

SACE REGISTRATION STUDENTS AND INTERNS

PRESENTED BY: MARIETJIE LE ROUX
DATE: 20 April 2022

SAOU

DIE VERANDERING IN ONDERWYS
THE CHANGE IN EDUCATION

WHY SHOULD I AS A STUDENT/ INTERN REGISTER WITH SACE?

- ✓ To declare you as an educator fit to teach/
to work with children
- ✓ To set, maintain and protect the profession's
professional teaching and ethical standards
- ✓ **To ensure public trust and protecting
learners from unethical behavior and
incompetence**



WHO MUST REGISTER WITH SACE?

- ✓ Any person who teaches, educates or trains learners or who provides professional education services, including professional therapy and educational psychological services at an educational institution
- ✓ Layman's definition: Any person who delivers the curriculum during notional time
- ✓ Teachers and students in the public and independent sector



REGISTRATION CATEGORIES?

- ✓ Provisional registration (Students)
- ✓ Professionally qualified educators (newly qualified teachers)
- ✓ Special registration (ECD, TVET, Technical/Vocational schools, Waldorf, Montessori, Religious, therapists, psychologists, social workers, music and performing arts, CETs)
- ✓ Conditional registration (Academically qualified but professionally unqualified)



REGISTRATION CATEGORIES?

Special registration

Professionally unqualified persons

- ✓ These applicants will receive certificates with conditions attached to them, eg:
 - “to teach performing arts”
 - “To practise as a therapist”
 - “To teach in the TVET sector”
- ✓ Not allowed to teach any other subject

