

01 April 2019

## OPEN LETTER TO APPLICANTS INDEPENDENT SCHOOLS

Dear prospective applicant for accreditation

### 1. Application Process

Umalusi accepts applications for accreditation from independent schools offering the National Curriculum Statement in Grades 1 to 12, leading to the National Senior Certificate.

The accreditation process is as follows for a new applicant:

	Step in Process	Explanation
1.1	Letter of intent to apply for accreditation	<p>a. An Independent School completes an online "Letter of Intent to apply for accreditation" (LOI) found on the Umalusi website: <a href="http://www.umalusi.org.za">www.umalusi.org.za</a> "Accreditation for Private Providers";</p> <p>b. An invoice for processing of the LOI is generated on the online system and can be printed from the system;</p> <p>c. Once payment is verified, Umalusi screens the applicant's expression of intent and approves or rejects it, or requests further information.</p>
1.2	Attendance of a Quality Promotion (QP) Meeting	<p>a. All applicants must attend a compulsory Quality Promotion (QP) meeting prior to completing their self-evaluation report (application). These meetings are meant to ensure that applicants are fully aware of:</p> <ul style="list-style-type: none"> <li>i. How to complete an application;</li> <li>ii. The evidence required;</li> <li>iii. Preparation for the site visit - logistical arrangements and the programme. (Individual pre-site visit meetings will not take place);</li> <li>iv. Fees applicable and payment methods.</li> </ul> <p>b. Attendance at these meetings will be per invitation only. Applicants will be informed of the date and venue. Only the applicants who have submitted their online intent to apply for accreditation, and whose letter of intent has been accepted, will be invited.</p>

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	Step in Process	Explanation
		<p>c. Applicants will be invoiced for this attendance and may only attend after confirmation of payment for the QP meeting.</p> <p>d. After attendance of the QP meeting, the applicant will be granted access to the online self-evaluation instrument and will be invoiced for the submission of the self-evaluation report.</p> <p>e. Applicants will also be granted access to the application guideline document that clearly explains in detail what is expected, particularly in terms of the evidence required.</p>
1.3	Submission of online Self-Evaluation report (E&A IS 5A) and Portfolio of Evidence	<p>a. Once the self-evaluation invoice has been paid and payment verified, applicants will be able to submit their self-evaluation report and the required evidence online by uploading on Umalusi's online system.</p> <p>b. If the required evidence is not satisfactorily submitted, the self-evaluation report will be returned to the applicant to rework and resubmit with the correct evidence. An additional fee is payable on each re-submission.</p> <p>c. Only two resubmissions will be permitted.</p> <p>d. If there is no improvement after the second resubmission, the entire submission will be rejected. The applicant will then be required to make a new application and pay for the new application from the beginning of the process. On reapplication there will be no access to the documents previously uploaded.</p> <p>e. A school must satisfactorily submit the self-evaluation report by 31 August of a particular year in order to be reported to the provincial departments of education and assessment bodies as being compliant with Umalusi's processes for the following year.</p>
1.4	Site verification visit	<p>a. Once the self-evaluation report meets the minimum requirements the applicant will receive an invoice for the next phase of the accreditation process, which is the site visit.</p> <p>b. A site visit will only take place once the requisite site visit fee is paid.</p>

	Step in Process	Explanation
		<p>c. Applicants who request a delay of the site visit will retain the status of “unaccredited” until such time as they are found compliant with the accreditation criteria.</p> <p>d. A delay in the site visit (caused by the school) of more than 6 months will lead to the lapse of the application, with no refund of costs, and no access to the documents previously submitted.</p>
1.5	Accreditation report submitted to the Accreditation Committee of Council (ACC)	<p>a. After a site visit a consolidated report will be presented to the Accreditation Committee of Council (ACC) to ensure that the accreditation process was fair and that the decisions are consistent with the evidence found.</p> <p>b. The decisions which can be made are:</p> <ul style="list-style-type: none"> <li>• accreditation</li> <li>• 2 years provisional accreditation</li> <li>• Does not meet the requirements – “window period” to improve</li> <li>• No accreditation</li> </ul>
1.6	Correspondence sent to schools for which the ACC recommends “a window period to improve” or provisional accreditation for the initial application	<p>a. Schools which do not meet the minimum requirements for accreditation will be notified of the conditions which were not met at the first presentation of the report to the ACC and the time period in which the conditions must be met for the school to be granted accreditation.</p> <p>b. An additional fee is payable on submission of evidence of meeting the conditions.</p> <p>c. An unannounced follow-up site visit may be conducted to verify the new evidence submitted.</p> <p>d. Non-submission of the evidence during the specified time period or non-payment of the required fee, will lead to a final “no accreditation” decision.</p> <p>e. After verification of the new evidence submitted, the report will be again be presented to the ACC to ensure that the decisions are consistent with the evidence found.</p> <p>f. <b>Note that at the time of review, <u>all</u> accreditation criteria must still be met.</b> Therefore, if criteria were met at the first</p>

	Step in Process	Explanation
		presentation of the report, and were not stated as conditions to be met, but the standards drop and the school no longer meets the criteria at the point of review, that will be taken into account in making a decision on the outcome of the application for accreditation.
1.7	Decision by the CEO	<p>a. Once the Chief Executive Officer (CEO) has approved the recommendation of the ACC the outcome will be communicated to the institution by means of a letter.</p> <p>b. An appeal process is in place should the applicant wish to appeal the outcome of the decision, based on evidence available at the time of the application.</p>
1.8	Monitoring	Umalusi will monitor accredited independent schools.

