



**HEQC REF: SV 11\_2022 H/PR513/E001CAN  
H/PR513/E002CAN**

24 February 2023

Mrs Candice Poole  
Director  
ACT Cape Town (Pty) Ltd  
Unit 703 & 704,  
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Cape Town,  
8001

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Dear Mrs Poole,

**SITE VISIT: RE-ACCREDITATION (2021) AND RELOCATION OF THE SITE OF OFFERING**

The Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE) is responsible for the accreditation of higher education programmes by virtue of the provisions of the Higher Education Act, 101 of 1997 (as amended), and the National Qualifications Framework Act, 67 of 2008.

The Institution's application for the following accredited programme and site of delivery refers:

PROGRAMME NAME	SITE OF DELIVERY
1. Higher Certificate in Acting for Film (HEQSF aligned, NQF level 5, 120 credits, Contact Mode, H/PR513/E001CAN)	First Floor, Sunrise House Building, Morningside Street, Pinelands Cape Town
2. Advanced Certificate in Acting for Film (HEQSF Aligned, NQF Level 6, 123 Credits, Contact Mode, H/PR513/E002CAN)	



The Council on Higher Education is the Quality Council for Higher Education in South Africa

**Members:** Ms Vuyo Memani-Sedile (Chairperson), Prof Lesley Le Grange, Prof Angina Parekh, Prof Yusef Waghid, Adv. Nomazotsho Memani, Dr Nita Lawton-Misra, Prof Daniel van der Nest, Ms Koketjo Rebecca Magongoa, Dr Tholsie Naidoo, Adv. Matefo Majodina, Mr Mphedziseni Muluvhahotho, Captain Bheka Zulu, Mr Grant Son and Ms Dorina Ionescu

**Ex-officio members:** Mr Sagren Govender (Department of Labour), Mr Vijayen Naidoo (CEO: QCTO), Dr Marcia Socikwa (DDG: DHET), Dr Mafu Rakometsi (CEO: Umalusi), Ms Nadia Starr (CEO: SAQA), Dr Fulufhelo V. Nelwamondo (CEO: NRF); Dr M Simelane (DBE), Mr Imraan Patel (DSI) and Dr W Green (CEO: CHE)



The following process was applied with respect to the Institution's application:

- The application was screened for completeness.
- The application was peer reviewed and evaluated.

The Institution's application and the findings of the peer evaluation were considered by the Accreditation Committee of the HEQC at a meeting held on **13 January 2023**. This Committee consists of senior academics from both public and private higher education institutions, HEQC members and representatives of the Department of Higher Education and Training.

In terms of the HEQC procedure, the recommendation of the Accreditation Committee were discussed and approved by the HEQC at its meeting of **08 February 2023**.

The Institution is requested to take note of any provisos and due dates included in the reports. Should you have any enquiries with regard to the attached report, you are welcome to submit them in writing, for the attention of the Senior Manager: Projects, to Ms Rinda Bothma at [accreditation@che.ac.za](mailto:accreditation@che.ac.za).

**The Institution is reminded that, in order for it to enrol students as a private provider of higher education, the following three conditions must at all times be fulfilled:**

- Accreditation of all higher education programmes by the HEQC,
- Registration of all qualifications with the South African Qualifications Authority (SAQA) on the NQF,
- Registration as a private higher education institution and registration of all programmes by the Department of Higher Education and Training (DHET).

Sincerely



Dr P. Dlamini  
Senior Manager: Projects  
Accreditation Directorate

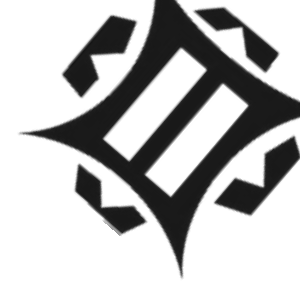
cc: Dr Shaheeda Essack  
Director: Private Higher Education Institutions  
Department of Higher Education and Training  
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## HIGHER EDUCATION QUALITY COMMITTEE

