



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

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	
Silver/Gold application - submission	<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"> • Business plan: <ul style="list-style-type: none"> ▷ ECD Overview ▷ Fees and Finances ▷ Management Committee Structure ▷ Daily Programme ▷ Discipline policy ▷ Emergency plan • Implementation plan • Qualifications <ul style="list-style-type: none"> ▷ <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. ▷ <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. <p>These documents and templates can be found in the ELP Guide or accessed via ECD Info Hub.</p>
Social worker site assessment	<p>You will need to complete and upload your documents on eCares.</p> <p>IMPORTANT NOTE: 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"> • Emergency plan • Daily Programme • Health, illness and Hygiene policy • Qualifications <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>A non-centre based programme will not fail if they do not have on-site documents but it is recommended that you do have the following documents for effective management of your ECD:</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>