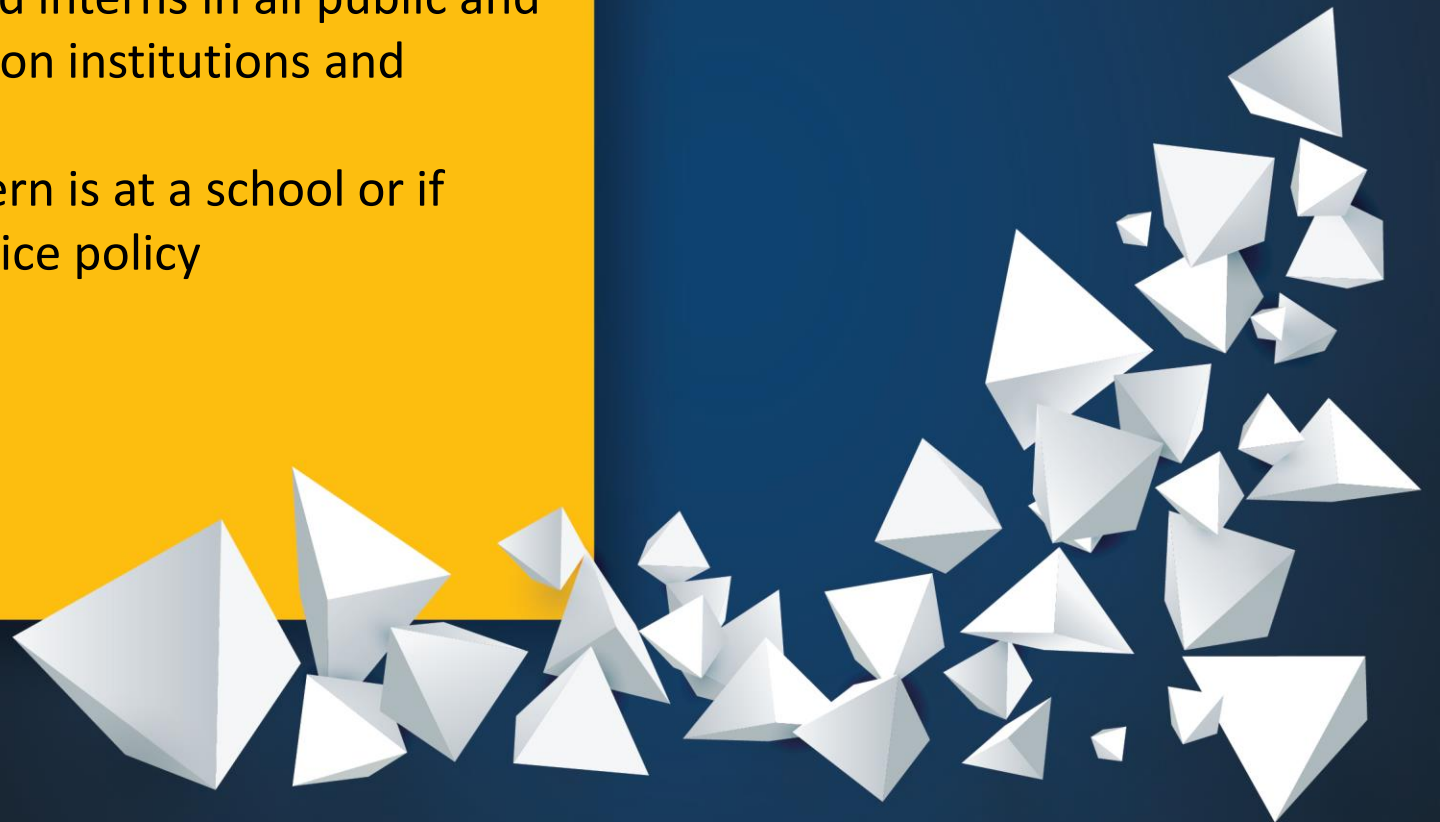
Conditional registration

(Academically qualified but professionally unqualified) Must do PGCE within 2 years



PROVISIONAL REGISTRATION CATEGORY?

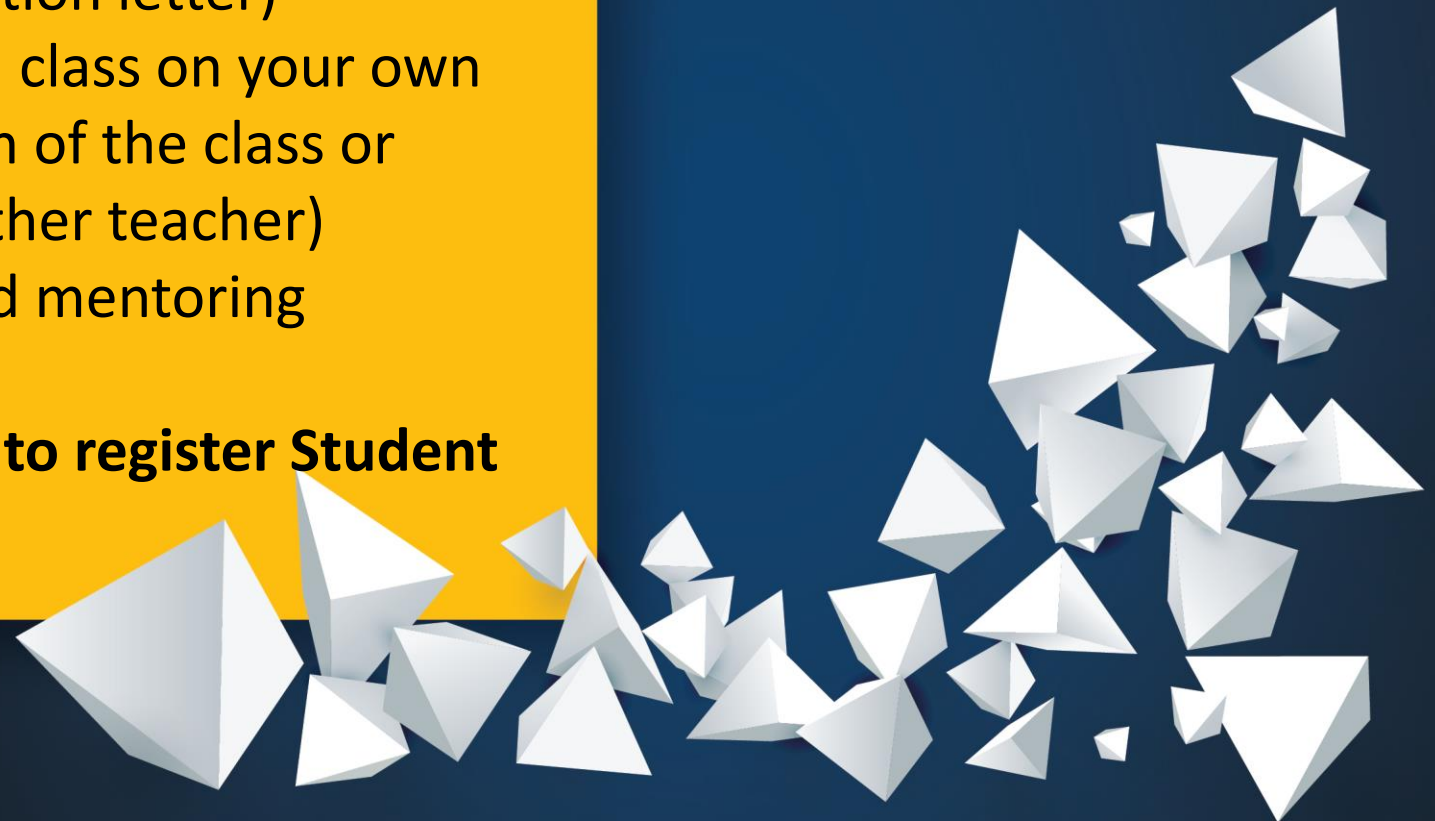
- ✓ BEd and PGCE students and interns in all public and recognized private education institutions and schools
- ✓ From the 1st year, if an intern is at a school or if required by teaching practice policy
- ✓ From 2nd to final year



