



Training Manual Quality Assurance (Stakeholder Portal – Accreditation Applications)

Prepared by	Vision Wave
Document Version	v1
Release Date	07 June 2024



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Document by
Vision Wave



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1 ACCESS TO PORTAL

1.1 REGISTRATION

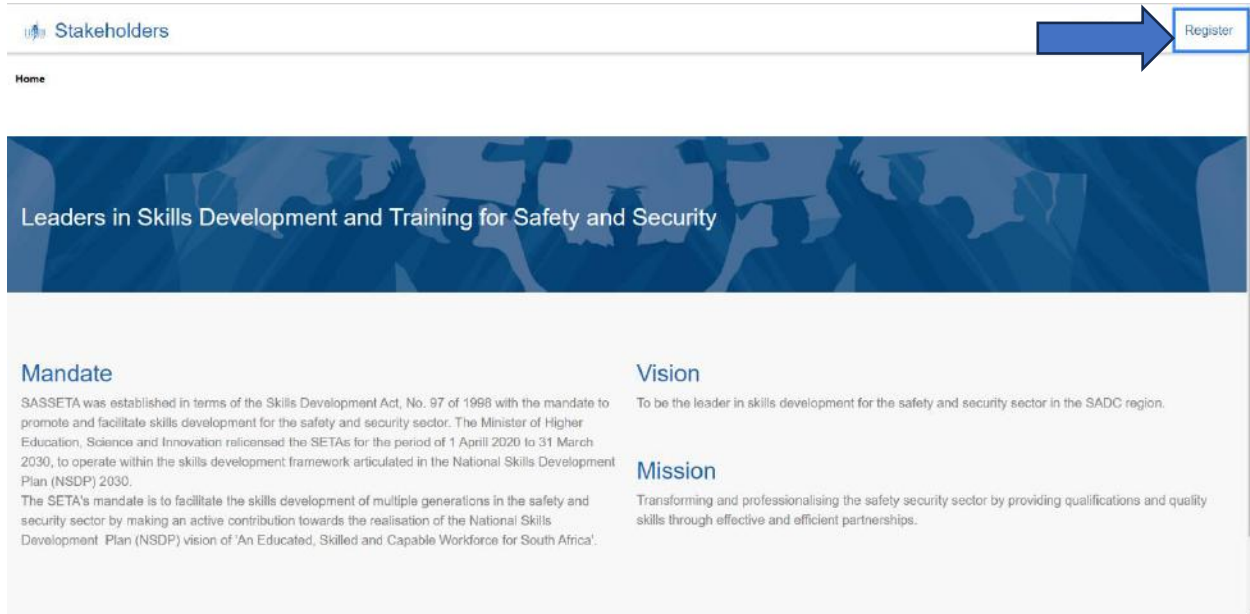


Figure 1: Link to access stakeholder portal <https://sasseta-dev.powerappsportals.com/>. Copy the link and paste it on the browser and Click on Register.

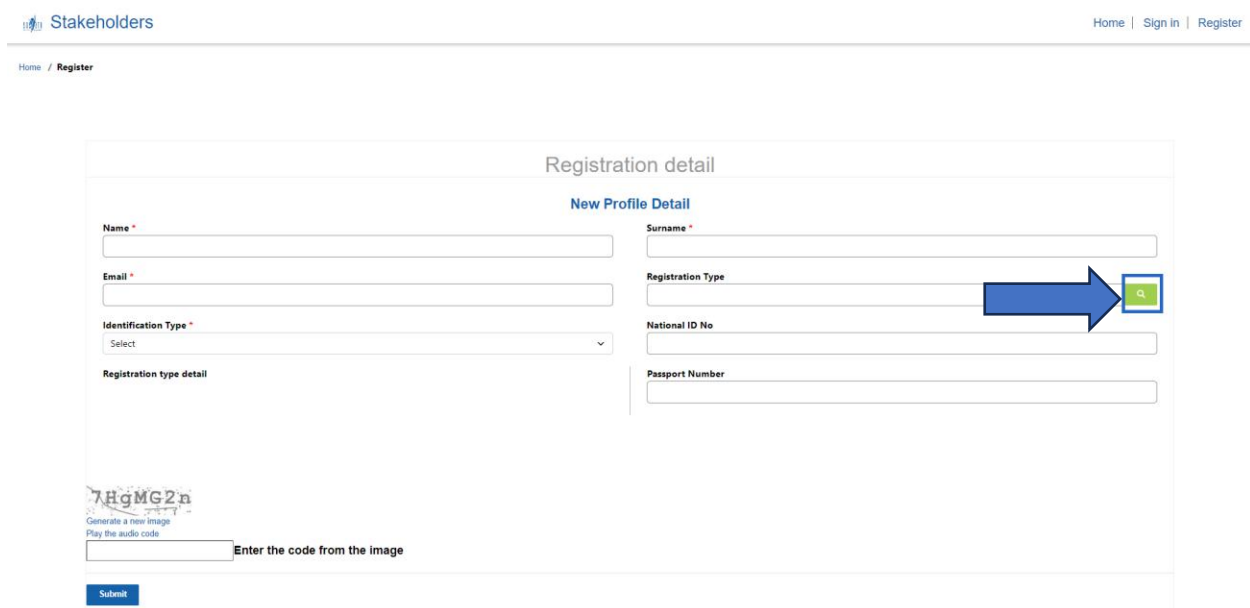


Figure 2: Capture the details and click on the search icon on registration type.

Lookup records

Choose one record and click Select to continue

Name
<input type="checkbox"/> Bursary Applicant
<input type="checkbox"/> Discretionary Grant Stakeholder
<input type="checkbox"/> Skills Development Facilitator
<input checked="" type="checkbox"/> Skills Development Provider
<input type="checkbox"/> Training and Development Practitioner

[Select](#) [Cancel](#) [Remove value](#)

Figure 3: Select **Skills Development Provider** if you are a **Training Provider**.

Stakeholders [Home](#) | [Sign in](#) | [Register](#)

Home / Register

Registration detail

New Profile Detail

Name *	Edward	Surname *	Molepo
Email *		Registration Type	Skills Development Provider
Identification Type *	South African ID	National ID No	
Registration type detail		Passport Number	

7HgMG2n
Generate a new image
Play the audio code
7HgMG2n Enter the code from the image

[Submit](#)

Figure 4: Click on **Submit** button. This will send you an email to complete registration.

CRM:0000001 inbox

D365 IMIS Admin <IMISAdmin@sasseta.org.za>
to me

Fri, Apr 12, 10:28 AM ☆ ↶ ⋮

Hi Edward Mpe

You have been invited to the SASSETA stakeholder portal.

To complete your registration, please click the link below.

<https://sasseta-dev.powerappsportals.com/register?returnurl=%2F&invitation=8hiAMc1sUwFwa08yfcv-6gvxOnJkw-653vYCRMUJhwzZF909yziQMh-ktbmgTBqooJf6Cujxe-Si7NufBtWTmJm9Cgq3KSpPyqmt38w-aca4MIXW15pRzA1CgSi7Q0f5zvb08wb33VtPgKd4bYvr13Jmk-Wp-XvpEpXWXXNQ->>

If that does not work, please open this link <https://sasseta-dev.powerappsportals.com/register?returnurl=%2F->>

Your invitation code: 8hiAMc1sUwFwa08yfcv-6gvxOnJkw-653vYCRMUJhwzZF909yziQMh-ktbmgTBqooJf6Cujxe-Si7NufBtWTmJm9Cgq3KSpPyqmt38w-aca4MIXW15pRzA1CgSi7Q0f5zvb08wb33VtPgKd4bYvr13Jmk-Wp-XvpEpXWXXNQ-

Regards,

SASSETA

[cid:image.png@25841bebb48fb252f3fe57.25841bebb]

One attachment • Scanned by Gmail



Figure 5: Click on the link. This will open the link in a new tab.

Figure 6: Click on Register.

→ Sign in Redeem invitation

Redeeming code: 8hiAMc1sUwFwa08ycfv-6gvxOnJKw-653vYCRMUJhwxZF909yziQMh-ktbmgTBqooJfj6Cujxe-Si7NufBtWTmJm9Cgq3KSpPyqmt38w-acaf4MIXWl5pRzA1CgS17Qt5zxvb08wb33WbPgKd4txYvr13Jmk-Wp-XvpEpXWXNQ-

Register for a new local account

* Email

* Username

* Password

* Confirm password





Figure 7: Capture your Username and the Password and Click on Register. **NB: Password must contain Special Characters.**

2 UPDATE PERSONAL INFORMATION

Home / Profile

Profile

 Edward Mpe

Profile

Security

Change password

Change email

Your information

Main email address *

Registered as
Skills Development Provider

Organisation

Personal Information

Name * **Last name ***

Title * **Equity**

Identification Type * **National ID number**

Mobile Phone *

Figure 8: Complete the personal details and scroll down to update.

3 ACCREDITATION APPLICATIONS

3.1 PRIMARY ACCREDITATION

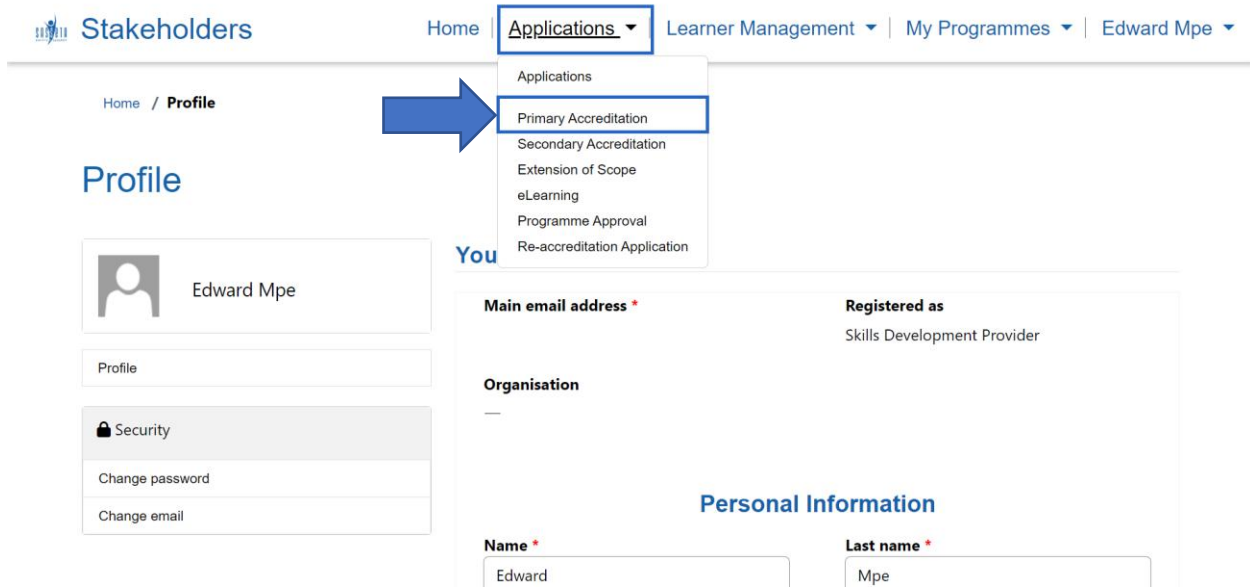
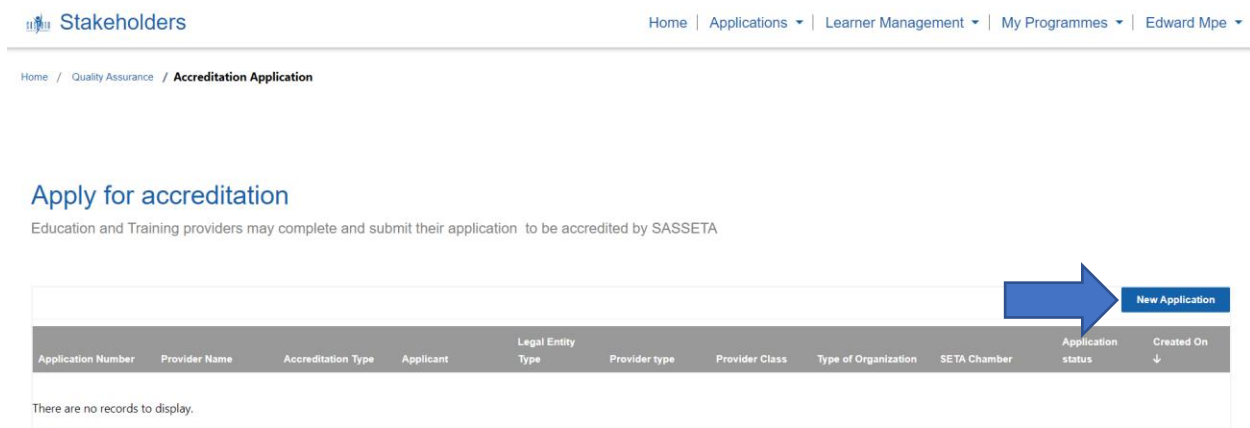


Figure 9: Click on Applications and Select Primary Accreditation to apply.



For any issues of clarity please consult with SDP Accreditation Manual for assistance or alternatively call ETQA Department on 011 087 5500.

Figure 10: Click on **New Application** Button.

Step 1 of 4

Provider Details

Provider Name * <input type="text"/>	Type of Organization <input type="text" value="Select"/>
Trading Name * <input type="text"/>	Other Organization <input type="text"/>
Contact Person * Edward Mpe	Legal Entity Type <input type="text" value="Select"/>
Email * <input type="text"/>	Other Entity Type <input type="text"/>
Fax <input type="text"/>	SETA Chamber <input type="text" value="Select"/>
Telephone * <small>Provide a telephone number</small> <input type="text"/>	Provider type * <input type="text" value="Select"/>
Website <input type="text"/>	Provider Class * <input type="text" value="Select"/>
Company Registration Number <input type="text"/>	SARS Number * <input type="text"/>
Accreditation Type <input type="text" value="Select"/>	SDL Number <input type="text"/>

SASSETA SAQA Code
695

ADDRESS

Use Physical Address for Postal Address

Physical Address: ZIP/Postal Code * <input type="text"/>	Postal Address: ZIP/Postal Code * <input type="text"/>
Physical Address: Street 1 * <input type="text"/>	Postal Address: Street 1 * <input type="text"/>
Physical Address: Street 2 * <input type="text"/>	Postal Address: Street 2 <input type="text"/>
Physical Address: Street 3 <input type="text"/>	Postal Address: Street 3 <input type="text"/>
Physical Address: Municipality * <input type="text"/>	Postal Address: Municipality * <input type="text"/>
Physical Address: Urban Rural * <input type="text" value="Select"/>	Postal Address: Area * <input type="text" value="Select"/>
Physical Address: Province * <input type="text" value="Select"/>	Postal Province * <input type="text" value="Select"/>
Country Code * <input type="text" value="ZA"/>	

Next

Figure 11: Capture the provider details and Click on Next. **NB: Columns with * are required.**

Step 2 of 4

Staff Information

Extended Provider Information

Total number of full-time staff

Number of staff who are ETD Practitioners

Total number of ETD staff regularly contracted

Total number of part time ETD staff

Province/s in which Provider Operates

Areas in which provider operates

Financial Administration and Physical Resources

Please indicate whether you are complying with the Employment Equity Act (where relevant)

Does your organisation own (or have access to) the necessary resources and facilities required for education and training

Next

Figure 12: Capture staff information and click Next.

