

PROVINCE OF WESTERN CAPE

PROVINSIE WES-KAAP

Provincial Gazette Extraordinary

6695

Monday, 8 February 2010

Buitengewone Provinsiale Koerant

6695

Maandag, 8 Februarie 2010

Registered at the Post Office as a Newspaper

As 'n Nuusblad by die Poskantoor Geregistreer

CONTENTS

INHOUD

*(*Reprints are obtainable at Room 9-06, Provincial Building, 4 Dorp Street, Cape Town 8001.)*

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No.		Page
	Provincial Notices	
68	General Notice in terms of the Adult Basic Education and Training: Draft Regulations relating to the registration of Private Adult Basic Education and Training Centres	2
69	Adult Basic Education and Training Act, 2000 (Act 52 of 2000).....	6

		Bladsy
	Provinsiale Kennisgewings	
68	Algemene Kennisgewing ingevolge die Wet op Basiese Onderwys en Opleiding vir Volwassenes: Konsep-Regulasies betreffende die registrasie van Private Basiese Onderwys en Opleidingsentrums vir Volwassenes	4
69	Wet op Basiese Onderwys en Opleiding vir Volwassenes 2000 (Wet 52 van 2000).....	7



PROVINCIAL NOTICES

The following Provincial Notices are published for general information.

ADV. B. GERBER,
ACTING DIRECTOR-GENERAL

Provincial Building,
Wale Street
Cape Town.

PROVINSIALE KENNISGEWINGS

Die volgende Provinsiale Kennisgewings word vir algemene inligting gepubliseer.

ADV. B. GERBER,
WNDE DIREKTEUR-GENERAAL

Provinsiale-gebou,
Waalstraat
Kaaipstad.

P.N. 68/2010

8 February 2010

GENERAL NOTICE IN TERMS OF THE ADULT BASIC EDUCATION AND TRAINING ACT, 2000 (ACT 52 OF 2000)**DRAFT REGULATIONS RELATING TO THE REGISTRATION OF PRIVATE ADULT BASIC EDUCATION AND TRAINING CENTRES**

Under the powers vested in me by section 41 of the Adult Basic Education and Training Act, 2000 (Act 52 of 2000), I DONALD ARTHUR CARDROSS GRANT, Member of the Executive Council for education in the Province of the Western Cape, hereby announce my intention to promulgate the regulations relating to the registration of private adult basic education and training centres set out in the Schedule.

Any person who has an interest in the undermentioned regulations is hereby invited to submit, within thirty (30) days from the publication of this notice, any comments to:

The Head: Education
(Attention: Mr Bongani Xotyeni)
Western Cape Education Department
Private Bag X9114
CAPE TOWN
8000

Fax no: 021-467 9385

Tel no: (021) 467-2609 E-mail Bxotyeni@pgwc.gov.za

Dated at Cape Town this 5th day of January 2010

DONALD ARTHUR CARDROSS GRANT
MEC RESPONSIBLE FOR EDUCATION: WESTERN CAPE

SCHEDULE**1. Definitions**

In these regulations, any word or expression to which a meaning has been assigned in the Act, has the meaning thus assigned and, unless the context indicates otherwise—

“**Department**” means the Provincial Department of Education;

“**Head of Department**” means Head of Department defined in section 1 of the Act;

“**Member of the Provincial Cabinet**” means the Member of the Provincial Cabinet responsible for education in the Province of the Western Cape;

“**REQV**” means Relative Education Qualification Value;

“**SACE**” means the South African Council for Educators established by section 4 of the South African Council for Educators Act, 2000 (Act 31 of 2000).

“**the Act**” means the Adult Basic Education and Training Act, 2000 (Act 52 of 2000);

2. Registration of private centre

- (1) The Head of Department must, within 30 days of receipt of an application for registration of a private centre, inform the applicant of his or her decision.
- (2) An applicant who is dissatisfied with the refusal of the Head of the Department to grant the application for registration of a private centre may, within 30 days after receiving notice of the refusal, appeal to the Member of the Provincial Cabinet, in writing, setting out the grounds for the appeal.
- (3) The Member of the Provincial Cabinet must consider the appeal, and may confirm, vary or set aside the decision of the Head of the Department.
- (4) The Member of the Provincial Cabinet must, within 30 days after having made his or her decision as contemplated in subregulation (3)—
 - (a) notify the appellant of his or her decision; and
 - (b) provide the appellant with written reasons for his or her decision.

