

As a Quality Assurance Partner of the Quality Council on Trades and Occupations, CGISA is responsible for accrediting and re-accrediting skills development providers.

Please note that any application will take a minimum of **three months** to process and you may not start to offer the qualifications until such time as your accreditation has been finalised.

Please access the following documents:

Accreditation process: <http://www.qcto.org.za/index.php/accreditation-approach>

Accreditation guidelines: <http://www.qcto.org.za/images/accreditation/GUIDELINESFORACCREDITATIONOFSDP.pdf>

Accreditation procedures and application form: <http://www.qcto.org.za/index.php/skills-development-provider-accreditation-form?layout=table>

Skills development providers annual update form: <http://chartsec.co.za/documents/tuitionProviders/Skills-Development-Providers-Annual-Update-Form-2018.pdf>

All the documentation must be completed otherwise your application will not be accepted.

Applications must be submitted electronically to assessment@chartsec.co.za

Accreditation fees for 2020 are R6500 per college. If the college has different campuses and you want all campuses to be accredited, the fee is an additional R1500 per campus. All applications must be submitted with proof of payment to

Account holder:

The Southern African Institute of Chartered Secretaries and Administrators NPC

Bank details: **Nedbank** 195005

Account number: 1968 298 991

Reference: Name of College [COMPULSORY]. This is essential for our accounts department to allocate your payment to the correct account.