Step 3 of 4

Provider Qualification

Qualifications

Qualification ID (Qualification)	Qualification	Credits (Qualification)	NQF Level (Qualification)	Approved	Requires Training Materials	+Add Qualification
There are no records to display.						

Skills Programmes

Learning Programme Type (Learning Programme)	Learning Programme Code (Learning Programme)	Learning Programme	Minimum Credits (Learning Programme)	NQF Level (Learning Programme)	Approved	Requires Training Materials	+Add Programme
There are no records to display.							

Unit Standard

Unit Standard Code (Unit Standard)	Unit Standard	Unit Standard Type (Unit Standard)	Credits (Unit Standard)	NQF Level (Unit Standard)	Approved	Requires Training Materials	+Add Unit Standard
There are no records to display.							

Figure 13: Click on **+Add Qualification** or **+Add Programme** or **+Unit Standard** Button to add the scope you are applying for.

0%

Qualification ▼

Next

Figure 14: Click on Search icon to search for a Qualification.

Lookup records

Search


Choose one record and click Select to continue

✓	Qualification ID	Qualification Title		Has Learning Material ↓
<input type="checkbox"/>	49597	National Certificate: Paralegal Practice	Level 05	Yes
<input type="checkbox"/>	57713	Further Education and Training Certificate: Specialist Security Practices	Level 04	Yes
<input type="checkbox"/>	58577	National Certificate: General Security Practices	Level 03	Yes
<input type="checkbox"/>	1	Access control	Below Level 01	No

Select Cancel Remove value

Figure 15: Select the Qualification you are applying. **Note that “Has Learning Material” indicator shows which Qualification SASSETA has Study/Learning Material for.**



0%

 Please note that the selected qualification requires training material.

Accreditation Application

PAA/2024/1164

Qualification *

National Certificate: Electronic Security Practices  


Next

Figure 16: Please note that if you select a qualification that SASSETA doesn't have study material for, you are required to upload your own study material.

33%

Documents

Please upload your own learning material/MOU.

 **Add Files**

There are no folders or files to display.

Previous **Next**

Figure 17: Click on Add Files.

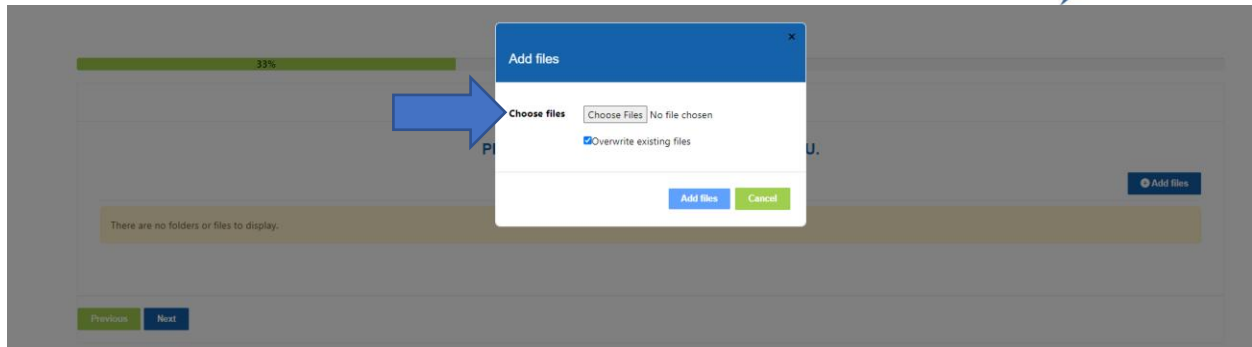


Figure 18: Click Choose files and select the files on your local machine.

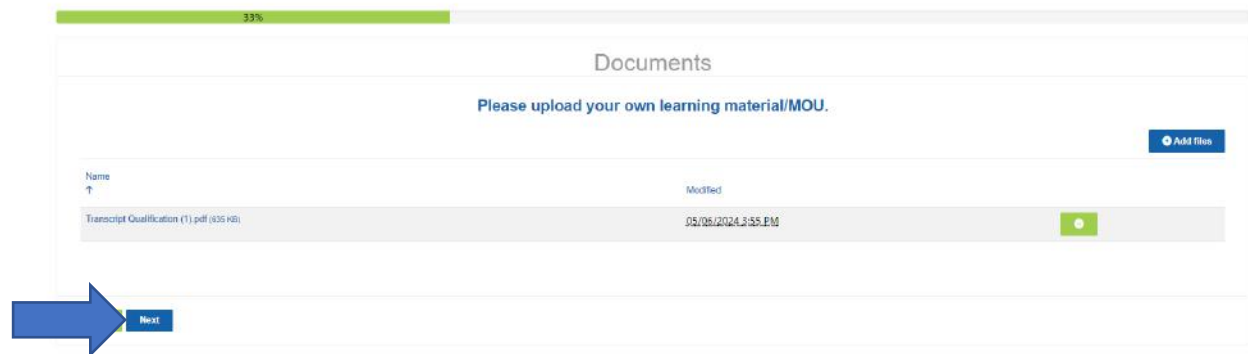


Figure 19: Click Next once you are done uploading the study material.

Provider Qualification

Qualifications

Qualification ID (Qualification)	Qualification	Credits (Qualification)	NQF Level (Qualification)	Approved	Requires Training Materials	
22110	National Certificate: Electronic Security Practices	151	Level 04	No	Yes	+Add Qualification <input type="button" value="v"/>

Skills Programmes

Learning Programme Type (Learning Programme)	Learning Programme Code (Learning Programme)	Learning Programme	Minimum Credits (Learning Programme)	NQF Level (Learning Programme)	Approved	Requires Training Materials	
Skills Programme	116105	Legal Bookkeeping - Apply accounting skills in an attorney's books of account.	100	Level 05	No	Yes	+Add Programme <input type="button" value="v"/>

Unit Standard

Unit Standard Code (Unit Standard)	Unit Standard	Unit Standard Type (Unit Standard)	Credits (Unit Standard)	NQF Level (Unit Standard)	Approved	Requires Training Materials	
123216	Utilise selected skills in divorce matters	Elective	6	Level 06	No	No	+Add Unit Standard <input type="button" value="v"/>

Figure 20: Click Next once you done.

Step 4 of 4

Pre Screening Checklist

Pre-screen: Skills Development Provider Accreditation Minimum Requirements

ID	Document Type	Attachment Added	Verified	Comment	
1	QCCTO Letter of Intent - Acknowledgment letter from QCCTO for full historical qualification	No	No		+Add Document <input type="button" value="v"/>
2	Current Business Registration Documents/ including shareholder information	No	No		<input type="button" value="v"/>
3	Original Tax Clearance Certificate	No	No		<input type="button" value="v"/>
4	Company PSIRA Certificate - Applicable to SDP who are offering security related training. It is a requirement to be registered with PSIRA before you can be accredited with SASSETA	No	No		<input type="button" value="v"/>
5	Financial Compliance - Audited financial statements or letter from accounting firm indicating that the organization is solvent	No	No		<input type="button" value="v"/>
6	Lease Agreement for office space and training facility	No	No		<input type="button" value="v"/>
7	Training Facilities and Resources - List the facilities and resources utilized for training. Evidence resources used	No	No		<input type="button" value="v"/>
8	QMS (Quality Management System) - Quality Management System(QMS) all Policies should be signed, initialed and confirm compliance	No	No		<input type="button" value="v"/>
9	ETD Practitioners (Facilitators Assessors and Moderator)	No	No		<input type="button" value="v"/>
10	Appointment letter Occupational Health and Safety officer - Evidence of compliance with the OHS procedures	No	No		<input type="button" value="v"/>











Figure 21: Click on the drop down to attach documents.

Step 4 of 4

Pre Screening Checklist

Pre-screen: Skills Development Provider Accreditation Minimum Requirements

Accreditation documents

#	Document Type	Attachment Added	Verified	Comment
1	QCTO Letter of Intent - Acknowledgement letter from QCTO for full historical qualification	No	No	
2	Current Business Registration Documents/ including shareholder information	No	No	
3	Original Tax Clearance Certificate	No	No	
4	Company PSIRA Certificate - Applicable to SDP who are offering security related training, it is a requirement to be registered with PSIRA before you can be accredited with SASSETA)	No	No	
5	Financial Compliance - Audited financial statements or letter from accounting firm indicating that the organization is solvent	No	No	
6	Lease Agreement for office space and training facility	No	No	
7	Training facilities and Resources - List the facilities and resources utilized for training, Evidence resources used	No	No	
8	QMS (Quality Management System) - Quality Management System(QMS) all Policies should be signed, initialed and confirm compliance	No	No	
9	ETD Practitioners (Facilitators Assessors and Moderator)	No	No	
10	Appointment letter Occupational Health and safety officer - Evidence of compliance with the OHS procedures	No	No	

[Previous](#) [Submit](#)

Figure 22: Click on Attach to upload the document.

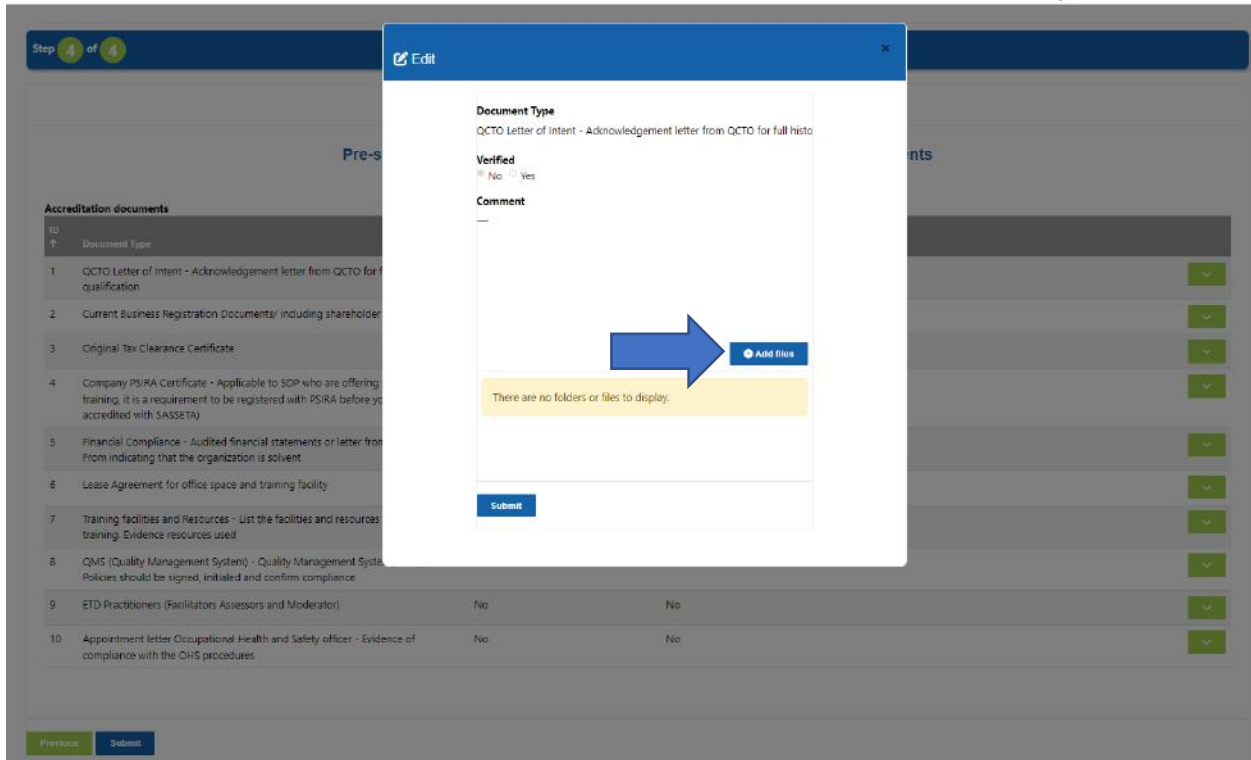


Figure 23: Click on Add Files.

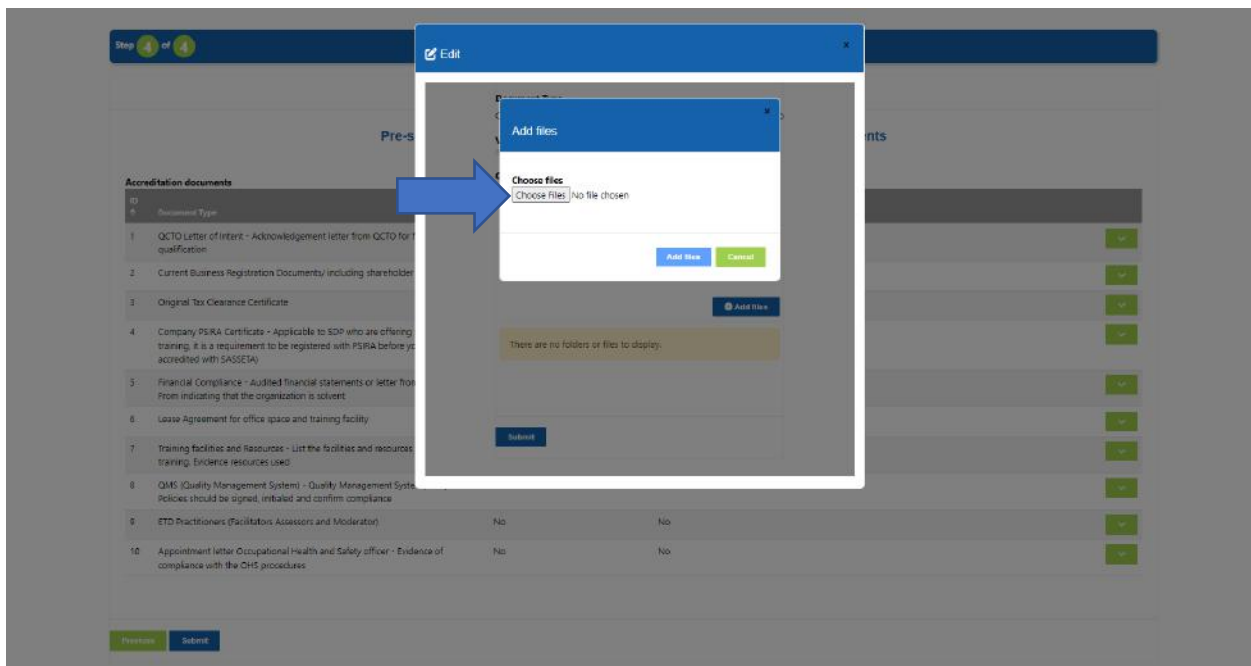


Figure 24: Click on Choose Files and select the file you want to upload on your machine.

