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Ref: 14/1/1/FET/GP/ Highbury College/Pretoria/Bureau Lane

2 August 2021

Mr OA Edun
Highbury College
2nd Floor De Villers Building
27 Bureau Lane
PRETORIA
0001

Dear Mr Edun

APPLICATION FOR ACCREDITATION: Highbury College

QUALIFICATION: NATED Report 190/191 Engineering Studies N1 – N3

With the promulgation of the reviewed policy for the accreditation of private colleges (Government Gazette 41887 of September 2018), registration of a private college is now a pre-requisite for accreditation. **A private college must therefore meet the requirements for registration (or provisional registration) prior to the accreditation process being completed.**

Highbury College, 2nd Floor De Villers Building, 27 Bureau Lane, Pretoria, 0001, has met the minimum requirements at the **desktop evaluation** stage of the Umalusi accreditation process. Umalusi has advised the Department of Higher Education and Training (DHET) thereof. Your college is therefore required to submit an application for registration to the DHET. The DHET will then conduct their processes and advise Umalusi accordingly of the outcome thereof.

Only once Highbury College is provisionally registered by the DHET as a private college and examination centre, may the private college enrol students. The college may not register students based on Umalusi's referral of the college to the DHET. Registration of students must be at the beginning of a trimester once the DHET has registered the college in respect of the subjects (instructional offerings) for which the college has applied for accreditation. Examinations can only be conducted once the college students have completed the full teaching, learning and assessment requirements for the trimester.

Umalusi will conduct the site visit to verify provision of the qualification (including implementation of teaching, learning and the conduct of assessment and examinations) at the required standard once the college has provided tuition (teaching, learning and assessment) for the full trimester, conducted examinations and analysed the results, and the private college has paid the required fee. A report will then be submitted to the Accreditation Committee of Council and the private college will thereafter be advised of the outcome of their application for accreditation.

The DHET will then confirm registration or withdraw provisional registration of the private college based on the outcome of the accreditation application.

However, please note that if the college is not registered by the DHET, the accreditation process may not continue, since registration is a pre-requisite for accreditation. The desktop evaluation will remain valid for a period of 12 months while the institution seeks registration with the DHET as a private college. **Should the institution not secure provisional registration with the DHET during the 12-month period, the accreditation application will be terminated.** The private college will then be required to start the accreditation application from the beginning at full cost to the college, should a new application for accreditation be lodged.

ACTION REQUIRED BY THE PRIVATE COLLEGE:

The college is therefore required to contact the DHET in connection with its application for registration. The accreditation process (site visit) can only continue once the private college is provisionally registered by the DHET and has conducted a national external examination in the subjects (instructional offerings) for which accreditation is being sought.

All communication with regard to provisional registration must be with the DHET.

Contact details:

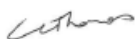
DHET Registration:

- Ms Monica Motloi (Motloi.M@dhet.gov.za)

Please direct **accreditation** queries to one of the following people at Umalusi:

- Ms Mary Malia (Mary.Malia@umalusi.org.za) or
- Dr Lawrence Ndou (Lawrence.Ndou@umalusi.org.za)

Yours sincerely



Ms Cindy Thomas

SENIOR MANAGER: EVALUATION AND ACCREDITATION