



31 March 2016

INDEPENDENT SCHOOLS INTRODUCTORY LETTER

Dear prospective applicant for accreditation

In order to apply for accreditation, it is imperative that you familiarize yourself with the entire accreditation process and then follow our process online. The purpose of this letter is to outline our reviewed accreditation process that is implemented from 01 April 2016. This is part of our review in an effort to continuously improve our service to you.

From 1 April 2016 our accreditation process is as follows for a new applicant:

1. Application Process and Payment of Invoices

- 1.1 Payment will be made per step of the accreditation process and no longer in two lump tranches. This means that payment for each step will be payable before the next step can take place.
- 1.2 No step will be executed before the amount the applicant is invoiced for is settled.
- 1.3 Umalusi will not refund any payments made towards an executed step. Should you wish to cancel you will not be refunded. We therefore appeal to you to be sure about your application.
- 1.4 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.
- 1.5 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.

2. Quality Promotion Workshops (QPs)

- 2.1 All applicants must attend a compulsory Quality Promotion Workshop prior to completing their self-evaluation report. These workshops are meant to ensure that applicants are fully aware of the evidence required for the self-evaluation and all information pertaining to preparation for the site visit, (logistical arrangements and the programme). Individual pre-site visit meetings will no longer take place.
- 2.2 Attendance at these meetings will be per invitation. Only the applicants who have submitted their online intent to apply for accreditation, and whose letter of intent has been accepted, will be invited.

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- 2.3 Applicants will be invoiced for this attendance and will only be allowed to attend after confirmation of payment for these QPs, and applicants will be informed of the date and venue.
- 2.4 After attendance of the QP, the applicant will be able to access the self-evaluation and will be invoiced for the submission of the self-evaluation.
- 2.5 Applicants will also be granted access to the application guideline documents that clearly explains in detail what is expected, especially in terms of the evidence required.

3. Submission of Self-Evaluation Report

- 3.1 Once the self-evaluation invoice has been paid and confirmed, applicants will be allowed to submit their self-evaluation and the required evidence online by uploading on our online system. 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.
- 3.2 Only two re-submissions will be allowed and if there is no improvement, the entire submission will be rejected.
- 3.3 The applicant will then be required to make a new application and pay for the new application from the beginning of the process.
- 3.4 Applicants will be liable for all the costs pertaining to evaluation of each resubmission.

4. Site Visit

- 4.1 Once the self-evaluation report meets the requirements the applicant will receive an invoice for the next phase of the accreditation process, i.e. the site visit.
- 4.2 A site visit will only take place once the applicant has satisfactorily submitted the required evidence for the self-evaluation report and the requisite site visit fee is paid.
- 4.3 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.
- 4.4 A differentiated site-visit approach will be followed. This will be determined by the findings of the evaluation of the self-evaluation report.

5. Reporting of accreditation status

- 5.1 After a site visit a consolidated report will be presented to an accreditation committee of council (ACC) to ensure that the accreditation process was fair and that the decisions are consistent with the evidence found.

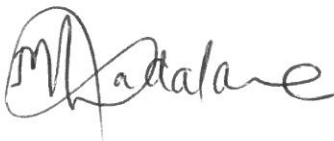
- 5.2 Once the chief executive officer (CEO) has ratified the decision of the ACC the outcome will be communicated to the institution by means of a report.
- 5.3 In the case of schools and in line with the Department of Basic Education (DBE)'s requirements for registration of schools as examination centres, 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 at the beginning of every academic year.
- 5.4 All accredited private providers will also be displayed on Umalusi's website.

6. Transitional arrangements

- 6.1 All providers that submitted a letter of intent and were invoiced but **did not pay** the first tranche, will be moved to the new process. This means that they will receive a notice to reapply.
- 6.2 Those that have paid and are in the process will continue to progress on the old system as part of a transitional process.

Additional information on this accreditation process can be obtained from our guideline documents found on our website and from the attendance of the quality promotion workshops. You are also free to contact our offices in this regard.

Yours sincerely



Ms Mary-Louise Madalane
Senior Manager: Evaluation and Accreditation Unit

**INDEPENDENT SCHOOLS
ACCREDITATION FEES**

EFFECTIVE 1 APRIL 2016

		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 750.00	R 750.00	R 750.00	R 750.00	R 750.00	R 750.00
Step 2	Attendance at Quality Promotion Workshop (per person)	R 450.00	R 450.00	R 450.00	R 450.00	R 450.00	R 450.00
Step 3	Self-evaluation	R 5 125.00	R 7 920.00	R 9 320.00	R 10 715.00	R 13 510.00	R 6 522.00
Step 4	Site Visit	R 18 555.00	R 22 280.00	R 22 280.00	R 29 735.00	R 29 735.00	R 22 280.00
Step 5	Biennial Accreditation Fee	R 2 500.00	R 2 500.00	R 2 500.00	R 2 500.00	R 2 500.00	R 2 500.00

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