PROVISIONAL REGISTRATION: CAUTION!

- ✓ Is NOT for employment purposes
(Disclaimer on registration letter)
- ✓ Not allowed to teach a class on your own
- ✓ Only under supervision of the class or subject teacher (NO other teacher)
- ✓ Purpose: Guidance and mentoring
- ✓ Is valid for 12 months

Why is it then necessary to register Student teachers at all?

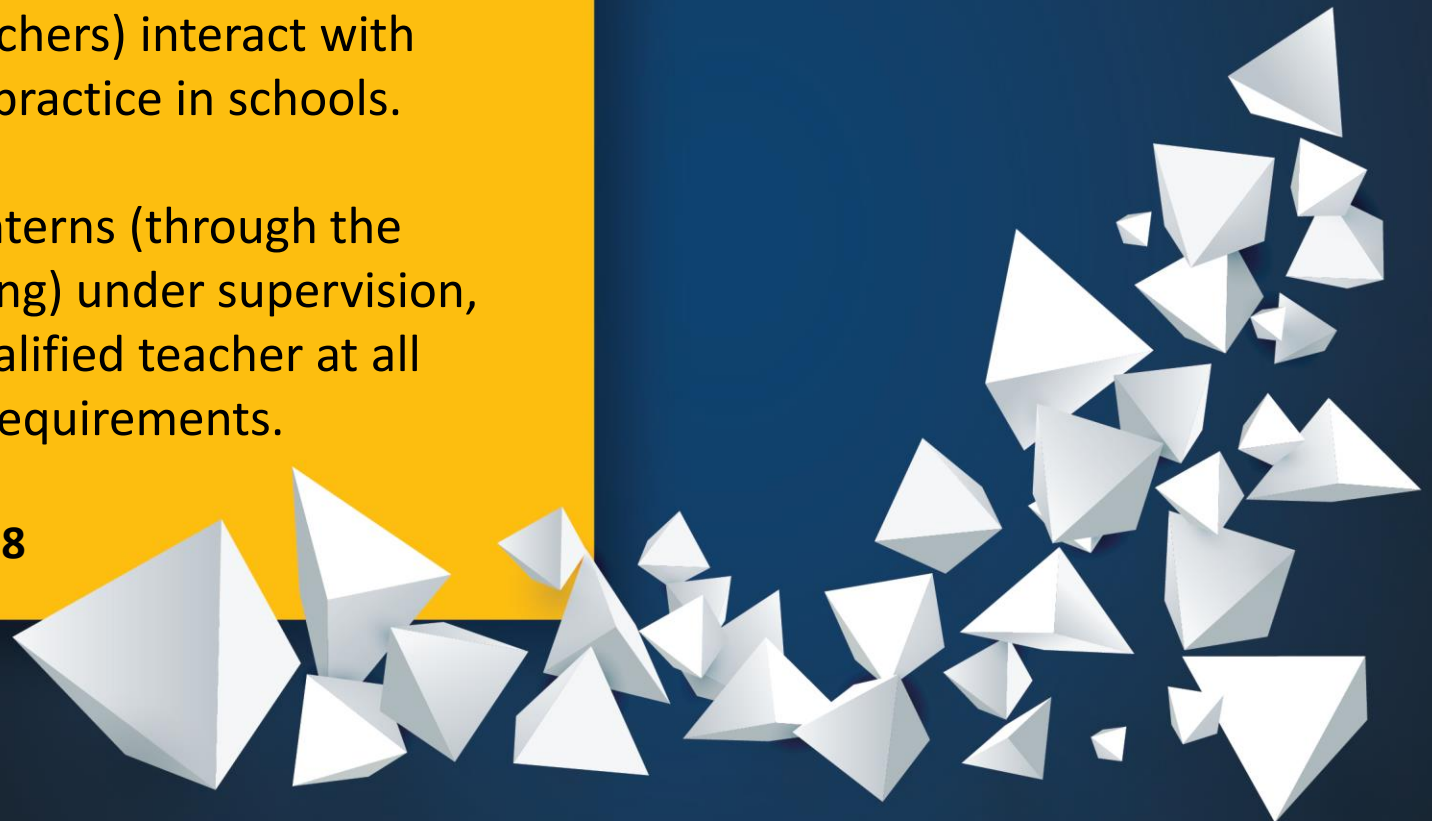


PROVISIONAL REGISTRATION: CAUTION!

We do not register student teachers for employment purposes, but for protecting the public, children and the profession when they (student teachers) interact with the children during their teaching practice in schools.

They can only work in schools as interns (through the learnership mode of teacher training) under supervision, coaching and mentoring by the qualified teacher at all times in line with the learnership requirements.

Ms ELLA MOKGALANE, CEO SACE: 2018



MEHODS OF REGISTRATION?

- ✓ Online registration for 1st time applicants only
- ✓ Registration via email for updates only
Use ONLY the following email address:
update.centurion@sace.org.za
- ✓ Walk-in registrations



REGISTRATION FORMS ?

Note: No form necessary when registering online

APPLICATION FORM/ UPDATE FORM

PERSONAL INFORMATION

Surname:															
Maiden Name:															
First Names:															
Title:		Date of Birth:						Y	Y	M	M	D	D	Gender:	
ID Number															
Passport/															

HOW DO YOU REGISTER ONLINE?

1st time applications must use the online registration portal

- ✓ Visit the SACE home page (www.sace.org.za) and scroll down to **online registration**.
- ✓ Please go to www.eservices.gov.za.
- ✓ Create a profile with username and password
- ✓ Do not start the application without the required documents and proof of payment
- ✓ Documents must be saved individually in PDF-format before they can be uploaded.
- ✓ **Screen shots are not allowed**



ONLINE REGISTRATION? (CONT)

- ✓ SACE will communicate on your portal and via sms
- If docs have been received
- If docs are incomplete
- Your registration document will be made available on your portal - check regularly
- Upload missing docs ONLY on portal NOT via email

NB: The only documents that may be emailed are update-documents



WHICH DOCUMENTS DO YOU NEED TO REGISTER PROVISIONALLY?

- ✓ **Police clearance** not older than 6 months on the date of submission
- ✓ **Application** form (if not online)
- ✓ Copy of **ID** (If smart card BOTH sides must be copied)
- ✓ Copy of **matric certificate**
- ✓ Proof of enrolment **for the current academic year. Must** be on the higher institution's letter head and indicate that the student is registered for a specific course
- ✓ Copies of **academic records** of completed years of study on institution's letter head



HOW DO YOU UPDATE A PROVISIONAL REGISTRATION?

