

**Oxbridge Academy (Proprietary) Limited**

*Manual in terms of section 51 of the*

*Promotion of Access to Information Act 2 of 2000*

# Promotion of Access to Information Act, Act 2 of 2000 (The Act)

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## **Section 51 Manual of Oxbridge Academy (Proprietary) Limited** (Registration number: 2007/032672/07)

### **1. Contact particulars**

Head of business:	BP van den Berg	Registrar:	L Daniel
Postal address:	PO Box 6844 Welgemoed Parow 7538	Physical address:	48 Athlone Street Welgemoed Parow 7500
Telephone number:	0861111121	Fax number:	0861112121
E-mail address:	barend@oxbridgeacademy.co.za lenette@oxbridgeacademy.co.za		
Website:	<a href="http://www.oxbridgeacademy.co.za">www.oxbridgeacademy.co.za</a>		

### **2. Introduction**

Oxbridge Academy is a respected private educational institution that teaches through long distance learning in South Africa as well as abroad.

Focused on an "excellence driven" business model, the academy provides a high standard of education to students through modular study material, highly qualified tutors and a solid, well-established infrastructure.

Oxbridge Academy was founded in 1997 and provides courses in a range of FET (Further Education and Training) subjects. The academy takes pride in its skilled and motivated employees, experienced and loyal management team and enviable track record. The academy has a strong student base of people enrolling for a second or third time as well as first-time candidates. Most first-time students are introduced by current Oxbridgers.

Oxbridge Academy is Provisionally Registered as a Private FET Provider with the Department of Education (2009/FE07/070) until 31 December 2015.

We had our status confirmed and verified by Umalusi (Council for Quality Assurance and General and Further Education and Training).

Oxbridge Academy is an Education Provider accredited by the SETA for Finance, Accounting, Management Consulting and Other Financial Services (FASSET) (585/00932/09); Institute of Business Studies and the Institute of Certified Bookkeepers

Our courses are endorsed by the South African Institute of Management (SAIM).

Oxbridge Academy is a proud member of the Association of Private Providers of Education, Training and Development (APPETD).

### **3. Guide in terms of section 10 of The Act**

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, tel (011) 484-8300, fax (011) 484-7149.

### **4. Facilitation of a request for access to information**

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from Oxbridge Academy (Proprietary) Limited.

### **5. Information available in terms of other legislation**

Information is available in terms of certain provisions of the following legislation:

- 5.1 Basic Conditions of Employment Act 75 of 1997
- 5.2 Companies Act 61 of 1973
- 5.3 Consumer Affairs (Unfair Business Practices) Act 71 of 1988

- 5.4 Copyright Act 98 of 1978
- 5.5 Currency and Exchanges Act 9 of 1933
- 5.6 Electronic Communications and Transactions Act 25 of 2002
- 5.7 Employment Equity Act 55 of 1998
- 5.8 Further Education and Training Colleges Act No 16 of 2000
- 5.9 General and further Education and Training Quality Assurance Act No 58 of 2001
- 5.10 Income Tax Act 58 of 1962
- 5.11 Labour Relations Act 66 of 1995
- 5.12 Promotion of Access to Information Act 2 of 2000
- 5.13 South African Revenue Services Act 34 of 1997
- 5.14 Skills Development Levies Act 9 of 1999
- 5.15 Skills Development Act 97 of 1998
- 5.16 Unemployment Contributions Act 4 of 2002
- 5.17 Unemployment Insurance Act 63 of 2001
- 5.18 Value Added Tax Act 89 of 1991

## **6. Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying:

- 6.1 Newsletters
- 6.2 Pamphlets / Brochures
- 6.3 Pricelists
- 6.4 Marketing and promotional material
- 6.5 [www.oxbridgeacademy.co.za](http://www.oxbridgeacademy.co.za) Website

## **7. Information available in terms of The Act**

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

### **7.1 Accounting records**

- 7.1.1 Annual financial statements and working papers
- 7.1.2 General ledger
- 7.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 7.1.4 Bank statements, cheque books, cheques
- 7.1.5 Customer and supplier statements and invoices
- 7.1.6 Deposit slips
- 7.1.7 Cash books and petty cash books
- 7.1.8 Fixed asset register
- 7.1.9 Tax returns and assessments
- 7.1.10 VAT returns
- 7.1.11 Lease or instalment sale agreements
- 7.1.12 Budgets and business plans
- 7.1.13 Insurance records
- 7.1.14 Investment records
- 7.1.15 Auditor's reports
- 7.1.16 Inventory records
- 7.1.17 Systems documentation
- 7.1.18 Management reviews
- 7.1.19 Capital expenditure
- 7.1.20 Credit agreements

### **7.2 Fixed Property**

- 7.2.1 Leases

### **7.3 Information Technology**

- 7.3.1 Agreements
- 7.3.2 Capacity and utilisation of current systems
- 7.3.3 Client database
- 7.3.4 Disaster recovery processes and procedures
- 7.3.5 Hardware
- 7.3.6 Internet

- 7.3.7 Intranet
- 7.3.8 Licenses
- 7.3.9 Systems support, programming and development
- 7.3.10 LAN Installations
- 7.3.11 Operating systems
- 7.3.12 Software packages
- 7.3.13 Telephone exchange equipment
- 7.3.14 Telephone lines, leased lines and data lines

