FASSETQA



PROVIDER ACCREDITATION APPLICATION FORM

**INSTRUCTIONS:**

**Read the guidelines document before embarking on the accreditation application.**

***Only fill in the non-shaded areas on this form.* The shaded areas and QA checklists will be used during the evaluation of your application and during site visits. Please ensure that your application meets the criteria specified in the QA checklists.**

**Please ensure that all the annexures are completed. You are allowed to include additional annexures if you want to provide more information on your organisation. Please refer to such additional annexures in the application form.**

**Provider name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Please note:***

***Applications must be completed within a six month period. Should an application not be successful within this period, it will be closed. Providers can subsequently submit a new application.***

**Applications for any of the below listed qualifications will not be accepted by Fasset. Please liaise with the professional body indicated for the relevant accreditation form and process.**

|  |  |  |
| --- | --- | --- |
| **Qualification** | | **Professional Body** |
| **SAQA ID** | **Qualification Title** | Association of Accounting Technicians (AAT) |
| 59751 | Certificate: Local Government Accounting |
| 73710 | Certificate: Accounting Technician |
| 77143 | Further Education and Training Certificate: Accounting Technician |
| 73712 | Advanced Certificate: Local Government Accounting |
| 80189 | Certificate: Accounting |
| 20397 | Certificate: Certified Accounting Technician | Association of Certified Chartered Accountants (ACCA) |
| 20398 | Certified Diploma: Accounting and Finance |
| 63550 | Chartered Certified Accountant |
| 24418 | National Certificate: Business Accounting | Chartered Institute of Management Accountants (CIMA) |
| 24406 | National Diploma: Management Accounting |
| 20400 | Professional Qualification: Chartered Management Accountant |
| 60149 | CIS Professional Qualification: Management and Administration | Chartered Secretaries Southern Africa (CSSA) |
| 60154 | CIS Professional Qualification: Governance and Administration |
| 60151 | CIS Professional Advanced Qualification: Governance and Administration |
| 64691 | Further Education and Training Certificate: Management and Administration |
| 60153 | CIS Professional Post-graduate Qualification: Company Secretarial and Governance Practice |
| 60150 | National Certificate: Business Administration |
| 58375 | National Certificate: Bookkeeping | Institute of Certified Bookkeepers (ICB) |
| 58376 | Further Education and Training Certificate: Bookkeeping |
| 20352 | National Certificate: Public Sector Accounting |
| 48736 | National Certificate: Small Business Financial Management |
| 23618 | Certificate: Office Administration |
| 23619 | Higher Certificate: Office Administration |
| 36213 | National Diploma: Technical Financial Accounting |
| 20353 | Diploma: Public Sector Accounting |
| 20366 | National Diploma: Financial Accounting |
| 35958 | Diploma: Office Administration | Institute of Internal Auditors SA (IIA(SA)) |
| 20358 | Diploma: Technician: Internal Auditing |
| 20359 | Certificate: General Internal Auditing |

**TYPE OF APPLICATION**

**Applications for any of the below listed programmes will be accepted by Fasset. Please place a tick next to the programme/s relevant to this application.**

**Full Qualifications**

|  |  |  |
| --- | --- | --- |
| **Delivery and assessment site**  Complete ALL sections in the application form | | **Please tick** |
| **SAQA ID** | **Qualification Title** |  |
| 49021 | Further Education and Training Certificate: Debt Recovery |  |
| 57901 | Further Education and Training Certificate: Credit Management |  |