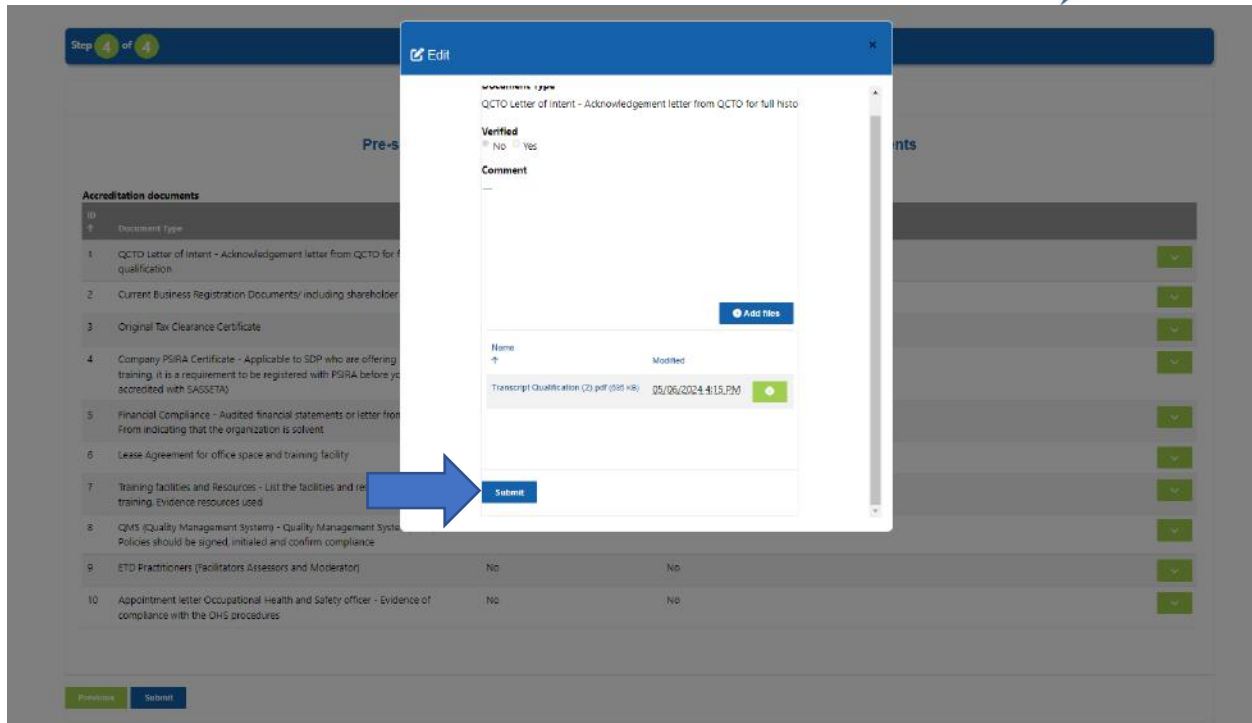


Figure 25: Click Submit once you are done attaching the documents.

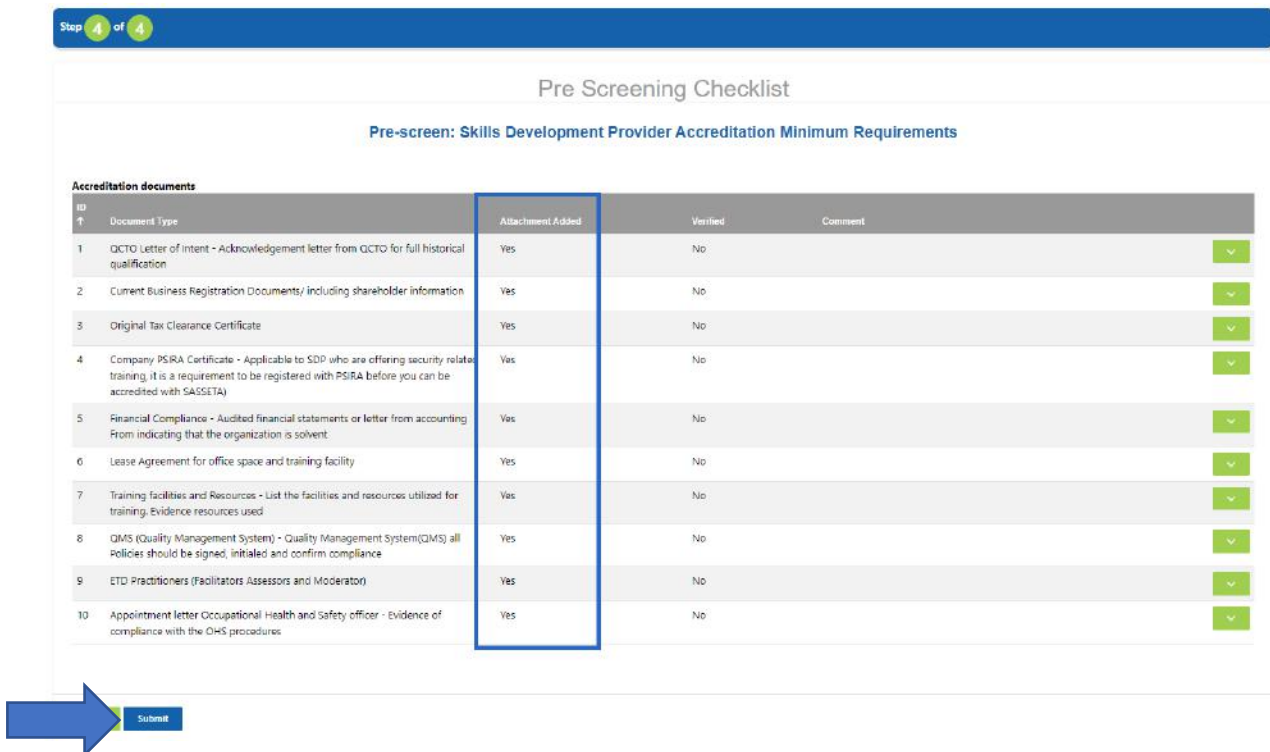


Figure 26: Make sure all the **attachment added** are set to **Yes** and Click on Submit.

Submission completed successfully.

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Figure 27: Application Successfully submitted.

3.2 SECONDARY ACCREDITATION

Stakeholders

Home Applications Learner Management My Programmes Edward Mpe

Home

Leaders in Skills Development and Training for Safety and Security

Mandate
SASSETA was established in terms of the Skills Development Act, No. 97 of 1998 with the mandate to promote and facilitate skills development for the safety and security sector. The Minister of Higher Education, Science and Innovation relicensed the SETAs for the period of 1 April 2020 to 31 March 2030, to operate within the skills development framework articulated in the National Skills Development Plan (NSDP) 2030.
The SETA's mandate is to facilitate the skills development of multiple generations in the safety and security sector by making an active contribution towards the realisation of the National Skills Development Plan (NSDP) vision of 'An Educated, Skilled and Capable Workforce for South Africa'.

Vision
To be the leader in skills development for the safety and security sector in the SADC region.

Mission
Transforming and professionalising the safety security sector by providing qualifications and quality skills through effective and efficient partnerships.

Figure 28: Click on Applications and Select Secondary Accreditation to apply.

Secondary Accreditation Application

Education and Training providers may complete and submit their application to be accredited by SASSETA

New Application

Application Number	Provider Name	Accreditation Type	Contact Person	Legal Entity Type	Provider type	Provider Class	Type of Organization	Seta Chamber	Application status	Created On ↓
There are no records to display.										

For any issues of clarity please consult with SDP Accreditation Manual for assistance or alternatively call ETQA Department on 011 087 5500.

Figure 29: Click on **New Application** Button.

Step 1 of 4

Provider Details

<p>Provider Name * <input type="text"/></p> <p>Trading Name * <input type="text"/></p> <p>Contact Person * Edward Mpe</p> <p>Email * <input type="text"/></p> <p>Fax <input type="text"/></p> <p>Telephone * <small>Provide a telephone number</small> <input type="text"/></p> <p>Website <input type="text"/></p> <p>Company Registration Number * <input type="text"/></p> <p>Primary Accreditation Number * <input type="text"/></p>	<p>Type of Organization Select <input type="text"/></p> <p>Other Organization <input type="text"/></p> <p>Legal Entity Type Select <input type="text"/></p> <p>Other Entity Type <input type="text"/></p> <p>SETA Chamber Select <input type="text"/></p> <p>Provider type * Select <input type="text"/></p> <p>Provider Class * Select <input type="text"/></p> <p>SARS Number * <input type="text"/></p> <p>SDL Number <input type="text"/></p>
---	--

Accreditation Type
Select

Primary SETA *

Primary SETA SAQA Code

SIC Code *

ETQE Decision Number

ADDRESS

Use Physical Address for Postal Address

Physical Address: ZIP/Postal Code *

Physical Address: Street 1 *

Physical Address: Street 2 *

Physical Address: Street 3

Physical Address: Municipality *

Physical Address Urban Rural *

Physical Address: Province *

Country Code *

Postal Address: ZIP/Postal Code *

Postal Address: Street 1 *

Postal Address: Street 2 *

Postal Address: Street 3

Postal Address: Municipality *

Postal Address Area *

Postal Province *

Next

Figure 30: Capture the provider details and Click on Next. **NB: Columns with * are required.**

Step 2 of 4

Staff Information

Extended Provider Information

Total number of full-time staff
30

Number of staff who are ETD Practitioners
10

Total number of ETD staff regularly contracted
10

Total number of part time ETD staff
10

Province in which Provider Operates
Gauteng

Areas in which provider operates
Urban

Next

Figure 31: Capture staff information and click Next.

Step 3 of 4

Provider Qualification

Qualifications

Qualification ID (Qualification)	Qualification	Credits (Qualification)	NQF Level (Qualification)	Approved	Requires Training Materials	+Add Qualification
There are no records to display.						

Skills Programmes

Learning Programme Type (Learning Programme)	Learning Programme Code (Learning Programme)	Learning Programme	Minimum Credits (Learning Programme)	NQF Level (Learning Programme)	Approved	Requires Training Materials	+Add Programme
There are no records to display.							

Unit Standard

Unit Standard Code (Unit Standard)	Unit Standard	Unit Standard Type (Unit Standard)	Credits (Unit Standard)	NQF Level (Unit Standard)	Approved	Requires Training M	+Add Unit Standard
There are no records to display.							

Figure 32: Click on **+Add Qualification** or **+Add Programme** or **+Unit Standard** Button to add the scope you are applying for.

0%

—

Accreditation Secondary

SAA-0007

Qualification *

Figure 33: Click on Search icon to search for a Qualification.

Lookup records
×

Q

Choose one record and click Select to continue

	Qualification ID	Qualification Title	Level	Has Learning Material
<input type="checkbox"/>	49597	National Certificate: Paralegal Practice	Level 05	Yes
<input type="checkbox"/>	57713	Further Education and Training Certificate: Specialist Security Practices	Level 04	Yes
<input type="checkbox"/>	58577	National Certificate: General Security Practices	Level 03	Yes
<input type="checkbox"/>	1	Access control	Below Level 01	No

Select
Cancel
Remove value

Figure 34: Select the Qualification you are applying. **Note that “Has Learning Material” indicator shows which Qualification SASSETA has Study/Learning Material for.**

0%

Please note that the selected qualification requires training material.

Accreditation Secondary

Qualification *

×
Q

Next

Figure 35: Please note that if you select a qualification that SASSETA doesn't have study material for, you are required to upload your own study material. Click Next.

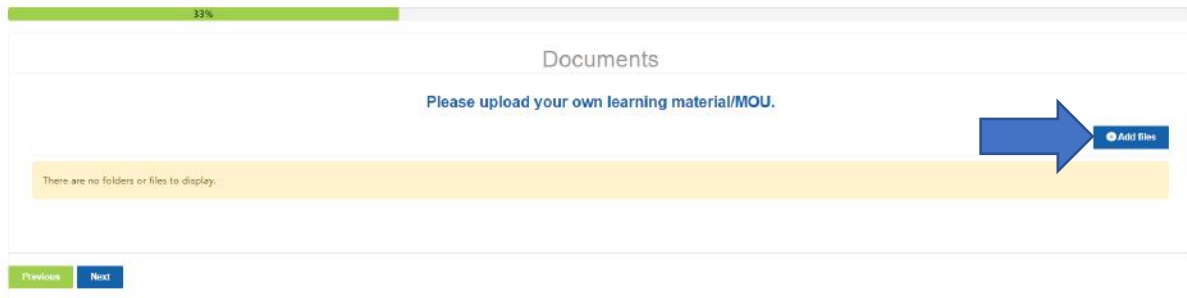


Figure 36: Click on Add Files.

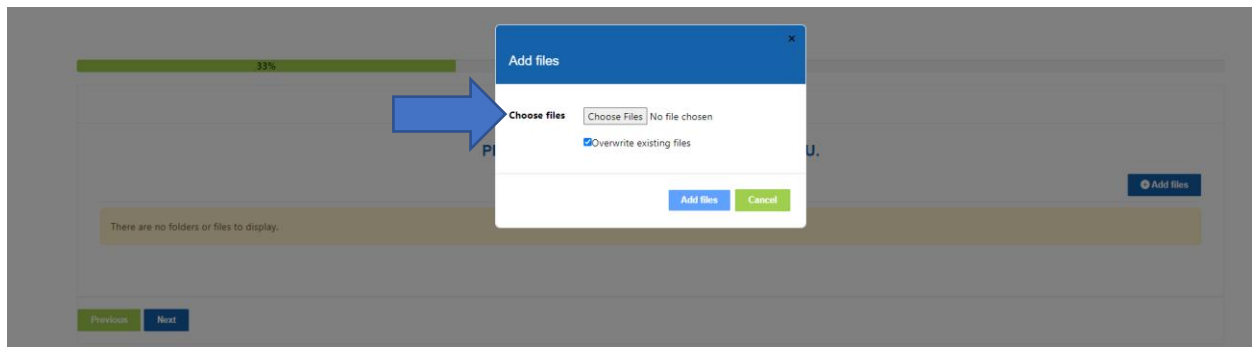


Figure 37: Click Choose files and select the files on your local machine.