3. Duties of private centre

A private centre—

- (a) must notify the Head of Department within 21 days of any change of ownership of that centre;
- (b) must give the Head of Department, and the staff and learners of the private centre, at least 90 days' written notice of its intention to close or suspend the operation of the private centre;
- (c) may not change its premises without the approval of the Head of Department;
- (d) must, if it wishes to change its premises, furnish the Head of Department with—
 - (i) the address of the proposed new location for the private centre;
 - (ii) a certificate from the relevant health authority confirming that the facilities at the private centre meet the minimum health requirements;
 - (iii) a floor plan and site plan;
 - (iv) proof of security of tenure over the premises; and
 - (v) a needs analysis report regarding the area in which the private centre is to be located;
- (e) must inform the Head of Department of all new appointments of educators, which appointments must be—
 - (i) in accordance with the constitution of the private centre;
 - (ii) registered with the SACE; and
 - (iii) subject to any applicable law;
- (f) may not appoint an educator who does not satisfy the minimum qualification (REQV 13) requirement of the Department, unless, upon application by the private centre, the Head of Department is satisfied that the services of a specified person are of particular benefit to the private centre.

4. Investigation

- (1) The Member of the Provincial Cabinet may appoint a person to conduct an investigation at a private centre if—
 - (a) circumstances arise at the private centre that—
 - (i) involve financial or other maladministration of a serious nature; or
 - (ii) seriously undermine the effective functioning of the private centre;
 - (b) the owner of that private centre has failed to resolve the circumstances contemplated in paragraph (a).
 - (c) the private centre is not complying with any duty imposed on it by or in terms of the Act; or
 - (d) the appointment is in the interest of adult basic education and training in a democratic society.
- (2) The person appointed in terms of subregulation (1) must, within 30 days after appointment and on the terms of reference specified by the Member of the Provincial Cabinet—
 - (a) conduct an investigation at the private centre concerned;
 - (b) report in writing to the Member of the Provincial Cabinet on the findings of his or her investigation; and
 - (c) suggest appropriate measures to resolve the matter.
- (3) The Member of the Provincial Cabinet must provide the private centre with a copy of the report referred to in subregulation (2) within 60 days after the completion of the investigation.

5. Short title and commencement

These regulations are called the Regulations relating to the registration and maintenance of Private Adult Basic Education and Training Centres, and come into operation on the date of publication in the *Provincial Gazette*.

P.K.68 /2010

8 Februarie 2010

**ALGEMENE KENNISGEWING INGEVOLGE DIE WET OP BASIESE ONDERWYS EN OPLEIDING VIR VOLWASSENES, 2000
(WET 52 VAN 2000)**

**KONSEP-REGULASIES BETREFFENDE DIE REGISTRASIE VAN PRIVATE BASIESE ONDERWYS EN OPLEIDINGSENTRUMS
VIR VOLWASSENES**

Kragtens die bevoegheid aan my verleen by artikel 41 van die Wet op Basiese Onderwys en Opleiding vir Volwasse nes, 2000 (Wet 52 van 2000), gee ek, DONALD ARTHUR CARDROSS GRANT, Lid van die Uitvoerende Raad verantwoordelik vir Onderwys in die Provinsie Wes-Kaap, kennis van my voorneme om die regulasies betreffende die registrasie van private basiese onderwys en opleiding vir volwasse nes in die skedule uiteengesit af, te kondig.

Enige persoon wat 'n belang het in die onderstaande regulasies word hiermee uitgenooi om binne dertig (30) dae vanaf die publikasie van hierdie kennisgewing, enige kommentaar voor te lê aan:

Die Hoof: Onderwys
(Aandag: Mnr Bongani Xotyeni)
Wes-Kaap Onderwysdepartement
Privaatsak X9114
KAAPSTAD
8000

Faks nr: (021) 467-9385
Tel nr: (021) 467-2609 E-pos: Bxotyeni@pgwc.gov.za

Gedateer te Kaapstad hierdie 5de dag van Januarie 2010

DONALD ARTHUR CARDROSS GRANT
LUR VERANTWOORDELIK VIR ONDERWYS: WES-KAAP

SKEDULE

1. Definisies

In hierdie regulasies het enige woord of uitdrukking waaraan 'n betekenis in die Wet geheg is, die betekenis wat hieronder daaraan geheg is, tensy die konteks anders aandui—

“**Departement**” die Provinsiale Departement van Onderwys;

“**Departementshoof**” die Departementshoof soos omskryf in artikel 1 van die Wet;

“**die Wet**” die Wet op Basiese Onderwys en Opleiding vir Volwasse nes, 2000 (Wet 52 van 2000);

“**Lid van die Provinsiale Kabinet**” die Lid van die Provinsiale Kabinet vir Onderwys in die Provinsie Wes-Kaap;

“**ROKW**” die Relatiewe Opvoedkundige Kwalifikasiewaarde;

“**SARO**” die Suid-Afrikaanse Raad van Opvoeders geskep deur Afdeling 4 van die Wet op die Suid-Afrikaanse Raad vir Opvoeders, 2000 (Wet 31 van 2000).