**Skills Programmes**

|  |  |  |
| --- | --- | --- |
| **Delivery and assessment site**  Complete ALL sections in the application form | | **Please tick** |
| **Skill Programme Title: Payroll**  **44 credits NQF 3** | |  |
| **US ID** | **Unit Standard Title** |  |
| 117426 | Prepare salaries |  |
| 117417 | Prepare Wages |  |
| 114733 | Complete PAYE documents |  |
| 116940 | Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem |  |
| 9010 | Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations |  |
| 119465 | Write/present/sign texts for a range of communicative contexts |  |
| 10022 | Comply with organisational ethics |  |
| 119469 | Read/view, analyse and respond to a variety of texts |  |
| **Skill Programme Title: Accounts Processing**  **79 credits NQF 4** | |  |
| **US ID** | **Unit Standard Title** |  |
| 117424 | Calculate and record value added tax transactions |  |
| 117427 | Prepare general ledger accounts and initial trial balance |  |
| 117418 | Understand the Petty Cash system |  |
| 114733 | Complete PAYE documents |  |
| 114735 | Perform Value Added Tax calculations and complete returns |  |
| 117426 | Prepare salaries |  |
| 117417 | Prepare Wages |  |
| 114736 | Record business financial transactions |  |
| 114742 | Calculate tax payable by a small business |  |
| 116940 | Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem |  |
| 12995 | Maintain financial records and prepare general ledger accounts |  |
| 110528 | Compile and control a budget for a range of office supply requirements |  |
| 7468 | Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues |  |
| **Skill Programme Title: Accounts Payable and Receivable**  **47 credits NQF 3** | |  |
| **US ID** | **Unit Standard Title** |  |
| 117423 | Administer credit purchase transactions |  |
| 117422 | Administer credit sales transactions |  |
| 117419 | Administer income and receipts |  |
| 117420 | Administer payments and expenses |  |
| 117425 | Compile reconciliation statements |  |
| 117421 | Demonstrate basic accounting concepts |  |
| 243944 | Administer accounts receivable and accounts payable on the system |  |
| 9010 | Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations |  |
| 119465 | Write/present/sign texts for a range of communicative contexts |  |
| 10022 | Comply with organisational ethics |  |
| **Skills Programme Title: Debtors**  **81 credits NQF 4** | |  |
| 116610 | Assess and allocate debt collecting accounts according to risk profile |  |
| 116606 | Communicate orally with relevant stakeholders in the recovery of debt |  |
| 116598 | Compile debtor correspondence in accordance with legislation and standard procedures |  |
| 116608 | Demonstrate knowledge and application of ethical conduct in a debt recovery work context |  |
| 116601 | Manage credit grantor portfolio |  |
| 116599 | Manage debtor portfolio |  |
| 13948 | Negotiate an agreement or deal in an authentic work situation |  |
| 110023 | Present information in report format |  |
| 116603 | Demonstrate and apply understanding of the legal requirements relevant to the liquidation of debt |  |
| 116607 | Demonstrate knowledge of the repossession of goods under a credit agreement |  |
| 12745 | Demonstrate knowledge and understanding of accounting practice and procedures associated with the collection of debts |  |
| 8968 | Accommodate audience and context needs in oral communication |  |
| 8975 | Read analyse and respond to a variety of texts |  |
| **Skills Programme Title: Creditors**  **55 credits NQF 4** | |  |
| 117422 | Administer credit sales transactions |  |
| 13416 | Demonstrate knowledge and understanding of the basics of security for finance |  |
| 117156 | Interpret basic financial statements |  |
| 118039 | Promote and control credit |  |
| 243122 | Apply the legal requirements related to Credit Management |  |
| 118042 | Supervise credit procedures |  |
| 118044 | Address defaulting customer accounts and control bad debts |  |
| 116601 | Manage credit grantor portfolio |  |
| 119472 | Accommodate audience and context needs in oral/signed communication |  |
| 119469 | Read/view, analyse and respond to a variety of texts |  |

**Unit Standards**

Please list the Unit Standard for which Accreditation is sought:

|  |  |  |
| --- | --- | --- |
| **Delivery and assessment site**  Complete ALL sections in the application form | | **Please list** |
| **SAQA ID** | **Unit Standard Title** |  |
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**DISCLAIMER**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as duly authorized representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby confirm that:

1. I understand that the Quality Council of Trades and Occupations (QCTO) has delegated quality assurance of the programmes reflecting in this application to Fasset, and that such delegation may be revoked at the QCTO’s discretion.
2. I understand that the full qualifications listed in this application may be replaced or restructured to meet the criteria and requirements of the QCTO. I also understand that once replaced or restructured, a new application for accreditation will have to be submitted to the QCTO and that new learning material will have to be developed to meet this requirement.
3. I understand that the unit standards within Fasset’s scope of quality assurance may be expired sooner than the current registration end date of 30 June 2023, if the associated qualification is replaced or restructured.
4. I understand that accreditation & learning programme approval for skills programmes, once awarded, will only be valid until 30 June 2023, or until the associated qualification is replaced or restructured, whichever is soonest.
5. I understand that accreditation & learning programme approval for full qualifications, once awarded, will only be valid until 30 June 2023, or until such qualification is replaced or restructured, whichever is soonest.
6. I understand that accreditation and programme approval will only be **active** if the quality assurance delegation referred to in point 1 is still active, and if the programme is still active on the NQF.
7. I understand that accreditation & programme approval **may be extended** for as long as the programme is still active on the NQF, and if the quality assurance delegation referred to in point 1 is still active.

Signed on this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
| **Name & Surname** |  |
| **Position** |  |
| **Signature** |  |

**Failure to complete, sign and submit the disclaimer will result in the application being rejected.CONTENTS**

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# organisation information

## Protection of Personal Information (PoPI)

**CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)**

**1. Introduction**

The Protection of Personal Information Act (POPI) aims to give effect to the constitutional right to privacy by balancing the right to privacy against that of access to information. POPI requires that personal information pertaining to individuals be processed lawfully and in a reasonable manner that does not infringe on the right to privacy.

This consent form sets out how personal information will be collected, used and protected by Fasset, as required by POPI. The use of the words “the individual” for the purposes of this document shall be a reference to any individual communicating with Fasset and/or concluding any agreement, registration or application, with the inclusion of each individual referred to or included in terms of such agreement, registration or application.

**2. What is personal information?**

The personal information that Fasset requires relates to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, and personal and work email and contact details.

**3. What is the purpose of the collection, use and disclosure (the processing) of personal information?**

Fasset is legally obligated to collect, use and disclose personal information for the purposes of:

* reporting skills development initiatives to the Department of Higher Education and Training;
* reporting enrolments and achievements of programmes to the South African Qualifications Authority;
* reporting on quality assurance functions to the Quality Council of Trades and Occupations;
* evaluating and processing applications for access to financial and other benefits;
* compiling statistics and other research reports;
* providing personalised communications;
* complying with the law; and/or
* for a purpose that is ancillary to the above.

