



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

EXPRESSION OF INTENT TO EXPAND GRADES AND CURRICULUM AT REGISTERED INDEPENDENT SCHOOLS

1. PURPOSE

The purpose of the *Expression of Intent to expand Grades and Curriculum at Registered Independent Schools* is to supplement the completed registration processes of independent schools who intend to expand the curriculum of the school after it had been registered, and to provide for a common format to owners to make their intention known to the Mpumalanga Department of Education, by providing a broad outline of the envisaged expansion of the grades and curriculum.

2. SUBMISSIONS OF *EXPRESSION OF INTENT TO EXPAND GRADES AND CURRICULUM AT REGISTERED INDEPENDENT SCHOOLS*

- 2.1 The *Expression of Intent to expand Grades and Curriculum at Registered Independent Schools* must reach the relevant Circuit Manager **not later than the end of February** of the year preceding the next academic year. No late submissions will be considered.
- 2.2 Submission of the *Expression of Intent to Expand Grades and Curriculum at Registered Independent Schools* would lead to a written invitation **before the end of March** of the year preceding the next academic year to the owner(s) of the registered independent school by the relevant Circuit Manager to a Preparatory Meeting, during which the owner

will be guided on all legal and other requirements pertaining the expansion of grades and curriculum, the procedures and related time frames and on populating the *Application to Expand Grades and Curriculum at Registered Independent Schools*.

3. COMPLETION OF THE *EXPRESSION OF INTENT TO EXPAND GRADES AND CURRICULUM AT REGISTERED INDEPENDENT SCHOOLS*

3.1 The *Expression of Intent to Expand Grades and Curriculum at Registered Independent Schools* must be fully completed before being submitted. A fully completed document means that Sections A, B and C of form 24/2013 must be completed and all the required attachments will accompany the *Expression of Intent to Expand Grades and Curriculum at Registered Independent Schools*. All the applicable boxes must be populated in either black/blue ink.

3.2 An *Expression of Intent to Expand Grades and Curriculum at Registered Independent Schools* must be completed for each site separately should you intend to apply for the expansion at more than one independent school. The same document cannot be used for satellites/subsidiaries/branches, etc.

4. STATUS OF AN *EXPRESSION OF INTENT TO EXPAND GRADES AND CURRICULUM AT REGISTERED INDEPENDENT SCHOOLS*

The submission of the *Expression of Intent to Expand Grades and Curriculum at Registered Independent Schools* does not mean that it replaces the *Application for the Expansion of Grades and Curriculum at Registered Independent Schools*. It serves as the first step towards an application to expand grades and curriculum still to be made.

5. CONFIDENTIALITY

It is acknowledged that the information provided in the completed *Expression of Intent to Expand Grades and Curriculum at Registered Independent Schools* is confidential in all

respects, other than information that is in the public domain; therefore it is agreed that the supplied information will only be used to support the application in the expansion processes.



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

EXPRESSION OF INTENT TO EXPAND GRADES AND CURRICULUM AT REGISTERED INDEPENDENT SCHOOLS

SECTION A

DETAILS OF THE OWNER(S)* OF A REGISTERED INDEPENDENT SCHOOL WHERE THE EXPANSION OF GRADES AND CURRICULUM IS ENVISAGED

*If there is more than one owner, section A must be repeated and attached.

Full Names:	
Surname:	
Identity Number/Passport No:	
If foreign citizen: Valid Work Permit No:	
Academic qualification(s): (If owner is also the Principal)	
Professional (Educator) qualification(s): (If owner is also the Principal)	

Complete the information below if it had changed since registration:			
Postal Address:		Postal Code:	
Physical Address:	Street Name and Number/Stand Number:		
	Town/Village:		
Landline Telephone Number:		Cellular Telephone Number:	
Fax Number:			
E-mail Address:			

SECTION B

DETAILS ON THE ENVISAGED EXPANSION OF GRADES AND CURRICULUM	
Indicate the year in which you would want to implement the envisaged expansion.	
Physical address of the premises where the envisaged expansion will be implemented:	
Circuit in which the registered school is situated and where the envisaged expansion will be implemented:	
Region in which the registered school is situated and where the envisaged expansion will be implemented:	
Municipality in which the registered school is situated and where the envisaged expansion will be implemented:	
Type of school registered: <i>Primary/Secondary/Combined/Special</i>	

