

PRIVATE SECURITY INDUSTRY
REGULATORY AUTHORITY
PRIVATE BAG X817
PRETORIA
0001



**Private Security Industry Regulatory
Authority (PSiRA)**

Tel. No. : (012) 003 0500 / 1
Fax No. : 086-558 3030

PSiRA
Private Security Industry Regulatory Authority

(P SIRA 47 A)

APPLICATION FORM FOR TRAINING SSP ACCREDITATION

Please select (x) the applicable category

Type of application	X	Description
New application for accreditation		New Security Service Provider intending to be accredited as a security training provider
Existing registered Security Service Provider		Actively registered security service provider who could not apply for accreditation on PSiRA regulated courses due to the moratorium
Branch registration (Branch application for Registration)		A registered Security Service Provider who which to apply for accreditation on the existing branch address or who wishes to register a new branch including its accreditation. (Note: the initial registration and/or accreditation must be in good standing)
Current Security Service Provider (Non-accredited)		This is applicable to all registered security service providers who have a T number but whose accreditation is currently not approved/valid
Up-grade application on Grades Courses / Capacity increase and Classroom increase		This will be applicable to current registered and accredited security service providers for PSiRA grades course and intend to apply for additional grades and/or increase number of classroom capacity

We draw your attention to the following provisions of the Training of Security Officers Regulations, 1992 made under the Security Officers' Act (Act No. 92 of 1987), read with section 44 (2) of the Private Security Industry Regulation Act (Act no 56 of 2001) (hereinafter referred to as "the Act"), in terms of the training of security service providers:

ACCREDITATION OF SECURITY TRAINING SERVICE PROVIDER

Application:

13. (1) Any person, board, institution or other body wishing to obtain accreditation by the Authority as a training establishment for the training of security officers, shall lodge a formal written application to the Authority on a form compiled from time to time by the Authority.
- (2) An applicant shall in the application in particular –
 - (a) furnish full particulars –
 - (i) of the proposed training establishment;
 - (ii) of every director, member, partner or other owner of the proposed establishment, including information and proof of every such person's registration as security officer under the Act; and
 - (b) State the levels of training which is to be offered at the establishment, what the maximum number of trainees may at any time be accommodated thereat and an estimation of the number of trainees the establishment intends to accept annually during the first two years of the establishment's accreditation; and
 - (c) Furnish full information and particulars regarding any person whom the establishment at the date of the application intends to employ or utilize as a training instructor.

We enclose an application for accreditation as a training establishment for completion and draw your attention to the following matters to facilitate the accreditation process:

1. Registration as a Security Service Provider

Your business and every director, member, partner, owner or trustee must be registered as a security service provider in terms of the Act. The relevant application forms are enclosed for your completion and return to the Authority together with your payment of the applicable registration fees.

2. Training Material

The lesson plan for the grades E to A will be made available on receipt of the complete application for accreditation form with all evidence, or attached documents as per the minimum requirements.

3. Accreditation Fee

A non-refundable accreditation fee is payable to the Authority in advance in respect of the application and evaluation of your security training provider. Please note that this will depend on the security service provider registration status. Please submit your payment or copy of your receipt with your application for accreditation.

4. Declaration:

I hereby declare and confirm that all information herein contained is to the best of my knowledge true and correct and that any false declaration or withholding of information by myself/ourselves would result in my/our application for accreditation as a training center being rejected:

Name	Surname	Identity Number	Signature	Date

Name	Surname	Identity Number	Signature	Date

Name	Surname	Identity Number	Signature	Date

Name	Surname	Identity Number	Signature	Date

Name	Surname	Identity Number	Signature	Date

Name	Surname	Identity Number	Signature	Date

5. Minimum compliance requirements for the accreditation inspection and evaluation

Document Name	Security Provider Self-check	
	YES	NO
Accreditation Application form (PSiRA 47):		
Proof of registration with PSiRA (Copy of the Registration Certificate)		
Proof of payment of the prescribed accreditation fee (receipt)		
Receipt of settlement for annual fees/any outstanding fines		
Lease agreement (of the approved infrastructure assessment for the purpose of training)		
Signed confirmation letter (on an official letter head) in case of re-location relating to the initial address		
Proof of fire department letter or an affidavit		
Signed confirmation letter (on an official letter head) of instructors or a trainee instructor employed		
Policy and Procedures prescribed for the management and administration of training		
Proof of telephone line		
Proof of fax line		

5.1 Declaration as confirmation for compliance requirements on the self-check (above list) evaluation form:

Name	Surname	Identity Number	Signature	Date

Name	Surname	Identity Number	Signature	Date

Name	Surname	Identity Number	Signature	Date

Important Notice:

Any incomplete applications with insufficient evidence in terms of the minimum requirements will not be accepted and returned to the applicant and will result in the applicant to forfeit the application fee. It is therefore of high importance that applicants ensure that all application requirements are attached.