Fasset will not process personal information for a purpose other than those which are identified above without obtaining consent to further processing beforehand.

**4. What is ‘processing’?**

POPI provides that the term “processing’’ covers any operation or activity, whether or not by automatic means, concerning personal information, including collection, receipt, recording, organisation, collation, storage, retrieval, alteration, consultation or use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as restriction, erasure or destruction of information.

**5. How will Fasset process personal information?**

Fasset will only collect personal information for the purpose as stated above. Information will be collected in the following manner:

* directly from the individual;
* from an agent, relative, employer, work colleague or other duly authorised representative who may seek or request our services;
* from education institutions, training providers, or other service providers that are providing or provided the individual with services;
* from our own records relating to our previous supply of services or responses to the individual’s request for services;
* and/or from a relevant public or equivalent entity.

**6. To whom will personal information be disclosed?**

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information, service providers such as professional bodies who operate across the borders of this country (trans-border flow of information) where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for. In the event of another party/ies acquiring all of or a portion of Fasset’s mandate or functions, personal information will be disclosed to that party but they will equally be obliged as we are, to protect personal information in terms of POPI.

**7. Consent and Permission to process personal information:**

* I hereby provide authorisation to Fasset to process the personal information provided for the purpose stated.
* I understand that withholding of or failure to disclose personal information will result in Fasset being unable to perform its functions and/or any services or benefits I may require from Fasset.
* Where I shared personal information of individuals other than myself with Fasset I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in accordance with this consent provided and I warrant that I am authorised to give this consent on their behalf.
* To this end, I indemnify and hold Fasset harmless in respect of any claims by any other person on whose behalf I have consented, against Fasset should they claim that I was not so authorised.
* I understand that in terms of POPI and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.
* I will not hold Fasset responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

|  |  |
| --- | --- |
| **Duly authorized representative name:** |  |
| **Position:** |  |
| **Signature:** |  |
| **Date:** |  |
| **Witness Signature:** |  |
| **Date:** |  |

**8. Rights regarding the processing of personal information:**

* The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide Fasset with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if Fasset agrees to same in writing. Fasset specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits. Further, please note that the revocation of consent is not retroactive and will not affect disclosures of personal information that have already been made.
* In order to withdraw consent, please contact the Information Officer at [popi@fasset.org.za](mailto:popi@fasset.org.za).
* Where personal information has changed in any respect, the individual is encouraged to notify Fasset so that our records may be updated. Fasset will largely rely on the individual to ensure that personal information is correct and accurate.
* The individual has the right to access their personal information that Fasset may have in its possession and is entitled to request the identity of which third parties have received and/or processed personal information for the purpose. Please note however, that any request in this regard may be declined if:
* the information comes under legal privilege in the course of litigation,
* the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
* giving access may cause a third party to refuse to provide similar information to Fasset,
* the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
* the information as it is disclosed may result in the disclosure of another person’s information,
* the information contains an opinion about another person and that person has not consented, and/or
* the disclosure is prohibited by law.

**6.9 Requesting access and lodging of complaints:**

* Please submit any requests for access to personal information in writing to Fasset’s information officer at [popi@fasset.org.za](mailto:popi@fasset.org.za).
* With any request for access to personal information, Fasset will require the individual to provide personal information in order to verify identification and therefore the right to access the information.
* There may be a reasonable charge for providing copies of the information requested.
* If any request has not been addressed to satisfaction a complaint may be lodged at the office of the Information Regulator.

## Organisation details

|  |  |  | | **QA comments** |
| --- | --- | --- | --- | --- |
| A.2.1 | Organisation's name |  | |  |
| A.2.2 | Trading name  (If different from above) |  | |  |
| A.2.3 | Physical address |  | |  |
| A.2.4 | GPS Coordinates  (in minutes, degrees and seconds) |  | |  |
| A.2.5 | Postal address |  | |  |
| A.2.6 | Telephone number |  | |  |
| A.2.7 | Fax number |  | |  |
| A.2.8 | The nature of your business |  | |  |
| A.2.9 | Business classification  (Please select the subsector that best describes the business activities of your organisation. If your organisation does not fall within one of the subsectors on the list, please select “other”) | Education and training |  |  |
| Investment entities and trusts and company secretary services |  |
| Stockbroking and financial markets |  |
| Development organisations |  |
| Accounting, bookkeeping , auditing and tax services |  |
| Debt collection |  |
| Business and management consulting services |  |
| Activities auxiliary to financial services |  |
| SARS and government departments |  |
| Other |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A.2.10 | Geographical distribution  (Please indicate the number of branches or training sites in each province. Include only those training sites where the programmes included in this application will be offered. | **Province** | **Number of branches/**  **training sites** | **QA Comments** |
| Eastern Cape |  |  |
| Free State |  |
| Gauteng |  |
| KwaZulu-Natal |  |
| Limpopo |  |
| Mpumalanga |  |
| North West Province |  |
| Northern Cape |  |
| Western Cape |  |

