

Date: 24 February 2020

**ATTENTION: ALL ACCREDITED SKILLS DEVELOPMENT PROVIDERS ACCREDITED AFTER 01/04/2018**

**RE: RENEWAL OF THE ACCREDITATION STATUS: NEWLY ACCREDITED PROVIDERS (ACCREDITED AFTER 1/4/2018)**

As per mandate of the Quality Council for Trades and Occupations (QCTO) in terms of the NQF Act (Act No.67 of 2008) and Skills Development Act, 1998 (Act no 97 of 1998 as amended), SASSETA continues to implement its delegated Quality Assurance functions.

Skills Development Providers need to comply to the below instructions when applying for re-accreditation. Upon submission of the required documentation and a positive outcome of the evaluation process, Skills Development Providers will receive an extension of the accreditation.

Monitoring visits and review of accreditation will be conducted by SASSETA during the period of accreditation. This is to ensure that training providers follow a systematic process to achieve excellence in training delivery, in accordance with the suitable accreditation status.

All newly Accredited Skills Development Providers that were accredited during the period 01 April 2018 to 31 March 2020 should comply with re-accreditation requirements listed below.

NO	TITTLE	REQUIRED DOCUMENTS
1.	Legislative requirements	<p>The following documents should be current</p> <ul style="list-style-type: none"> <li>▪ Company registration</li> <li>▪ SARS: Tax clearance certificate</li> <li>▪ PSIRA Certificate (Where applicable)</li> </ul>
		<ul style="list-style-type: none"> <li>▪ PAPA Licence (Where applicable)</li> <li>▪ NKP Certificate (SAPS) (Where applicable)</li> </ul>
2.	Occupational Health & Safety	<ul style="list-style-type: none"> <li>▪ Appointment letter of the OHS Rep</li> <li>▪ Copies of certificate of Competency</li> </ul>

**SUBMISSION OF APPLICATION FOR RENEWAL OF ACCREDITATION.**

The application for renewal of accreditation must consist of the above mentioned documents.

- Applications must be submitted to SASSETA offices no later than **25 March 2020**.

<b>Email address:</b>	<a href="mailto:etqa.accreditation@sasseta.org.za">etqa.accreditation@sasseta.org.za</a>
<b>Registered Mail</b>	SASSETA ETQA Department PO BOX 7612 Halfway House 1685
<b>Hand delivery</b>	SASSETA ETQA Department Building 2, Waterfall Corporate Campus, 74 Waterfall Drive, Midrand 2090

**NB: Monitoring is compulsory for all accredited training providers to ensure that training providers follow a systematic process to achieve excellence in training delivery.**

Thanking you in advance for your co-operation.

Should you require further information, please contact our call centre 0861 102 477.

Kind Regards



Ms. R Ndlebe  
Acting: ETQA Manager