

Updated November 2025

# ECARES TRAINING FOR ECD REGISTRATION DRIVE BRONZE REVIEW & APPROVAL

## PROVINCIAL AND DISTRICT EDUCATION OFFICIALS

### REGISTRATION APPLICATION REVIEWER ROLE & REVIEW PROCESS



# REGISTRATION APPLICATION REVIEWER – ROLE & REVIEW PROCESS

The individuals who will do the second review of Bronze applications and view the NCPR check results.

This manual covers how to access and view applications for review, capture notes, view documents, view the clearance status for each staff member and make recommendation decisions per application.

# WHAT IS THE ROLE OF AN APPLICATION REVIEWER?

- Check all form details completed correctly.
- Check ID and Form 30 have been approved.
- Check the NCPR status or Police Clearance Status of every staff member.
- Generate a Social Work report recommending approval – or rejection if staff have been found to be on the NCPR.



## KEY POINT:

### Application Reviewers

- Review application and clearance of all Staff
  - Recommend approval
- OR**
- Recommend rejection if staff fail NCPR check.

# APPLICATION REVIEWER: PROCESS FLOW



- Enter your login credentials
- Access the Reviewer dashboard

- Access the list of all applications sent for review by the administrators.
- Filter applications to select one to review.
- Select an application to review.

- Review Application details.
- Send correction notes to applicant, if additional information is required.

- Check that all uploaded required documents (certified ID and Form 30/Police Clearance) have been approved for all staff.
- Check that a NCPR check has been completed by the system for all staff.
- View the Clearance status for all staff

- If the application is complete and accurate, forward it to the approver with the Social Worker Report recommendation and admin notes, if any.
- If the application is incomplete and inaccurate, send correction notes to the Applicant.

# REVIEWER – AFTER LOGGING IN TO ECARES

The screenshot shows the eCares Main Menu interface. Step 1 points to the 'Main Menu' button in the top left. Step 2 points to the 'Roles' dropdown menu, which currently displays 'Not Specified'. Step 3 points to the 'Reg Application Reviewers' option in the dropdown list. The dropdown list also includes 'Reg Application Administrators', 'Reg Application Approvers', 'Reg Application Certificate Generator', 'Reg Application Report Viewer', and 'Reg Application Support'. A 'NEXT' button is visible below the 'Roles' dropdown. The background of the interface is light gray with a white header bar containing the eCares logo and a user profile icon.

- On the Home Page Menu, you will find:
  - **Main Menu:** Access various user roles.
- To access your Reviewer role:
  1. Navigate to the Main Menu.
  2. Click on "**Not specified**" below Roles to reveal a dropdown list.
  3. Select your appropriate role from the dropdown.
- Reg Application Reviewers are responsible for the second-round document approval by a DBE user. If Reviewers approve, the application is forwarded to the Reg Application Approver for final approval and certificate generation.

# REVIEWER - LANDING PAGE

Applications – View or Edit An Existing Application

|        | ECD Name            | Name And Surname   | Education District | Status         | Reviewed by          | Municipality      | War |
|--------|---------------------|--------------------|--------------------|----------------|----------------------|-------------------|-----|
| REVIEW | DSD Test 4          | Lennie De Villiers | Metro Central      | Review Pending | Available for Review | Beaufort West     | 1   |
| REVIEW | NCPR Demo ECD 3     | Cate Carrol        | Metro East         | Review Pending | Available for Review | City of Cape Town | 10  |
| REVIEW | Mezz Day Care 1-1   | Mafa Ntsodo        | Cape Winelands     | NCPR Check     | Available for Review | Stellenbosch      | 12  |
| REVIEW | WC Test Programme 1 | Mafa Ntsodo        | Cape Winelands     | NCPR Check     | Available for Review | Stellenbosch      | 14  |
| REVIEW | Data test center    | Grant Rothquel     | Cape Winelands     | Review Pending | Available for Review | Stellenbosch      | 19  |
| REVIEW | WC SSO6 Training    | Tanswill Archiles  | Metro North        | Review Pending | Available for Review | City of Cape Town | 23  |

- As a Reg Application Reviewer you are second to review applications after the applicant has submitted and after the NCPR checks have been done by the system.
- You are able to:
  - Add correction notes
  - Add and view Admin notes
  - Review the uploaded staff documents
  - View the NCPR status
  - Submit Social work report
  - Recommend Application for approval or rejection.