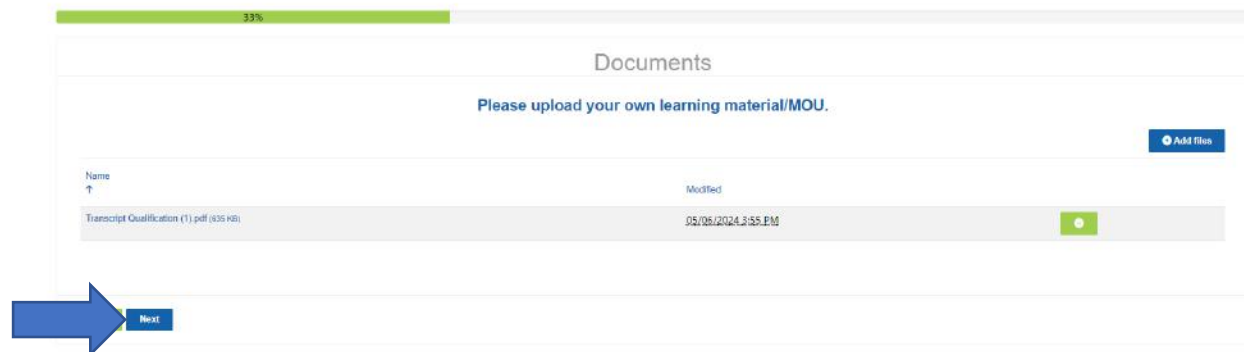


Figure 38: Click Next once you are done uploading the study material.

Provider Qualification

Qualifications

Qualification ID (Qualification)	Qualification	Credits (Qualification)	NQF Level (Qualification)	Approved	Requires Training Materials	+Add Qualification
22110	National Certificate: Electronic Security Practices	151	Level 04	No	Yes	▼

Skills Programmes

Learning Programme Type (Learning Programme)	Learning Programme Code (Learning Programme)	Learning Programme	Minimum Credits (Learning Programme)	NQF Level (Learning Programme)	Approved	Requires Training Materials	+Add Programme
Skills Programme	116105	Legal Bookkeeping - Apply accounting skills in an attorney's books of account.	100	Level 05	No	Yes	▼

Unit Standard

Unit Standard Code (Unit Standard)	Unit Standard	Unit Standard Type (Unit Standard)	Credits (Unit Standard)	NQF Level (Unit Standard)	Approved	Requires Training Materials	+Add Unit Standard
123216	Utilise selected skills in divorce matters	Elective	6	Level 06	No	No	▼

Next

Figure 39: Click Next once you done.

Step 4 of 4

Pre Screening Documents Checklist

ID ↑	Name	Attachment Added	Verified	Comments	
1	Accreditation letter from primary SETA (Only Full accredited providers are accepted)	Yes	No		▼
2	Current Tax clearance certificate with Current Central Supply Database (CSD) report	Yes	No		▼
3	Current Business registration (Cipro)	No	No		▼
4	Current company PSIRA certificate for security related programs Prove of registration print out from	No	No		▼
5	Papa Licence for Dogs related programs	No	No		▼
6	Certificate for both company and facilitator for NKP program	No	No		▼
7	QCTD referral letter for full Qualification	No	No		▼
8	Company lease agreement:	No	No		▼
9	Facilitators, Assessors and Moderators	No	No		▼
10	Financial Compliance	No	No		▼

Previous
Submit



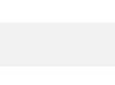
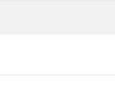




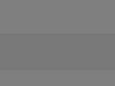
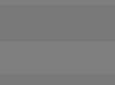
Figure 40: Click on the drop down to attach documents.

Step 4 of 4

Pre Screening Checklist

Pre-screen: Skills Development Provider Accreditation Minimum Requirements

Accreditation documents

ID	Document Type	Attachment Added	Verified	Comment
1	QCTO Letter of Intent - Acknowledgement letter from QCTO for full historical qualification	No	No	
2	Current Business Registration Documents/ including shareholder information	No	No	
3	Original Tax Clearance Certificate	No	No	
4	Company PSIRA Certificate - Applicable to SDP who are offering security related training, it is a requirement to be registered with PSIRA before you can be accredited with SASSETA	No	No	
5	Financial Compliance - Audited financial statements or letter from accounting firm indicating that the organization is solvent	No	No	
6	Lease Agreement for office space and training facility	No	No	
7	Training facilities and Resources - List the facilities and resources utilized for training, Evidence resources used	No	No	
8	QMS (Quality Management System) - Quality Management System(QMS) all Policies should be signed, initialed and confirm compliance	No	No	
9	ETD Practitioners (Facilitators Assessors and Moderator)	No	No	
10	Appointment letter Occupational Health and safety officer - Evidence of compliance with the OHS procedures	No	No	

Previous Submit

Figure 41: Click on Attach to upload the document.


Step 4 of 4

Edit

Document Type *
Accreditation letter from primary SETA (Only Full accredited providers are accepted)

Verified
 No Yes

Comments

Documents


There are no folders or files to display.

Previous Submit

Figure 42: Click on Add Files.

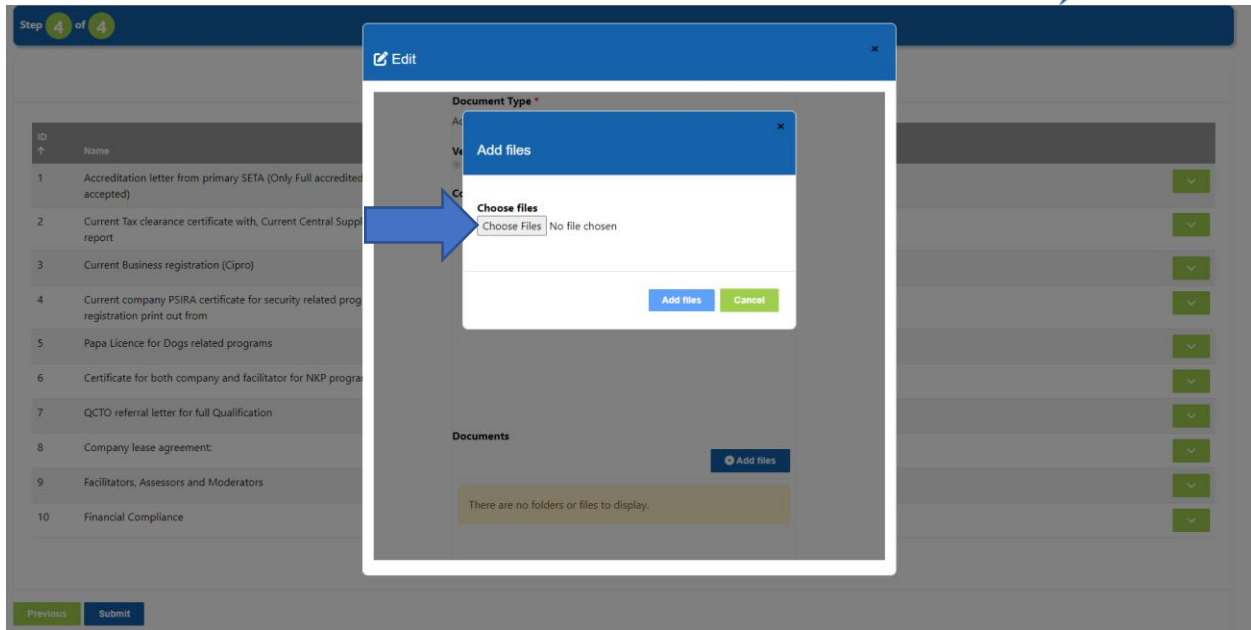


Figure 43: Click on Choose Files and select the file you want to upload on your machine.

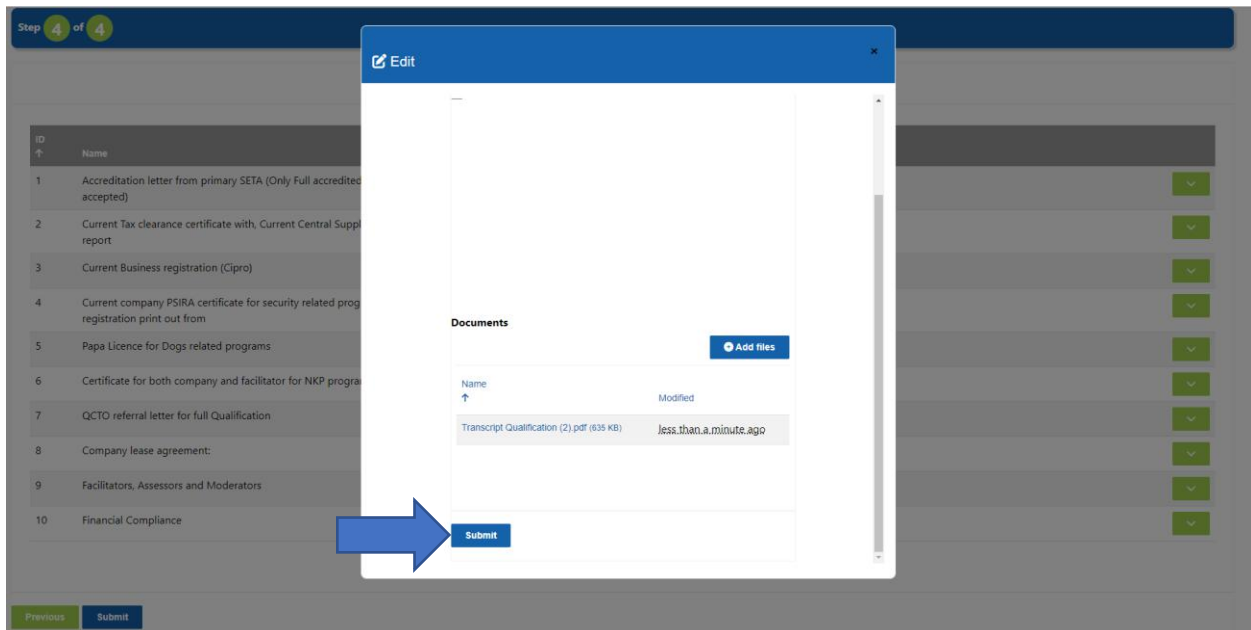


Figure 44: Click Submit once you are done attaching the documents.

Step 4 of 4

Pre Screening Documents Checklist

ID #	Name	Attachment Added	Verified	Comments
1	Accreditation letter from primary SETA (Only Full accredited providers are accepted)	Yes	No	
2	Current Tax clearance certificate with Current Central Supply Database (CSD) report	Yes	No	
3	Current Business registration (Cipro)	Yes	No	
4	Current company PSIRA certificate for security related programs Prove of registration print out from	Yes	No	
5	Papa Licence for Dogs related programs	Yes	No	
6	Certificate for both company and facilitator for NKP program	Yes	No	
7	QCTO referral letter for full Qualification	Yes	No	
8	Company lease agreement:	Yes	No	
9	Facilitators, Assessors and Moderators	Yes	No	
10	Financial Compliance	Yes	No	



Figure 45: Make sure all the **attachment added** are set to **Yes** and Click on Submit. If one is set to No, it means the document is not uploaded/attached.

Submission completed successfully.

Figure 46: Application Successfully submitted.

3.3 EXTENSION OF SCOPE ACCREDITATION

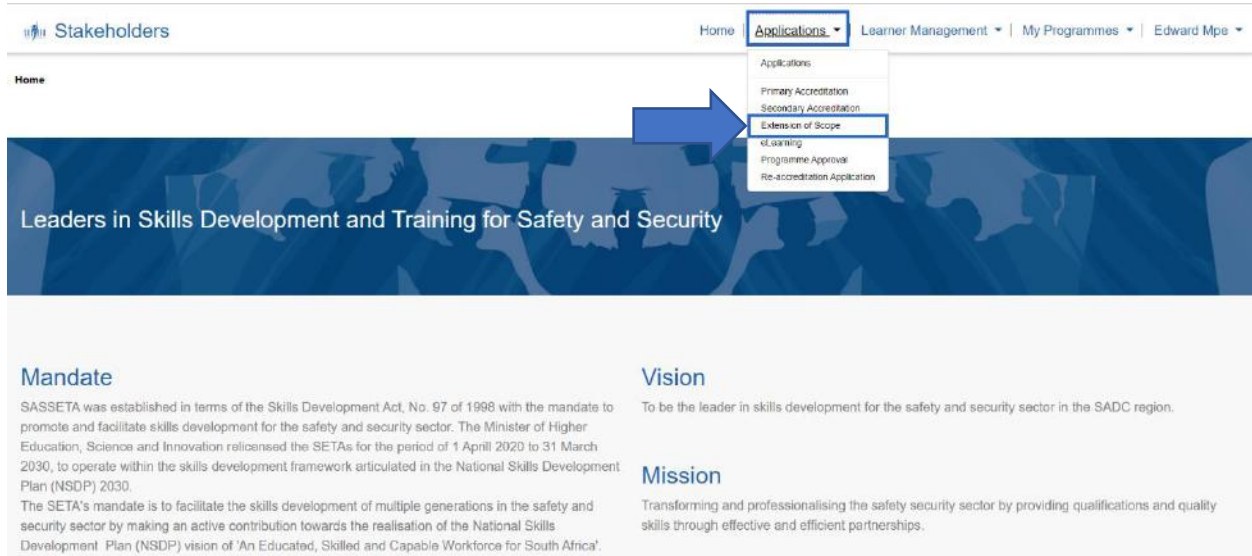


Figure 47: Click on Applications and Select Secondary Accreditation to apply.

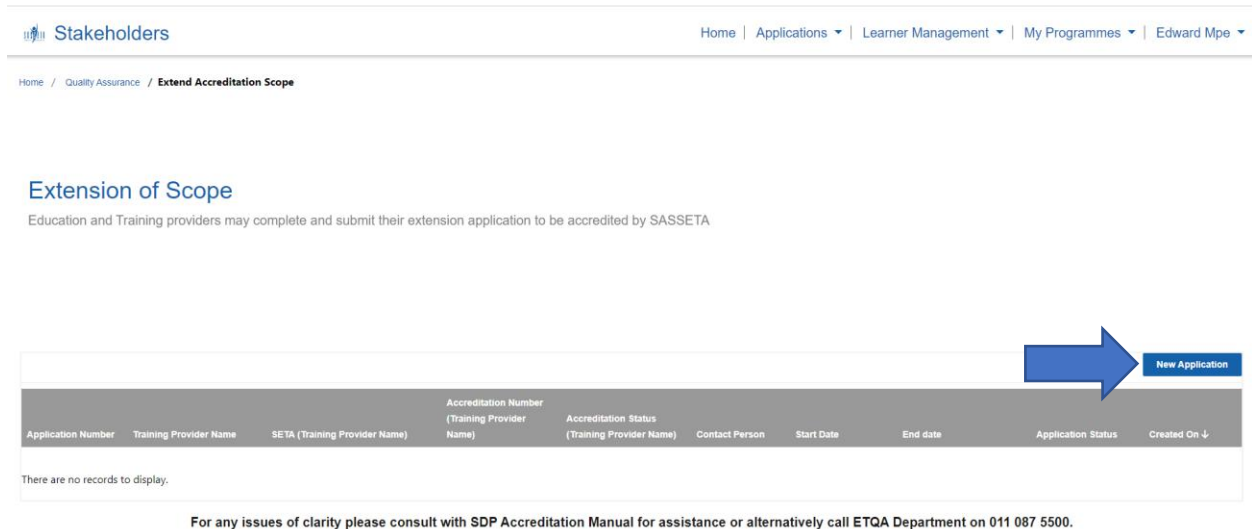


Figure 48: Click on **New Application** Button.