2. Registrasie van private sentrum

- (1) Die Departementshoof moet, binne 30 dae vanaf ontvangs van 'n aansoek om registrasie van 'n private sentrum, die aansoeker verwittig van sy of haar beslissing.
- (2) 'n aansoeker wat ontevrede is met die weiering van die Departementshoof om die aansoek om registrasie van 'n private sentrum goed te keur, mag binne 30 dae na ontvangs van kennisgewing van die weiering, appèl aanteken by die Lid van die Provinsiale Kabinet en sy of haar gronde vir die appèl skriftelik uiteensit.
- (3) Die Lid van die Provinsiale Kabinet moet die appèl oorweeg en kan die beslissing van die Departementshoof bevestig, wysig of ter syde stel.
- (4) Die Lid van die Provinsiale Kabinet moet, binne 30 dae nadat hy of sy tot 'n beslissing soos beoog in subregulasie (3) gekom het—
 - (a) die appellant van sy of haar beslissing verwittig; en
 - (b) die appellant voorsien van skriftelike redes vir sy of haar beslissing.

3. Verpligtings van private sentrum

'n Private sentrum—

- (a) moet die Departementshoof binne 21 dae verwittig van enige verandering van eienaarskap van daardie sentrum;
- (b) moet die Departementshoof, en die personeel en leerders van die private sentrum, ten minste 90 dae skriftelik kennis gee van sy voorneme om die private sentrum te sluit of die bedryf daarvan op te kort;
- (c) mag nie van perseel verander sonder die goedkeuring van die Departementshoof nie;
- (d) moet, indien dit van perseel wil verander, die Departementshoof van die volgende voorsien—
 - (i) die adres van die voorgestelde nuwe ligging vir die private sentrum;
 - (ii) 'n sertifikaat van die betrokke gesondheidsowerheid wat bevestig dat die fasiliteite by die private sentrum voldoen aan die minimum gesondheidsvereistes;

- (iii) 'n vloerplan en 'n terreinplan;
 - (iv) bewys van sekerheid van behoud van die perseel; en
 - (v) 'n behoeftebepalingsverslag rakende die omgewing waarin die private sentrum geleë sal wees;
- (e) moet die Departementshoof verwittig van alle nuwe aanstellings van opvoeders, welke aanstellings moet wees—
- (i) in ooreenstemming met die grondwet van die private sentrum;
 - (ii) geregistreer by die SARO; en
 - (iii) onderworpe aan enige toepaslike wet;
- (f) mag nie 'n opvoeder aanstel wat nie voldoen aan die minimum kwalifikasievereiste (ROKW 13) van die Departement nie, tensy, na aansoek deur die private sentrum, die departementshoof tevrede is dat die dienste van 'n gespesifiseerde persoon tot besondere voordeel van die private sentrum sal wees.

4. Ondersoek

- (1) Die Lid van die Provinsiale Kabinet kan 'n persoon aanstel om ondersoek by 'n private sentrum in te stel indien—
- (a) daar omstandighede by die private sentrum ontstaan waarby—
 - (i) finansiële of ander wanadministrasie van 'n ernstige aard betrokke is; of
 - (ii) wat die doeltreffende funksionering van die private sentrum ernstig ondermyn;
 - (b) die eienaar van daardie private sentrum in gebreke gebly het om die omstandighede beoog in paragraaf (a) op te los.
 - (c) die private sentrum nie voldoen aan enige verpligting wat deur of ingevolge die Wet voorgeskryf is nie; of
 - (d) die aanstelling van daardie persoon in belang is van basiese onderwys en opleiding in 'n demokratiese gemeenskap.
- (2) Die persoon wat aangestel word ingevolge subregulasie (1) moet, binne 30 dae na aanstelling en ter voldoening aan die opdrag gespesifiseer deur die Lid van die Provinsiale Kabinet—
- (a) ondersoek instel by die betrokke private sentrum;
 - (b) skriftelik aan die Lid van die Provinsiale Kabinet verslag doen oor die bevindings van sy of haar ondersoek; en
 - (c) toepaslike maatreëls om die saak op te los aan die hand doen.
- (3) Die Lid van die Provinsiale Kabinet moet die private sentrum binne 60 dae na die afhandeling van die ondersoek voorsien van 'n afskrif van die verslag waarna daar in subregulasie (2) verwys word.