- ✓ Police clearance not older than 6 months on the date of submission
- ✓ **Expired provisional registration document**
- ✓ **Update application form**
- ✓ Copy of ID (If smart card BOTH sides must be copied)
- ✓ Copy of matric certificate
- ✓ Proof of enrolment for the current academic year. Must be on the higher institution's letter head and indicate that the student is registered
- ✓ Copies of academic records of completed years of study on institution's letter head



HOW DO YOU UPDATE A PROVISIONAL REGISTRATION: STUDENTS STUDYING TOWARDS PGCE

- ✓ Previous slide applies PLUS
- ✓ Proof of enrolment for the current academic year. Must be on the higher institution's letter head and indicate that the student is registered for his professional teaching qualification
- ✓ **Academic qualifications** (Graduation certificate for the junior degree or diploma)
- ✓ Complete academic record for the academic qualification on the university letter head and signed. **Must indicate that the qualification has been completed and indicate the date of completion.**



HOW DO YOU UPDATE A PROVISIONAL REGISTRATION TOWARDS FULL REGISTRATION

- ✓ Police clearance not older than 6 months on the date of submission
- ✓ **Expired provisional registration document**
- ✓ **Update application form**
- ✓ Copy of ID (If smart card BOTH sides must be copied)
- ✓ Copy of matric certificate
- ✓ Copies of Academic and / or Professional qualifications for eg. B.Ed, PGCE, Grade R Diploma, Degree etc.
- ✓ Copies of complete academic records of all of these qualifications, indicating the date on which the qualification has been completed



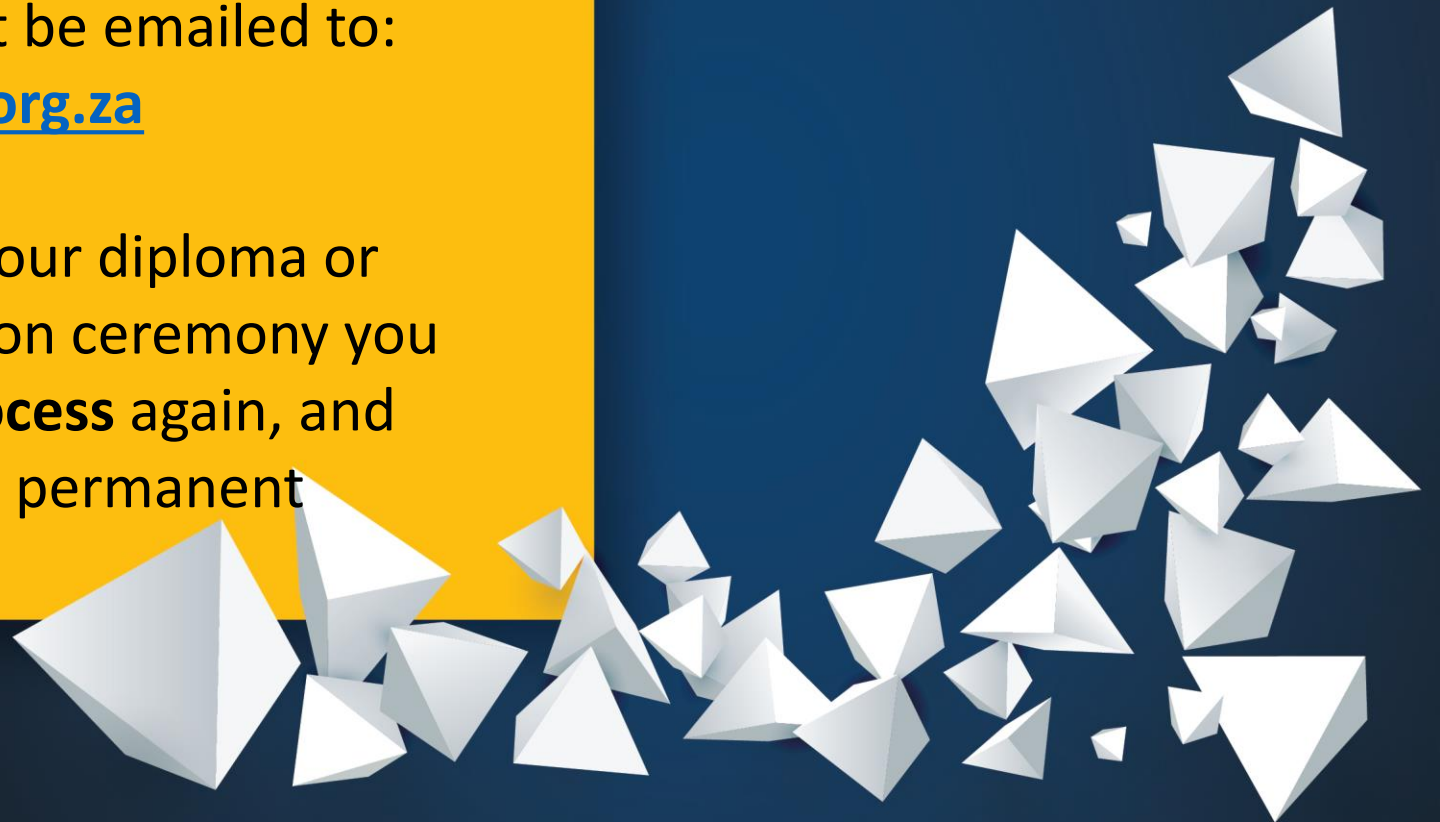
HOW DO YOU UPDATE A PROVISIONAL REGISTRATION TOWARDS FULL REGISTRATION IF STILL WAITING FOR GRADUATION CEREMONY