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(PSIRA 47 A)

SECTION 1: DETAILS OF THE SECURITY SERVICE PROVIDER

Name of the applicant Security Service Provider													
PSiRA Number/T-Number													T
Physical Address													
Suburb													
City													
Province													
Postal Code													
Postal Address													
Suburb													
City													
Province													
Postal Code													
Land Line Number													
Fax Number													
E-Mail Address													
Name of the Contact Person 1													
Cell Number													
Name of the Contact Person 2													
Cell Number													

B. SCOPE OF TRAINING COURSES:

PSiRA Grade	Note	Select the relevant category
E, D and C	Category 1: Grade E, D and C (Compulsory)	
B and A	Category 2: Grade B and A (Combined program)	

SECTION 2: MANAGEMENT, HUMAN RESOURCES AND INFRASTRUCTURAL CAPACITY TO RENDER SECURITY TRAINING

A. THE MANAGEMENT TEAM

On the table below, provide particulars of the Director(s), Member(s), Owner, Trustee(s), Partner(s) and Manager(s) for the applicant-training center:

No.	Full Names	Capacity (E.g. Director, Manager etc.)	Cell number	PSiRA No.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

B. HUMAN RESOURCE CAPACITY TO RENDER SECURITY TRAINING SERVICE

On the below table, provide the details of the instructors or facilitators for course delivery and records management. *(Please attached a signed confirmation letter (on an official letter head) of instructors or a trainee instructor employed, proof of employment contract or service level agreement)*

No.	Instructors/ Facilitator/Trainee instructor Name and Surname	PSiRA Number	Cell Number	Highest PSiRA Grade	Instructor Accreditation Level
1					
2					
3					
4					
5					
6					
7					
8					

C. THE INFRASTRUCTURE FOR NUMBER OF CLASSROOMS AND STUDENT CAPACITY

The maximum number of classrooms are 10. The student’s ratio is 1-30.

Proposed number of classrooms with capacity (maximum - 30 learners per classroom)	1	2	3	4	5	6	7	Specify relevant Number (if more than 7 classrooms)
Provide the applicable accredited PSiRA class capacity per classroom (number of students)								All in use Yes/No
Select the applicable resources in respect of Training Resources	Telephone	Facsimile	Locked Cabinet	Communication Equipment	Basic Office Furniture	Record Keeping	Filing Cabinet	Archive System
	Computers	Learning Aids	Practical Area	Simulations Rooms	Student Manuals	Practical Area	Student record management system	

D: MINIMUM EVALUATION CRITERIA FOR THE TRAINING INFRASTRUCTURE:

Provision of learning environment	Yes	No	Comment
Are the classrooms adequate to accommodate the number of students?			
Are there proper furniture and ventilation to provide for a desired and conducive learning environment? <ul style="list-style-type: none"> • Table and chairs • Learning aids (flip chart, white/black board, projector) • Access to electricity • Safety signs • Adequate ventilation • Proper record keeping <ul style="list-style-type: none"> ○ locked cabinet ○ course administration ○ time table ○ student name list ○ attendance register ○ question and answer sheet ○ cover letter ○ policy and procedures 			
Practical training: Do adequate facilities exist for practical training?			
Minimum requirements for occupational health and safety requirements : <ul style="list-style-type: none"> • Are there sufficient ablutions and facilities? • Are there required safety signs? • Evacuation routes? • Are fire prevention equipment available? 			

