



SACE REGISTRATION



SACE

South African Council for Educators

Towards Excellence in Education

SACE REGISTRATION

The SACE Act, Act no 31 of 2000 mandates SACE to provide for the registration of all educators. The Act explains the importance of registration for those in the teaching profession, as it categorically states that no person is permitted to practice as an educator unless he/she is registered with the Council.

Who should register?

Educators and practitioners employed at these following institutions are expected to register:

- Public schools
- Recognised Independent Schools,
- Further Education and Training Institutions
- Adult Learning Centres
- Waldorf and Montessori Centres
- ECD centres (practitioners with NOF level 4 ECD qualification and above)
- Office-based educators (DBE and DHET – national, provincial, regional, district, and circuit offices)

The Council has formulated a clear set of requirements that should be fulfilled by all educators before they can qualify for registration. Those concerned are expected to:

- Satisfy the ethical standards contained in the Code of Professional Ethics for Educators
- Have at least obtained a minimum post-matric qualification of three years (M+3 or REQV 13) professionally qualified
- Have a two-year certificate in teacher education for the pre-primary phase (M+2 or REQV12) professionally qualified or any other qualifications recognised by the Council for purposes of registration.

Council also affords provisional registration under special circumstances.

Requirements for registration also include certified copies of educators' qualification, identity document or marriage certificate in the case of married woman, as well as R60, 00 registration fee and R 120 annual levy.

Please note: Copies of all documents must be certified by a commissioner of oath and state that it is a true copy of the original.

The commissioners of oaths can be found at the police station, post office, or bank.

Only original certified documents accepted. No copy of a certified copy will be accepted.

REGISTRATION - FREQUENTLY ASKED QUESTIONS

Q: Who must register with SACE?

A: Educators employed at:

- Public schools (These are educators employed in terms of the Employment of Educators Act of 1998 and the South African Schools Act of 1996), included are governing body educators
- Recognised independent schools
- Further Education and Training Institutions (employed in terms of the FET Act of 1998),
- Adult learning centers (educators with ABET diplomas).
- ECD centers (educators with NQF level 4 ECD qualification and above)

Q: Why must educators register with SACE?

A: It is a statutory requirement that educators must register with SACE. No person may be employed as an educator by any employer unless the person is registered with the Council.

Q: Is it necessary for educators to supply their original diplomas or degrees when registering at SACE offices?

A: No. Educators must always provide certified copies of their qualifications. Only original certified documents accepted. No copy of a certified copy will be accepted

Q: Is it possible for educators to post their application forms instead of coming to the office for registration?

A: This is the preferred method of registration. Educators must post their application forms and certified copies of their qualifications accompanied by a postal order of R60.00 as payment for registration, by registered mail.

Q: Should educators collect their certificates from the SACE offices?

A: No. It is not necessary for Educators to collect certificates as they are posted immed-

ately after the applications are processed.

Q: Are educators allowed to come and register at the SACE offices?

A: Our operations are not designed to process walk-in applications. We do accommodate limited numbers of educators who want to register directly at our offices. This may result in applicants waiting too long before they could be registered and issued with registration certificates, depending on the length of the queue.

Q: Can educators e-mail or fax their application form?

A: No. The office must have the original application form, as well as certified copies of qualifications, unless in exceptional circumstances. Electronic registration is planned for the future.

Q: Does SACE accommodate a prospective educator who is still studying towards a diploma or degree in education or if he or she is supplementing one or two subjects and he or she wants to register?

A: We register prospective educators provisionally from their first year of study. Once the prospective educator qualifies as an educator, he/she should supply the SACE office with certified copies of the certificates and identity document, to qualify for full registration.

Please note: For provisional registration, proof of registration (study) towards professional qualification is required. Only an original proof of registration from the institution of study will be accepted, we do not accept internet downloaded documents.

Q: When is an educator registered conditionally?

A: In line with the ELRC collective agreement, a person (specialist) with a three year post matric qualification, who is employed to teach at a school/college, without professional (educational) qualifications, could be accorded this form of provisional registration. Other exceptional conditions may be considered.

Please note: For conditional registration, a letter of recommendation from the employer, DBE, Chairperson of SGB or principal should accompany the application.

Q: What is the registration fee?

A: R 60 for South African nationals and R120 for foreign nationals, these are once off payments.

Q: Is there any financial contribution educators have to make apart from the once off registration fee?

A: All practising educators must pay a monthly levy of R10.00. Private institutions are obliged to contribute an annual amount of R120.00 per educator.

Q: Does it mean that an educator is automatically registered if his/her employer is deducting R10.00 monthly from his/her salary, in favour of SACE?

A: No, to be registered one has to complete an application form and receive SACE registration certificate with a registration number or a letter of provisional registration, depending on your registration status.

Q: Can one get a copy of one's SACE certificate if one loses or misplace it?

A: A letter of request should be forwarded to the SACE office, together with a fee of R30, before a copy could be printed.

Q: What happens when an educator does not receive a certificate after a reasonable period?

A: The office requires an affidavit if the educator did not receive his/her certificate at all. A replacement certificate will be issued upon the payment of an amount R30.00

Q: Are applications from foreign educators accepted?

A: Yes, as per the Council resolution on the registration of foreign educators (March 2006, as amended in June 2008)

Please Note: Council Resolution on the Registration of Foreign Educators

- Foreign applicants do not have to submit work permit.
- Application forms must be accompanied by offer of employment.
- Applications must be accompanied by **notarized** academic transcripts and certificates where authenticity of documents is doubtful.
- Unqualified foreign educators should be treated the same way as SA educators (should be accorded provisional status), i.e. to teach in South Africa, as per learning area and institution bound.