## 2. Payment of Invoices

- a. The fees for the accreditation process are indicated on page 6 of this letter.
- b. Payment must be made per step of the accreditation process. This means that payment for each step must be made before the next step can take place.
- c. No step will be executed before the amount the applicant is invoiced for is settled.
- d. Umalusi will not refund any payments made towards an executed step. Should an institution wish to cancel their application, there will be no refund. We therefore appeal to institutions to be sure about their application.
- e. Invoices issued for any step of the process must be settled within 3 calendar months. Failure to do so will result in the rejection of the application irrespective of the step at which the applicant is.
- f. Applicants whose invoices were not settled and their applications rejected will be required to re-apply for accreditation at full cost to the applicant. There will be no transfer of funds from previous applications that have been rejected. The applicant will not have access to documents already submitted in the case of the rejection of an application.

### 3. Reporting of accreditation status

- a. In line with the Department of Basic Education (DBE)'s requirements for registration of schools as examination centres, Umalusi is required to report the accreditation status of schools to the different Provincial Education Departments and the Private Assessment Bodies. To this end, Umalusi will submit such a report to all the assessment bodies on the status of a school as at 31 August of that year. The status reported on will remain as such for the purposes of the Provincial Education Departments and Private Assessment Bodies for the following calendar year.
- b. Accredited independent schools will receive a letter of accreditation and an Accreditation certificate.
- c. Accredited independent schools will be displayed on Umalusi's website, [www.umalusi.org.za](http://www.umalusi.org.za).

### 4. Applications prior to 01 April 2016

- a. All providers that submitted a letter of intent and were invoiced but **did not pay** the first tranche prior to 01 April 2016 will have to reapply.

### 5. Additional information

Additional information on this accreditation process can be obtained from the guideline documents found on the Umalusi website and during attendance of the Quality Promotion meetings. You are also free to contact our offices in this regard. Contact details are as follows:

- [Dawie.Oberholster@umalusi.org.za](mailto:Dawie.Oberholster@umalusi.org.za) Phone: 012 030 0776
- [Eliazer.Lechaba@umalusi.org.za](mailto:Eliazer.Lechaba@umalusi.org.za) Phone: 012 030 0788
- [Klaus.Lettau@umalusi.org.za](mailto:Klaus.Lettau@umalusi.org.za) Phone: 012 030 0790
- [Maruska.deVilliers@umalusi.org.za](mailto:Maruska.deVilliers@umalusi.org.za) Phone: 012 030 0792
- [Vanessa.Naidoo@umalusi.org.za](mailto:Vanessa.Naidoo@umalusi.org.za) Phone: 012 349 1510 x 305
- [Gugu.Chili@umalusi.org.za](mailto:Gugu.Chili@umalusi.org.za) Phone: 012 030 0782
- [Phumla.Molusi@umalusi.org.za](mailto:Phumla.Molusi@umalusi.org.za) Phone: 012 030 0785
- [Anushka.Moodley@umalusi.org.za](mailto:Anushka.Moodley@umalusi.org.za) Phone: 012 030 0781
- [Kholofelo.Rabotho@umalusi.org.za](mailto:Kholofelo.Rabotho@umalusi.org.za) Phone: 012 030 0783
- [Chwayita.Finiza@umalusi.org.za](mailto:Chwayita.Finiza@umalusi.org.za) Phone: 012 349 1510 x 352

INDEPENDENT SCHOOLS ACCREDITATION FEES : EFFECTIVE 1 APRIL 2019							
		Foundation Phase	Primary School	High School	Combined School	Combined School	College
		Grades 1 - 3	Grades 1 - 7	Grades 8 - 12	Grades 1 - 9	Grades 1 - 12	Grades 10 - 12
Step 1	Letter of Intent (LOI)	R 911.00	R 911.00	R 911.00	R 911.00	R 911.00	R 911.00
Step 2	Attendance at Quality Promotion Workshop (per person)	R 546.00	R 546.00	R 546.00	R 546.00	R 546.00	R 546.00
Step 3	Self-evaluation	R 6,220.00	R 9,612.00	R 11,311.00	R 13,002.00	R 16,394.00	R 7,916.00
Step 4	Site Visit	R 22,516.00	R 27,037.00	R 27,037.00	R 36,084.00	R 36,084.00	R 27,037.00
Step 5	Biennial Accreditation Fee	R 3,034.00	R 3,034.00	R 3,034.00	R 3,034.00	R 3,034.00	R 3,034.00

INDEPENDENT SCHOOLS ACCREDITATION FEES: EFFECTIVE 1 APRIL 2018					
		Intermediate Phase	Senior Phase	Combined School	Combined School
		Grades 4 - 6	Grades 7 - 9	Grades 4 - 12	Grades 4 - 9
Step 1	Letter of Intent (LOI)	R 911.00	R 911.00	R 911.00	R 911.00
Step 2	Attendance at Quality Promotion Workshop (per person)	R 546.00	R 546.00	R 546.00	R 546.00
Step 3	Self-evaluation	R 7,916.00	R 7,916.00	R 14,702.00	R 11,311.00
Step 4	Site Visit	R 27,037.00	R 27,037.00	R 36,084.00	R 36,084.00
Step 5	Biennial Accreditation Fee	R 3,034.00	R 3,034.00	R 3,034.00	R 3,034.00

Re-evaluation of self-evaluation report (per event)	R 6,068.00
Evaluation of evidence submitted after a "window period" or outcome of provisional accreditation	R 6,674.00
Follow up monitoring process for institutions which fail to maintain the required accreditation standard	R 6,674.00
Extension of Scope (per additional phase)	R 28,911.00
Change of site	R 6,674.00
Appeals – Desktop evaluation only	R 6,674.00
Appeals – site visit (in addition to desktop evaluation fee)	R6,674.00

**All fees are subject to annual increase.**

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