E. MANAGEMENT AND ADMINISTRATION OF TRAINING

The following policies and procedures are in place to assist the training center in the management and administration of training:

Policy and Procedure	Policy Framework	Yes	No	
Enrolment policy	To articulate training centers policy process of learner recruitment, induction to the course and compliance with the Private Security Industry Regulation Act for employability prospects			
Appeal's policy	To the training center's policy and processes to handle appeals from trained learners			
Assessment and certification	To articulate the assessment process, defining competency in line with the acceptable passing %, including processes of the SSPs internal quality assurance processes and certification by the SSPs			

No	New Fees: Accreditation	Service Cost																						
Categories :																								
1	New application: For registration, accreditation, provision of training material (Grade E-C) and administration fee.	R14 300																						
2	Existing registered security service provider: For actively registered security service providers, accreditation, provision of training material (Grade E-C) and administration fee.	R11 350																						
3	Branch registration application:																							
	a) New registration, accreditation, provision of training material and administration fee	R14 300																						
	b) Existing registered security service provider, accreditation, provision of training material (Grade E-C) and administration fee	R11 350																						
4	Current security service provider: (Non-accredited provider): Actively registered security service provider, re-accreditation, accreditation fee and provision of grade E-C	R11 350																						
5	Current security service provider: (Non-accredited provider): Actively registered security service provider, re-accreditation, admin fee and provision of grade B-A	R11 700																						
Administration fees :																								
6	Admin Fee:																							
	a) Approval of inspection report and accreditation report	R150																						
	b) Number of classrooms																							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Classroom number</th> <th>Cost</th> </tr> </thead> <tbody> <tr><td>1</td><td>R220</td></tr> <tr><td>2</td><td>R310</td></tr> <tr><td>3</td><td>R430</td></tr> <tr><td>4</td><td>R600</td></tr> <tr><td>5</td><td>R840</td></tr> <tr><td>6</td><td>R1 200</td></tr> <tr><td>7</td><td>R1 680</td></tr> <tr><td>8</td><td>R2 350</td></tr> <tr><td>9</td><td>R3 300</td></tr> <tr><td>10</td><td>R4 620</td></tr> </tbody> </table>	Classroom number	Cost	1	R220	2	R310	3	R430	4	R600	5	R840	6	R1 200	7	R1 680	8	R2 350	9	R3 300	10	R4 620	
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c) Capacity per classroom																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Capacity</th> <th>Cost</th> </tr> </thead> <tbody> <tr><td>1-10</td><td>R500</td></tr> <tr><td>2-20</td><td>R800</td></tr> <tr><td>2-30</td><td>R1 200</td></tr> </tbody> </table>	Capacity	Cost	1-10	R500	2-20	R800	2-30	R1 200																
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1-10	R500																							
2-20	R800																							
2-30	R1 200																							
Business transactional fees for the accreditation purposes		R150																						

APPLICATION CHECKLIST – ACCREDITATION OF SECURITY TRAINING PROVIDER

(For Regional Office Use Only)

NAME OF THE TRAINING CENTRE	
DATE WHEN THE APPLICATION WAS RECEIVED:	

Important Notice:

The official receiving this application MUST ensure that ALL documentation required are attached to this application. Incomplete applications MUST NOT be acknowledged and MUST be returned to the training provider. No transactions for the purposes of accreditation must be received unless the application is complete and the relevant documentation was received.

Documents Received	OFFICE USE	
	YES	NO
Accreditation Application form (PSiRA 47):		
Each page of the PSiRA 47 A form completed with relevant signatures?		
Proof of registration with PSiRA (Copy of the Registration Certificate)		
Proof of payment of the prescribed accreditation fee (receipt)		
Receipt of settlement for annual fees and/or fines		
Lease agreement (of the approved infrastructure assessment for the purpose of training)		
Signed confirmation letter (on an official letter head) in case of re-location relating to the initial address		
Proof of fire department letter or an affidavit		
Signed confirmation letter (on an official letter head) of instructors or a trainee instructor employed		
Policy and procedures prescribed for the management and administration of training		
<ul style="list-style-type: none"> • Enrolment Policy and procedures 		
<ul style="list-style-type: none"> • Assessment and certification Policy and procedures 		
<ul style="list-style-type: none"> • Appeals Policy and procedures 		
Proof of telephone line		
Proof of fax line		

All directors, members, owners or partners must sign the declaration		
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SECTION 3: PROVISIONAL OUTCOME FOR INSPECTION

(For Regional Office Use Only)

This application meet the minimum requirements:

Recommend		Evaluators Name	Date recommended:
Not Recommended		Signature	Date not recommended:
COMMENTS			

SECTION 4: PROVISIONAL OUTCOME FOR INSPECTION

(For Head Office Use Only)

This application meet the minimum requirements:

Recommend		Evaluators Name	Date recommended:
Not Recommended		Signature	Date not recommended:
COMMENTS			

