

PROCESS FOR RE-ACCREDITATION

A. PRIMARY ACCREDITED SDPs

1. A fully completed and signed Re-accreditation application form;
2. CK documents as proof that the Company/institution is registered company in terms of the applicable legislation (CIPC) where applicable;
3. Company profile reflecting the objectives, mission and vision statements of the organisation;
4. List of Assessors and Moderators (ETD Practitioners). This must be accompanied by the following documents:
 - 4.1. Valid and current practitioner's registration letter with the PSETA reflecting the same scope that the SDP has accreditation for;
 - 4.2. Valid Service Level Agreement signed by both the practitioner and the SDP (*electronic signatures will not be accepted*);
 - 4.3. Where the practitioners are permanent employees of the SDP, copies of appointment letters must be submitted; and
 - 4.4. CVs, certified ID copy and the qualifications of the facilitator/s (SAQA qualification verification confirmation for foreign qualifications, where applicable).
5. Valid and Current Tax clearance certificate or Exemption where applicable;
6. Company solvency letter from the registered accountant/auditor;
7. Lease agreement for rented premises (Office and training premises); or proof of ownership;
8. Appointment letter of the Quality Management representative;
9. Appointment letter of the Occupational Health and Safety Representative;
10. Reviewed Learning Material Aligned to Scope (**See Section C for format**)



NB: Please note that the PSETA QAP will be conducting Re-accreditation site visits to all SDPs that have complied with Section A and C of this MEMO.

(Quality Management Systems and implementation thereof will be verified on site).

Or:

B. Programme Approval/Extension of Scope SDPs

1. Accreditation letter from Primary SETA with a duration exceeding 31 March 2020. (Post 31 March 2020);
2. Referral Letter from Primary SETA;
3. Recent and valid Tax Clearance Certificate;
4. Company registration documents;
5. Recent monitoring/external moderation/audit report not older than 2018/2019 and 2019/2020 financial years. SDPs who are not in possession of the latest monitoring report will be monitored by the PSETA to ensure compliance to quality standards prior to renewal. See section 9 of the ETQA Monitoring policy.
6. List of Assessors and Moderators (ETD Practitioners). This must be accompanied by the following documents:
 - 6.1. Each practitioner's registration letter with the PSETA reflecting the same scope that the SDP has accreditation for, and/or
 - 6.2. Valid Service Level Agreement signed by both the practitioner and the SDP (This is compulsory where the practitioners are contracted to the SDP, electronic signatures will not be accepted)
 - 6.3. Where the practitioners are permanent employees of the SDP, copies of appointment letters must be submitted.
7. Learning Material aligned to scope (**see section C for format**)



And:

C. Format for submission of Learning Material (*Compulsory submission for both Accredited and Programme Approval SDPs*)

1. The PSETA QAP has in the past developed a guide or skeletal learning guides for the Public Administration qualification NQF Levels 3, 4 and 5 and has been issuing this learning guides freely to SDPs to enhance and modify prior implementation; therefore for the purposes of re-accreditation, a refined version of this material will be required. This is to ensure that the Learning material is still of the acceptable quality and standards;
2. All PSETA Accredited SDPs will be required to submit reviewed full learning material for all PSETA programmes accredited for even if they had done so in the past;
3. Learning material submitted for evaluation must cover all Specific Outcomes and Assessment Criteria aligned with SAQA unit standards and Exit level outcomes;
4. Learning material should be customized to reflect the SDP logo and footer to avoid copyright infringements;
5. Learning material will only be received in hardcopies (binded and labelled), USB or CD. Email submissions will not be considered;
6. The PSETA reserves the right not to approve the learning material if the content is not sufficient enough to ensure learner competency and application in practice;
7. Purchased learning material from third parties should be accompanied by the following documents:
 - 7.1. If the learning material was purchased from a PSETA accredited SDP, a signed agreement and an accreditation letter should be submitted;
 - 7.2. If the material was obtained from any other material developer; the actual full learning material will be required for evaluation by the PSETA QAP.



8. Evaluated learning material will be returned to the SDPs;

Special Notice

1. Priority will be given to SDPs that are currently implementing PSETA programmes or funded programmes from other SETAs. On application, a SDP must attach letter of training implementation/ Intention to implement.
2. SDPs that had expired on/or before 31 March 2018 and have not made an enquiry to renew will be required to begin the process of accreditation from scratch.
 - Submission of Learning Material is compulsory to all SDPs offering PSETA programmes.
 - Should an SDP fail to submit all the reviewed learning material as per scope of approval, they will be granted an extension for a year (12 Months); during this period the SDP will be monitored and capacity building will be offered where necessary; thereafter re-accreditation will either be granted or revoked.
 - Should an SDP submit part of the approved scope and not all; they will not be allowed to offer training on that particular programme until a reviewed/completed version of the learning material is submitted and approved by the PSETA.
3. Failure to comply with the any of the requirements as listed in Section A or B and C, will result in non-approval and capacity building will be provided where necessary.
4. The PSETA will provide all the required resources for capacity building and support to ensure compliance by all stakeholders.
5. Applications should be presented in a format as prescribed by the PSETA i.e. in a file, labelled and divided as per table of contents.

- effective coordination of skills development interventions based on occupationally directed qualifications;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public service sector



Submission should be delivered to:
PSETA 2nd Floor,
353 Festival Street,
Pretoria, Hatfield.
Addressed to: Ms Kgabo Mpembe (ETQA).

For further clarity regarding the content of this letter, kindly contact the ETQA Accreditation Specialist: Ms Kate Matlala on (012) 423 5777 or by email accreditations@pseta.org.za

Vision: Cutting Edge Skills for Quality Public Services

Mission: Leading in the development of skilled and competent human capital in the Public Service Sector through:

- effective coordination of skills development interventions based on occupationally directed qualifications;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public service sector.