E20980180 836HHD373

E35690806 9808155196

E10314513 Char217

# REVIEWER - LANDING PAGE

Reg Application Reviewers

Applications – View or Edit An Existing Application

Search

2 HOME

|          | ECD Name            | Name And Surname   | Education District | Status         | Reviewed by          | Municipality      | National |
|----------|---------------------|--------------------|--------------------|----------------|----------------------|-------------------|----------|
| 1 REVIEW | DSD Test 4          | Lennie De Villiers | Metro Central      | Review Pending | Available for Review | Beaufort West     |          |
| REVIEW   | NCPR Demo ECD 3     | Cate Carrol        | Metro East         | Review Pending | Available for Review | City of Cape Town |          |
| REVIEW   | Mezz Day Care 1-1   | Mafa Ntsodo        | Cape Winelands     | NCPR Check     | Available for Review | Stellenbosch      |          |
| REVIEW   | WC Test Programme 1 | Mafa Ntsodo        | Cape Winelands     | NCPR Check     | Available for Review | Stellenbosch      |          |

- As a Reg Application Reviewer you are the second to review application after the Reg application Administrator has submitted.
- Select an application by clicking on the **'REVIEW'** button next to the applicant to start reviewing the application (1).
- Click on **'HOME'** to return to the **Main Menu (2)**.
- The Status shows Review Pending when an application is ready to review – it will show NCPR Check if the system is still running the NCPR Check (3)

# REVIEWER STEP 1/13 - APPLICATION PARTICULARS

**Singita Day Care: Step 1 / 13 - Particulars of Application**

3 **VIEW CORRECTIONS** 4 **CANCEL**

Name of ECD Programme  
Singita Day Care

Name of Organisation (If different from Name of ECD Programme)  
Siyakha Organisation

Name  
Phindile

Surname  
Vukeya

Position  
Owner/Applicant

Contact Number  
27817391140

Email  
pvukeya@mezzanineware.com

Identity Type  
South Africa ID Number

5 **← BACK** 6 **NEXT** 1 **ADD CORRECTIONS** 2 **ADD ADMIN NOTES**

- Review the information captured for the **"Nature of the Application"**
- If an error is noted, capture it by clicking on **"ADD CORRECTIONS."**
- To capture notes related to this step, click on **"ADD ADMIN NOTES."**
- To review previously saved corrections, click on **"VIEW CORRECTIONS."**
- To return to the main menu, click on **"CANCEL."**
- To go back to the previous step, click on **"BACK."**
- After reviewing, if there are no errors or once any corrections or notes have been added, click **"NEXT."**
- **[Note: Add corrections, View corrections and Add admin notes are available at every step.]**

# NOTE ON ADD CORRECTIONS



**Please note** that “**Add corrections**” are not sent to applicants after every note is saved.

Following the end of the review process and if “**SUBMIT CORRECTIONS**” is selected, applicants will receive an SMS notification to revisit their application. All captured corrections will be shown here.

# NOTE ON ADD CORRECTIONS



**Please note** that Admin notes are **NOT** visible to applicants. Applicant will **NOT** receive a notification for notes submitted

Admin notes for every page are **internal PED notes** that will be **visible** to the **Administrator, Reviewer and Approver.**

# REVIEWER STEP 1/13 - PARTICULARS OF APPLICATION & ADD CORRECTIONS (CONT)

Singita Day Care: Step 1 / 13 - Particulars of Application

Name of ECD Programme  
Singita Day Care

Name of Organisation (if different from Name of ECD Programme)  
Siyakha Organisation

Name  
Phindile

Surname  
Vukoya

Position  
Owner/Applicant

Contact Number  
27817391140

Email  
pvukoya@mezzanineware.com

Identity Type  
South Africa ID Number

South African ID Number  
6404150938080

← BACK NEXT

Review note

SAVE CANCEL ADD ADMIN NOTES

Name of ECD Programme  
Singita Day Care

Name of Organisation (if different from Name of ECD Programme)  
Siyakha Organisation

Name  
Phindile

Surname  
Vukoya

Position  
Owner/Applicant

Contact Number  
27817391140

Email  
pvukoya@mezzanineware.com

Identity Type  
South Africa ID Number

South African ID Number  
6404150938080

← BACK NEXT

Please review the name of your organisation. It seems incorrect.

SAVE CANCEL ADD ADMIN NOTES

Singita Day Care: Step 1 / 13 - Particulars of Application

Name of ECD Programme  
Singita Day Care

Name of Organisation (if different from Name of ECD Programme)  
Siyakha Organisation

Name  
Phindile

Surname  
Vukoya

Position  
Owner/Applicant

Contact Number  
27817391140

Email  
pvukoya@mezzanineware.com

Identity Type  
South Africa ID Number

South African ID Number  
6404150938080

← BACK NEXT ADD CORRECTIONS ADD ADMIN NOTES

1. After selecting '**ADD CORRECTIONS**' as per the previous step, a text box with space for notes to be captured will appear.
2. Capture the note/reason for corrections. You can also add admin notes on the same page by clicking on '**ADMIN NOTES**' and the section for admin notes should appear.
3. When done click on '**SAVE**'.
4. You will receive a notification that the review feedback has been successfully capture.
5. Click on '**NEXT**' to proceed to the next step.

