as well as the relevance of this application in terms of annual performance and operational planning.*

*3.* *Declarations and signatures*

*I, _____, the undersigned, hereby declare that the information provided in this application is accurate and that the application has been approved by the College Council.*

_____     *Signed at _____ on _____/_____/20___*

**College Principal**

*I, _____, the undersigned, hereby declare that the information provided in this application is accurate and that the application has been approved by the College Council.*

_____     *Signed at _____ on _____/_____/20___*

**College Council Chair**

**COMMISSIONER OF OATHS STAMP**

| *Please verify and check* | *Confirm by ticking* | **Comments** |
|---|---|---|
| 1.  **Section A** is fully completed. | | |
| 2.  The information provided in the application is correct. | | |
| 3.  **Sections A and F (compulsory)** are completed. | | |
| 4.  **Section B1** is fully completed. | | |
| 5.  All supporting documentation for **Section B1** is included with the application. <br> *(i)*      *Implementation plan* <br> *(ii)*      *Provider code (if applicable)* <br> *(iii)*      *Examination centre number (if applicable)* <br> *(iv)*      *Proof of ratification of application by the college council* <br> *(v)*      *OHS audit report for site of delivery* | | |
| 6.  **Section B2** is fully completed. | | |
| 7.  All supporting documentation for **Section B2** is included with the application. <br> *(i)*      *Phase-out strategy and plan* <br> *(ii)*      *Provider code* <br> *(iii)*      *Examination centre number* <br> *(iv)*      *Proof of ratification of decision by the college council* | | |
| 8.  **Section B3** is fully completed. | | |
| 9.  All supporting documentation for **Section B3** is included with the application. <br> *(i)*      *Implementation and business plan* <br> *(ii)*      *Copies of letters from CHE and DHET* <br> *(iii)*      *Signed MoU between the college and the HEI* <br> *(iv)*      *A student support services programme* <br> *(v)*      *OHS audit report for site of delivery* | | |
| 10.  **Section C1** is fully completed. | | |
| 11.  All supporting documentation for **Section C1** is included with the application. <br> *(i)*      *Implementation plan* <br> *(ii)*      *Curriculum delivery plan* <br> *(iii)*      *Proof of ratification of application by the college council* <br> *(iv)*      *OHS audit report* <br> *(v)*      *Electrical certificate* | | |

| | | |
|---|---|---|
| *(vi)*   *Examination Centre Checklist* | | |
| (vii)   *Proof of ownership of site such as deed of transfer* | | |
| 12.  **Section C2** is fully completed. | | |
| 13.  All supporting documentation for **Section C2** is included with the application.<br>*(i)*   *Phase-out strategy and plan*<br>*(ii)*   *Provider code*<br>*(iii)*   *Examination centre number*<br>*(iv)*   *Proof of ratification of application by the college council* | | |
| 14.  **Section D** is fully completed. | | |
| 15.  All supporting documentation for **Section D** is included with the application. | | |
| 16.  **Section E** is fully completed. | | |
| 17.  All supporting documentation for **Section E** is included with the application. | | |
| 18.  **Section F** is fully completed with all signatures and the stamp of a Commissioner of Oaths. | | |