Attach as Annexure A.2.10 the names, physical addresses and telephone numbers of all the branches or training sites included in this application. (Only applicable if details differ from those specified in 2.1 to 2.8)

## Contact details

Please provide details of the person(s) directly responsible for the accreditation application of the organisation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Primary contact** | | | **QA comments** |
| A.3.1 | Title |  |  |
| A.3.2 | First name |  |  |
| A.3.3 | Middle name |  |  |
| A.3.4 | Surname |  |  |
| A.3.5 | Initials |  |  |
| A.3.6 | Position |  |  |
| A.3.7 | Postal address |  |  |
|  |  |
|  |  |
| A.3.8 | Physical address |  |  |
|  |  |
|  |  |
| A.3.9 | Telephone number |  |  |
| A.3.10 | Cell phone number |  |  |
| A.3.11 | Fax number |  |  |
| A.3.12 | E-mail address |  |  |
| A.3.13 | Preferred method of communication |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary contact** | | | QA comments |
| A.3.14 | Title |  |  |
| A.3.15 | First Name |  |  |
| A.3.16 | Surname |  |  |
| A.3.17 | Initials |  |  |
| A.3.18 | Position |  |  |
| A.3.19 | Telephone number |  |  |
| A.3.20 | Cell phone number |  |  |
| A.3.21 | Fax number |  |  |
| A.3.22 | E-mail address |  |  |

## Registration as legal entity

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Information satisfactory | Annexures complete | QA comments |
| A.4.1 | Legal nature of entity (Pty; cc, etc.) |  |  |  |  |
| A.4.2 | Registration number  (where applicable) |  |  |  |  |
| A.4.3 | Registration year  (where applicable) |  |  |  |  |
| A.4.4 | Years trading |  |  |  |  |

Please supply documentary proof of your organisation’s legal status as Annexure A4.

The following are the types of documents that are required:

* Letter of authority (trust)
* CK1 or CK2 (for a Closed Corporation)
* Certificate of confirmation (for a company)

## SARS registration and income tax

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Information satisfactory | Annexures complete | QA comments |
| A.5.1 | Income tax registration number |  |  |  |  |
| A.5.2 | VAT registration number |  |  |  |  |
| A.5.3 | SDL number |  |  |  |  |

Please attach as Annexure A5 a valid tax clearance certificate.

If you are a new company and cannot provide tax clearance certificate, please attach documentary proof of

* Registration for income tax
* Registration for VAT (if applicable)
* Registration for SDL (if applicable)

## Registration with the Department of Higher Education and Training

Is your organisation registered with the Department of Higher Education and Training?

(Please refer to the guidelines document for more information)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Tick** | Information  satisfactory | Annexures  complete | QA comments |
| Yes, as an HET provider |  |  |  |  |
| Yes, as a FET provider |  |  |  |  |
| No |  |  |  |  |

If **YES** please provide documentary proof of your registration as Annexure A6.

\*Please note that this application does not lead to registration with the Department of Higher Education and Training

## Professional registration

Is your organisation registered with any other professional council or association?

(Please refer to the guidelines document for more information)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Tick** | Information  satisfactory | Annexures  complete | QA comments |
| Yes |  |  |  |  |
| No, registration is not required |  |  |  |  |
| No, although registration is required |  |  |  |  |

If you are registered or required to register, with which council or professional body/bodies?

|  |
| --- |
|  |
|  |

If you are registered, please provide documentary proof of your registration as Annexure A7.

## Vision, mission and primary focus of organisation

### Vision and mission statements

Please provide the vision and mission statements of your organisation in the space below.

|  |  |
| --- | --- |
|  | **QA comments** |
|  |  |

### Primary Focus

What is your primary focus as a training provider? Please provide a short description

|  |  |
| --- | --- |
|  | **QA comments** |
|  |  |

With which of FassetQA’s focus areas is your organisation aligned?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Tick** |  | **Annexure satisfactory** | **Alignment**  **satisfactory** | **QA comments** |
| Financial markets |  |  |  |  |
| Accountancy |  |  |  |
| Auditing |  |  |  |
| Taxation |  |  |  |
| Management consulting |  |  |  |
| Debt recovery |  |  |  |

Please provide as Annexure A.8.2 proof of the use of vision and mission statements and of your primary focus using the following:

* A letter introducing your organisation and what it does
* A brochure/advertisement stating who you are and what you do

## Undertaking not to seek other accreditation

You need to undertake NOT to seek accreditation with another QAP whilst accredited by FassetQA. Please complete and sign Annexure A.9 (available at the end of this application form).