Review feedback saved. ×



# REVIEWER STEP 1/13 - PARTICULARS OF APPLICATION & ADMIN NOTES (CONT)

Name  
Phindile

Surname  
Vukeya

Position  
Owner/Applicant

Contact Number  
27817391140

Email  
pvukeya@mezzanineware.com

Identity Type  
South Africa ID Number

South African ID Number  
9708130520082

← BACK NEXT ADD DECLINE NOTE

Admin note

SAVE CANCEL

1

Name  
Phindile

Surname  
Vukeya

Position  
Owner/Applicant

Contact Number  
27817391140

Email  
pvukeya@mezzanineware.com

Identity Type  
South Africa ID Number

South African ID Number  
9708130520082

← BACK NEXT ADD DECLINE NOTE

Admin note  
The applicant completed all the required information.

3 SAVE CANCEL

2

1. After selecting '**Add Admin note**' as per the previous step, a text box with space for notes to be captured will appear.
2. Capture the admin note/reason for.
3. Click on '**SAVE**'.

# REVIEWER STEP 1/13 - PARTICULARS OF APPLICATION & ADMIN NOTES (CONT)

**Singita Day Care: Step 1 / 13 - Particulars of Application**

VIEW CORRECTIONS VIEW ADMIN NOTES CANCEL

Name of ECD Programme  
Singita Day Care

Name of Organisation (if different from Name of ECD Programme)  
Siyakha Organisation

Name  
Phindile

Surname  
Vukeya

Position  
Owner/Applicant

Contact Number  
27817391140

Email  
pvukeya@mezzanineaware.com

Identity Type  
South Africa ID Number

South African ID Number  
6404150938080

← BACK NEXT ADD CORRECTIONS ADD ADMIN NOTES

**Review Admin Notes**

Admin Notes Search +

| Description                                              | Status | Latest Added ↓      |
|----------------------------------------------------------|--------|---------------------|
| The applicant has captured all the required information. | Unread | 2024-08-21 18:07:58 |

Page 1 of 1

You will receive a notification that the note has been successfully captured.

Admin notes saved.

1. You can click on the top right to review saved admin notes.
2. Click '**OPEN**' to review the admin notes.
3. Click '**ADD ADMIN NOTES**' to record notes for the page.
4. Click on '**NEXT**' to proceed to the next step.



# REVIEWER STEP 2/13 – REVIEW STAFF DETAILS

Singita Day Care: Step 2 / 13 – Add Staff

VIEW CORRECTIONS CANCEL

Staff List

| Name And Surname ↑ | Latest Added        | ID Number     | ECD Name         | Staff Role      | Qualifications                         |
|--------------------|---------------------|---------------|------------------|-----------------|----------------------------------------|
| Concern Vukeya     | 2024-08-21 09:34:14 | 3424355343    | Singita Day Care | Administrator   | Accredited ECD skills training courses |
| Phindile Vukeya    | 2024-08-21 08:57:40 | 6404150938080 | Singita Day Care | Owner/Applicant | NQF 6-10 in ECD                        |

Page 1 of 1

1

← BACK NEXT ADD CORRECTIONS ADD ADMIN NOTES

Review the staff list and ensure all staff details, including roles and qualifications, are captured.

You can add corrections at each step of the application if there's missing information or add admin notes relevant to each step.

After completing the review, click **'NEXT'(1)**.

# REVIEWER STEP 3/13 - NATURE OF APPLICATION

**Singita Day Care: Step 3 / 13 - Nature of Application**

**3** [VIEW CORRECTIONS](#) [CANCEL](#)

Name of ECD Programme  
Singita Day Care

Name of Organisation (If different from Name of ECD Programme)  
Siyakha Organisation

What is the maximum (highest) number of children that you do enroll at one time?  
More than 6

What is the maximum number of hours a child attends your programme in one week?  
More than 16 hours per week

Program Type  
ECD Centre/ Partial Care Facility

Are you receiving support for completing your registration application from an ECD NGO (If not, please select "No Support Provided")  
Siyakholwa

**4** [NEXT](#) **1** [ADD CORRECTIONS](#) **2** [ADD ADMIN NOTES](#) [← BACK](#)

Review the information captured for the **"Nature of the Application"**.

1. If an error is noted, capture it by clicking on **'ADD CORRECTIONS' (1)**.
2. Click on **"ADD ADMIN NOTES"** to capture notes related to the step **(2)**.
3. To review historic saved corrections, click on **"VIEW CORRECTIONS" (3)**.
4. If no error or once a corrections notes has been added, click **'NEXT' (4)**.