MEETING HELD ON 08 FEBRUARY 2023

ACCREDITATION COMMITTEE

MEETING HELD ON 13 JANUARY 2023

<b>Record of proceedings relating to</b>	Site Visit: Reaccreditation 2021 and Relocation of the site of offering
<b>Application number</b>	SV 11_2022 H/PR513/E001CAN H/PR513/E002CAN
<b>Public or private institution</b>	Private
<b>Name of institution</b>	ACT Cape Town
<b>Programme details</b>	<ol style="list-style-type: none"> <li>Higher Certificate in Acting for Film (HEQSF aligned, NQF level 5, 120 credits, Contact Mode, H/PR513/E001CAN)</li> <li>Advanced Certificate in Acting for Film (HEQSF Aligned, NQF Level 6, 123 Credits, Contact Mode, H/PR513/E002CAN)</li> </ol>
<b>Mode of provision</b>	Contact
<b>Site of offering</b>	First Floor, Sunrise House Building, Morningside Street, Pinelands Cape Town

### DECISION

The Higher Education Quality Committee supported the recommendation of the Accreditation Committee and decided that that the site at Pinelands, Sunrise House Building, Morningside Street, Pinelands Cape Town 7405 **be approved**.

The Higher Education Quality Committee also supported the recommendation of the Accreditation Committee and decided that the following programmes **be reaccredited with conditions**:



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<b>CONDITIONS OF REACCREDITATION OF THE</b>	
<b>a) HIGHER CERTIFICATE IN ACTING FOR FILM (HEQSF ALIGNED, NQF LEVEL 5, 120 CREDITS, CONTACT MODE, H/PR513/E001CAN)</b> <b>b) ADVANCED CERTIFICATE IN ACTING FOR FILM (HEQSF ALIGNED, NQF LEVEL 6, 123 CREDITS, CONTACT MODE, H/PR513/E002CAN)</b>	
<b>CONDITION</b>	<b>CRITERION/IA</b>
<b>Immediate</b> 1. The Institution must clarify its strategic intent regarding the Lamda Professional Certificate in relation to the HC and AC within the context of the HEQSF. Promotional material must be amended to remove reference of this professional certificate as the third year. Each programme must be referred to as accredited and registered on the NQF and not as first year and second year.	1, 2
<b>Short-term</b> 2. The Institution must provide clarity on the implementation of recommendations and goals related to local contextual awareness which would make the programme design more relevant to its context.	1, 10, 19
<b>Short-term</b> 3. The Institution must provide ongoing staff development opportunities for capacity development in teaching, learning, and assessment.	3, 5 and 11
<b>Short-term</b> 4.1. The Institution must ensure that a rigorous and secure system for the safe keeping of assessment and certification records is implemented and evidenced.  4.2. The Moderation Policy must be reviewed to ensure that the criteria for appointing external moderators are explicit regarding the required qualification/s and the duration/scope of their appointment.	6, 13 and 14
<b>Short-term</b> 5. The Institution must ensure that there is regular and appropriate staff development for library personnel.	4 and 7
<b>Immediate</b> 6.1. The Institution should review its arrangements for managing student information and must ensure that hard drives are securely stored in an area	8



that is not frequented by students or any other visitors to the institution.	
6.2. The Certification Policy must be reviewed to include: a more rigorous procedure for duplicate certificates and for the safekeeping of certificates and related documents; at least one manual signature on the certificates.	
<b>Immediate</b> 7. The Institution must ensure that an Academic Head/Programme Coordinator is employed in a full-time capacity and is available on campus full-time.	10 and 19
<b>Short-term</b> 8.1. The Institution must clarify the rationale for having both programme and academic reviews. Consideration should be given to initiating a periodic review (every 2/3 years) which includes external panel members from the relevant industry as well as from other institutions offering similar programmes.  8.2. Review reports should include data on student throughput and progression.	19
<b>RECOMMENDATION TO THE INSTITUTION</b> It is recommended that the Institution explores, ascertains, and reports whether students at risk of failure have equitable access to the available academic development opportunities, as those opportunities come at additional cost to the student.	

## NOTE TO INSTITUTION

**The immediate conditions must be addressed within three months of receipt of the outcomes letter. The CHE reserves the right to verify them on site. Should the institution not be able to meet them, the programmes will be placed on notice of withdrawal of accreditation.**

## Short Term Condition

A short-term condition refers to a matter that can be addressed within a period of three to six months.

Evidence of how the Institution has addressed the condition should be submitted to [accreditation@che.ac.za](mailto:accreditation@che.ac.za) for the attention of Dr P Dlamini, Senior Manager Projects, by not later than **23 August 2023**.