## **7.4 Insurance**

- 7.4.1 Details of coverage, limits and insurers
- 7.4.2 Insurance policies

## **7.5 Intellectual Property**

- 7.5.1 Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements.
- 7.5.2 Copyrights
- 7.5.3 Designs, trademarks, trade names and protected names

## **7.6 Legal, Agreements and Contracts**

- 7.6.1 Agreements with contractors, suppliers and clients
- 7.6.2 Agreements with customers
- 7.6.3 Agreements with shareholders, officers or directors
- 7.6.4 Material licenses, permits and authorisations
- 7.6.5 Contracts, including lease agreements and finance agreements

## **7.7 Personnel Records**

- 7.7.1 Attendance register
- 7.7.2 Disciplinary records
- 7.7.3 Employee evaluation and performance records
- 7.7.4 Employee information records
- 7.7.5 Employee loans
- 7.7.6 Employment applications
- 7.7.7 Employment contracts
- 7.7.8 Employment equity plan
- 7.7.9 Expense accounts
- 7.7.10 Group personal accident
- 7.7.11 Health and safety records
- 7.7.12 Incentive schemes
- 7.7.13 IRP 5 and IT 3 certificates
- 7.7.14 Letters of appointment
- 7.7.15 Leave applications
- 7.7.16 Maternity leave policy
- 7.7.17 Organisational design
- 7.7.18 Payroll
- 7.7.19 Personnel file
- 7.7.20 Policies and procedures
- 7.7.21 Recruitment and appointments
- 7.7.22 Relocation policy
- 7.7.23 Salary and wage registers
- 7.7.24 Salary slips and wage records
- 7.7.25 Scholarships and bursaries
- 7.7.26 Staff loan schemes
- 7.7.27 Staff records after employment
- 7.7.28 Study assistance schemes
- 7.7.29 Time records
- 7.7.30 Training and development
- 7.7.31 UIF, PAYE and SDL returns
- 7.7.32 Workmen's Compensation documents

## **7.8 Sales and Marketing**

- 7.8.1 Brochures, newsletters and marketing material
- 7.8.2 Customers
- 7.8.3 Media releases
- 7.8.4 Public relations policies and procedures
- 7.8.5 Service and product information

## **7.9 Statutory Company Records**

- 7.9.1 Certificate of Incorporation
- 7.9.2 Certificate to Commence Business
- 7.9.3 Director's attendance register
- 7.9.4 Memorandum and Articles of Association
- 7.9.5 Minutes books
- 7.9.6 Minutes of shareholders' meetings
- 7.9.7 Minutes of directors' meetings
- 7.9.8 Other minute books
- 7.9.9 Register of allotments
- 7.9.10 Register of directors and officers
- 7.9.11 Resolutions
- 7.9.12 Register of directors' shareholding
- 7.9.13 Shareholders' agreements
- 7.9.14 Register of directors' shareholding
- 7.9.15 Resolutions passed at meetings
- 7.9.16

## **8. Requesting procedures**

A person who wants access to the records must complete the necessary request form, that is available at the offices of Oxbridge Academy (Proprietary) Limited, or can be accessed on [www.sahrc.org.za](http://www.sahrc.org.za). The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

## **9. Availability of the Manual**

Copies of this manual are available for inspection, free of charge, at the offices of Oxbridge Academy (Proprietary) Limited, from the South African Human Rights Commission and at [www.oxbridgeacademy.co.za](http://www.oxbridgeacademy.co.za).

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REGISTRAR

## ANNEXURE A

### 1. FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9(2) (c) is R1, 10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or Part thereof	1, 10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0, 75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7, 50
(ii) compact disc	70, 00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40, 00
(ii) For a copy of visual images	60, 00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20, 00
(ii) For a copy of an audio record	30, 00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof	1, 10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0, 75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7, 50
(ii) compact disc	70, 00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40, 00
(ii) For a copy of visual images	60, 00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20, 00
(ii) For a copy of an audio record	30, 00
(f) To search for and prepare the record for disclosure, R30, 00 for each hour or part of an hour reasonably required for such search and preparation.	

(2) For purposes of section 54(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.

## ANNEXURE B

### 1. PRESCRIBED REQUEST FORM

**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000))

**[Regulation 10]**

#### A. Particulars of private body

The Managing Member: OXBRIDGE ACADEMY (PTY) LTD

LENETTE DANIEL

#### B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*  
(b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*  
(c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

#### C. Particulars of person on whose behalf request is made

*This section must be completed ONLY if a request for information is made on behalf of another person.*

Full names and surname:

Identity number:

#### D. Particulars of record

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*  
(b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

#### E. Fees

- (a) *A request for access to a record, other than record containing personal information about yourself, will be processed only after a **request fee** has been paid.*  
(b) *You will be notified of the amount required to be paid as the request fee.*  
(c) *The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*  
(d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees:

**F. Form of access to record**

*If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.*

Disability:		Form in which record is required:			
<p>Mark the appropriate box with an <b>X</b>.  <b>NOTES:</b>                  (a) Compliance with your request in the specified form may depend on the form in which the record is available.                  (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.                  (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>					
<b>1. If the record is in written or printed form:</b>					
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	inspection of record		
<b>2. If record consists of visual images</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
<input type="checkbox"/>	View the images	<input type="checkbox"/>	copy of the images*		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable.</b>			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

**G. Particulars of right to be exercised or protected**

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right

**H. Notice of decision regarding request for access**

*You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_  
SIGNATURE OF REQUESTER / PERSON ON WHO'S BEHALF REQUEST IS MADE