# REVIEWER STEP 4/13 - ADDRESS DETAILS

**Singita Day Care: Step 3 / 13 - Nature of Application**

**3** [VIEW CORRECTIONS](#) [CANCEL](#)

Name of ECD Programme  
Singita Day Care

Name of Organisation (If different from Name of ECD Programme)  
Siyakha Organisation

What is the maximum (highest) number of children that you do enroll at one time?  
More than 6

What is the maximum number of hours a child attends your programme in one week?  
More than 16 hours per week

Program Type  
ECD Centre/ Partial Care Facility

Are you receiving support for completing your registration application from an ECD NGO (If not, please select "No Support Provided")  
Siyakholwa

**4** [NEXT](#) **1** [ADD CORRECTIONS](#) **2** [ADD ADMIN NOTES](#)

[← BACK](#)

Review the information captured for the ECD programme address details.

**Note that the Education District and Ward are automatically applied based on the suburb /village selected.**

1. If an error is noted, capture it by clicking on **'ADD CORRECTIONS'**.
2. To review historic saved corrections, click on **'VIEW CORRECTIONS'**.
3. To leave a note for this page click on **'ADD ADMIN NOTES'**.
4. If no error or once a corrections notes has been added, click **'NEXT'**.

# REVIEWER STEP 4/13 - ADDRESS DETAILS

**Singita Day Care: Step 4 / 13 - Address Details**

[VIEW CORRECTIONS](#)[VIEW ADMIN NOTES](#)[CANCEL](#)

Province

Gauteng

Municipality

City of Johannesburg

City/Area

Alexandra

Suburb/Village

Alexandra Ext 1

Education District

Johannesburg East

District Municipality

City of Johannesburg

Ward ID

75

[← BACK](#)

[SAVE CHANGES & PROCEED](#)

[ADD CORRECTIONS](#)

[ADD ADMIN NOTES](#)

In Step 4/13, as a Reviewer or Approver, you are able to Over-ride and update the applicant's **Education District and Ward ID** if you feel they have been incorrectly allocated.

# REVIEWER STEP 5/13 - ADDRESS AND CONTACT DETAILS FOR ECD PROGRAMME

Singita Day Care: Step 5 / 13 - Address and Contact Details for ECD Programme

2 VIEW CORRECTIONS CANCEL

Name of Building

Street Number  
5664

Street Name  
Arniston Road

Area  
Alexandra

Suburb/Village  
Alexandra Ext 1

Type of Nearest well-known building / Point of Interest  
Police Station

Name of Nearest well-known building/Point of Interest  
Mankana Police Station

Postal Address  
PO BOX 201

Postal Code  
0065

Email  
vuug@gmail.com

Mobile Number  
27817398140

Alternate Contact  
0125675454

4 1 3

← BACK NEXT ADD CORRECTIONS ADD ADMIN NOTES

- Review the information captured for the ECD programmes Physical address and Contact details.
- Applicants are able to capture a street address (if available), alternatively, a point of interest and details of the point of interest can be captured.
- **Note that Street Address and Postal Address are not mandatory if they do not have one.**

# REVIEWER STEP 6/13 - PROGRAMME DETAILS

**Singita Day Care: Step 6 / 13 - Programme Details**

2 **VIEW CORRECTIONS** CANCEL

Number of Days per Week the Programme is Offered

5

Opening Time

08:00

Closing Time

18:00

Maximum Fee Per Program Per Child Per Month (R)

700.00

4 1 3

← BACK NEXT ADD CORRECTIONS ADD ADMIN NOTES

- Review the information captured for the ECD programme details;
- Days that the programme is offered in a week
- Opening time
- Closing Time
- Maximum fee per child per month

# REVIEWER STEP 7/13 -DETAILS OF CHILDREN ENROLLED IN THE ECD PROGRAMME

Singita Day Care: Step 7 / 13 - Details of Children Enrolled in the ECD Programme

2 VIEW CORRECTIONS

CANCEL

Child Enrollment

Search

| Description ↑       | Number of Males | Number of Females | Number of Males Receiving Child Support Grant | Number of Females Receiving Child Support Grant | Number of Males with Special Needs | Number of Females with Special Needs | Number of Staff Per Age Group | Total Children | Program Type                      |
|---------------------|-----------------|-------------------|-----------------------------------------------|-------------------------------------------------|------------------------------------|--------------------------------------|-------------------------------|----------------|-----------------------------------|
| 0 - 18 Months       | 2               | 1                 | 0                                             | 0                                               | 1                                  | 1                                    | 1                             | 3              | ECD Centre/ Partial Care Facility |
| 18 Months - 3 Years | 3               | 10                | 3                                             | 8                                               | 1                                  | 0                                    | 3                             | 13             | ECD Centre/ Partial Care Facility |
| 3 - 4 Years         | 2               | 2                 | 0                                             | 0                                               | 0                                  | 0                                    | 1                             | 4              | ECD Centre/ Partial Care Facility |
| 4 - 5 Years         | 13              | 9                 | 5                                             | 1                                               | 4                                  | 1                                    | 2                             | 22             | ECD Centre/ Partial Care Facility |
| 5 - 6 Years         | 5               | 5                 | 0                                             | 0                                               | 0                                  | 0                                    | 2                             | 10             | ECD Centre/ Partial Care Facility |

