



SAQA

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**DESCRIPTION OF RECORDS THAT ARE AUTOMATICALLY AVAILABLE- S15 (1)
PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 of 2000)**

The Information Officer is required, in terms of section 15(1), to provide a description the category of records that are automatically available.

These are records that are requested under the following conditions:-

- A. a requester does not need to complete the "Form 2" and to pay the request fee of R100.00;
- B. records may be available for free and/or for inspection as prescribed (the Information Officer shall provide more information regarding the requirements for inspection); and
- C. where copies (in any format) are made, the prescribed fee is payable.

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000		MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))	
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)			
NONE			
FOR PURCHASING OR COPYING IN TERMS OF SECTION 15(1)(a)(ii)			
NONE			
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)			
Category	Document Type	Available on Website https://www.saqqa.org.za/	
Tender document	- Advertised tender - Name of successful bidder	X	
Legislation /Regulations	- Acts - Regulations	X	
Strategic Documents (Plans and Report)	- Organisational profile (Overview, Objectives, Functions, Architecture) - Annual Reports; - Strategic Plan;	X	

Category	Document Type	Available on Website https://www.sqaqa.org.za/	
	<ul style="list-style-type: none"> - Annual Performance Plan; - Strategic and Performance Plans; 		
Policies & Criteria	<ul style="list-style-type: none"> - National Policies - Appeals Policies - Frameworks 	X	
Guidelines	<ul style="list-style-type: none"> - Governance checklist - NQF related guidelines - Integrated assessment guidelines 	X	
Notices	<ul style="list-style-type: none"> - Invitations to apply to serve on Board committees - Invitation for public comments - Fee notices 	X	
SAQA Bulletins and SAQA Updates	<ul style="list-style-type: none"> - Newsletters 	X	
Events and Conference proceedings	<ul style="list-style-type: none"> - Upcoming and past Webinars - Upcoming and past Memorial lectures - Upcoming and past Workshops and conferences 	X	
Research papers	<ul style="list-style-type: none"> - Case studies - Papers - Reports 	X	
Reference Manuals	<ul style="list-style-type: none"> - Guides - Manuals 	X	

Category	Document Type	Available on Website https://www.saqqa.org.za/	
Qualifications	<ul style="list-style-type: none"> - All qualifications and unit standards - Registered qualifications and unit standards - Qualifications and unit standards that have passed their registration end date - Professional Bodies and Professional Designations 	X	
Vacancies	<ul style="list-style-type: none"> - New Vacancies/posts 		
	-		

FEES PAYABLE

The records listed above may also be obtained by forwarding a written request by post or email to:

Address: The Information Officer
South African Qualifications Authority
1067 Arcadia Street
Hatfield
Pretoria
0063

Email: saqasecretariat@saqa.co.za

The fees listed in the table below shall be payable:

The “**access fees**” referred to in section 22(6) of the Act (unless the requester is exempted under section 22(8)) are as follows:-

Item	Description	Amount
1.	Request fee	R100
2.	Photocopy of A4-size page	R1.50 per page or part thereof
3.	Printed copy of A4-size page	R1.50 per page or part thereof
4.	For a copy in a computer-readable form on: (i) Flash drive (to be provided by requester) (ii) Compact disc <ul style="list-style-type: none"> • If provided by requester • If provided to the requester 	R40.00 R40.00 R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size	R24.00
8.	For a copy of an audio record on: (iii) Flash drive (to be provided by requester) (iv) Compact disc <ul style="list-style-type: none"> • If provided by requester • If provided to the requester 	R40.00 R40.00 R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R100.00 R300.00
10	Deposit: If search exceeds 6 hours	One-third of amount per request, calculated in terms of items 2 to 8
11.	Postage, email or any other electronic transfer	Actual expense, if any

PERSON OR PERSONS EXEMPTED FROM PAYING ACCESS FEES

A single person whose annual income does not exceed	R14,712.00
Married persons or a person and his/her life partner whose annual income does not exceed	R27,192.00