Step 1 of 3

Training Provider Accreditation Details

Training Provider Name *

Contact Person *

Calvin Mpe

Figure 49: Click on Search Icon to search for your Company. **NB: If you can't find the company you are looking for here, it means you are not an Accredited Provider on System.**

Stakeholders

Home / Accreditation Application Extension

Step 1 of 3

Training Provider Name *

Contact Person *

Calvin Mpe

Lookup records

Search

Choose one record and click Select to continue

Name	Accreditation Number	SARS Number	Provider Start Date	Provider End Date
<input checked="" type="checkbox"/> Molepo Trading Pty Ltd	051910460177	L123456789	03/03/2024	22/08/2024

Figure 50: Select your company and click on select.

Step 1 of 3

Training Provider Accreditation Details

Training Provider Name *

Molepo Trading Pty Ltd

Contact Person *

Calvin Mpe

Next



Figure 51: Click Next.

Step 2 of 3

Provider Scope

Qualifications

Qualification ID (Qualification)	Qualification	Credits (Qualification)	NQF Level (Qualification)	Approved	Requires Training Materials
----------------------------------	---------------	-------------------------	---------------------------	----------	-----------------------------

There are no records to display.

Add

Skills Programmes

Learning Programme Type (Learning Programme)	Learning Programme Code (Learning Programme)	Learning Programme	Minimum Credits (Learning Programme)	NQF Level (Learning Programme)	Approved	Requires Training Materials
--	--	--------------------	--------------------------------------	--------------------------------	----------	-----------------------------

There are no records to display.

Add

Unit Standards

Unit Standard Code (Unit Standard)	Unit Standard	Unit Standard Type (Unit Standard)	Credits (Unit Standard)	NQF Level (Unit Standard)	Approved	Requires Training Materials
------------------------------------	---------------	------------------------------------	-------------------------	---------------------------	----------	-----------------------------

Add



Figure 52: Click on **Add** or **Add** or **Add** Button to add the scope you are applying for.

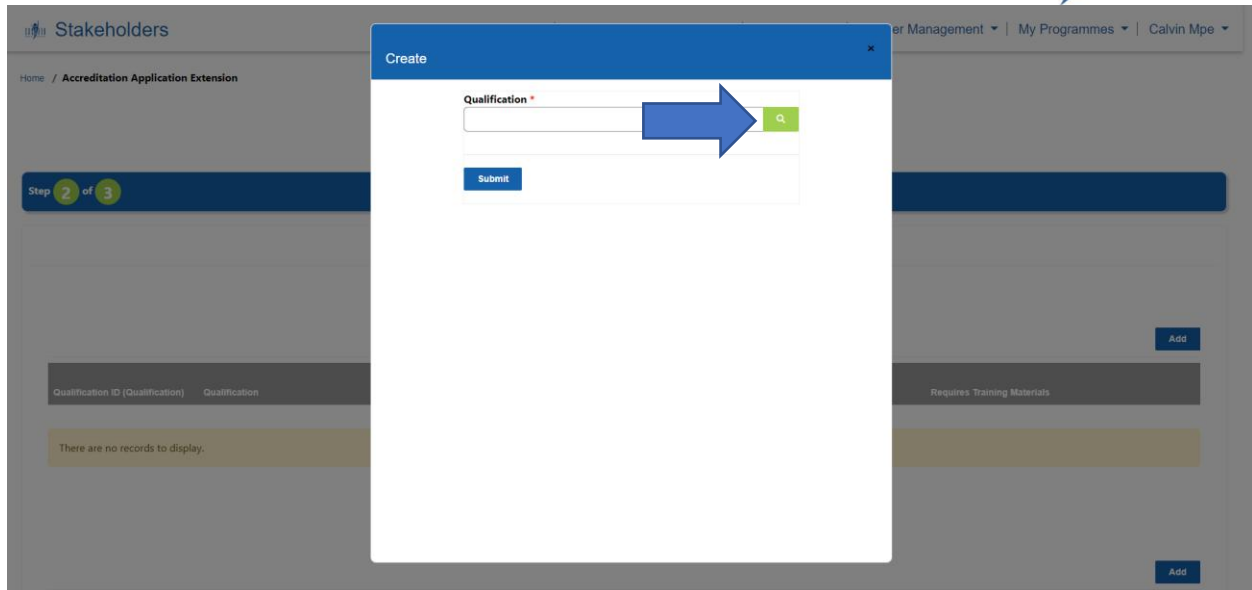


Figure 53: Click on Search icon to search for a Qualification.

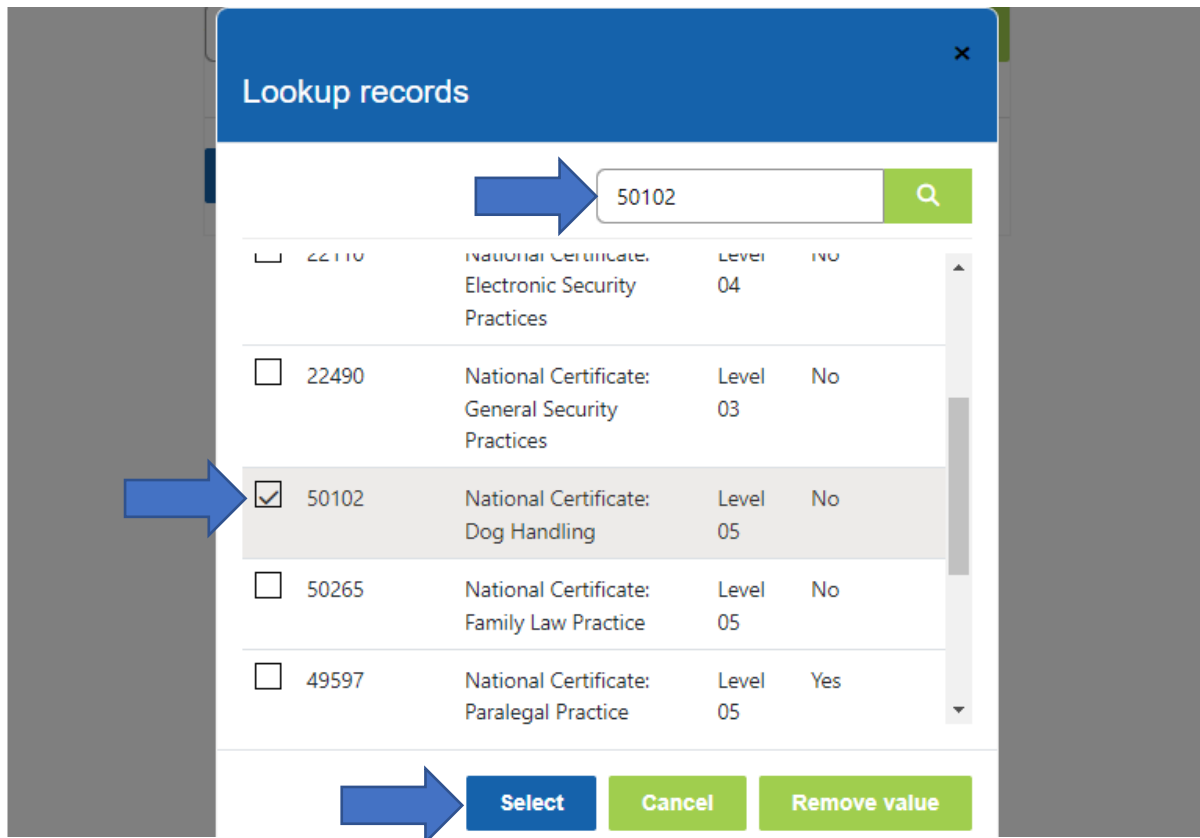


Figure 54: Select the Qualification you are applying for. **Note that you can search the qualification by the Qualification Code.** Click on Select.

Create ×

Qualification *

National Certificate: Dog Handling × 🔍

Submit

Figure 55: Click Submit.

Qualifications Add

Qualification ID (Qualification)	Qualification	Credits (Qualification)	NQF Level (Qualification)	Approved	Requires Training Materials	
50102	National Certificate: Dog Handling	131	Level 05	No	Yes	⌵

Skills Programmes Add

Learning Programme Type (Learning Programme)	Learning Programme Code (Learning Programme)	Learning Programme	Minimum Credits (Learning Programme)	NQF Level (Learning Programme)	Approved	Requires Training Materials	
Skills Programme	116105	Legal Bookkeeping - Apply accounting skills in an attorney's books of account.	100	Level 05	No	Yes	⌵

Unit Standards Add

Unit Standard Code (Unit Standard)	Unit Standard	Unit Standard Type (Unit Standard)	Credits (Unit Standard)	NQF Level (Unit Standard)	Approved	Requires Training Materials	
10022	Comply with organisational ethics		4	Level 04	No	Yes	⌵



Figure 56: Click on Next.

Step 3 of 3

Documents

Extension of Scope Requirements

ID ↑	Document Type	Attachment Added	Verified	Comments
1	Updated Annual Business registration (CIPC)	No	No	
2	Updated Tax clearance certificate and (CSD) Central Supply Database registration report	No	No	
3	Company current PSIRA certificate for security related programs With proof of registration print out from PSIRA	No	No	
4	SAPS NKP Company and facilitator certificates for NKP related program	No	No	
5	Papa Licence for dogs related programs	No	No	
6	QCTO referral letter if a provider is applying for full Qualifications	No	No	
7	Company lease agreement	No	No	
8	Facilitators, Assessors and Moderators (MOU)	No	No	
9	Learning Material:Signed, initialed and dated agreement (MOU) between two providers for the use of learning material	No	No	
10	Occupational health and Safety Documents	No	No	
11	Recent SASSETA accreditation or re-accreditation letter	No	No	

[Previous](#) [Submit](#)

Figure 57: Click on the dropdown to attach files.

Step 3 of 3

Documents

Extension of Scope Requirements

ID ↑	Document Type	Attachment Added	Verified	Comments
1	Updated Annual Business registration (CIPC)	No	No	Attach
2	Updated Tax clearance certificate and (CSD) Central Supply Database registration report	No	No	
3	Company current PSIRA certificate for security related programs With proof of registration print out from PSIRA	No	No	
4	SAPS NKP Company and facilitator certificates for NKP related program	No	No	
5	Papa Licence for dogs related programs	No	No	
6	QCTO referral letter if a provider is applying for full Qualifications	No	No	
7	Company lease agreement	No	No	
8	Facilitators, Assessors and Moderators (MOU)	No	No	
9	Learning Material:Signed, initialed and dated agreement (MOU) between two providers for the use of learning material	No	No	
10	Occupational health and Safety Documents	No	No	
11	Recent SASSETA accreditation or re-accreditation letter	No	No	

[Previous](#) [Submit](#)

Figure 58: Click on Attach.

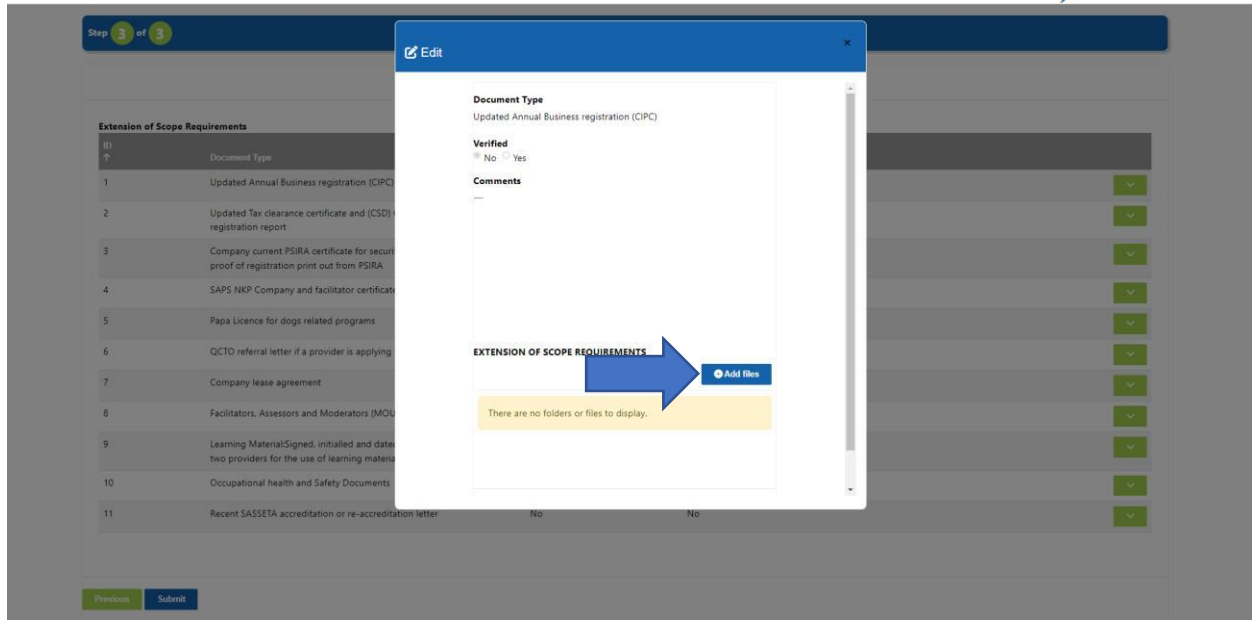


Figure 59: Click on Add Files.

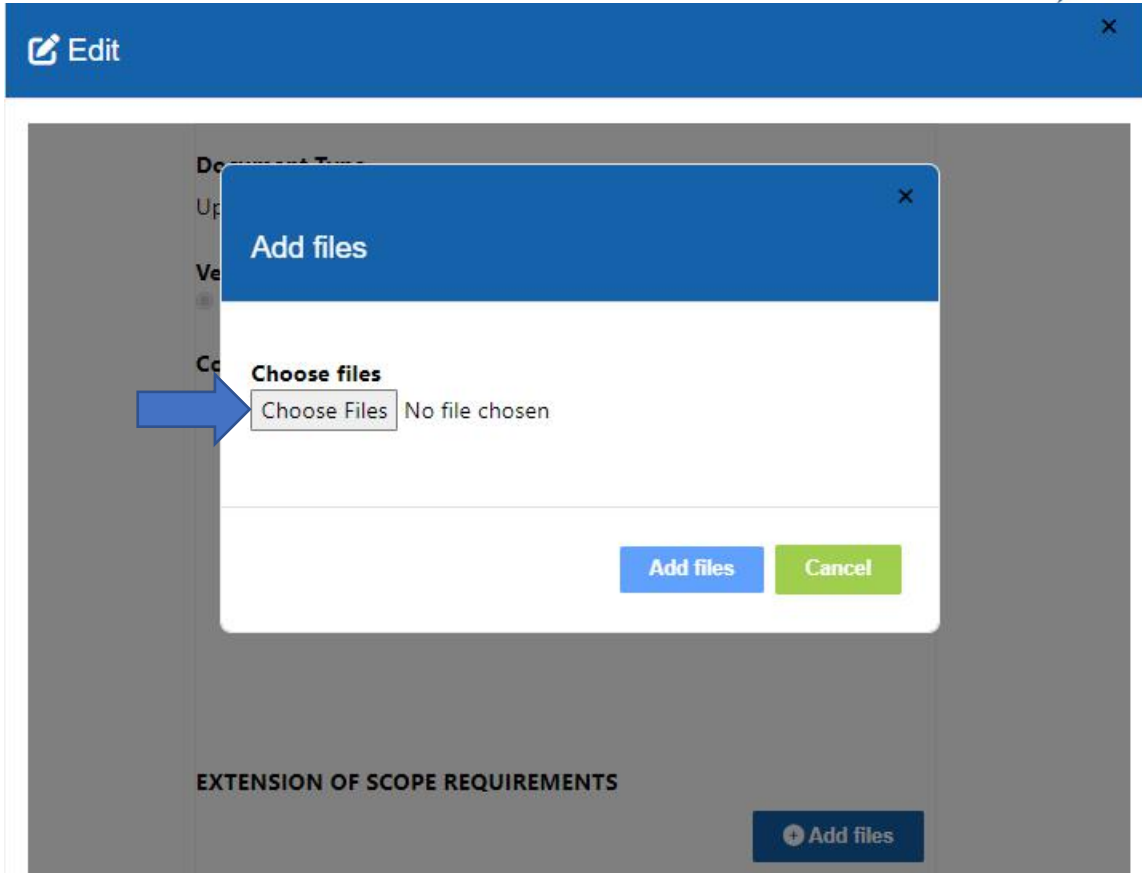


Figure 60: Click on the drop down to attach documents.