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Undertaking completed and signed |  |  |

## Organisation structure

Please attach as Annexure A10 an organogram/organisational flowchart of your organisation specifically indicating names, roles and responsibilities (Please also indicate if you outsource any of the functions and attach a contract/agreement if you do):

* Ownership
* General management
* Trainers/facilitators
* Assessors/moderators
* Mentors
* Administration
* Financial management
* Maintenance

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Organisation size is clear |  |  |
| Ownership is clearly identified |  |  |
| General management is identified |  |  |
| Trainers/facilitators are identified |  |  |
| Assessors and moderators are identified |  |  |
| Mentors are identified (if applicable) |  |  |
| Administration units are identified |  |  |
| Responsibility of financial management is identified |  |  |
| Maintenance functions are identified (if applicable) |  |  |
| Contracts are attached (if applicable) |  |  |

# human resources practices

## Recruitment and selection

Attach as Annexure B1 your organisation’s recruitment and selection policy.

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Policy ensures that recruitment and selection procedures are fair and transparent |  |  |
| Policy ensures that selection procedures are in line with Labour Relations Act (e.g. use of psychometric testing and medical examinations) |  |  |
| Policy ensures that staff meet the minimum educational requirements of qualifications/courses offered |  |  |
| Policy has an owner (person responsible to ensure implementation) |  |  |
| Policy has an expiry date and mechanism for review |  |  |

## Performance management

Please provide in the space below a short description of the key elements of your performance management system. Attach as Annexure B2 supporting documentation e.g. examples of job descriptions, key performance areas.

|  |
| --- |
| Description: Performance management system |
|  |

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| The organisation has mechanisms for the timeous identification of under-performance |  |  |
| The performance management system allows for timeous identification and communication of underperformance and for remedial action |  |  |
| The performance management mechanisms are clearly communicated to staff and are utilized on a regular basis |  |  |

## Disciplinary procedure

Attach as Annexure B3 a copy of your organisations disciplinary procedure.

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| The organisation has a disciplinary procedure |  |  |
| The organisation has clear and fair mechanisms to deal with disciplinary issues |  |  |
| Disciplinary procedure is communicated to staff |  |  |
| Disciplinary procedure has an expiry date and mechanism for review |  |  |

## Grievance procedure

Attach as Annexure B4 a copy of your organisations grievance procedure

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| The organisation has a grievance procedure |  |  |
| The organisation has clear and fair mechanisms to deal with grievances |  |  |
| Grievance procedure is communicated to staff |  |  |
| Grievance procedure has an expiry date and mechanism for review |  |  |

## Skills development of internal human resources

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Does your organisation have an approved Workplace Skills Plan for the current year?   |  |  | | --- | --- | | Yes |  | | No |  | | Don’t pay SDL |  |   If you have submitted a Skills Development Plan to any SETA, please attach the letter from the SETA confirming approval as Annexure B.5.  **OR**  In the event that you have not completed a Workplace Skills Plan but are paying the Skills Development Levy, please submit the relevant Skills Development Plan to Fasset or the relevant SETA as soon as possible as it is a requirement to demonstrate an approved Skills Development Plan before the accreditation process may be finalised. Please attach a copy of the letter confirming submission of the Skills Development Plan in Annexure B.5, and consequently please submit a letter from the SETA/Fasset confirming approval of the Skills Development Plan as soon as possible to Fasset's PQA department.  **OR**  If your organisation is exempt from paying the Skills Development Levy, please provide as Annexure B.5 a letter from SARS confirming your exemption and describe how you train and develop your staff. Attach your description also in Annexure B.5. |

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| The organisation has submitted a SDP |  |  |
| The SDP has been approved by the relevant SETA |  |  |
| If the organisation is exempt from the SDL, a SARS letter of confirmation is attached and it has a staff development plan |  |  |

## Employee records

Attach as Annexure B.6 examples of the documents kept on employee records.

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Employee record keeping system is in place and is kept up-to-date |  |  |
| Employee record keeping system includes |  |  |
| Letter of appointment |  |  |
| Conditions of service |  |  |
| Leave applications and approvals/records |  |  |
| Performance evaluations |  |  |
| Job description/key performance areas |  |  |
| Other relevant documentation |  |  |

# occupational health and safety

## Own training facilities

In Annexure C.1 please provide proof that your organisation and training facilities comply with health and safety legislation and regulations.

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Organisation has provided one or more of the following: |  |  |
| * Health and safety certificate |  |  |
| * Health and safety policy |  |  |
| * Proof of appointment of health and safety representatives |  |  |
| * Proof of functioning of health and safety committee |  |  |
| * Health and safety checklist |  |  |
| * Other |  |  |

## External training facilities

In Annexure C.2 please provide proof of the mechanisms that your organisation uses to ensure that all third party training facilities used comply with health and safety legislation and regulations.

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Organisation has provided one or more of the following: |  |  |
| Health and safety certificate |  |  |
| Health and safety policy |  |  |
| Health and safety checklist |  |  |
| Other |  |  |

# FINANCIAL SYSTEMS AND RESOURCES

## Financial system

Provide a brief description of the financial system used by your organisation.

|  |
| --- |
| Description |
|  |

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| The financial system is adequate for the size of the provider’s operation |  |  |

## Financial policies

Insert as Annexure D.2 your organisation’s financial policies and procedures pertaining to all aspects relevant to the training function.