5. Kort titel en aanvang

Hierdie regulasies staan bekend as die Regulasies betreffende die registrasie van Private Basiese Onderwys en Opleidingsentrums vir Volwassenes en tree in werking op die datum van verskyning in die *Provinsiale Koerant*.

P.N. 69/2010

8 February 2010

ADULT BASIC EDUCATION AND TRAINING ACT, 2000 (ACT 52 OF 2000)

I, DONALD ARTHUR CARDROSS GRANT, Member of the Executive Council for education in the Province of the Western Cape, in terms of sections 27(2) and 31(1) of the Adult Basic Education and Training Act, 2000 (Act 52 of 2000), hereby determine the following grounds on which the registration of a private centre may be granted or withdrawn by the Head of the Department as well as the requirements for the keeping of registers and other documents by a private centre.

These grounds are published for general information.

Dated at Cape Town this 5th day of January 2010

DONALD ARTHUR CARDROSS GRANT
MEC RESPONSIBLE FOR EDUCATION: WESTERN CAPE

GROUNDS FOR REGISTRATION**Registration of a private centre**

1. An application for the registration of a private centre must be made in writing to the Head of Department substantially in the form of Annexure A.
2. The application must be accompanied by—
 - (a) a constitution for the private centre, covering all matters relating to the control of the private centre, including its ownership, character, aims, governance, funding and admission policy;
 - (b) a floor plan and a site plan which—
 - (i) in the case of a multi-storey building, must include the floor plan for each floor to be occupied; and
 - (ii) must take into account the needs of learners with disabilities;
 - (c) proof of security of tenure over the premises concerned for a minimum of 12 months from the date of commencement of the private centre;
 - (d) a certificate from the relevant health authority confirming that the facilities at the private centre meet the minimum health requirements;
 - (e) proof that the private centre will be financially viable for at least 12 months after registration;
 - (f) a needs analysis report regarding the area in which the private centre is located; and
 - (g) certified copies of the academic records of the educators to be employed by the private centre.

Grounds for withdrawal of registration of a private centre

3. If a private centre fails to comply with any duty imposed on it by or in terms of the Adult Basic Education and Training Act, 2000 (Act 52 of 2000), including the failure to resolve any circumstance which resulted in an investigation in terms of regulation 4 of the Regulations on Private Centres, 2009, and to keep a register and other documents as required by paragraph 5 of this Notice, the Head of Department must—
 - (a) determine a reasonable period within which the private centre must comply with the duties concerned; and
 - (b) notify the owner of the private centre in writing of his or her intention to withdraw that centre's registration if it does not comply with the duties within the period determined in terms of subparagraph (a).
4. If, after the expiry of the period referred to in paragraph 3(a), the private centre still does not comply with the duty concerned, the Head of Department may withdraw the registration of the private centre, subject to section 28 of the Adult Basic Education and Training Act, 2000 (Act 52 of 2000).

Keeping of registers and other documents

5. A private centre registered in terms of section 27(1) of the Adult Basic of Education and Training Act, 2000 (Act 52 of 2000), must keep the following registers and other documents:
 - (a) An enrolment register and an attendance register of the learners enrolled at or attending the private centre;
 - (b) A record of results of learners as reflected in reports given to learners;
 - (c) A file for each learner, containing the following documents—
 - (i) a certified copy of the learner's identity document;
 - (ii) the learner's registration form; and
 - (iii) a copy of every report relating to the learner;
 - (d) A register of all the educators employed at the private centre in which their names, qualifications and remuneration are recorded;
 - (e) A file for each educator, containing—
 - (i) his or her signed service contract;
 - (ii) proof of his or her South African citizenship or his or her work permit;
 - (iii) a certified copy of his or her identity document;

- (iv) a certified copy of his or her qualifications; and
- (v) any report relating to disciplinary proceedings in which he or she may have been involved;
- (f) financial records, including an official receipt book, which records should be annually audited in accordance with such directions as may be issued from time to time by the Head of Department; and
- (g) any records or documentation as the Head of the Department and NABABET may from time to time require in general or in any particular case.

