



# HOW TO APPLY FOR SILVER/GOLD as a NON 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**



## Continued:

Action	
<b>Silver/Gold application - submission</b>	<p>This involves completing a silver/gold application, confirming a declaration, and completing the required documents and uploading them. This is what you need to upload on eCares:</p> <ul style="list-style-type: none"> <li>• <b>Business plan:</b> <ul style="list-style-type: none"> <li>▷ ECD Overview</li> <li>▷ Fees and Finances</li> <li>▷ Management Committee Structure</li> <li>▷ Daily Programme</li> <li>▷ Discipline policy</li> <li>▷ Emergency plan</li> </ul> </li> <li>• <b>Implementation plan</b></li> <li>• <b>Qualifications</b> <ul style="list-style-type: none"> <li>▷ <u>Silver</u>: 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' work experience (work contract or CV) for the supervisor or any staff member.</li> <li>▷ <u>Gold</u>: 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.</li> </ul> </li> </ul> <p>These documents and templates can be found in the ELP Guide or accessed via ECD Info Hub.</p>
<b>Social worker site assessment</b>	<p>You will need to complete and upload your documents on eCares.</p> <p><b>IMPORTANT NOTE:</b> A social worker may visit your site even before you submit your documents on eCares. It is therefore important to have all your on-site documents AND submission documents available during the visit.</p> <p>These are the documents you need to upload on eCares:</p> <ul style="list-style-type: none"> <li>• Emergency plan</li> <li>• Daily Programme</li> <li>• Health, illness and Hygiene policy</li> <li>• Qualifications</li> </ul> <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"> <li>• Checking if your building is safe for children</li> <li>• Looking at your learning programme and activities</li> <li>• Confirming your health and safety practices (confirmed in Bronze)</li> </ul> <p>A non-centre based programme <b>will not fail if they do not have on-site documents but it is recommended</b> that you do have the following documents for effective management of your ECD:</p> <ul style="list-style-type: none"> <li>• Accident and incident register</li> <li>• Health and hygiene policy</li> <li>• Child attendance register</li> <li>• Child Admission form</li> <li>• Medicine administration register</li> </ul>
<b>Final review</b>	<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>