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Financial policies provide for:   * Determination of learner fees |  |  |
| * Timeous communication of changes in learners fees to all relevant stakeholders |  |  |
| * Extension of credit (if applicable) |  |  |
| * Collection of learner fees |  |  |
| Policies have expiry date and review mechanism |  |  |
| Financial procedures are in place |  |  |

## Financial viability

Attach as Annexure D.3 a copy of your last financial year’s statements (for companies audited statements are required) as well as your budget for the current financial year. Organisations that are not primarily education and training organisations can only submit the budget for their training division.

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| The organisation is financially viable |  |  |
| Audits have been done as required (if applicable) |  |  |

# EDUCATION AND TRAINING CAPACITY

## Administrative capacity

### Marketing and communication

Please describe how your organisation markets its courses and programmes (e.g. which media are used). Attach as Annexure E1.1 examples of your marketing material.

|  |
| --- |
| Description: Marketing mechanisms |
|  |

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Marketing material reflects qualifications and courses correctly |  |  |
| Marketing material reflects level of certification correctly |  |  |
| Marketing material reflects accreditation status correctly |  |  |
| Fees/fee structure is correctly reflected |  |  |
| Marketing material is clear on issues relating to learner access e.g.   * Entry requirements * Languages of instruction * Provision for learners with disabilities |  |  |
| Possible future changes in fees are communicated timeously |  |  |

### Application and registration procedures

Please describe your learner application and registration procedures. Refer specifically to selection procedures (if applicable). Attach as Annexure E.1.2 a copy of your registration form.

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Learner application procedures are in place |  |  |
| Entry-requirements are fair and in line with qualification requirements |  |  |
| Selection criteria and procedures are transparent and fair |  |  |
| Example of application form included |  |  |
| Learner registration procedures are in place |  |  |

### Learner administration policy and/or procedures

Attach as Annexure E.1.3 a copy of your learner administration policy and/or procedures.

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Policy and/or procedures provide for: |  |  |
| Responsibilities regarding learner administration |  |  |
| Confidentiality of learner information |  |  |
| Access to learner records |  |  |
| Learner feedback ( on training material, assessments, etc) |  |  |
| Signing of assessment results in accordance with assessment policy |  |  |
| Database security |  |  |
| Database back-ups |  |  |

### Learner administration system

Please provide a description of the learner administration system. Give special attention to:

* The fields in the database
* Mechanisms used to ensure the correctness of data captured in the system
* The provisions made to upload data to the QAP.

|  |
| --- |
| Description |
|  |

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Hardware and software is sufficient |  |  |
| Mechanisms to ensure correctness of data are sufficient |  |  |
| Organisation is ready to provide data in correct formats to the QAP |  |  |
| Individual learner records include: |  |  |
| * Full names |  |  |
| * ID number |  |  |
| * Gender |  |  |
| * Population group |  |  |
| * Socio-economic status |  |  |
| * Nationality/Residency Status |  |  |
| * Home language |  |  |
| * Disabilities |  |  |
| * Geographical area |  |  |
| * Contact details |  |  |
| * Special learning needs |  |  |
| * Formative assessment results |  |  |
| * Summative assessment results |  |  |
| * Assessor details |  |  |
| * Moderator Details |  |  |

### Reporting procedures – learner achievements

Please provide a short description of your reporting procedures to learners e.g. how often and how soon after formative and summative assessments do learners receive results, in which format do they receive results etc.

|  |
| --- |
| Description |
|  |

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Learners receive reports timeously |  |  |
| Learners have opportunities to query results |  |  |

## Learner support

### Learner induction

Please provide in Annexure E.2.1 a copy of your learner induction programme and all materials given to learners during the induction programme.

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Induction programme provides for: |  |  |
| Overview of training organisation |  |  |
| Qualifications and course overview |  |  |
| Assessment procedures including learner appeals procedures |  |  |
| Learner code of conduct and disciplinary procedure |  |  |
| Learner grievance procedure (E.2.2) |  |  |
| Learner withdrawal procedure (E.2.3) |  |  |
| Learner entry requirements |  |  |
| Language of instruction |  |  |
| Disability |  |  |

### Learner code of conduct and discipline

Attach as Annexure E.2.2 your learner code of conduct and disciplinary procedures

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Code of conduct is in place and communicated to learners |  |  |
| Disciplinary procedures are in place and communicated to learners |  |  |

### Learner grievances

Attach as Annexure E.2.3 your learner grievance procedures

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Grievance procedures are in place and communicated to learners |  |  |

### Other learner support programmes

Describe all forms of learner support provided outside the normal curriculum. Learner support may include for example financial support, career guidance, counselling and/or job placement services and special bridging programmes.

|  |
| --- |
| Description: learner support |
|  |

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Career guidance provided |  |  |
| Learner counselling |  |  |
| Other support services |  |  |

## Own educational infrastructure and physical resources

|  |  |
| --- | --- |
| Please provide the following information in respect of each of your organisation’s own training venues or campuses | |
| Physical address (if different from address provided in A3) |  |
| Number of training venues |  |
| How many learners can be accommodated at a given time? |  |
| Number of computers available for use by learners |  |
| Internet access for learners? |  |
| Library facilities |  |
| Other facilities and equipment Please describe |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Buildings/training venues are sufficient for the qualifications that the provider wants to offer |  |  |
| The buildings/training venues sufficient to accommodate the number of learners that the provider intends to accommodate |  |  |
| The buildings/training venues in a state of good repair |  |  |