Page 1 of 1

4 NEXT 1 ADD CORRECTIONS 3 ADD ADMIN NOTES

← BACK

- Review the information captured for the Children enrolled in the programme.
- **Please note that we are not checking staff to child ratios at Bronze level. This standard will be assessed during the site visit for silver.**
- All that is required at Bronze is that they declare how many children they currently have enrolled.



# REVIEWER STEP 8/13 - HEALTH AND SAFETY SELF-ASSESSMENT

**Singita Day Care: Step 8 / 13 - Health and Safety Self-Assessment for ECD Registration** [VIEW CORRECTIONS](#) [CANCEL](#)

Please read the notes on this page before completing the self-assessment.

- All ECD programmes that register as partial care facilities, must comply with the Norms and Standards for Partial Care. However, for the purposes of conditional registration the Provincial Education Department may accept simplified standards.
- The Department of Basic Education has now introduced new processes and requirements for partial care registration under its Mass Registration Drive.
- Under the Registration Framework that has been implemented for the past five years (as Vangasali), there are two levels of simplified standards for conditional registration – called Bronze and Silver. The standards and requirements for Bronze and Silver have now changed.
- Bronze level: The ECD programme owner must now note each of the standards and agree that it is their responsibility to comply with them. If the ECD programme does not currently meet the standard, the owner must agree to take immediate steps to do so.
- Silver or Gold level: After the ECD programme has received its Bronze certificate the programme will be visited by the Education District, who will check that the programme meets the longer list of norms and standards in the Children's Act. The ECD programme will also receive a visit by an Environmental Health Practitioner.

To find out more about these standards and how you can get ready, [click here](#)

**Completing the self-assessment check**

The list of norms and standards that an ECD programme needs to comply with is listed in the next steps.

- For each standard you will be required to confirm that you are aware that you need to comply with the standard and will take immediate steps to ensure compliance if you are not already meeting the standard.
- It is advised that you walk around your facility as you complete the check – in the same way that the District Education Official and Environmental Health Practitioner will when they visit.

You can select "Confirmed" in the box for every requirement to confirm that you either comply with the standard, or will take immediate steps to ensure compliance.

I, Phindile Vukeya, have read and understood the information above, and the confirmations that I will be providing in the next steps are accurate to the best of my knowledge and belief. I completed the health and safety check on 2024-08-21 13:48:39

[← BACK](#) [NEXT](#) [ADD CORRECTIONS](#) [ADD ADMIN NOTES](#)

- Proceed to the Health and safety assessment for ECD Registration.
- No applicant information is captured in Step 8 to 11.
- The applicant is simply confirming that they understand that they have to meet norms and standards and that they will be checked when a site visit happens.

# REVIEWER STEP 9-11/13 - HEALTH & SAFETY SELF-ASSESSMENT

**Singita Day Care: Step 9 / 13 - Health and Safety Self-Assessment for ECD Registration (Page 1)**

Please select 'Confirmed' in the box for every requirement to confirm that you either comply with the standard already, or will take immediate steps to ensure compliance.

1. Children experience safety and care whilst at facility / programme and there is no harsh discipline (such as smacking).  
Confirmed

2. The premises inside and outside are safe, clean and well-maintained (outdoor areas must be free from litter and animal faeces).  
Confirmed

3. Equipment and furniture are safe and well-maintained and pose no risks to children.  
Confirmed

4. The structure provides protection from rain, wind, and sun, and is not at risk of collapse.  
Confirmed

5. Children cannot reach or touch hot surfaces, or electrical wires, plugs or sockets.  
Confirmed

6. No smoking is allowed at the site.  
Confirmed

7. Children are protected from heights, stairs and open water that could pose a danger to them.  
Confirmed

8. There is fire control equipment - at minimum a bucket of sand.  
Confirmed

9. Safe and clean drinking water is always available, and there is sufficient safe water for all other needs (e.g. handwashing and cooking).  
Confirmed

10. There is a safe, clean, and hygienic place for children to go to the toilet. (This means if toilets are used, they are age appropriate and there is always adult supervision. If potties are used, they are emptied and cleaned after each use.)  
Confirmed