- ✓ If graduation ceremony has not yet taken place, the certified academic records of qualifications will suffice
- ✓ HOWEVER you will receive a **newly qualified teachers' letter** not your permanent certificate yet.
- ✓ This letter will enable you to apply for, and be appointed in a teaching post



HOW DO YOU UPDATE A PROVISIONAL REGISTRATION TOWARDS FULL REGISTRATION IF STILL WAITING FOR GRADUATION CEREMONY (CONT)

- ✓ Update applications must be emailed to: update.centurion@sace.org.za
- ✓ Once you have received your diploma or certificate at the graduation ceremony you will follow the **update process** again, and then you will receive your permanent certificate.



POLICE CLEARANCE

- ✓ Compulsory
- ✓ Valid for 6 months from date of issue
- ✓ SAPS / Afiswitch. Be careful of bogus providers
- ✓ Must be verifiable (**reference number**). Not just a name clearance.
- ✓ May not be older than six months when submitted to SACE
- ✓ Therefore PROOF of DATE of submission of documents is NB



DISPATCHED TO : TOWNS RIVER
THE SOUTH AFRICAN POLICE SERVICE
PO BOX 1
TOWNSRIVIER
TOWNSRIVIER
6880

REFERENCE NUMBER : NAME CLEARANCE

REQUESTERS DETAIL
NAME : WOUTER
SURNAME : SIEMMET
ID NUMBER : 5705215120089

ENQUIRY NUMBER : 2021 001745 000110 7775

BAR CODE : 226525110

ISSUED FOR : THE HEAD SAPS CRIMINAL RECORD CENTRE





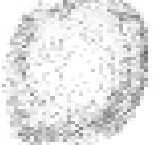







NO ILLICIT ACTIVITY IDENTIFIED

SOUTH AFRICAN POLICE SERVICE

ENQUIRY

GENERAL APPLICATION
FOR FINGERPRINTS AND
PHOTOGRAPH

TO BE COMPLETED IN BLOCK LETTERS

Full name and surname <u>WOUTER STEMMER</u>		OFFICE USE ONLY	
Identify number <u>64 05215120689</u>		FMS En <u>2021-775</u>	
Town and country of birth <u>FRS State</u>		Barcode No. <u>26525110</u>	
Address <u>PO Box 17, Foursiesburg</u>		Received <u>[Signature]</u>	Verify
Date of birth <u>1957/05/21</u> Race: <u>[Box]</u> Gender: <u>[Box]</u>		FMS <u>[Signature]</u>	Validate
		Scan <u>[Signature]</u>	SPE
Statement by the person whose fingerprints are taken: "I have not been convicted of any offence." "I have been convicted of (state place, date and sentence)"			
I unconditionally indemnify the South African Police Services and all its members, employees as well as the Government of the Republic of South Africa against any liability which results or may result from furnishing information in this regard.			
Signature of applicant <u>[Signature]</u> Cell phone no of applicant <u>0528296305</u> * Delete which is not applicable			
I certify that the above applicant's signature was placed on this form in my presence and that the fingerprints taken by me.		These finger- and palm prints MUST be checked for quality by a senior member of the station BEFORE the individual is released. If unsuitable the prints MUST be retaken.	
(Signature of official responsible)		Checked by _____ PERSAL no. _____	
Initials and surname <u>[Signature]</u>			
Designation <u>CS</u>			
Business address <u>15 DOUGLAS ST</u> (Street address)			
Reason for enquiry:			
<u>my clearance</u>			
LEFT THUMB		RIGHT THUMB	
			
