

PSETA LEARNING PROGRAMMES IMPLEMENTATION PROCESS GUIDELINES

Registration Phase

1. The Skills Development Provider (SDP) submits a Letter of Intent with the training schedule before commencement of training (for Sector/Industry funded projects).
2. The letter of intent should be in the SDP's letterhead and duly signed with the following information:
 - a. Names of the SDP(s) and Employer(s) where the learners will be hosted for Workplace component of the programme;
 - b. Copy of SDP accreditation letter;
 - c. Names of Assessors and Moderators as well as their scope of training;
 - d. Proposed commencement and end date;
 - e. Total number of learners;
 - f. Details of the learning programme:
 - i. Title of learning programme;
 - ii. Number of total credits;
 - iii. SAQA ID of programme;
 - iv. Learnership or Skills Programme Code;
 - v. SETA funded or Industry Funded.
3. SDP, Employer and learner completes learner agreement/skills programme /Qualification/RPL/Unit Standards forms. This is applicable to all stakeholders (SETA funded and/or Industry funded).
4. SDP creates/captures learners on the PSETA Indicium system (**Application Status on the system**). The status on the system will indicate pending authorisation. This is a critical and very important phase as it informs the entire process up to certification of learners. SDPs **MUST** ensure the following:

- a. Learner details are captured correctly as per learner identity document;
 - b. This means that the names must be in the same order as in the ID; and not in bold and Capital letters except for first letters of the name;
 - c. The spelling must be correct (**both names and surname**);
 - d. ID number must be captured correctly;
 - e. Learners **MUST** be registered/enrolled on a correct learning programme;
 - f. Where learners are registered on a learnership or qualification, correct electives **MUST** be chosen and linked.
5. SDP or employer submits one (1) original copy of the learner agreement to PSETA within 21 days of the commencement of training to the following PSETA Officials:
- 5.1 Ms. Theshma Zitha (LearningProgrammes@pseta.org.za); for Learnerships, Full Qualifications and RPL Programmes; and
 - 5.2 Ms. Sheila Legodi (LearningProgrammes@pseta.org.za); for Skills Programme and Single Unit Standard.
6. The learner agreements must be accompanied by the following documents (minimum requirements for registration):
- a. Clear and legible certified copy of learner ID (**not older than six months**);
 - b. Clear and legible certified copies of relevant qualifications (**SDP to ensure that learner meets the entry requirement as per qualification rules**).
7. PSETA LP Official acknowledges receipt of the learner agreements.
8. PSETA LP Official links the learners to the SDP, employer and programme. The status on the system is then changed to **“Registered/Enrolled”**.
9. PSETA LP Official write the unique registration number on the learner agreement for registration of learners.
10. PSETA LP Official sends a SETA Management System (SMS) report of registered learners to the SDP and/or employer immediately after authorizing on the PSETA MIS.
11. The SDP checks the above report to ensure:
- a. That all learners have been registered as per the provided list of learners;
 - b. That learner details are correct as per learner Identity Document;
 - c. That learners are linked to the correct learning programme.
 - d. PSETA LP Official files the learner agreements per programme and SDP.

Provisioning Phase

1. SDP and/or the employer conducts induction in conjunction with the PSETA for the learners. The PSETA is involved with the induction where the project is PSETA funded.
2. For industry funded projects, the PSETA attends the induction upon request from the stakeholder and received a written request at least 2 weeks in advance.
3. Learners attend the training as per the schedule and requirements of the learning programme.
4. Learners are assessed as per the SDP's assessment policy.
5. Assessor compiles a consolidated assessment report for the group and submits to the internal moderator.
6. Learner assessments are moderated as per the SDP's moderation policy.
7. The moderator compiles a consolidated report.
8. The SDP uploads learner assessments onto the PSETA MIS.

Learner Exit Phase

1. The SDP submits the signed copy of the internal moderation report to PSETA Education, Training and Quality Assurance Department with list of learners to be exited to request verification.
2. The SDP first sends an email to the PSETA ETQA indicating their readiness for verification. PSETA ETQA sends the SDP a verification request form to be completed and submitted together with the moderator report and a complete list of learners drawn from the PSETA MIS. These are submitted via email.
3. The PSETA ETQA confirms the learners details on the PSETA MIS and then schedules a verification visit.
4. Once the verification report has been endorsed, Learners are approved by the ETQA for certification. The learner status changes to **"Achieved"**.
5. LP Department make ID copies available to ETQA.
6. Certificates for Learnership/qualification and Skills Programmes are printed and prepared for approval by the ETQA Manager and the PSETA CEO.

7. Qualification transcripts and certificates will be issued once approved by the PSETA CEO. For unit standards, the SDP will print the Statements of Results after the learners have been endorsed by the PSETA ETQA.
8. PSETA ETQA makes copies of signed certificates for record keeping. Copies are also made available to LP Department.
9. Certificates are collected by the SDP to be distributed to learners. The SDP must sign the collection register for the certificates.
10. The learners collect their certificates from the SDP and sign the certificate register.
11. The SDP to report to the PSETA Learner Achievement Specialist on a quarterly basis on the distribution of certificates to the learners.
12. PSETA will address issues of non-compliance in line with the SDP Code of Conduct.