VIEW CORRECTIONS CANCEL

**Singita Day Care: Step 10 / 13 - Health and Safety Self-Assessment for ECD Registration (Page 2)**

11. There is a place for children to wash hands before eating and after using the toilet.  
Confirmed

12. Dangerous objects (e.g. knives, matches), harmful substances (e.g. paraffin, cleaning agents) and medicines, cannot be reached by children.  
Confirmed

13. Where there is connectivity there is easy access to a telephone for notifying a parent or caregiver when necessary or for calling for assistance in an emergency.  
Confirmed

14. There is sufficient indoor space for children to play freely (at least 1 square metre of unobstructed floor space per child, not including passageways, bathrooms or storage areas).  
Confirmed

15. There is an emergency plan displayed, with evacuation procedures and a list of emergency numbers.  
Confirmed

← BACK NEXT ADD CORRECTIONS ADD ADMIN NOTES

**Singita Day Care: Step 11 / 13 - Self-Assessment Resource Questions**

Do you have a gas cage for your gas cylinder?  
I don't use a gas cylinder

Do you have an approved fire extinguisher?  
No, but I have a bucket of sand

← BACK NEXT ADD CORRECTIONS ADD ADMIN NOTES

- Continue to the Health and safety assessment for ECD Registration.
- No applicant information is captured in Step 8 to 11.
- The applicant is simply confirming that they understand that they have to meet norms and standards and that they will be checked when a site visit happens.
- **Step 11 questions are used to inform what should be delivered in H&S packs.**



# DOCUMENT REVIEW PROCESS: STEP 12/13



- Reviewers can double-check documents approved by the applications administrator
- Check the certification stamp to ensure it's visible and recent (within the last six months).
- Verify that the ID number matches the details provided in the application.
- Ensure the ID is clear and legible.
- If there are issues you – can decline and add correction
- Check that the administrator correctly approved each document.
- If not – the reviewer is also able to send corrections.
- Ensure the form is fully completed with no missing sections.
- Confirm that the form is signed and dated appropriately.
- Verify the applicant's or staff member's details against the ID provided.
- If so – approve the document – otherwise
- If the documents are not satisfactory:
- **Add Correction Notes** detailing what is wrong with the document (e.g., "ID copy for XXX is not certified," "Form 30 for XXX is incomplete," etc.).
- Ensure your notes are clear and provide guidance on what the applicant needs to correct and for which staff member.
- View the clearance status of every staff member
- **Review Results:**
  - NCPR Cleared = **YES**: Not listed; staff member is approved.
  - NCPR Cleared = **NO Listed**: Listed; staff member cannot work with children, and application should be declined.
- **Recommend the application for rejection.**
- NCPR Cleared = Pending. The system is still running the NCPR Check

# REVIEWER STEP 12/13 - REVIEW STAFF DOCUMENTS

**Singita Day Care: Step 12 / 13 - Upload Staff Documents** VIEW CORRECTIONS CANCEL

Validate the Staff by visiting [here](#)

Staff List  +

| 1                 | Name And Surname ↑ | Latest Added        | ID Number     | ECD Name         | Staff Role      | Qualifications                         |
|-------------------|--------------------|---------------------|---------------|------------------|-----------------|----------------------------------------|
| <span>VIEW</span> | Concern Vukeya     | 2024-08-21 09:34:14 | 3424355343    | Singita Day Care | Administrator   | Accredited ECD skills training courses |
| <span>VIEW</span> | Phindile Vukeya    | 2024-08-21 08:57:40 | 6404150938080 | Singita Day Care | Owner/Applicant | NQF 6-10 in ECD                        |

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← BACK NEXT ADD CORRECTIONS ADD ADMIN NOTES

- Select **"VIEW" (1)** on Staff Member to review staff documents and upload Clearance certificate.
- Remember to complete the next steps for EVERY staff member.

# REVIEWER STEP 12/13 - REVIEW STAFF DOCUMENTS (CONTD)

NCPR Demo ECD 3: Step 12 / 13 – Upload Staff Documents

[VIEW APPLICATION REJECTION](#) [VIEW CORRECTIONS](#) [CANCEL](#)

Staff Documents – Cate Carrol

Search +

|                       | Date Last Updated ↑ | ECD Prog Name   | Staff Name  | Staff ID  | Staff Mobile | Document Type    | Approved/Declined |
|-----------------------|---------------------|-----------------|-------------|-----------|--------------|------------------|-------------------|
| <div>ADD / VIEW</div> | 2025-09-05 08:09:25 | NCPR Demo ECD 3 | Cate Carrol | 123456789 | 27729987296  | Police Clearance | Approved          |
| <div>ADD / VIEW</div> | 2025-09-05 08:09:38 | NCPR Demo ECD 3 | Cate Carrol | 123456789 | 27729987296  | Staff ID         | Approved          |