Thumb		Forefinger	
1		2	
			
RIGHT HAND		Middle finger	
Fold		3	
			
		Ring finger	
		4	
			
		Little finger	
		5	
			
LEFT HAND			
6		7	
			
Fold		8	
			
		9	
			
		10	
			
		LEFT HAND	
		Fold	

Left hand (Obtain impressions of four fingers taken simultaneously)

Right hand (Obtain impressions of four fingers taken simultaneously)

Extract from:
**South African Police Service
Criminal Database**

Host request reference: 15051022 * ← NO-
User reference: 59351
Search date / time: 2020-05-19 10:23:48
SA ID / Passport number: [REDACTED]
First names: [REDACTED]
Surname: [REDACTED]
Population group: White
Gender: Male
Date of birth: 19830218
Country of birth: SOUTH AFRICA

Address: 119 LANGERMAN STREET RANDGATE
RANDFONTEIN 1780

Contact number: 0736768814
Previous convictions declared: NO

Search type: SAGE
Reason for enquiry: SAGE REGISTRATION

Fingerprints taken at: CENTURION

Barcode number:
Receipt number:

— Results — NO PREVIOUS CONVICTIONS IDENTIFIED

The result is a reflection of the status of the applicant on the South African Police Service Criminal Database on the search date / time as indicated above and should be used accordingly. Convictions or Awaiting Trial Cases after the search date / time will therefore not form part of this result. No Previous Convictions, SAPS Verification Requested and Pending SAPS Verification Requested reports can be authenticated on the www.afiswitch.co.za website.

Notice: **THIS IS NOT A POLICE CLEARANCE CERTIFICATE**
A Police Clearance Certificate is also known as a Behavior Certificate, Certificate of Good Conduct, Certificate of Character and a No Objection Certificate. In South Africa a Police Clearance Certificate is solely issued by the South African Police Service Criminal Record Centre.

Report printed: 2020-05-19 11:18:18 AM

afiswitch

✓ MIE: Personal Credential Verification Report

Ref No: 12942462



Request Details

Client	: Express Employment Professionals SA	Branch	: Express Employment Professionals - Cape Town
Agent	: Bouchra Labiad	Date Captured	: 2021-03-05 12:41

Candidate

Surname	: Mithalagala	Names	: Mithalagala
SA ID	: 940004000000000000	Birth Date	: 1996-10-14
Nationality	: South Africa		

Risk Summary

✓ Criminal - Criminal by AFIS - Standard Search - South Africa

Inquiry

Criminal - Criminal by AFIS - Standard Search - South Africa

✎ Afis Input Values

Fingerprints taken at	: Somerset West	Previous Convictions	: No
Gender	: Female	Search Type	: Corporate
Address Line 1	: Po Box 542	Reason for Inquiry	: Employment

✱ **i** AFISwitch : 2021-03-06 13:36:38 (Reference: 2016504189)

✓ Negative - No Previous Convictions Identified

📅 Result is valid for 1 day.

POLICE CLEARANCE

✓ **Is re-issue possible through Afiswitch?**

Request a re-submission of your application on the following AFISWITCH contact details:

WhatsApp: 083 229 3704 or

Email-address: resubmit@afiswitch.com

Use ID as reference

✓ **What happens if I do not get police clearance?**

SACE has established a fit to teach committee that will deal with each case on merit.

You will be interviewed.



PAYMENT DETAILS

- ✓ 1ST Application: R200 (SA Citizens) / R400 Non-SA Citizens
- ✓ Update application: R50 (SA and Non-SA citizens)
- ✓ Letter of good standing: R400
- ✓ Levies: R16.50 pm / R198 per year



PAYMENT DETAILS

PAYMENT METHODS

Online Payment

- Go to www.sace.org.za.
Click on: **pay here to make a payment**
- You will receive the payment email from SACE.
- The payment email received from SACE must be attached as proof of payment)

EFT Payment / Bank Deposit

- Alternatively, you can pay at the bank or via EFT and attach proof of payment with your request.
- SACE Banking Details are as follows
ID as Reference: NB