- Letter of good ethical and professional standing will only be issued after a period of 12 months service in South Africa.
- Special application forms will be issued to foreign applicants.
- All foreign qualifications to be evaluated by the Department of Basic Education (DBE) or South African Qualifications Authority (SAQA) **before application for registration.**

The following documents should be submitted together with the application form:

- Certified copies of **professional** qualifications;
- Certified copy of Passport;
- Proof of legal entry into the country;
- Letter of 'good ethical and professional standing' (Council must verify the authenticity in due course);
- Refugees and Asylum seekers will be granted a different dispensation **on submission of relevant documentation;**
- Refugees do not require offer of employment and letters of good standing;
- Provisional registration will be granted for 12 months.

Q: How long does it take to be registered?

The registration turnaround time is six weeks for South African educators and three months for foreign educators.

Q: What are SACE working hours?

A: SACE office is open for service from 08h00 to 16h30, Monday to Friday.

REGISTRATION CRITERIA AND PROCEDURES

Introduction

Section 21 of the South African Council for Educators Act, 2000 requires that:

every educator contemplated by the Act must register with the Council before appointment to a teaching post; and no person may be employed as an educator by an employer unless that person is registered with the Council.

Registration Procedure

An educator must apply for registration or provisional registration with the Council by completing the Council's application form. The application must be accompanied by certified proof of the educator's qualifications and the required registration fee. Every applicant for registration must disclose to the Council details of:

- any previous employer disciplinary action or conviction for a criminal offence;
- any pending employer disciplinary proceedings or criminal proceedings against the applicant; and
- any previous disciplinary proceedings against the applicant by the Council.

The registration committee must consider every application for registration or provisional registration in the light of the registration criteria and make recommendations on the application to the Council. In considering an application, the registration committee may:

- request further information from the applicant;
- conduct any investigation it deems necessary; and
- convene interviews.

If the Council approves the application, the chief executive officer must:

- register the educator by entering the educator's name in the register for educators; and
- issue a certificate of registration or provisional registration to the educator.

The Council may determine the period of validity of the registration or provisional registration in terms of section 5(a)(v) of the Act. In the event that a certificate is destroyed or

lost, an educator may apply to the chief executive officer for the issue of a duplicate certificate on payment of a fee as determined from time to time by the Council.

Criteria for registration

An educator who applies to register with the Council must:

- satisfy the ethical standards contemplated in the Code of Professional Ethics for Educators; and have
- obtained:
 - a) a minimum post matric teacher education qualification of three (3) years (M + 3 or REQV 13);
 - b) a two (2) year certificate in teacher education for the pre-primary phase (M + 2 or REQV 12); or
 - c) any other qualification recognised by the Council for purposes of registration.

Provisional Registration

The Council may provisionally register a person who does not qualify under above criteria if:

- the Council has approved that the person be appointed to a teaching post on the grounds that there are no other suitably qualified teachers available;
- the Council is of the opinion that the person will obtain the required qualification within a reasonable time; or
- the Council is of the opinion that it is in the interests of learners at an educational institution.

Students in their final year of a qualification may apply for provisional registration with the Council.

The Council may provisionally register a person who otherwise qualifies for registration if, at the time of applying for registration, that person is subject to employer disciplinary proceedings or criminal proceedings which involve conduct that may not satisfy the ethical standards contemplated in the Code of Professional Ethics for Educators.

Practising educators who were not subject to the Employment of Educators Act, 1998 but

are required to register in terms of the Act are regarded as provisionally registered with the Council until the date determined by the Minister of Education in terms of section 25(8) of the Act.

Council may provisionally register a person employed under a learnership contemplated by the Skills Development Act, 1998.

Council may determine the period of validity for each provisional registration and may impose any reasonable conditions on a provisional registration.

Register

The Council must keep and maintain at its head office, a register of the names of all persons who are registered or provisionally registered with the Council.

Registration Fees

The Council must, in consultation with the Minister of Education, determine from time to time the registration fees payable by educators.

Removal of name from register

The Council may direct the chief executive officer to remove the name of an educator from the register if:

- after having been registered, the relevant qualification of the educator is withdrawn or cancelled by the higher education institution which issued it;
- the educator was registered by error or by means of fraud;
- the educator was found guilty of a breach of the Code of Professional Ethics, and in respect of whom the sanction was the removal of that person's name from the register;
- the educator requests de-registration, permanently or for a specified period;
- the educator fails to pay the fees prescribed by the Council within a specified period; or
- the educator dies.

The educator concerned must be given a reasonable opportunity to make representations to the Council prior to the removal of the educator's name from the regis-

ter where applicable.

The chief executive officer must give notice of the removal of an educator's name from the register by certified mail to the registered address of the educator.

Re-registration

- Any person whose name has been removed from the register may re-apply for registration with the Council after the stipulated period.
- An application for re-registration must be accompanied by the reasons for the removal of the person's name from the register and a detailed motivation regarding why the application should be approved.
- The procedures applicable to an application for registration apply to any application for re-registration.

Definitions

In this document, unless the context indicates otherwise, any word or phrase defined in the South African Council for Educators Act, 2000 has that meaning and:

'Act' means the South African Council for Educators Act, 2000 (Act No 31 of 2000);

'Council' means the South African Council for Educators;

'Educator' means an educator as defined in the Act;

'Chief Executive Officer' means the chief executive officer of the Council;

'Register' means the register contemplated in section 5(a)(iii) of the Act; and

'Registration Committee' means the registration committee contemplated in section 12 of the Act.



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Towards Excellence in Education

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