




**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**ACCREDITATION REQUIREMENTS
FOR OCCUPATIONAL AND SKILLS PROGRAMMES IN
COMMUNITY EDUCATION AND TRAINING COLLEGES**

BRANCH	COMMUNITY EDUCATION AND TRAINING
APPROVAL ACTING DEPUTY DIRECTOR-GENERAL	
APPROVAL DATE	12/01/2020

PURPOSE

1. The purpose of the document is to guide colleges on the accreditation requirements to be met in order to obtain accreditation status. The document highlights the responsibilities of the college alongside the responsibilities of the Quality Assurer in the process of accreditation.
2. The document provides generic standards to be met for accreditation because it is a compilation of requirements from different Quality Assurers. Requirements that may apply to specific programmes will be obtained from the Quality Assurer relevant to the programme(s) where accreditation is required.
3. Accreditation covers the (3) three components of knowledge, practical and work experience. The latter applies to full qualifications.
4. Quality Assurers determine the turnaround time to award accreditation, duration of accreditation as well as the number of programmes to be accredited. Colleges should also note that there are fees payable for the accreditation process.
5. The document is arranged in three (3) phases, and the application of the phases depends on the Quality Assurer, for example phase 2 may not apply to all Quality Assurers.

Phase 1 INSTITUTIONAL COMPLIANCE		
Process	The College	Quality Assurer
Initiation of accreditation	<ul style="list-style-type: none"> Contact the quality assurer by phone or e-mail Receive or download the application form from the quality assurer's website 	<ul style="list-style-type: none"> Avail application form on website or any other platform.
Preparation of the required documentation/POE	<ul style="list-style-type: none"> Complete the form and attach required documentation as indicated in the form Send the form with required documents: <ul style="list-style-type: none"> -Government Gazette that established CET Colleges; -A valid Occupational Health and Safety Certificate (Premises have to be audited and certificate issued by the Department of Employment and Labour); -Evidence of appropriately qualified human resource (subject experts+ facilitators' qualifications of lecturers/facilitators who will be offering the training) -Lease Agreement (Obtainable from the owner of the property or agreement signed between SGB and council of college, where premises are leased). 	<ul style="list-style-type: none"> Acknowledge receipt of the application form and required documents Evaluate documents for compliance If the evaluation shows non-compliance, the college will be notified and advised to fill in the gap(s) Notify the college if the evaluation shows compliance
Phase 2 CURRICULUM DEVELOPMENT		
Process	College	Quality Assurer
Developed programme aligned/mapped out to registered qualifications/unit standards	<ul style="list-style-type: none"> Develop programme according to prescribed structure The college must meet all the structural requirements of programme development 	<ul style="list-style-type: none"> Evaluate whether the college has the capacity to design, develop and implement NQF aligned programmes

Phase 3 LEARNINNG SITE COMPLIANCE		
Process	College	Quality Assurer
Conduct site visit	<ul style="list-style-type: none"> • Provide proof of ownership or Lease Agreement of the facility where training will take place 	<ul style="list-style-type: none"> • Inform college about the accreditation site visit date • Audit facilities and verify documents of the training venue
Programme delivery readiness	<ul style="list-style-type: none"> • Provide evidence of qualified human resource • Provide samples of learning materials • Provide samples of learner support policy, assessment policy, appeal policy, code of conduct and disciplinary procedures • Provide evidence of training equipment, tools and machinery required for the delivery of the programme • Provide evidence of compliance with relevant standards for occupational health and safety • Provide evidence of a learner placement strategy • Provide evidence of a system to manage learning and track learner performance • Provide evidence of administrative resources for managing learner information 	<ul style="list-style-type: none"> • Audit and verify the appropriateness of resources and documents and if they are aligned to the curriculum of the programme applied for • Compile a site evaluation audit report • If audit findings reveal non-compliance, the college will be informed by a letter and an opportunity for re-submission will be granted • If the college is not satisfied with the accreditation results, the college may lodge an appeal • If audit findings reveal compliance, the Quality Assurer will communicate its decision through a letter signed by the CEO • The college accreditation information will be captured on the Quality Assurers website
Maintenance of accreditation	<ul style="list-style-type: none"> • Colleges must not be lax in terms of the accreditation requirements. Non-compliance may result in the withdrawal of accreditation • Failure to renew accreditation before it expires will result into de-accreditation. 	<ul style="list-style-type: none"> • Conduct monitoring visits for compliance and performance audit • Conduct site visits for audit purposes