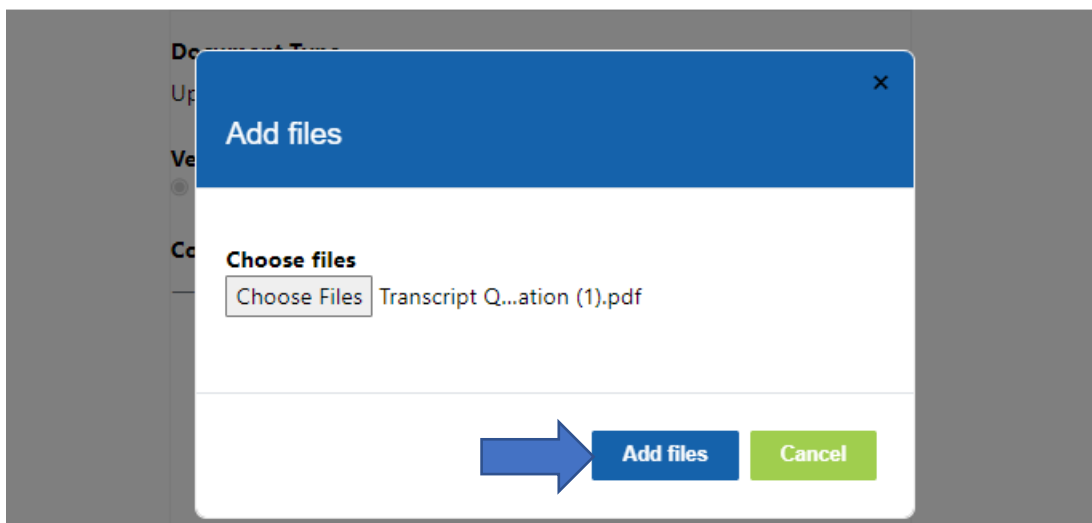


Figure 61: Click on Add Files.

Edit x

Comments

EXTENSION OF SCOPE REQUIREMENTS

[+ Add files](#)

Name	Modified	
Transcript Qualification (1).pdf (635 KB)	less than a minute ago	v

[Submit](#)

Figure 62: Click on Submit.

Step 3 of 3

Documents

Extension of Scope Requirements				
ID ↑	Document Type	Attachment Added	Verified	Comments
1	Updated Annual Business registration (CIPC)	Yes	No	
2	Updated Tax clearance certificate and (CSD) Central Supply Database registration report	Yes	No	
3	Company current PSIRA certificate for security related programs With proof of registration print out from PSIRA	Yes	No	
4	SAPS NKP Company and facilitator certificates for NKP related program	Yes	No	
5	Papa Licence for dogs related programs	Yes	No	
6	OCTO referral letter if a provider is applying for full Qualifications	Yes	No	
7	Company lease agreement	Yes	No	
8	Facilitators, Assessors and Moderators (MOU)	Yes	No	
9	Learning Material(Signed, initialed and dated agreement (MOU) between two providers for the use of learning material)	Yes	No	
10	Occupational health and Safety Documents	Yes	No	
11	Recent SASSETA accreditation or re-accreditation letter	Yes	No	

Submit

Figure 63: Make sure all the **attachment added** are set to **Yes** and Click on Submit. If one is set to No, it means the document is not uploaded/attached.

Stakeholders Home | Training and Development | Applications | Learner Management | My Programmes | Calvin Mpe

Home / Accreditation Application Extension

Submission completed successfully.

Copyright © 2024. All rights reserved.

Figure 64: Application Successfully submitted.

3.4 E-LEARNING ACCREDITATION

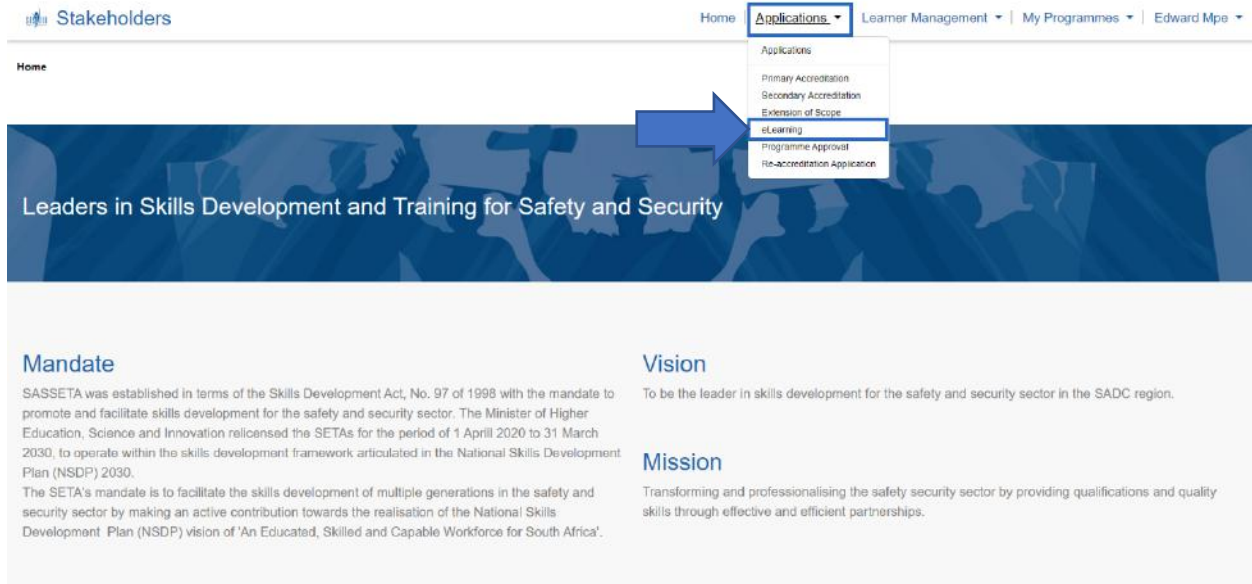


Figure 65: Navigate to Application and Click on eLearning to apply.

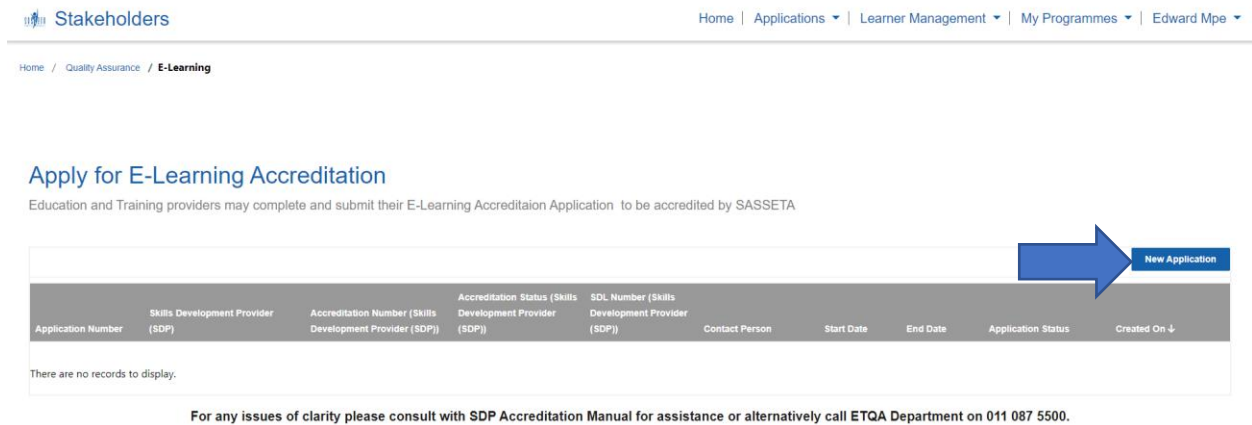





Figure 66: Click on New Application.

eLearning Details | eLearning Documents

Provider Name * 

Contact Person *  

E-Learning link

Next

Figure 67: Click on search icon to search for your company.

Stakeholders | My Programmes | Calvin Mpe

Home / Quality Assurance / E Learning Create

eLearning Details | eLearning Documents

Provider Name *

Contact Person *

E-Learning link

Next

Lookup records

Search

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Name	Accreditation Number	SARS Number	Provider Start Date	Provider End Date
<input checked="" type="checkbox"/>	Molepo Trading Pty Ltd	051910460177	L123456789	03/03/2024	22/08/2024

Select **Cancel** **Remove value**

Figure 68: Select your company and Click on Select.

eLearning Details | eLearning Documents

Provider Name *

Contact Person *

E-Learning link

Next

Figure 69: Capture E-Learning Link and click next. **NB: E-Learning Link will be tested by the accreditation team as part of evaluating your application. Make sure you capture the Link that will be used for E-Learning.**

eLearning Details | eLearning Documents

Documents

ID No	Document Type	Attachment Added	Verified	Comment
1	E-learning policy (include e-portfolio and required training resources)	No	No	
2	Software License (Security application and features)	No	No	
3	Reviewed, Assessment Policy; (include e-assessment and adhering to Principles of assessment VACS)	No	No	
4	Reviewed Moderation Policy; (include e-moderation and Validation VACS)	No	No	
5	Reviewed Learner guidance and support policy; (include support for learner during e-learning mode and availability of stand by facilitators)	No	No	
6	Reviewed OHS Policy; (include social distancing, checking of body temperature, availability of PPE, clothing, PPE Kit and sanitization of training sites/employers' sites)	No	No	






Previous | Submit

Figure 70: Click on the drop down to attach documents.

Learning Database | Learning Documents

Documents

Documents

ID No ↑	Document Type	Attachment Added	Verified	Comment
1	E-learning policy (include e-portfolio and required training resources)	No	No	
2	Software License (Security application and features)	No	No	
3	Reviewed, Assessment Policy; (include e-assessment and adhering to Principles of assessment VACS)	No	No	
4	Reviewed Moderation Policy; (include e-moderation and Validation VACS)	No	No	
5	Reviewed Learner guidance and support policy; (include support for learner during e-learning mode and availability of stand by facilitators)	No	No	
6	Reviewed OHS Policy; (include social distancing, checking of body temperature, availability of PPE, clothing, PPE Kit and sanitization of training sites/employers' sites)	No	No	

[Previous](#) [Submit](#)

Figure 71: Click on Attach.

Learning Database | Learning Documents

Edit

Document Type
E-learning policy (include e-portfolio and required training resources)

Verified
 No Yes

Comment

[Add files](#)

There are no folders or files to display.

[Submit](#)

[Previous](#) [Submit](#)

Figure 72: Click on Add Files.

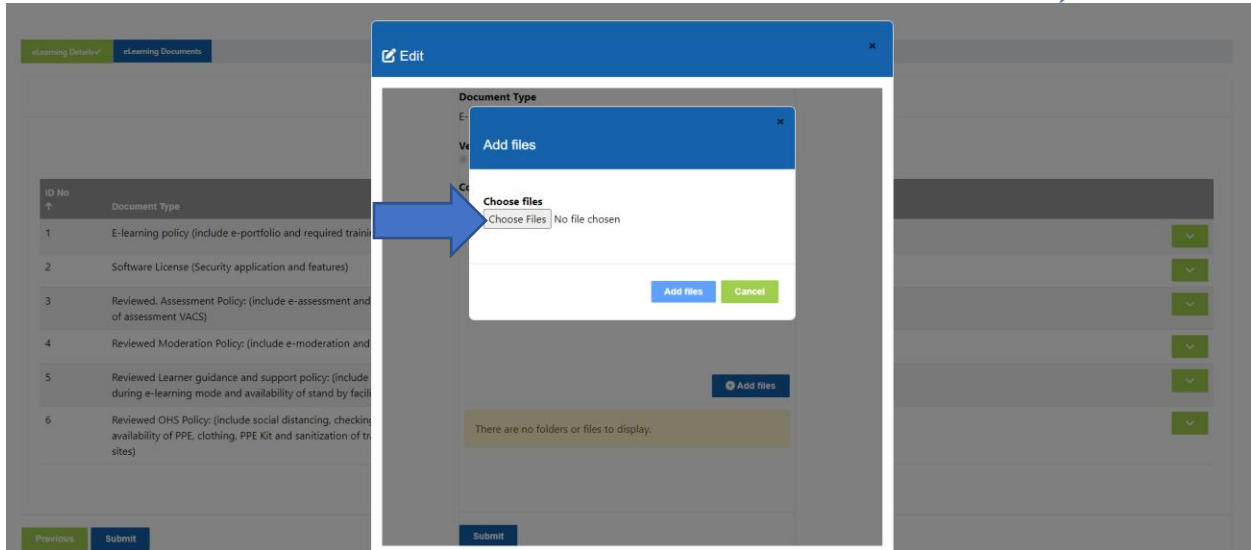


Figure 73: Click on Choose Files and select the documents on your local machine.

