



HOW TO APPLY FOR SILVER/GOLD REGISTRATION as a CENTRE-BASED PROGRAMME:

**This is what is required to apply
for Silver/Gold registration:**

- a. Submitting a Silver/Gold application and **uploading the required documents on eCares**
- b. Receiving a **visit from a Social Worker** who will assess whether your programme meets the registration requirements
- c. Receiving a **visit from an Environmental Health Practitioner** to check whether your programme meets the health and safety standards

For more information, speak to your **Social Worker**, or you can visit your local municipality or Provincial Education Department district office.

Click here to access all registration information and content, including documents on ECD Info Hub

**CLICK HERE FOR LIST OF
MUNICIPALITY ADDRESSES**

**REGISTRATION
INFORMATION**

FINAL REVIEW

Once you have completed all the steps, your application will be reviewed on eCares- if you are successful, you will receive Silver or Gold registration.

EHP COMPLIANCE VISIT

You need to visit the municipality to request that an Environment Health Practitioner (EHP) visit your ECD.

SOCIAL WORKER SITE ASSESSMENT

You will need to complete and upload your documents on eCares. A social worker will then visit your ECD.

SILVER/GOLD APPLICATION SUBMISSION

This involves completing a silver/gold application, confirming a declaration, and completing the required documents and uploading them.

Continued:

Action	
Silver/Gold application - submission	<p>This involves completing a silver/gold application, confirming a declaration, and completing the required documents and uploading them. These documents include:</p> <ul style="list-style-type: none"> • Business Plan • Emergency plan • Implementation plan • Fees and finance • Management committee structure • Daily programme • Discipline policy • Founding document/constitution (if registered as a legal entity) • Building Plan: <ul style="list-style-type: none"> ▶ To be eligible for Silver: Application for building plan approval or hand drawn site plan ▶ To be eligible for Gold: Building plans • Qualifications: <ul style="list-style-type: none"> ▶ Silver: ECD qualification NQF Level 1–6, or an appropriate ECD qualification or accredited short course (e.g. EDTP SETA, QCTO, SACE), or proof of at least 3 years' experience (work contract or CV) for the supervisor or any staff member. ▶ Gold: ECD qualification NQF Level 1–6, or an appropriate ECD or proof of at least 3 years' experience (work contract or CV) for the applicant. <p>These documents and templates can be found in the ELP Guide or accessed via ECD Info Hub.</p> <p>The ELP guide can also be downloaded from eCares when you begin the silver/gold application.</p>
EHP compliance visit	<p>You need to visit the municipality to request that an Environmental Health Practitioner (EHP) visit your ECD.</p> <p>The EHP checks whether your programme meets health and safety requirements.</p> <ul style="list-style-type: none"> • After the visit, the EHP will give you a document such as: <ul style="list-style-type: none"> • A Health Certificate • An Inspection Report • A Compliance Notice <p>This document must be uploaded as part of your Silver/Gold registration application.</p>
Social worker site assessment	<p>You will need to complete and upload your documents on eCares. A social worker will then visit your ECD.</p> <p>During the visit, they will check if your programme meets the requirements for registration and whether your environment is safe and stimulating for children.</p> <p>This may include:</p> <ul style="list-style-type: none"> • Checking if your building is safe for children • Looking at your learning programme and activities • Confirming your health and safety practices (confirmed in Bronze) <p>These are the documents you need to have completed at the site visit</p> <ul style="list-style-type: none"> • Accident and incident register • Health and hygiene policy • Child attendance register • Child Admission form • Medicine administration register
Final review	<p>Once you have completed all the steps, your application will be reviewed on eCares- if you are successful, you will receive Silver or Gold registration.</p> <p>If you get a refusal notice, your social worker will guide you on the next steps.</p>