

7 November 2016

OPEN LETTER TO APPLICANTS ADULT EDUCATION AND TRAINING (AET)

Dear prospective applicant for accreditation

1. Application Process

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 AET centre completes an online "Letter of Intent to apply for accreditation" (LOI) found on the Umalusi website: www.umalusi.org.za "Apply for Accreditation";</p> <p>b. An invoice is emailed to the address indicated by the applicant on the LOI;</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"> i. How to complete an application; ii. The evidence required; iii. Preparation for the site visit - logistical arrangements and the programme. (Individual pre-site visit meetings will not take place); iv. Fees applicable and payment methods. <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> <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</p>

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		<p>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 AET 3A) 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. The centre must satisfactorily submit the self-evaluation report by 31 October of a particular year in order to be reported to the Department of Higher Education and Training (DHET) and all accredited private 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> <p>c. Applicants who request a delay of the site visit will retain the status of "unaccredited" until such time as they are found</p>

	Step in Process	Explanation
		<p>compliant with the accreditation criteria.</p> <p>d. A delay in the site visit (caused by the centre) 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"> • 7 years' accreditation • 2 years' provisional accreditation • Does not meet the requirements – “window period” to improve • No accreditation
1.6	Correspondence sent to AET centres for which the ACC recommends “No accreditation” for the initial application	<p>a. AET centres which do not meet the minimum requirements for accreditation will be notified of the conditions and the time period in which the conditions must be met for the centre 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>
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>

	Step in Process	Explanation
		b. The decision of the CEO is final.
1.8	Monitoring	Umalusi will monitor accredited providers.

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. Umalusi will report the accreditation status of AET centres to the Department of Higher Education and training (DHET) and the Private Assessment Bodies. The report will be submitted to all the assessment bodies at the beginning of every academic year. The status as reported on at the beginning of a year, will remain as such for the purposes of the Private Assessment Bodies for the remainder of that calendar year.
- b. All accredited private providers will also be displayed on Umalusi`s website.

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:

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Yours sincerely



Ms Mary-Louise Madalane

Senior Manager: Evaluation and Accreditation Unit

2016 AET ACCREDITATION FEES	
First Payment	
LOI	R 750.00
Second Payment	
Quality Promotion Workshop (QP) (per person)	R 450.00
Third Payment	
Desktop	R 6522.00
Fourth Payment	
Site visit	R 20 778.00
Fifth Payment	
TOTAL COST	R 28 500.00
Biennial (Post Accreditation)	R 2 500.00

All fees are subject to annual increase.

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