**

## ***Code of Conduct for Skills Development Providers***

## *(This document is meant for all Skills Development Providers (SDPs) who are applying for Accreditation, Re-accreditation or Programme approval with the HWSETA for the delivery of Qualifications / Skills Programme that are quality assured by the HWSETA in accordance to the delegated quality assurance functions by the Quality Council for Trades and Occupations (QCTO).)*

In my capacity as a Director duly authorised as a representative of the Skills Development Provider, which seeks accreditation/re-accreditation/approval, with the HWSETA, I commit compliance to all the requirements stated below:

The Skills Development Provider (through all its Officials) shall:

1. adhere to all policies and requirements of the HWSETA in promoting the quality of education and training in the health and social development sector;
2. upload all learners on the HWSETA system before or during implementation;
3. implement only learning programmes reflected on the accreditation/extension of scope/ learning programme (MOU) approval letter issued by the HWSETA;
4. carry out learner theoretical, practical and workplace experience learning that is relevant, of high quality, which is in line with policy requirements and complies with notional hours;
5. be transparent and comply with Protection of Personal Information (POPI) Act 4 of 2013;
6. conduct training, assessments and moderation duties of a Skills Development Provider with the interests of the learners at heart, without compromising the integrity of the HWSETA in anyway;
7. request verification of learner achievements for all trained learners immediately on completion of training implementation;
8. use the full learning Material for each qualification/ skills programme as the minimum; requirement and ultimate measure of the learner competence in that programme with relevant additional notes where required;
9. act in a trustworthy and unbiased manner in relation to the stakeholders;
10. not misrepresent HWSETA qualifications as learner entry requirements for other qualifications without approval/ confirmation from relevant authorities;
11. not act in any way prejudicial to the reputation or interests of the HWSETA and the learners.
12. not advertise material that is not in line with the qualification(s) approved for;
13. only use HWSETA registered Assessors to facilitate training;
14. not conduct marketing and training at unapproved training sites;
15. refund the full amount paid to all learners who are not satisfied with the service provided;
16. not train learners on expired qualifications or unit standards;
17. only train learners on full qualifications or skills programmes;
18. not conduct training after accreditation/ programme approval has expired or is about to expire;
19. not use the HWSETA name and logo on SDP certificates for learning not verified and endorsed by the HWSETA;
20. not use the HWSETA name and logo for marketing material that reflects programmes not approved/ accredited by the HWSETA;

I acknowledge that the Skills Development Provider will be subjected to a formal enquiry that might lead to de-accreditation as per the HWSETA accreditation policy, in the event of any alleged breach of this code of conduct. The HWSETA decision on the matter shall be final.

**Please Note:**

***The applicant may choose “Agree” or “Not Agree” option. By selecting “I agree”, the applicant confirms that they have read and will comply with the code of conduct as presented. If they choose “Not Agree”, they cannot continue with the application process.***