Learning programmes implementation process flow

Registration Phase

1. Provider submits a Letter of Intent with the training schedule.
2. Provider, Employer and learner completes learnership agreement/skills programme agreements.
   a. For PSETA funded projects, the SDPs and employers must complete the PSETA learner agreements
   b. For projects funded by other SETAs, the SDPs and employers must complete that SETA's learner agreements and submit copies to PSETA for registration.
   c. Where the PSETA stakeholders fund own projects, PSETA learner agreements must be completed.
3. Provider creates/captures learners on the PSETA Indicium system (**Application Status on Indicium**).
4. Provider or employer submits 2 original copies of the learner agreements to PSETA 21 days before commencement of training.
5. PSETA LP Administrator receives and acknowledges the learner agreements.
6. PSETA LP Administrator / Officer links the learners to the provider, employer and programme. The status is then changed to **"Registered/Enrolled".**
7. PSETA LP Administrator sends a SMS report of registered learners to the provider and employer.
8. The provider or employer collects the registered learner agreements (one set of the two submitted learner agreements).
9. PSETA LP Administrator files the learner agreements per project.

Provisioning Phase

1. Provider conducts induction for the learners.
2. Learners attend the training as per the schedule and requirements of the learning programme.
3. Learners are assessed as per the provider's assessment policy.
4. Assessor compiles a consolidated assessment report for the group and submits to the internal moderator.
5. Learner assessments are moderated as per the provider's moderation policy.
6. The moderator compiles a consolidated report
7. The providers uploads learner assessments onto the PSETA MIS.

Learner Exit Phase

1. The Provider submits the signed copy of the internal moderation report to PSETA ETQA with list of learners to be exited to request verification
2. The PSETA ETQA schedules a verification visit
3. Once the verification report has been endorsed, Learners are approved by the ETQA for certification. The learner status changes to **"Achieved"**.
4. Certificates are printed and prepared for approval by the ETQA Manager and the PSETA CEO
5. PSETA ETQA make copies of signed certificates for record keeping. Copies are also made available to LP.
6. Certificates are collected by the provider to be distributed to learners. The provider must sign for the certificates.
7. The learners collect their certificates and sign the certificate register.
8. The provider to report to the PSETA on a quarterly basis on the distribution of certificates