[Download](#) < 1 > Page 1 of 1

[UPLOAD DOCUMENT](#) [CLOSE DOCUMENTS](#) [← BACK](#) [NEXT](#) [ADD CORRECTIONS](#) [SEND CORRECTIONS](#)

- On the Staff document table, click on **'ADD/VIEW'** to access uploaded documents for the selected Staff member.
- If the Reg Application Admin has uploaded the staff clearance; your action will be to review and approve it or to reject it if it shows that the staff member is listed on the Child Protection Register

# REVIEWER STEP 12/13 - REVIEW NCPR CLEARANCE

## NCPR Demo ECD 3: Step 12 / 13 - Upload Staff Documents

[VIEW APPLICATION REJECTION](#)[VIEW CORRECTIONS](#)

### Staff List

|      | Name And Surname      | ↑ | Latest Added        | ID Number     | ECD Name        | Staff Role       | Qualifications       | NCPR Cleared |
|------|-----------------------|---|---------------------|---------------|-----------------|------------------|----------------------|--------------|
| EDIT | Cate Carrol           |   | 2025-09-05 06:08:15 | 123456789     | NCPR Demo ECD 3 | Owner/Applicant  | NQF 6-10 in ECD      | Yes          |
| EDIT | Clear Staff Smith     |   | 2025-09-05 06:08:53 | 9008280130083 | NCPR Demo ECD 3 | Grade R Educator | NQF 6-10 in ECD      | Yes          |
| EDIT | Not Clear Staff Jones |   | 2025-09-05 06:10:49 | 8109080585087 | NCPR Demo ECD 3 | ECD Practitioner | No ECD Qualification | Pending      |



&lt; 1 &gt;

[← BACK](#)[NEXT](#)[ADD CORRECTIONS](#)[SEND CORRECTIONS](#)

- On the Staff List table, check the NCPR Cleared Status
- **If NCPR Cleared = Yes**, the staff member is clear on the NCPR or has provided an approved Police Clearance certificate if foreign
- **If NCPR Cleared = No**, the staff member is listed in the NCPR and should not be working with children – this application should be **recommended for rejection** and the ECD called to advise that this staff member must not work with children
- **This is the most critical part of the Bronze Review process. Staff listed on the NCPR should have their clearance certificate upload rejected and a recommendation for rejection as the last step.**

# NOTE ON DOCUMENT REVIEW



By the time a Reviewer has reviewed an application to the point that it is ready to submit for approval:

**Every staff member should have**

- an ID in Approved Status
- a Form 30 in Approved Status (or a Police Clearance certificate in Approved Status)
- an NCPR Cleared status = Yes, No

If this is not the case, you should:

- Submit corrections at the end of the review to request missing documents
- Or wait to complete the outstanding NCPR checks

# REVIEWER STEP 13/13 – ECD PHOTO

Singita Day Care: Step 13 / 13 – Self-Assessment Upload Photo

[VIEW CORRECTIONS](#) [VIEW ADMIN NOTES](#)

[CANCEL](#)

Upload Photo

1

2

[SAVE](#) [← BACK](#) [ADD CORRECTIONS](#) [SEND CORRECTIONS](#) [NEXT](#) [ADD ADMIN NOTES](#)

- View the uploaded photo
- **Please note that Photos of the ECD are NOT mandatory – do not request one if not submitted.**
- Click on **NEXT** to go to the final review step.

# REVIEWER - SOCIAL WORKER REPORT

**Social Worker Report**

Social Worker Report Recommendation

VIEW CORRECTIONS CANCEL

3

1

2

1

2

3

Social Worker Report Recommendation

Not Specified

Not Specified

Bronze Conditional

Rejected

Completteness of application

The applicant has completed the required application form and submitted documentation in the form of:

☐ Certified identity copies for all staff and the applicant

☐ Form 30 consent to check against Part B of the National Child Protection Register for the applicant and all staff

Recommendation Reasons

← BACK SEND CORRECTIONS SUBMIT RECOMMENDATION

**Social Worker Report**

Social Worker Report Recommendation

Bronze Conditional

VIEW CORRECTIONS CANCEL

Completteness of application

The applicant has completed the required application form and submitted documentation in the form of:

☒ Certified identity copies for all staff and the applicant

☒ Form 30 consent to check against Part B of the National Child Protection Register for the applicant and all staff.

Recommendation Reasons

All staff members were validated in the Child Protection REGOSTER. The application meets the Bronze Certificate

← BACK SEND CORRECTIONS SUBMIT RECOMMENDATION

**This is the end of your review, and you now have two choices:**

1. Click on **"SEND CORRECTIONS"** to return the Application to the applicant for viewing your saved correction notes and resolving corrections. Applicant will receive an SMS to review the application. **NOTE – this does not reject the registration and should not be used where staff are listed on the NCPR.**

**OR**

2. Complete the Social Worker Report and click **"SUBMIT RECOMMENDATION"** to say the application is complete and ready for a final decision.

