

**EVIDENCE REQUIRED IN SUPPORT OF PROVIDER
ACCREDITATION**

PREAMBLE

This document is not a deviation to existing SAQA policy, or new policy on the matter, but rather a common understanding of the implementation of existing policy.

The document is a product of a consultative process that was followed in order to provide a common understanding and application of the criteria for the accreditation of providers amongst ETQAs. It should be read in conjunction with the SAQA publication: "*Criteria and Guidelines for Providers*"

The document does not include the particular requirements of the various sectors of industry. The different ETQAs reserve the right to include criteria as required for operation within their particular sector of industry.

<p>Category 3: Function Criteria</p>	<p>Processes for the accreditation of constituent providers are effective and efficient, and clearly relate to the primary focus of the ETQA.</p>	<ul style="list-style-type: none"> • The ETQA's accreditation requirements for providers cover the criteria for providers set out by SAQA, namely that a provider <ul style="list-style-type: none"> □ is registered in terms of the following legislation; <p>Minimum requirements in terms of the following legislation</p> <ul style="list-style-type: none"> • Legal entity • DoE registration • SARS registration • Occupational Health and Safety Act (submit certificate) • Plus applicable legislation <ul style="list-style-type: none"> □ has a quality management system including policies, procedures and review mechanisms; <p>Minimum criteria for the QMS would be:</p> <ol style="list-style-type: none"> 1. Identify Business processes – must include: <ul style="list-style-type: none"> • HR policy Aimed at ETD staff with particular attention to sufficiency & ratio Must adhere to LRA • Learner policy Should include: entry requirements, fee structure, admissions policy, learner support, appeals procedure and workplace support • Financial policy In line with General Acceptable Accounting Practice (GAAP) • Learning program
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		<p>Should have included the design, develop, deliver and evaluation of the program.</p> <ul style="list-style-type: none"> • Has policies and practices for the management of assessment & moderation & RPL Criteria should have the following included: Principles, frequency, role players, scope, method, instruments and appeals • Administration Policy Record Keeping & Reporting should be covered and should be NLRD compliant. • Certification Will be included in the application if the function has been devolved by the ETQA. Will be excluded if the function has been retained by the ETQA. <ol style="list-style-type: none"> 2. Internal Audit (outcome should be in a report) 3. Management Review <ul style="list-style-type: none"> □ is able to develop, deliver and evaluate learning programmes which culminate in specified registered standards or qualifications; <ul style="list-style-type: none"> • Material, assessment, assessment instruments, RPL, evaluation of program, assessors registration, CV's of facilitator • Equipment required by qualification • If required, will evaluate material on site
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		<ul style="list-style-type: none"> ❑ has the necessary financial, administrative and physical resources; <ul style="list-style-type: none"> • Financial – audited financial statements, not necessarily CA audited • Financial declaration, determine solvency • Emerging providers – exempt for 1 year, evaluate business plan to evaluate for viability, manage the accreditation, do monitoring • Administrative – filing, record keeping and outsourced agreements for bulk filing if need be • Physical – a physical address, requirements in line with the outcomes of the qualification and unit standards, SLA insourced ❑ has policies and practices for staff selection, appraisal and development; <p style="text-align: center;">see QMS</p> ❑ has policies and practices for learner entry, guidance and support systems; <p style="text-align: center;">see QMS</p> ❑ has policies and practices for the management of off-site practical or work-site components; <ul style="list-style-type: none"> • Off-site is anything outside provider site or not by provider • Need a declaration from agent if it is off-site • Contract with ToR and monitoring procedures included in the contract ❑ has policies and practices for the management of assessment;
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		<p style="text-align: center;">see QMS</p> <ul style="list-style-type: none"> ❑ has the ability to achieve the desired outcomes, using available resources and procedures considered by the ETQA to be needed to develop, deliver and evaluate learning programmes which culminate in specified registered standards or qualifications; <p style="text-align: center;">see page 3</p> <ul style="list-style-type: none"> ❑ has not already been granted accreditation by or applied for accreditation to another ETQA.¹ <ul style="list-style-type: none"> • Accreditation conditions are attached and agreements and timeframes regarding provider accreditation are set out where necessary. <ul style="list-style-type: none"> • Accreditation and provisional accreditation, the conditions and time frames should be clearly spelled out • Any other terminology is outside the NQF • For provisional – will have demonstrated practises but not necessarily implemented yet.
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¹ These criteria are discussed in detail in SAQA: ETQA Criteria and Guidelines for Providers, 1999.