

APPLICATION FOR EXTENSION OF ACCREDITATION FOR SKILL DEVELOPMENT PROVIDERS

A. SKILLS DEVELOPMENT PROVIDER ACCREDITATION DETAILS

SDP NAME:	
PRIMARY ETQA:	
ACCREDITATION NUMBER:	
ACCREDITATION END DATE:	
PHYSICAL ADDRESS:	
POSTAL ADDRESS:	
CONTACT PERSON:	
TELEPHONE NUMBERS:	
EMAIL ADDRESS:	
DATE OF SUBMISSION:	
DECLARATION	<p><u>DECLARATION BY THE TRAINING PROVIDER</u></p> <p>I.....</p> <p>(Full Names) the undersigned representative of:</p> <p>.....</p> <p>(Institution name) declare and acknowledge the information given in this, form is true and accurate.</p>

NB: Accredited Training providers are required to apply separate for each branch.

FOR OFFICE USE ONLY			
Date Received by Admin		Received by Evaluator:	
Comments by Evaluator:			
<i>NB: Incomplete application and submissions will not be considered</i>			

B. SKILL DEVELOPMENT PROVIDERS ARE REQUIRED TO COMPLY AND SUBMIT THE FOLLOWING DOCUMENTS

NO	TITLE	REQUIRED DOCUMENTS
1.	Legislative requirements	<p>The following documents should be current.</p> <ul style="list-style-type: none"> ▪ Company registration (Updated Annual Return with CIPC) ▪ SARS: Tax clearance /Tax Pin certificate Tax Exemption (NGO or NPO) ▪ PSIRA Certificate (If applicable) ▪ PAPA Licence (If applicable) ▪ NKP Training Certificate (If applicable) ▪ Lease agreement / Proof of ownership/ Title deed / Letter from Local Authority ▪ Letter from the accounting firm stating that the company is not insolvent / Audited Financial Statement
2.	Accreditation Letter	<ul style="list-style-type: none"> ▪ Copy of current Accreditation Letter: for Head Office and for each branch
3.	Learning Programme Review	<ul style="list-style-type: none"> ▪ Disclosure letter for Programme review or Proof of Learning programme reviewed
4.	ETD Practitioners	<ul style="list-style-type: none"> ▪ Signed MoU/SLA with registered assessors and moderators ▪ Copies of the SASSETA Registration Letters for the Facilitators, Assessors and Moderators ▪ Comprehensive /Detailed CV ▪ Copies of certified certificates of competency for the Facilitators, Assessors and Moderators (certified in 2023)
5.	Occupational Health & Safety	<ul style="list-style-type: none"> ▪ Employment Contract of the OHS Representative ▪ Copies of certified certificate of competency relating to OHS (certified in 2023)
6.	Verification Report	<ul style="list-style-type: none"> ▪ Verification Report (not older than 3 Year) or ▪ ETQA SDP Monitoring Report (not older than 3 Years) (For each branch or Management area)

C. 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 not later than **30 June 2023**.

Submission and Enquiries Email:	Etga.reaccreditation@sasseta.org.za
Registered Mail	SASSETA ETQA Department PO BOX 7612 Halfway House 1685
Hand delivery	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.