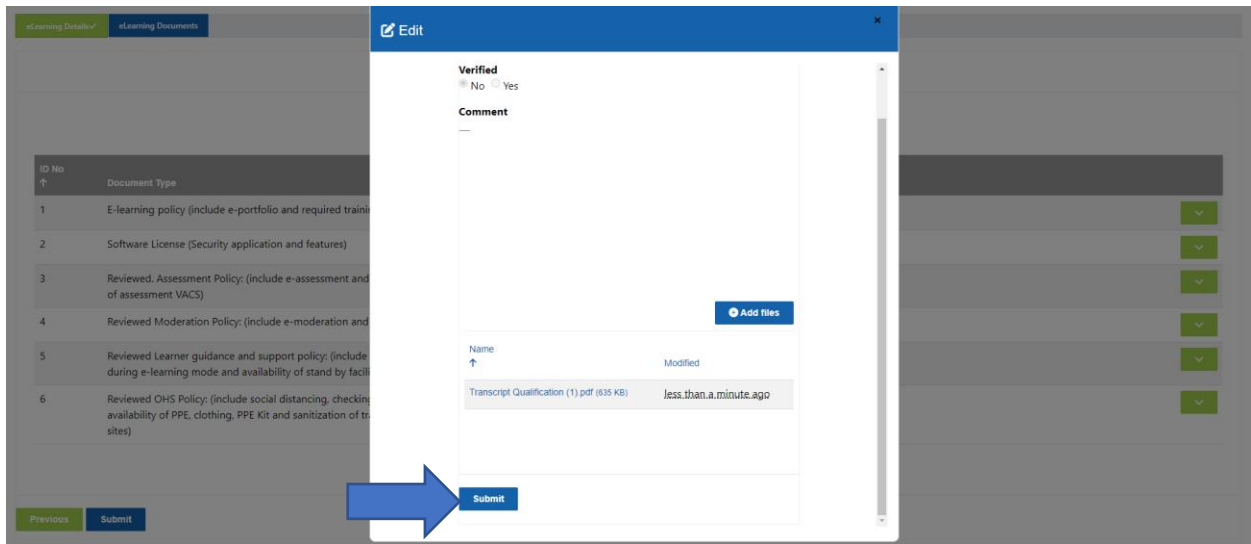


Figure 74: Click on Submit.

eLearning Dashboard | eLearning Documents

Documents

Documents

ID No	Document Type	Attachment Added	Verified	Comment
1	E-learning policy (include e-portfolio and required training resources)	Yes	No	<input type="button" value="v"/>
2	Software License (Security application and features)	Yes	No	<input type="button" value="v"/>
3	Reviewed Assessment Policy; (include e-assessment and adhering to Principles of assessment VACS)	Yes	No	<input type="button" value="v"/>
4	Reviewed Moderation Policy; (include e-moderation and Validation VACS)	Yes	No	<input type="button" value="v"/>
5	Reviewed Learner guidance and support policy; (include support for learner during e-learning mode and availability of stand by facilitators)	Yes	No	<input type="button" value="v"/>
6	Reviewed OHS Policy; (include social distancing, checking of body temperature, availability of PPE, clothing, PPE Kit and sanitization of training sites/employers sites)	Yes	No	<input type="button" value="v"/>

Figure 75: Make sure all the **attachment added** are set to **Yes** and Click on Submit. If one is set to No, it means the document is not uploaded/attached.

Stakeholders | Home | Training and Development | Applications | Learner Management | My Programmes | Calvin Mpe

Home / Quality Assurance / E Learning Create

Submission completed successfully.

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Figure 76: Application Successfully submitted.

3.5 PROGRAMME APPROVAL ACCREDITATION

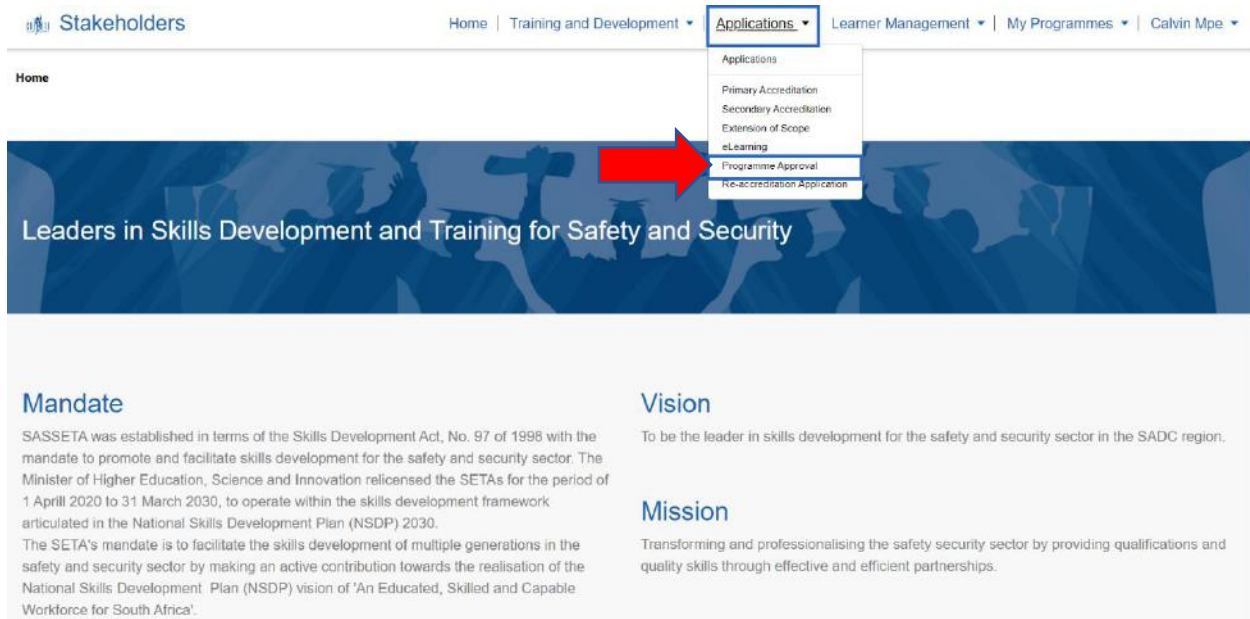


Figure 77: Navigate to Application and Click on Programme Approval.

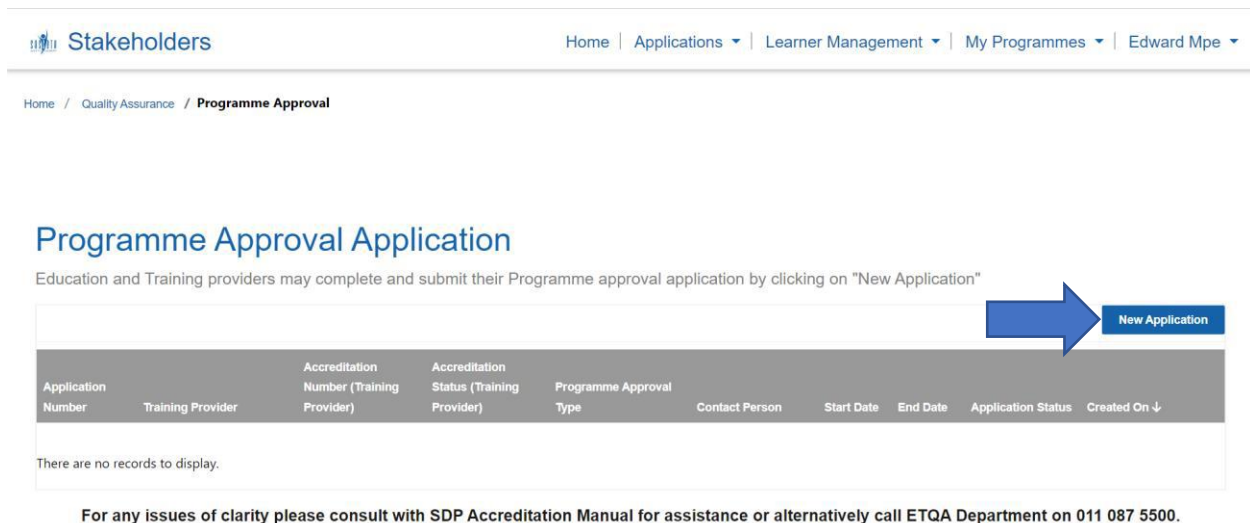


Figure 78: Click on New Application.

Step 1 of 7

Programme Approval Type *

Select

- Select
- Primary Accredited with SASSETA
- Secondary Accredited with SASSETA

Training provider

Search icon

Contact Person

Edward Mpe

Next

Figure 79: Select the type of Programme Approval/Type of Provider that you are and click on search icon to select your company and click next.

Step 2 of 7

Extended Provider Information

Do you use your own sites for the provision of education and training? *

Yes we use our own sites

Please list the sites that you use for education and training purposes.

Education and Training Site #	Physical Address - Street 1	Physical Address - Street 2	Physical Address - Street 3	Physical Address Code	Contact Person	Cell Number
There are no records to display.						

Are there other providers involved in the delivery of your programmes? *

No Yes

Provider

Provider	Accreditation Status (Provider)	Contact Person	Email (Contact Person)
There are no records to display.			

Are there workplaces that are part of the delivery of this programme? *

No Yes

Workplace Providers

Provider Name	Accreditation Status (Provider Name)	Contact Person	Email (Contact Person)
There are no records to display.			

Next

Figure 80: Capture the Extended provider information details and click next.

Programme information

Relationship between programme and outcomes

What is the title of your programme?

At the end of the programme, learners will have

Is the programme NQF aligned?
 No Yes

Qualifications



Qualification ID (Qualification)	Qualification	Credits (Qualification)	NQF Level (Qualification)	Approved	Requires Training Materials
----------------------------------	---------------	-------------------------	---------------------------	----------	-----------------------------

There are no records to display.

Skills Programmes



Learning Programme Type (Learning Programme)	Learning Programme Code (Learning Programme)	Learning Programme	Minimum Credits (Learning Programme)	NQF Level (Learning Programme)	Approved	Requires Training Materials
--	--	--------------------	--------------------------------------	--------------------------------	----------	-----------------------------

There are no records to display.

Unit Standards



Unit Standard Code (Unit Standard)	Unit Standard	Unit Standard Type (Unit Standard)	Credits (Unit Standard)	NQF Level (Unit Standard)	Approved	Requires Training Materials
------------------------------------	---------------	------------------------------------	-------------------------	---------------------------	----------	-----------------------------

There are no records to display.

Programme is outcomes-based but not NQF aligned

Please explain why the programme is not based on registered unit standards and/or qualifications by selecting one of the options below:

Other (please specify in the lines below)



Figure 81: Click Add to add the scope you are applying for and Click Next.

Step 4 of 7

Learning Programme information

Exit outcomes

Please list the overall exit outcomes (maximum of 7) if the programme use a skills programme (or another type of short course) below:

Please list the exit level outcomes of the qualification if the programme is a learnership (or another learning programme leading to a qualification) below:

Specific outcomes

Purpose of the learning programme

What is the purpose of your programme? Please include reference to potential learning and career pathways

Content methods and learning materials

Please provide your programme outline and indicate how your programme is delivered


 Next

Figure 82: Complete the Form and Click Next.

Assessment methods

Please provide a broad description of the assessment methods that you use during the programme (formative assessments) and then indicate the frequency of assessment, task types, nature of evidence and feedback mechanisms in the section below:

Broad description of assessment methods:

Formative Assessment

Add

Frequency of assessment	Task Types	Nature of evidence required	Feedback mechanisms
-------------------------	------------	-----------------------------	---------------------

There are no records to display.

Please provide a broad description of the assessment methods that you use at the end of the programme, including the format of the final assessment, (summative assessments) and then indicate the frequency of assessment, task types, nature of evidence and feedback mechanisms in the section below:

Broad description of assessment methods:

Summative Assessments

Add

Frequency of assessment	Task Types	Nature of evidence required	Feedback Mechanism
-------------------------	------------	-----------------------------	--------------------

There are no records to display.

Moderation of Assessment

Is the assessment moderated?

No Yes

If yes, is this an external or internal moderation process?

Select

Please describe how moderation is conducted (e.g. what size is the sample of assessments moderated, etc)



Next

Figure 83: Complete the form and click next.

Step 6 of 7

Resources

Special equipment or facilities

Add

Name ↑

There are no records to display.

Partners

Add

Name of partner ↑ Partner's role/contribution

There are no records to display.

Health and safety features

Add

Name ↑

There are no records to display.

Next

Figure 84: Complete the form and click next.

Step 7 of 7

Documents Checklist

ID No ↑	Document Type	Attachment Added	Verified	Comment
1	QCTO referral letter for Full Qualification programs (only)	No	No	
2	Current Business registration (Cipro) Annual	No	No	
3	Tax Clearance Certificate, CSD Registration report with tax complaint status	No	No	
4	Company current PSIRA certificate for security related programs	No	No	
5	Papa Licence for dogs related programs	No	No	
6	Certificate for both company and facilitator for NKP program	No	No	
7	Lease Agreement	No	No	
8	Facilitators, Assessors and Moderators	No	No	
9	Occupational Health and Safety (OHS)	No	No	

Previous Submit

Figure 85: Click on the drop down to attach the files.

Step 7 of 7

Documents Checklist

ID No ↑	Document Type	Attachment Added	Verified	Comment	
1	QCTO referral letter for Full Qualification programs (only)	No	No		Attach
2	Current Business registration (Cipro) Annual	No	No		↓
3	Tax Clearance Certificate, CSD Registration report with tax complaint status	No	No		↓
4	Company current PSIRA certificate for security related programs	No	No		↓
5	Papa Licence for dogs related programs	No	No		↓
6	Certificate for both company and facilitator for NKP program	No	No		↓
7	Lease Agreement	No	No		↓
8	Facilitators, Assessors and Moderators	No	No		↓
9	Occupational Health and Safety (OHS)	No	No		↓

Previous Submit

Figure 86: Click on Attach.

Step 7 of 7

Edit

Document Type *
QCTO referral letter for Full Qualification programs (only)

Verified
 No Yes

Comment

Documents

There are no folders or files to display.

Previous Submit

Figure 87: Click on Add Files.

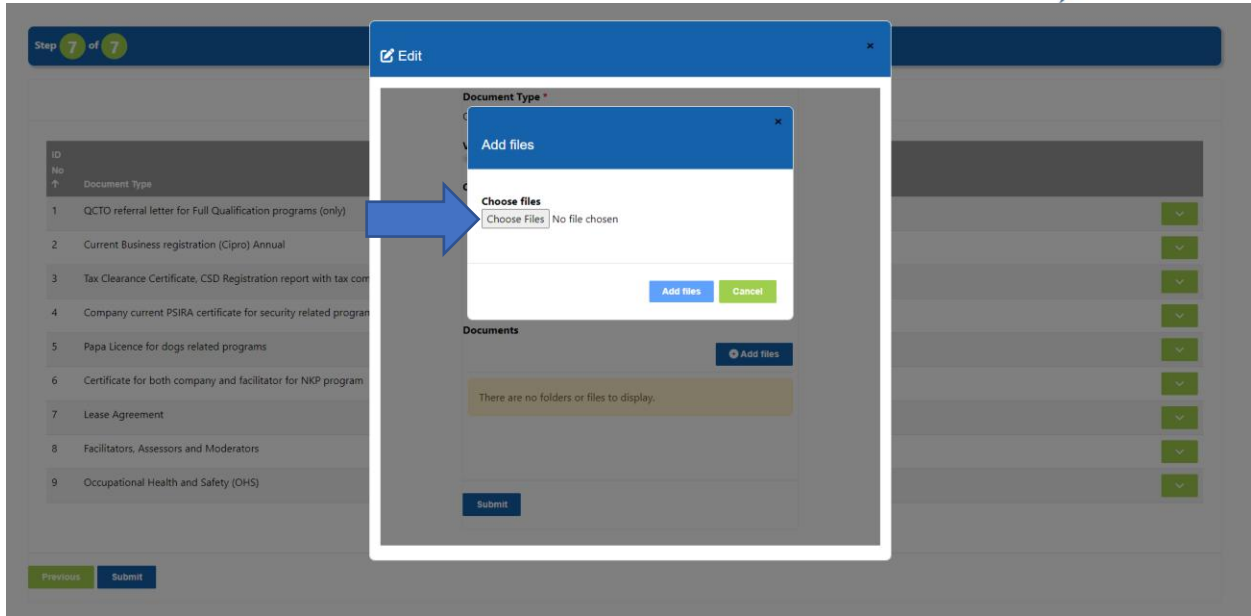


Figure 88: Click on Choose Files and select the file you want to upload on your machine.