P.K.69 /2010

8 Februarie 2010

WET OP BASIESE ONDERWYS EN OPLEIDING VIR VOLWASSENES, 2000 (WET 52 VAN 2000)

Ek, DONALD ARTHUR CARDROSS GRANT, Lid van die Uitvoerende Raad vir onderwys in die Provinsie Wes-Kaap bepaal hiermee, ingevolge artikels 27(2) en 31(1) van die Wet op Basiese Onderwys en Opleiding vir Volwasseenes, 2000 (Wet 52 van 2000), die volgende gronde waarvolgens die registrasie van 'n private sentrum toegestaan of teruggetrek mag word deur die Departementshoof, asook die vereistes vir die byhou van registers en ander dokumente deur 'n private sentrum.

Hierdie gronde word gepubliseer vir algemene inligting.

Gedateer te Kaapstad hierdie 5de dag van Januarie 2010

DONALD ARTHUR CARDROSS GRANT
LUR VERANTWOORDELIK VIR ONDERWYS: WES-KAP

GRONDE VIR REGISTRASIE

Registrasie van 'n private sentrum

1. 'n Aansoek om die registrasie van 'n private sentrum moet skriftelik aan die Departementshoof gerig word, in hoofsaak in die vorm van Bylae A.
2. Die aansoek moet vergesel wees van—
 - (a) 'n grondwet vir die private sentrum wat alle sake rakende die beheer van die private sentrum dek, insluitende sy eienaarskap, karakter, doelwitte, beheer, befondsing en toelatingsbeleid;
 - (b) 'n vloerplan en 'n terreinplan wat—
 - (i) in die geval van 'n multiverdiepinggebou, die vloerplan moet insluit van elke vloer wat beset gaan word; en
 - (ii) die behoeftes van leerders met gestremdhede in aanmerking moet neem;
 - (c) bewys van sekerheid van behoud van die betrokke perseel vir 'n minimum van 12 maande vanaf die aanvangsdatum van die private sentrum;
 - (d) 'n sertifikaat van die betrokke gesondheidsowerheid wat bevestig dat die fasiliteite by die private sentrum voldoen aan die minimum gesondheidsvereistes;
 - (e) bewys dat die private sentrum vir ten minste 12maande, na registrasie, finansiële lewensvatbaar sal wees;
 - (f) 'n behoeftebepalingsverslag rakende die omgewing waarin die private sentrum geleë is; en
 - (g) gewaarmerkte afskrifte van die akademiese rekords van die opvoeders wat deur die private sentrum in diens geneem gaan word.

Gronde vir terugtrekking van registrasie van 'n private sentrum

3. Indien 'n private sentrum in gebreke bly om te voldoen aan enige verpligting daaraan toegemeet deur of kragtens die Wet op Basiese Onderwys en Opleiding vir Volwasseenes, 2000 (Wet 52 van 2000), insluitend die versuim om enige omstandigheid wat uitgeloop het op 'n ondersoek ingevolge regulasie 4 van die Regulasies op Private Sentrums, 2009 op te los, en om 'n register en ander dokumente by te hou soos vereis deur paragraaf 5 van hierdie Kennisgewing, moet die Departementshoof—
 - (a) 'n redelike tydperk bepaal waarbinne die private sentrum moet voldoen aan die betrokke verpligtinge; en
 - (b) die eienaar van die private sentrum skriftelik in kennis stel van sy of haar voorneme om die sentrum se registrasie terug te trek as dit nie aan die verpligting voldoen binne die tydperk wat ingevolge subparagraaf (a) bepaal is nie.
4. Indien, na verstryking van die tydperk waarna in paragraaf 3(a) verwys word, die private sentrum steeds nie voldoen aan die betrokke verpligting nie, kan die Departementshoof die registrasie van die private sentrum terugtrek, onderworpe aan Artikel 28 van die Wet op Basiese Onderwys en Opleiding vir Volwasseenes, 2000 (Wet 52 van 2000).