## External education and training infrastructure

If your organisation uses facilities other than your own, please provide a short description of your arrangements in this regard and the mechanisms that you use to ensure that the premises are sufficient and suitable for the respective training programmes. Attach as Annexure E.4 documentary proof of contractual arrangements with regard to the use of premises other than your own.

|  |
| --- |
| Description: arrangements with regard to use of external education and training infrastructure |
|  |

Include also in Annexure E.4 the following information in respect of each of the external training venues or campuses that you intend to use

* Physical address
* Number of training venues
* How many learners can be accommodated at a given time?
* Number of computers available for use by learners
* Internet access for learners?
* Library facilities
* Other facilities and equipment (please describe).

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Contractual arrangements are in place |  |  |
| The provider has mechanisms in place to ensure that buildings/training venues are sufficient for the qualifications that the provider wants to offer |  |  |
| The provider has mechanisms in place to ensure that buildings/training venues can accommodate the number of learners that the provider intends to train |  |  |
| The provider has mechanisms in place to ensure that buildings/training venues are in a state of good repair |  |  |
| Training facilities are adequate for the qualifications/courses that the provider intend to offer |  |  |

## Academic staff

Please provide the following information with regard to your ***academic*** staff (course developers, lecturers, facilitators, assessors, moderators etc.) In Annexure E.5 include a short CV of each of the people listed in the table below. If you use contract staff, please include in Annexure E.5 copies of signed contracts of employment or service level agreements.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Highest qualification** | **Position (e.g. lecturer)** | **Course(s) for which responsible** | **Employment status** | |
| **Permanent/**  **contract** | **Full time/ part time** |
|  |  |  |  |  |  |
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|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| There is enough academic staff to handle the courses and the number of learners that the provider intends to enroll |  |  |
| Staff members are qualified to offer the courses that are assigned to them |  |  |
| Formal contractual arrangements are in place (contract staff) |  |  |

## Formal education and training delivery

Provide a short description of the formal (institutional) learning procedures used by your organisation (e.g. formal classroom lectures, distance education methods used).

|  |
| --- |
| Description: formal learning procedures |
|  |

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| The institutional training provision is sufficient and appropriate for qualifications/courses that the provider intends to offer |  |  |
| Formative assessments are built into the training methodology |  |  |

## Workplace/off-site learning procedures

Provide a short description of workplace/ off-site learning procedures used by your organisation (if applicable to your organisation, see guidelines for more details)

|  |
| --- |
| Description: workplace/off-site learning procedures |
|  |

|  |  |  |
| --- | --- | --- |
| ***QAL Checklist*** | **Tick** | **QAL comments** |
| There are formal arrangements with workplace providers in place |  |  |
| Workplace provision is sufficient and appropriate for the qualifications/courses that the provider intends to offer |  |  |

## Practical skills training

Provide a short description of practical skills training procedures used by your organisation (other than workplace based e.g. workshops, simulations) (if applicable to your organisation, see guidelines for more details)

|  |
| --- |
| Description: practical skills training procedures |
|  |

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Practical skills training provision is sufficient and appropriate for the qualifications/courses that the provider intends to offer |  |  |

# quality management of learning programmes

## Programme/course design and delivery

Please describe the mechanisms used by your organisation to ensure the quality of programmes, courses, learning materials and delivery.

|  |
| --- |
| Description: quality assurance mechanisms |
|  |

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Mechanisms to ensure that courses and programmes are aligned to the outcomes specified in the qualifications and unit standards |  |  |
| Mechanisms ensure that course and programme content is of an acceptable standard |  |  |
| Mechanisms ensure that course and programme content is regularly revised and updated |  |  |
| Mechanisms ensure the regular evaluation of delivery including:   * Peer evaluations * External evaluations * Learner/client evaluations |  |  |
| Evaluation results are used to improve delivery |  |  |

## Assessment policy

Attach as Annexure F.2 a copy of your assessment policy.

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Policy provides for: |  |  |
| * Access to assessments |  |  |
| * Assessment guides and activities |  |  |
| * Use of registered assessors |  |  |
| * Re-assessments |  |  |
| * Learner appeals against assessments |  |  |
| * Administration of assessments |  |  |
| * Support to learners (with regard to assessments). |  |  |
| * Post assessment evaluation |  |  |
| * Assessor report |  |  |
| Policy has an expiry date and mechanisms for revision |  |  |

## Moderation policy

Attach as Annexure F.3 a copy of your moderation policy.