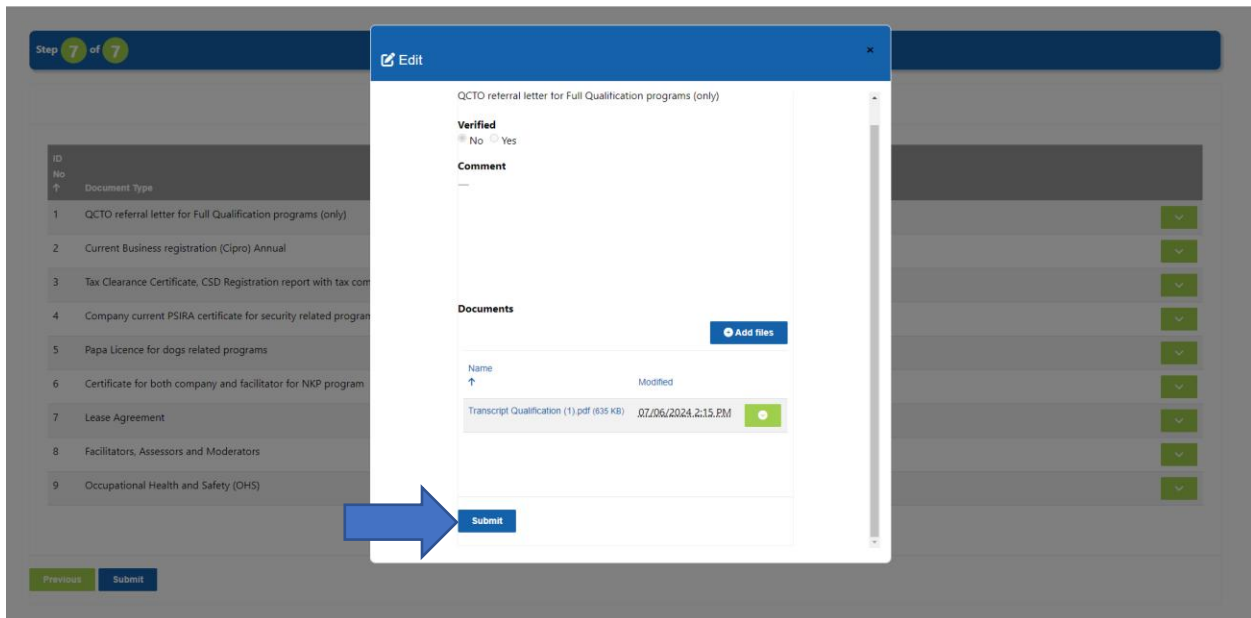


Figure 89: Click on Submit.

Step 7 of 7

Documents Checklist

ID No	Document Type	Attachment Added	Verified	Comment
1	QCTO referral letter for Full Qualification programs (only)	Yes	No	
2	Current Business registration (Cipro) Annual	Yes	No	
3	Tax Clearance Certificate, CSD Registration report with tax complaint status	Yes	No	
4	Company current PSIRA certificate for security related programs	Yes	No	
5	Papa Licence for dogs related programs	Yes	No	
6	Certificate for both company and facilitator for NKP program	Yes	No	
7	Lease Agreement	Yes	No	
8	Facilitators, Assessors and Moderators	Yes	No	
9	Occupational Health and Safety (OHS)	Yes	No	

[Previous](#)
[Submit](#)

Figure 90: Make sure all the **attachment added** are set to **Yes** and Click on Submit. If one is set to No, it means the document is not uploaded/attached.

Stakeholders Home | Training and Development | Applications | Learner Management | My Programmes | Calvin Mpe

Home / **Edit Programme approval application**

Submission completed successfully.

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Figure 91: Application Successfully submitted.

3.6 RE-ACCREDITATION

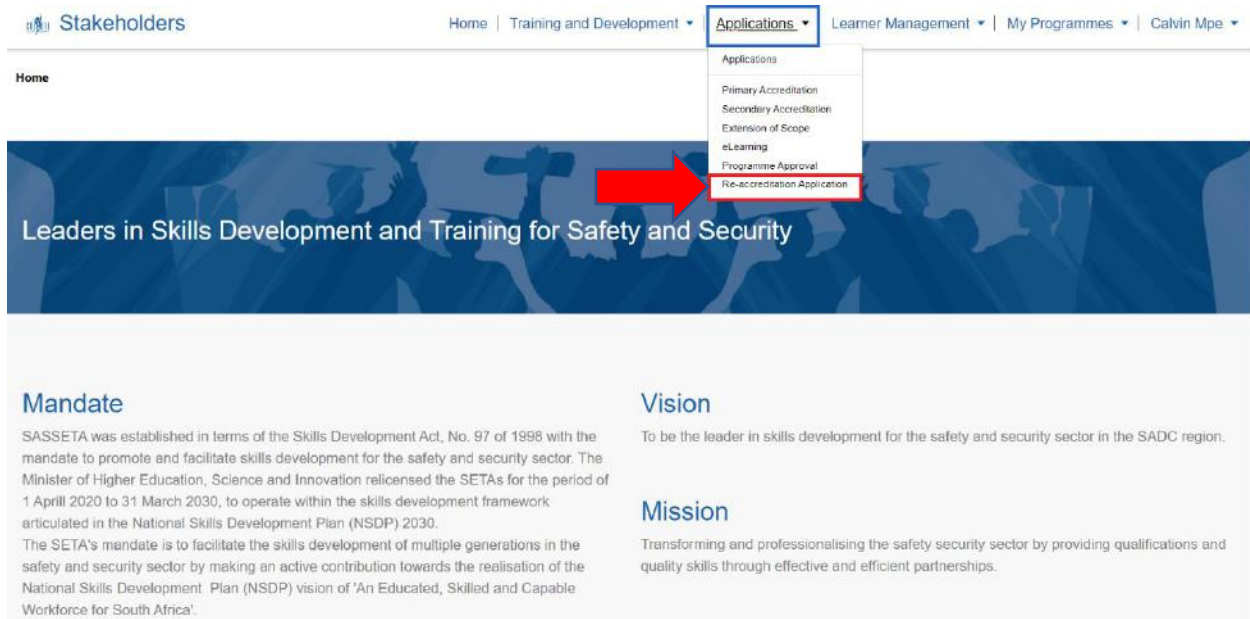
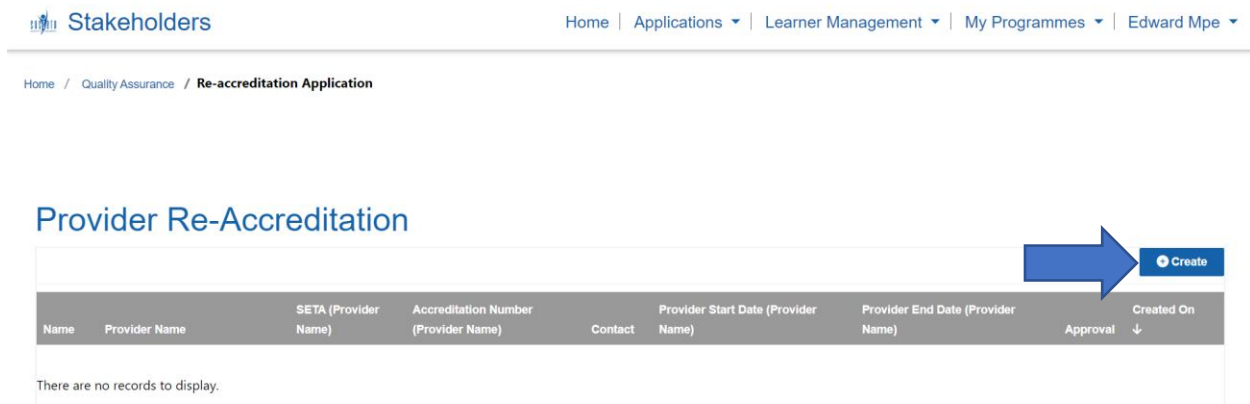


Figure 92: Navigate to Application and Click on eLearning to apply.



For any issues of clarity please consult with SDP Accreditation Manual for assistance or alternatively call ETQA Department on 011 087 5500.

Figure 93: Click on Create.

Step 1 of 2

Details

Provider Name *

Contact *

Calvin Mpe

Next

Figure 94: Click on search icon to search for your company.

Lookup records

Search

Choose one record and click Select to continue

✓	Name	Accreditation Number	SARS Number	Provider Start Date	Provider End Date
<input checked="" type="checkbox"/>	Molepo Trading Pty Ltd	051910460177	L123456789	03/03/2024	22/08/2024

Select Cancel Remove value

Figure 95: Select your company and Click on Select.

Step 1 of 2

Details

Provider Name *

Molepo Trading Pty Ltd

Contact *

Calvin Mpe

Next



Figure 96: Click Next.

Step 2 of 2

Documents

Add files

New folder

There are no folders or files to display.

Previous

Submit



Figure 97: Click on Add files.

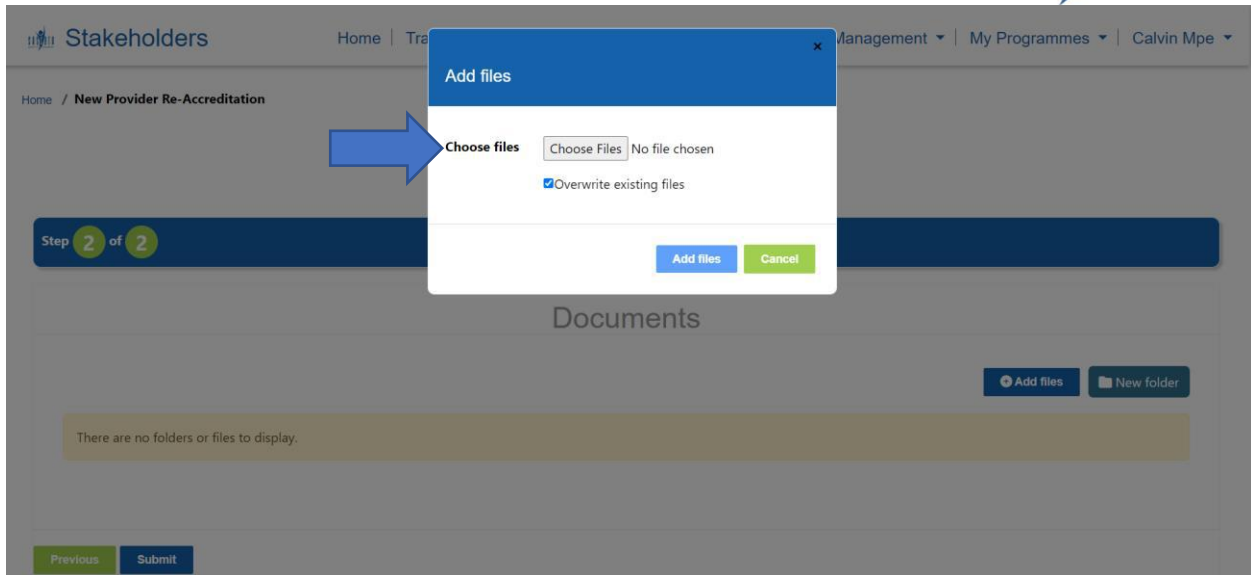


Figure 98: Click on Choose Files and select the file you want to upload.

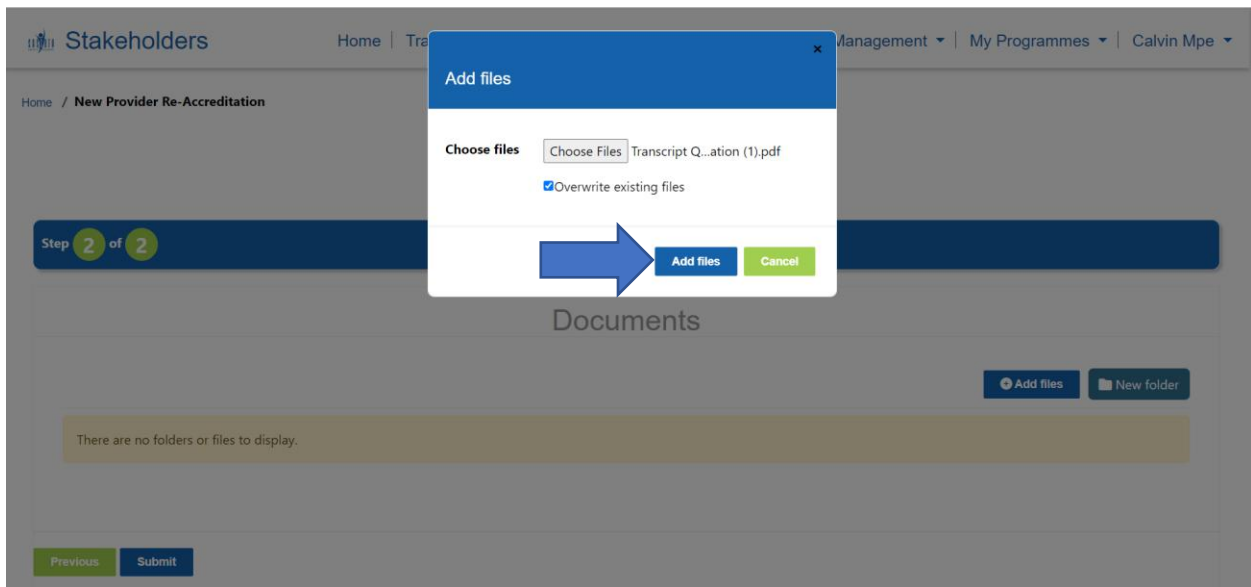


Figure 99: Click on Add Files.

Step 2 of 2

Documents

Add files New folder

Name	Modified	
Transcript Qualification (1).pdf (635 KB)	07/06/2024 10:38 AM	



Submit

Figure 100: Click on Submit.

Submission completed successfully.

Figure 101: Application Successfully submitted.