<p>What Phases will be effected by the expansion?</p> <ul style="list-style-type: none"> • <i>Foundation Phase: Grades 1, 2, 3</i> • <i>Intermediate Phase: Grades 4, 5, 6</i> • <i>Senior Phase: Grades 7, 8, 9</i> • <i>FET Phase: 10, 11, 12</i> 	
<p>Outline the expected time schedule of introducing the envisaged expanded grades and curriculum concerned in terms of years.</p>	
<p>Does the envisaged expansion form part of the National Curriculum Statement (NCS)? If not, what will be the nature of the envisaged expanded curriculum followed?</p>	
<p>Indicate the number of learners per group you would be able to accommodate in the envisaged expanded grades and curriculum.</p>	
<p>Outline the nature of any specialist facilities to support specialized qualifications and programmes. (If applicable)</p>	
<p>What is the intended language of teaching and learning?</p>	

SECTION C

TRACK RECORD AND CAPACITY

Note: If the provided space in this section is inadequate in the case of filling the form manually, use loose sheets of paper and attach it to the document.

1. In an Executive Summary, motivate your reason why, in your opinion, the envisaged expanded grades and curriculum must come to existence and has the potential to succeed.

2. Estimate the likely impact the intended expanded grades and curriculum will make in addressing the demand patterns and trends for education in the area in which it will operate, and explain how it will contribute to quality education provision. (i.e.: Describe how the envisaged expanded grades and curriculum will meet a need and any potential clients identified as having that need).

3. Detail your prospective customer base and target demographic. Describe your evaluation of your competition and your market research test results.

4. Outline your marketing strategy and the tools you would use to recruit potential learners for the envisaged expanded grades and curriculum.

5. Outline the nature of facilities that will be available for the envisaged expanded grades and curriculum.



8. Attach proof of financial viability (e.g. audited financial statements) to demonstrate that you, as the owner(s), in terms of financial resources, will be able to establish and maintain the envisaged expanded grades and curriculum at your own cost, without putting any prospective learner at risk in terms of their educational development, because of possible financial insecurities of the prospective owner(s).
9. In the case of previous insolvency, documented evidence of rehabilitation from insolvency must be provided.
10. Attach a comprehensive financial plan, indicating the capital needed to cover start-up costs and capital needed for expansions planned for. Show a realistic two-year forecast, based on macroeconomic conditions, of projected revenue and earnings, as well as projected expenditure. Demonstrate how you will reach cash – flow positive status.

Note: This document and its attachments serve as an expression of intent. It does not imply offering of securities.

CONFIRMATION:

Hereby I confirm that the information contained in the *Expression of Intent to Expand Grades and Curriculum at Registered Independent Schools* and the accompanying schedules are true and correct and that the person who signed below is duly authorized to do so.

SIGNATURE : _____

NAME AND SURNAME : _____

DESIGNATION : _____

DATE : _____

ACKNOWLEDGEMENT OF RECEIPT OF AN *EXPRESSION OF INTENT TO EXPAND GRADES AND CURRICULUM AT REGISTERED INDEPENDENT SCHOOLS*

Important note to applicant:

Ensure that you, on submission of the *Expression of Intent to Expand Grades and Curriculum at Registered Independent Schools* receive a copy of this acknowledgement of receipt as evidence and for reference purposes.

“Hereby it is acknowledged by the undersigned persons that the *Expression of Intent to Expand Grades and Curriculum at Registered Independent Schools* had been submitted to the office of the relevant Circuit Manager **on/or before the end of February.**”

It is acknowledged that all information contained in the *Expression of Intent to Expand Grades and Curriculum at Registered Independent Schools* is strictly confidential and will be treated as such.

Name of school:	
Name of person submitting application:	
Signature of person submitting application:	
Date submission was made at Circuit Office:	
Name of person receiving the application:	
Signature of person receiving application:	

DATE STAMP OF CIRCUIT OFFICE



ANNEXURE E1: CHECK LIST FOR ATTACHMENTS RE. *EXPRESSION OF INTENT TO EXPAND GRADES AND CURRICULUM AT REGISTERED INDEPENDENT SCHOOLS*

Note: This checklist must be completed and be attached.

Documents included	Please tick (√)
1. Expression of Intent: Section A completed. <i>(More than one in case of more than one prospective owner)</i>	
2. Expression of Intent: Section B completed.	
3. Expression of Intent: Section C completed.	
4. Proof of financial tenure.	
5. Evidence of financial rehabilitation. (If applicable)	
6. Financial Plan.	