Byhou van registers en ander dokumente

5. 'n Private sentrum wat ingevolge Artikel 27(1) van die Wet op Basiese Onderwys en Opleiding vir Volwasseenes, 2000 (Wet 52 van 2000) geregistreer is, moet die volgende registers en ander dokumente byhou:
 - (a) 'n Toelatingsregister en 'n bywoningsregister van die leerders wat by die private sentrum ingeskryf is of dit bywoon;
 - (b) 'n Rekord van uitslae van leerders soos weerspieël in rapporte wat aan leerders gegee word;
 - (c) 'n Lêer vir elke leerder, wat die volgende dokumente bevat—
 - (i) 'n gewaarmerkte afskrif van die leerder se identiteitsdokument;
 - (ii) die leerder se registrasievorm; en

- (iii) 'n afskrif van elke verslag rakende die leerder;
 - (d) 'n Register van al die opvoeders in die diens van die private sentrum, waarin hulle name, kwalifikasies en vergoeding aangeteken word;
 - (e) 'n Lêer vir elke opvoeder, wat die volgende bevat—
 - (i) sy of haar getekende dienskontrak;
 - (ii) bewys van sy of haar Suid-Afrikaanse burgerskap of sy of haar werkpermit;
 - (iii) 'n gewaarmerkte afskrif van sy of haar identiteitsdokument
 - (iv) 'n gewaarmerkte afskrif van sy of haar kwalifikasies; en
 - (v) enige verslag rakende dissiplinêre prosedures waarin hy of sy betrokke mag gewees het;
 - (f) finansiële rekords, insluitende 'n amptelike kwitansieboek welke rekords jaarliks geouditeer moet word in ooreenstemming met sodanige instruksies wat van tyd tot tyd deur die Departementshoof uitgereik mag word; en
 - (g) enige rekords of dokumentasie wat die Departementshoof en NABABET van tyd tot tyd, in die algemeen of in enige besondere geval, mag versoek.
-

WKOD/WCED 102
ANNEXURE A / BYLAE A



**Wes-Kaap Onderwysdepartement
Western Cape Education Department
iSebe leMfundo leNtshona Koloni**

**AANSOEK OM REGISTRASIE VAN 'N
PRIVATE ONDERWYS-EN-OPLEIDINGSENTRUM VIR VOLWASSENES**

**APPLICATION FOR REGISTRATION OF A PRIVATE
ADULT EDUCATION AND TRAINING CENTRE**

1. SENTRUM/CENTRE

1.1 Naam van sentrum/ Name of centre:.....	Sentrumstempel/ Centre stamp
1.2 Straatadres/ Street address:.....	
Poskode/ Postal code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Posadres/ Postal address:.....	
Poskode/ Postal code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
1.3 Tel. nr./ Tel. no.: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
1.4 Faks nr./ Fax no.: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
1.5 Onderwysdistrikskantoor/ Education district office:.....	Landdrosdistrik/ Magisterial district:.....

**NOTA/
NOTE:**

'n Afskrif van die sentrum se grondwet wat voorsiening maak vir onder andere ontbinding en korporatiewe status moet hierdie aansoek vergesel./

A copy of the constitution of the centre, which must make provision for, inter alia, dissolution and corporate status, must accompany this application.

2 EIENAAR of BEHEERLIGGAAM / OWNER or GOVERNING BODY

2.1	Naam van eienaar OF Naam van voorsitter van beheerliggaam/ Name of owner OR Name of chairperson of governing body:.....												
2.2	Adres/ Address:..... Poskode/ Postal code: <table border="1" style="display: inline-table; border-collapse: collapse; width: 80px; height: 20px; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>												
2.3	Telefoon nr/ Telephone No: <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px; vertical-align: middle;"><tr><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td></tr></table> <table border="1" style="display: inline-table; border-collapse: collapse; width: 200px; height: 20px; vertical-align: middle;"><tr><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td></tr></table>												
2.4	Faksnommer/ Fax No: <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px; vertical-align: middle;"><tr><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td></tr></table> <table border="1" style="display: inline-table; border-collapse: collapse; width: 200px; height: 20px; vertical-align: middle;"><tr><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td></tr></table>												

3. VOORSIENING VAN FISIESE EN ADMINISTRATIEWE FASILITEITE: / PROVISION OF PHYSICAL AND ADMINISTRATIVE FACILITIES:

3.1	TIPE(S) GEBOU(E) / TYPE(S) OF BUILDING(S)	Maak asb. regmerk (✓) in toepaslike blokkies hieronder. Please tick (✓) applicable blocks below.
	Baksteen en sement/ Bricks and mortar	
	Hout en yster (sinkplate) / Wood and iron (corrugated iron sheets)	
	Behoueringshuisvesting / Container building(s)	
	Ander (Spesifiseer asb.) / Other (Please specify.)	