PAYMENT DETAILS

SACE BANKING DETAILS

Account holder: South African Council for Educators

Bank name: Nedbank

Branch name: Pretoria Branch code: 146245

Account no: 1462 00 1653

Account type: Current account

SACE Reference No: ID Number/ SACE registration number

Please send through proof of payment and ID copy to

vuhlari.hlabangwana@sace.org.za; nandi.tau@sace.org.za

NB: Bank deposit, EFT and Online payments:

Proof of payment must be attached to the application **even if you have emailed it.**



NON-SA CITIZENS

- ✓ All previously mentioned requirements
- ✓ Copies of a valid passport and permit (study/work)
- ✓ Permit valid for 6 months or more at time of submission to SACE
- ✓ Conditions on the permit must allow the applicant to teach in SA: Word of caution to employers to check conditions before appointing teachers

- ✓ **Brochure**

Go to: www.sace.org.za:

Departments – Registration –

Registration brochure updated Aug 2020 for the specific requirements, documents, etc

DEREGISTRATION FROM SACE

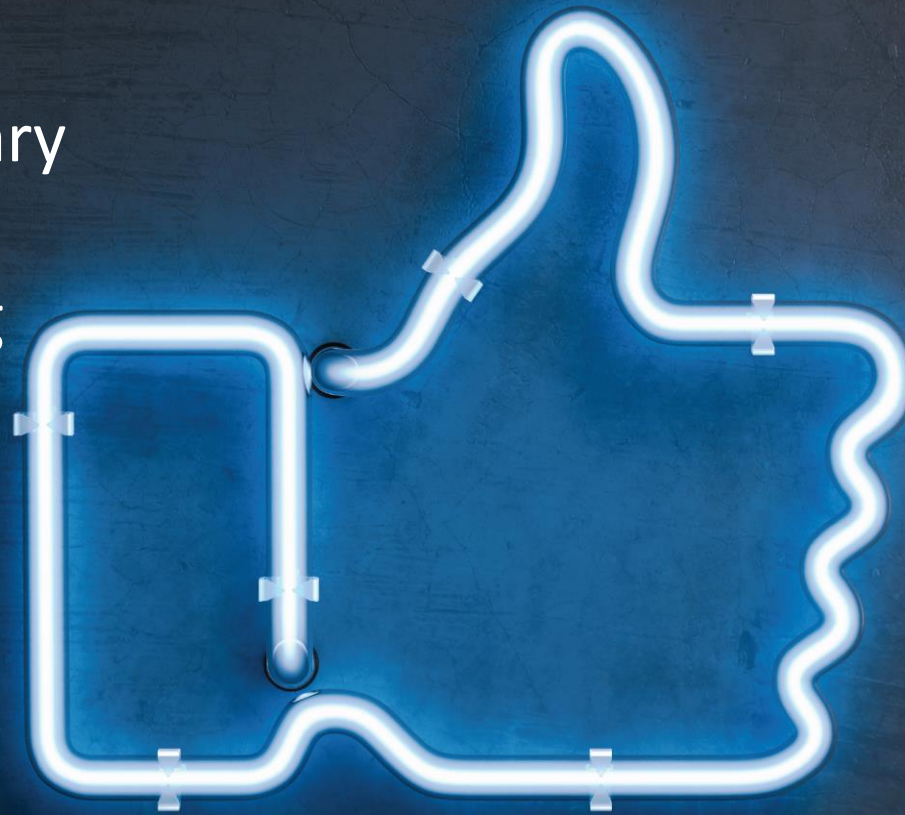
PLEASE NOTE!

- ✓ Teachers who resign must inform SACE that they must be deregistered or they will still be liable for the R16.50 monthly SACE membership fee. If they don't deregister, they will have to pay the outstanding amount before a registration certificate will again be issued when they return to teaching
- ✓ A formal resignation letter, and a copy of your ID must be emailed to: ethics@sace.org.za.
- ✓ Keep the email as proof of your request for deregistration



The SAOU can provide you with all the necessary docs. If 6 weeks have passed since submitting your docs and you haven't had a response from SACE or received your registration letter/certificate, contact your provincial SAOU office for assistance or Email:

annamariem@saou.co.za



QUESTIONS?



012 033 1333



saou@saou.co.za



076 127 1921



SAOU National



saouteachers



SAOU YouTube