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Policy provides for: |  |  |
| * Use of registered moderators |  |  |
| * Frequency of moderations |  |  |
| * Sample sizes |  |  |
| * Feedback from assessors |  |  |
| * Moderator report |  |  |
| Policy has an expiry date and mechanisms for revision |  |  |

## Recognition of prior learning policy

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Policy provides for: |  |  |
| * access to RPL |  |  |
| * RPL arrangements for specific qualifications are in line with the QAP’s requirements for RPL |  |  |
| Policy has an expiry date and mechanisms for revision |  |  |

Attach as Annexure F.4 a copy of your recognition of prior learning (RPL) policy (if not part of your assessment policy)

## Certification policy

Describe your organisation’s certification policy. Please note: only Fasset may issue certificates of competency for programmes under this application. Providers may issue certificates of attendance and must have the relevant administrative procedures in place to report, request, record and distribute Fasset issued certificates.

|  |
| --- |
| Description: certification policy |
|  |

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Policy provides for: |  |  |
| * The organisation’s rules on issuing of learners attendance certificates |  |  |
| * The procedure to report, request, record and distribute Fasset issued certificates |  |  |

# QUALITY SYSTEM REVIEW

Please describe the mechanisms used by your organisation to ensure that your policies, procedures and quality management mechanisms are regularly revised and updated. Attach as Annexure G evidence of your quality system review processes e.g. an internal audit schedule, internal audit reports referring specifically to quality management issues, minutes of policy review meetings.

|  |  |  |
| --- | --- | --- |
| ***QA Checklist*** | **Tick** | **QA comments** |
| Internal audit procedures are in place |  |  |
| Internal audits take place on a regular basis |  |  |
| Management review procedures are in place |  |  |
| Evidence of quality review mechanisms is provided |  |  |

# QUALIFICATIONS AND SKILLS PROGRAMMES

## Course summary

Please provide the following summary information on the qualifications or skills programmes included in this application.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of qualification or skills programme** | **Type of training programme**  **(Full qualification/skills programme/unit standard)** | **NQF Level** | **Estimated number of learners per year** | **Number of facilitators for qualification / course** | **Number of assessors for qualification / course** | **Facilities available for qualification/course e.g. classrooms, workstations, computers** |
| ***Example:***  Further Education and Training Certificate in Debt Recovery | Full qualification | Level 4 | 100 | 5 | 3 | 4 lecture rooms  20 computer workstations with simulation software  Library (all recommended references available) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## Specific qualifications and unit standards

In Annexure H.2 provide the following for each qualification/skills programme:

* Qualification/Skills Programme/Unit Standard Map (see guidelines for mapping template)
* Course material
* Assessment guide
* Examples of formative and summative assessment tools
* CVs of staff responsible for this course or programme. Staff includes:
  + Lecturers/facilitators
  + Assessors
  + Moderators

Please note that assessors and moderators have to be registered with FassetQA for the specific qualifications or unit standards associated with the skills programme/s.

**LIST OF ANNEXURES TO BE INCLUDED IN THIS APPLICATION**

|  |  |
| --- | --- |
| **Annexure number** | **Description** |
| A.2.10 | Details of other branches or training sites included in this application |
| A.4 | Proof of organisation’s legal status |
| A.5 | Valid tax clearance certificate |
| A.6 | Proof of registration with Department of Education |
| A.7 | Proof of registration with professional body |
| A.8.2 | Proof of the use of vision and mission statements and of your primary focus |
| A.9 | Undertaking not to seek accreditation with another SETA (or other QCTO QAP) |
| A.10 | Organogram |
| B.1 | Recruitment and selection policy |
| B.2 | Performance management system |
| B.3 | Disciplinary procedure (staff) |
| B.4 | Grievance procedure (staff) |
| B.5 | Letter of approval of SDP/Letter confirming submission of SDP/Staff training programme (SDL exempt organisations) |
| C.1 | Proof of compliance with health and safety regulations (own training facilities) |
| C.2 | Proof of compliance with health and safety regulations (third party training facilities) |
| D.2 | Financial policies pertaining to training function |
| D.3 | Financial statements (previous year ) and budget (current year) |
| E.1.1 | Marketing material |
| E.1.2 | Registration form |
| E.1.3 | Learner registration policy and procedures |
| E.2.1 | Learner induction programme |
| E.2.2 | Learner code of conduct and disciplinary procedure |
| E.2.3 | Learner grievance procedure |
| E.4 | Contractual arrangements – external training facilities  Details of external facilities to be used |
| E.5 | CVs academic staff and example of contract (contract appointments) |
| F.2 | Assessment policy |
| F.3 | Moderation policy |
| F.4 | RPL policy |
| G | Evidence your policies, procedures and quality management mechanisms are regularly revised and updated |
| H.2 | Course material:   * Course map * Course content * Assessment guide * Examples of formative and summative assessment tools |

**ANNEXURE A.9**

# Accreditation declaration

I/We …………………………………………. (training provider representative), from ………………………………………………. (organisation’s name) declare that ………………………………………………. (organisation’s name) has not been accredited by another QCTO Quality Assurance Partner (QAP) and will not seek accreditation from another QAP, whilst in the process of applying for accreditation with Fasset.

We further declare that once accredited with Fasset, only the QCTO is to be approached in terms of expanding the scope of training provided. The provider understands that the QCTO will facilitate the process for approval of additional training programmes, even if these do not fall within the primary focus of Fasset.

Name …………………………………………………..

Title/position ………………………………………….

Signature ………………………………………………

Company stamp \*

\* If you do not have a company stamp, please reproduce this letter on a company letterhead.