3.2	ADMINISTRATIEWE FASILITEITE / ADMINISTRATIVE FACILITIES	Maak asb. regmerk (✓) in toepaslike blokkies hieronder. Please tick (✓) applicable blocks below.
	Dui aan of voorsiening gemaak is vir elk van die volgende: / Indicate whether provision is made for each of the following:	Ja/Yes Nee/No
	(a) Kantoor vir die sentrumbestuurder / Office for the centre manager	
	(b) Brandkamer / Strongroom	
	(c) Berging / Storage	
	(d) (i) Ontvangsarea / Reception area	
	(ii) Kantoor vir sekretaresse /	

	Office for secretary		
(e)	Personeelkamer/ Staffroom		
(f)	Siekeboeg/ Sick bay		

3.3 ABLUSIEFASILITEITE /
ABLUTION FACILITIES

Maak asb. regmerkie (✓) in toepaslike blokkies hieronder.
Please tick (✓) applicable blocks below.

	Dui aan of voorsiening gemaak is vir elk van die volgende: Indicate whether provision is made for each of the following:	Ja/Yes	Nee/No
(a)	Een toilet vir elke 20 mans/ One toilet for every 20 males		
(b)	Een toilet vir elke 20 dames/ One toilet for every 20 females		
	Dui aan aantal toilette beskikbaar vir/ Indicate total number of toilets available for	Getal/ Number	
	(i) mans/males		
	(ii) dames/females		
3.4	KLASKAMERS/CLASSROOMS	Getal/ Number	
(a)	Gewone klaskamers/ Ordinary classrooms		
(b)	Laboratoriums/ Laboratories		
(c)	Rekenaarkamers/ Computer rooms		
(i)	Ander (Spesifiseer asb.)/ Other(Please specify.)		

3.5 MUNISIPALE DIENSTE /
MUNICIPAL SERVICES

Maak asb. regmerkie (✓) in toepaslike blokkies hieronder.
Please tick (✓) applicable blocks below.

(a)	Dui aan of die volgende munisipale dienste beskikbaar is: Indicate whether the following municipal services are available:	Ja/Yes	Nee/No
(i)	Water/ Water		
(ii)	Elektrisiteit/ Electricity		
(iii)	Riool/ Sewerage		
(iv)	Vullisverwydering/ Refuse removal		

(b) Die volgende dokumente moet hierdie aansoek vergesel:/ The following documents must accompany this application:	
(i)	Die vloerplan (Dit hoef nie volgens skaal te wees nie.) van die gebou wat as die sentrum gebruik sal word. Elke kamer moet duidelik genommer wees en op 'n afsonderlike dokument moet die volgende duidelik aangedui word:/ A floor plan of the building to be used as the centre (This need not be drawn to scale.) Each room must be clearly numbered and, in an accompanying document, a clear indication of the following must be given: <ul style="list-style-type: none"> • Die doel waarvoor elke kamer gebruik sal word/ The purpose for which each room will be used • Die vloeroppervlak van elke kamer in vierkante meter/ The floor area of each room in square metres • In die geval van kleedkammers, die getal toilette, urinale en wasbakke/ In the case of cloakrooms, the number of toilets, urinals and washbasins
(ii)	'n Terreinplan wat die ligging van die geboue, ontspanningsgeriewe en totale oppervlakte in vierkante meter of hektaar aandui/ A site plan, indicating the position of the buildings, recreational facilities and total area in square metres or hectares
(iii)	'n Verslag van die munisipaliteit of plaaslike owerheid oor die geskiktheid van die gebou ten opsigte van gesondheidsregulasies en gebruik vir onderwysdoeleindes/ A report from the municipality or local authority on the suitability of the building with regard to health regulations and use for education purposes

3.6 BESKIKBAARHEID VAN REKORDS/ AVAILABILITY OF RECORDS		Maak asb. regmerkies (✓) in toepaslike blokkies hieronder. Please tick (✓) applicable blocks below.	
(a)	Dui aan of rekords oor die volgende beskikbaar is/ Indicate whether records are available on the following:	Ja/Yes	Nee/No
-	Personeel/ Staff		
-	Leerders/ Learners		
-	Sentrumfinansies/ Centre finances		
-	Ander (Spesifiseer asb.)/ Other (Please specify.)		
(b)	(i) Word rekords gereeld bygehou? Are records regularly updated?		
	(ii) Word rekords behoorlik geliasseer? Are records properly filed?		
	(iii) Word rekords veilig bewaar in liasseerkabinette of 'n brandkamer? Are records secured in filing cabinets or a strongroom?		
(c)	Ander kommentaar/ Other comments		