To Submit the SW report, you must:

3. Choose your recommendation
  - **Bronze** – if all staff are clear on the NCPR
  - **Rejected** – only if staff are found listed on the NCPR.
- Check the boxes to confirm you have received all documents required and add a comment before submitting your recommendation.

# REVIEWER - SOCIAL WORKER REPORT

## Social Workers Report

### ECD Partial Care Registration/ Programme Registration

#### Social Workers Report

Name of the ECD Programme / Partial Care Facility: Singita Day Care  
Province: Gauteng  
District Municipality: City of Johannesburg  
Local Municipality: City of Johannesburg  
Ward: 57  
Date of Application Registration: 2024-06-04 07:23:12

#### Completeness of Application:

The applicant has completed the required application form and submitted documentation in the form of:

- certified identity copies for all staff and the applicant: YES
- Form 30 consent to check against Part B of the National Child Protection Register for the applicant and all staff: YES

#### Suitability of Applicant and Staff:

All staff and the applicant have been checked against Part B of the National Child Protection Register with the following findings:

|                           |   |
|---------------------------|---|
| Number of Staff Clear     | 1 |
| Number of Staff Not Clear | 2 |

#### Compliance with Norms and Standards

- The ECD programme confirmed that they are aware of the standards that they need to comply with. They have agreed to take immediate action to comply with each standard, should they not do so currently.
- The ECD programme is aware that they will be assessed against the standards when visited by the Education District

#### Recommendation:

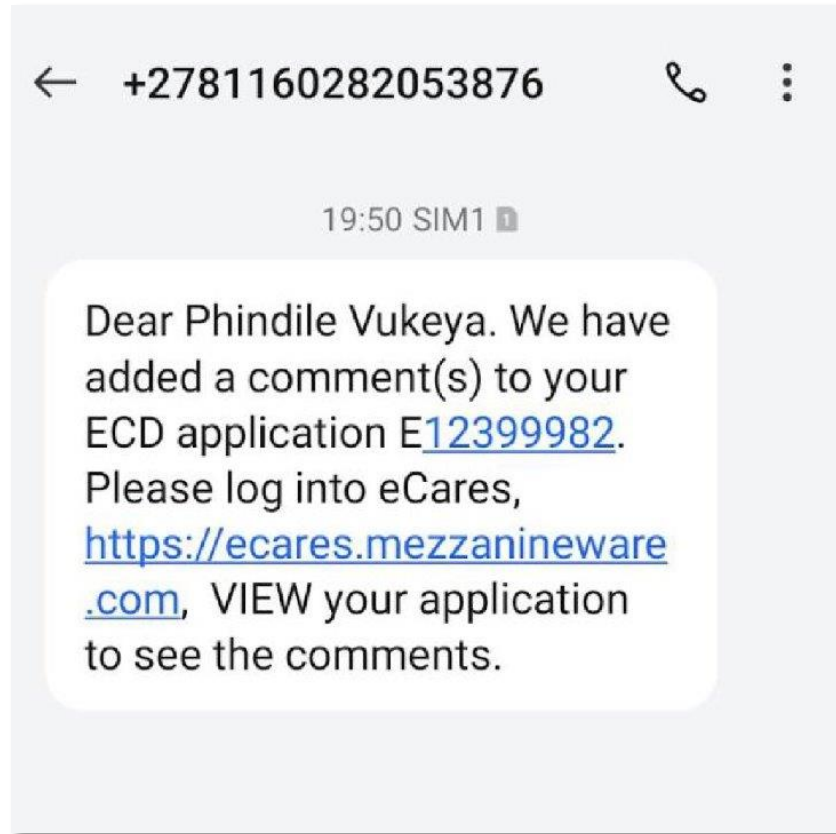
Based on your assessment of the application and the information supplied in the application and supporting documents, indicate your recommendation for registration below with reasons.

|                                                                  |                         |
|------------------------------------------------------------------|-------------------------|
| Recommendation:                                                  | Bronze Conditional      |
| Reasons for recommendation:                                      | All staff clear on NCPR |
| Recommend the number of children that this site is suitable for: | 35                      |

After the reviewer has pressed **SUBMIT RECOMMENDATION**, a Social Workers Report will be visible to the approver when they look at the application.

The report will show the recommendation as well as how many staff had NCPR certificates approved vs rejected.

# REVIEWER – SEND CORRECTIONS



*This is the SMS the applicant receives when you complete reviewing an application and hit **SEND CORRECTIONS**. When they log in to eCares, the application status will be **"Incomplete."***

# THANK YOU.



basic education  
Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

