



17 September 2025

PUBLIC NOTICE 4/2025

CALL FOR SMALL BUSINESS PUBLIC PARTICIPATION: TRAINING OFFICES AND OFFICERS

17 September 2025– 30 NOVEMBER 2025

Page | 1

INVITATION FOR SMALL BUSINESS PUBLIC PARTICIPATION TVET N6 FINANCIAL AND BUSINESS MANAGEMENT

Small Business Practitioners of South Africa [SBPSA] was formed on 22 March 2022, in the Republic of South Africa. A notice about its existence was circulated during October 2022. We are an entity registered as an NPO with the Department of Social Development. **We further provide regulation of training of TVET students, particularly N6 Financial and Business Management, which is regulated through the Department of Higher Education, Science and Technology code 67040, and 67036, respectively.** We are concerned with the quality of training the above students receive. We are now issuing this request to ensure alignment between registration, teaching, training, and the award of the hard-earned and meaningful Diploma to the student.

PURPOSE OF SMALL BUSINESS PRACTITIONERS OF SOUTH AFRICA REGISTRATION OF TRAINING OFFICES AND OFFICERS

The purpose of this notice is to invite Small Business Training Officers and Offices to register with our organisation so that there is alignment on what the students are trained in, how they are trained and assessed, and the qualifications of the trainer and the suitability of the small business practice. **According to SBPSA By-law 17, students pursuing either a TVET Financial and Business Management Diploma must be taught by a qualified lecturer, a lecturer who complies with SBPSA CPD, must be trained and assessed with the SBPSA TVET assessment tool, must be trained by a qualified Training officer, the qualified Training Officer must be an SBPSA member, and the training office must be suitable for training the student.** This will protect the student. It seeks to provide credibility and assurance to the student that both the education and training are part of a quality guarantee that the student deserves. As a result, a step must be taken to:

1. Know the right student to be trained;
2. Accredite the Training Officer;
3. Approve the Training Office, and

Members: Ms. Faith Mtyida-Ngadi (**Chairperson**); Mr. Sabata Ludidi AGA (**SA**) (**Deputy Chairperson**), Dr. Masibulele Phesa CA (**SA**), **RA (Treasurer)**; Dr. Noncedo Khewu (**Secretary**), Mr. Chumani Ngele CA(**SA**), **RA, CD (IoDSA) (Deputy Secretary)**.

Website: www.sbpsa.org **WhatsApp:** 078 158 6534 **Fax:** 086 482 3276 **Email:** info@sbpsa.org



4. Collaborate with the Department of Education so that we all know and understand each other's tasks in the student development chain.

As a result, it will be possible to formulate and maintain an SBPSA TVET training forum that will help us all to collaborate and protect the student, and ensure credibility and reliability of the TVET system. Current Training Officers have up to 30 November 2025 to register and comply. After that date, all new training Officers will have to obtain a pre-registration before they can work with the students. **As a result, failure to comply will attract a penalty of R5,400.00**

per student enrolled. Students are also responsible for ensuring that, before they enrol, their trainer and office are listed on the SBPSA website, or that training will be non-existent, for the purpose of obtaining the required Diploma.

The **Training Officer for N6 Financial Management (logbook code: 67040)** should either be:

1. FRC ^(RSA) or
2. SBA ^(RSA) or
3. Chartered Accountant or
4. Registered Auditor registered with IRBA.

Further, **the Training Officer for N6 Business Management (logbook code: 67036)** should either be:

1. SBP ^(RSA) or
2. SBA ^(RSA).

On this notice, we have attached the registration form for:

1. Training officer; and
2. Training Office.

All queries should be addressed to the CEO: rvuzane@sbpsa.org

Chief Executive Office

Small Business Practitioners of South Africa

17 September 2025



Please email your application from to: accreditations@sbpsa.org

Name of the Entity:

Nature of the entity: (Please tick)

(Pty) Ltd:

Registration No:

INC:

Registration No:

Sole Proprietary:

CC:

Registration No:

Partnership:

Is the space rented or owned?

Is the space owned?

Are you working from home?

How many students can the office accommodate?

How many students are you currently accommodating?

How many students are you audited to accommodate?

(Please note that the application is prospective.)

(Please note that a non-refundable fee is R1,000.00.)

SUPPORTING DOCUMENTS

Attached?

ID of the training officer	<input type="checkbox"/>	<input type="checkbox"/>
Picture of the outside building	<input type="checkbox"/>	<input type="checkbox"/>
Picture of the space where students are trained	<input type="checkbox"/>	<input type="checkbox"/>
CK or Partnership agreement	<input type="checkbox"/>	<input type="checkbox"/>
Proof of address payment	<input type="checkbox"/>	<input type="checkbox"/>
Ownership or rental contract	<input type="checkbox"/>	<input type="checkbox"/>

BANKING DETAILS

Account Holder: Small Business Practitioners of SA NPC

Registration No: 2022/337354/08

Account No: 1327220520

Account Type: Current

Branch Code: 198765

Swift Code: NEDSZAJJ



Please email your application from to: accreditations@sbpsa.org

A. PERSONAL INFORMATION

Name: Surname:

ID Number: Email:

Address:

Telephone: Cell:

B. QUALIFICATIONS

Name of the qualification	Awarding Institution	Year Awarded

C. PARTICULARS OF THE APPLICATION

C1. Do you have practicing experience where you were once a trainee?

C2. Have you trained students before?

C3. Which field are you applying for?

C4. Are you an SBPSA?

NB: Where the training officer is applying to more than one field of training, the application fee is:

- (a) One field: **R800.00**
- (b) Two fields: **R1750.00**



Please email your application from to: accreditations@sbpsa.org

D. SBPSA DESIGNATION: N6 FINANCIAL MANAGEMENT

- Are you?
 - ✓ An *FRC^(RSA)*
 - ✓ A Chartered Accountant
 - ✓ An *SBA^(RSA)*
 - ✓ A registered Auditor

Yes	No

E. SBPSA DESIGNATION: N6 BUSINESS MANAGEMENT

- Are you?
 - ✓ An *SBP^(RSA)*
 - ✓ An *SBA^(RSA)*

Yes	No
Yes	No

Please email your application from to: accreditations@sbpsa.org

SUPPORTING DOCUMENTS

Attached?

ID of the training officer	<input type="checkbox"/>	<input type="checkbox"/>
Qualifications	<input type="checkbox"/>	<input type="checkbox"/>
CV	<input type="checkbox"/>	<input type="checkbox"/>
Proof of completing training	<input type="checkbox"/>	<input type="checkbox"/>
Proof of SBPSA membership	<input type="checkbox"/>	<input type="checkbox"/>
Proof of payment	<input type="checkbox"/>	<input type="checkbox"/>
Certificate provided to student sign off	<input type="checkbox"/>	<input type="checkbox"/>

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