(c)	Dui aan hoeveel van elk van die volgende hulpmiddels beskikbaar is/ Indicate how many of each of the following teaching aids are available	Getal/ Number
	(i) Oorhoofse projektors/ Overhead projectors	
	(ii) Rekenaars/ Computers	
	(iii) Videotoerusting/ Video equipment	
	(iv) Oudioerusting/ Audio equipment	
	(v) Ander (Spesifiseer asb.)/ Other (Please specify.)
<p>5. INLIGTING OOR LEERDERS/ INFORMATION ON LEARNERS</p> <p>Voltooi asseblief Bylae B ./ Please complete Annexure B.</p>		
<p>6. KURRIKULUM / CURRICULUM</p> <p>Volg die sentrum die kurrikulum van die Wes-Kaap Onderwysdepartement? Does the centre follow the curriculum of the Western Cape Education Department?</p> <p>Indien nie, meld watter kurrikulum gevolg word en heg 'n lys van die vakke wat aangebied word/ If not, state which curriculum is followed and attach a list of the subjects offered.</p>		
<p>7. INLIGTING AANGAANDE ONDERWYSERS/ INFORMATION REGARDING TEACHERS</p> <p>Voltooi asseblief Bylae C./ Please complete Annexure C.</p>		
<p>8. ANDER AKTIWITEITE OTHER ACTIVITIES</p> <p>NIE-FORMELE PROGRAMME en VAARDIGHEIDSPROGRAMME/ NON-FORMAL PROGRAMMES and SKILLS PROGRAMMES</p> <p>Dui hieronder aan die nie-formele programme en vaardigheidsprogramme wat by die sentrum aangebied word:/ Indicate below the non-formal and skills programmes being offered at the centre:</p>		
<p>(a) Nie-formele programme/Non-formal programmes</p> <p>.....</p>		
<p>(b) Vaardigheidsprogramme/Skills programmes</p> <p>.....</p>		

**9. SENTRUMKALENDER
CENTRE CALENDAR**

Beoog die sentrum om die OOV-kalender van die Wes-Kaap Ondewysdepartement te volg?/
Does the centre intend to follow the AET calendar of the Western Cape Education Department?
.....

Indien nie, moet volle besonderhede van die skoolkalender wat gevolg sal word saam met hierdie
aansoek ingedien word. Die getal skooldae per kwartaal moet aangedui word./
If not, full details of the school calendar that will be followed must be submitted with this application. The
number of school days per term must be indicated.

10. Ek, die ondergetekende, verklaar dat die bogemelde inligting, sowel as die inligting wat hierdie aansoek
vergesel, in alle opsigte korrek en volledig is.

I, the undersigned, declare that the above information and the information accompanying this
application is correct and complete in all respects.

Naam van sentrumbestuurder (blokletters)/
Name of centre manager (block letters)

Handtekening van sentrumbestuurder/
Centre manager's signature

Datum/
Date

Naam van eienaar of voorsitter van
beheerliggaam (blokletters)/
Name of owner or chairperson
of governing body (block letters)

Handtekening van eienaar of voorsitter/
Owner's or chairperson's signature

Datum/
Date

11. Ek, die ondergetekende, sertifiseer hiermee dat 'n *in loco* inspeksie by die betrokke sentrum uitgevoer is, en dat
die inligting wat in hierdie aansoek verskaf word, korrek is. 'n Inspeksieverslag rakende die sentrum se
agtergrond, geboue, die behoefte aan sodanige sentrum, onderwysers, kurrikulum, beheerliggaam, rekords en
evaluering van leerders, is aangeheg./

I, the undersigned, hereby certify that an on-site inspection was carried out at the centre concerned and that the
information provided in this application is correct. An inspection report, covering matters such as the
background of the centre, buildings, the need for such a centre, teachers, curriculum, governing body, records
and evaluation of learners, is attached.

REGISTRASIE AANBEVEEL / NIE AANBEVEEL NIE
REGISTRATION RECOMMENDED / NOT RECOMMENDED

KOMMENTAAR:/
COMMENTS:

.....
.....
.....

IBB-BESTUURDER/
IMG MANAGER

Handtekening van IBB-Bestuurder
IMG Manager's signature

DATUM/
DATE

KOMMENTAAR:/
COMMENTS:

.....
.....
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.....
IBB-HOOF/
IMG HEAD

.....
Handtekening van IBB-Hoof
IMG Head's signature

.....
DATUM/
DATE

