



ACCREDITATION APPLICATION FORM

VERSION 3.0

2014

Document Name: Accreditation application form			Division: ETQA
Date Approved: 29 July 2014		Recommended By: ETQA Executive Manager	Signature:
Date Revised:	Version: No 3.0	Approved By: CEO	Signature:
Period of Validity: 1 Year	Location : ETQA		

Section 1: Skills Development Provider Information
(Copies of relevant information must be attached)

Name of Skills Development Provider:	
Name of Programme submitted for approval:	
Assessor/s:	
◆ Name and Surname	
◆ ID number (attach certified copy)	
◆ HWSETA registration number/s(attach	
◆ certified copy of notification letter)	
◆ Signed SLA/Contract copies	
NB: must be registered for the same programme applied for.	
Moderator/s:	
◆ Name and Surname	
◆ ID number(attach certified copy)	
◆ HWSETA registration number/s (attach	
◆ certified copy of notification letter)	
◆ Signed SLA/Contract copies	
NB: must be registered for the same programme applied for	
QMS Reviewed (to be verified on site)	Yes / No
Attach current original Tax clearance certificate:	
Attach copy of company registration including shareholding information:	
Attach CVs and qualifications of director/s: (one or more directors to have qualifications relevant to the health and social development sector)	

NB:

Provider Postal Address:	
Province:	
Code:	
GPS Coordinates:	

Physical Address:	
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Province:	
Code:	

Contact person:	Mr	Mrs	Ms	Dr	Prof	Other	Name:
Position held:							
Tel No:	()			Fax No.:	()		
E-mail :				Cell No			

Date of submission:		
Usage of HWSETA name and Logo after accreditation is awarded:	Yes	No

NB: Opportunity for application for the use of the logo is available only at this stage of the Accreditation process. Later requests for use of the Logo will not be considered.

Section 2: Qualification and/or skills programme/s:

2.1 SAQA registered Qualification/s:

(Expired qualifications not allowed)

Qualification/s title:	
SAQA qualification ID:	
NQF Level:	
Credits:	

2.2 List the elective unit standards selected from the qualification above:

Names of selected Elective Unit Standards	SAQA ID	NQF Level	Credits
e.g. Write for a variety of different purposes	e.g. 12470	1	6

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2.3 HWSETA registered Skills Programme/s or proposed skills programme:

(A minimum of two unit standards allowed)

Skills Programme title:				
Unit Standard Title	Unit standard type (F-fundamental, C-Core, (E-Elective)	SAQA ID	NQF Level	Credits
e.g. Describe the functions of the workplace health and safety representative	E	259622	2	3

Section 3. CHECKLIST

Ensure all the required information below is provided, before submitting the complete file for evaluation and approval:

Requirements (Please Tick)	✓
SECTION ONE: Provider Information	
1. Is section 1 fully completed (Provider Information)?	
2. Is the actual submission date to HWSETA completed?	
3. Are assessor/s and moderator/s details reflected?	
4. QMS: Policy, procedures and tools	
◆ Human resource policy and procedure including:	
◆ Grievance procedure	
◆ Recruitment and selection procedure	
◆ Disciplinary procedure	
◆ Finance policy and procedure	
◆ Marketing policy and procedure	
◆ Assessment and appeals policy and procedure	
◆ Moderation policy and procedure	
◆ Customer services policy and procedure	
◆ RPL policy and procedure	
◆ Administration policy an procedure	
◆ Learner entry guidance and support policy and procedure	
◆ Learning programme design, development and delivery policy and procedure	
◆ Physical resource policy and procedure	
◆ Health and safety policy and procedure	

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◆ Certification policy and policy	
5. Is the current Tax Clearance Certificate included?	
6. Is the company registration included?	
7. Is the copy of the Mission and Vision statements included?	
8. Are the CV's and copies of the directors included?	
SECTION TWO: Qualification and/or skills programme/s:	
9. Is the title and ID of skills programmes or qualification applied for completed?	
10. Are Unit Standard ID numbers, titles, NQF and credits for the qualification and skills programme listed/provided?	
11. Are the chosen electives for the qualification listed?	
12. Is the name of the qualification/skills programme listed?	
13. Are the chosen electives listed?	

Full names:

Title: _____

Signature

Date

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