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(Review date: 16 January 2012)

APPLICATION FORM FOR THE APPROVAL OF HR LEARNING PROGRAMMES (PROVIDERS ACCREDITED WITH OTHER ETQAs)

NB: The SABPP ETQA is not levy funded as are other ETQAs and therefore has permission from SAQA to charge for all services rendered in the capacity of an accredited ETQA. Please see the current, approved fees on the SABPP website.

A. Criteria for application

- Completed accreditation with another (primary focus) ETQA or in the process of being accredited.
- Written permission from the above primary focus ETQA for SABPP to do learning programme approval. In such a letter, the ETQA must include the ID numbers and titles of the unit standards and/or qualifications for which learning programme approval is requested.
- Registered Human Resources (HR) unit standards and/or qualifications are the primary focus of the application
- Provision of the Applicant's VAT Registration Number for invoicing purposes (or confirmation that the Applicant is either not registered for VAT or is VAT exempt)

B. The application:

- Prepare a neat file (one only if possible) with a table of contents
- Organize your material into clearly marked sections with dividers and keep to the numbering and order below
- Avoid adding non-relevant documents and do not duplicate material
- Any additional information you may want to include should be added on at the end and included in the table of contents.
- Please be completely honest and transparent

C. Please note:

- Assessors and Moderators for Human Resources unit standards/qualifications are required to be professionally registered with the SABPP. If not already registered, the required applications must be forwarded to the SABPP **under separate cover.**
- The process is finalized only after the SABPP Board has approved your application and the learning programme approval certificate has been issued.
- It is your responsibility to make a complete copy of the application file for your records. The application file submitted to the SABPP ETQA will not be returned to you.

Use the checklist below to ensure that the Learning Programme Application Form and the required supporting documentation have been completed in full

NB: Please be advised that if the Learning Programme Application – LPA - Form (and/or the required supporting documentation) is incomplete, it may have to be held over to the next submission deadline.

		✓
•	Table of Contents	
•	Copy of Referral Request from the primary focus ETQA	
•	Completed Provider Details	
•	Signed and dated LPA Application Form	
2.1 <u>Policies and Procedures from your Quality Management System</u>		
2.1.1	HR Programme Development, Provision/Delivery and Evaluation (Review)	
2.1.2	Learner Entry, Guidance and Support (including how it is ensured that the entry requirements (learning assumed to be in place) are met	
2.1.3	Assessment, Moderation and RPL	
2.1.4	Certification (including a certificate template if applicable)	
2.1.5	Selection, Appointment and Development (of permanent and contracted staff)	
2.2 <u>Evidence/examples of:</u>		
2.2.1	Physical resources and facilities to be used in the delivery of HR training	
2.2.2	Hard copies of learner record-keeping from enrolment to achievement	
2.2.3	(Assessment) Feedback to learners and moderation report	
2.2.4	Agreements/contracts with associates/contractors	
2.3 <u>Detailed Table of HR Programme Role-players plus Recent CVs</u>		
3.1 <u>One Completed Alignment Matrix Per Learning/Skills Programme or Module</u>		
3.2 <u>One complete, Aligned HR Learning/Skills Programme or Module (including the Facilitator and Assessment Guides)</u>		
4. <u>HR Learnerships (if applicable)</u>		

1: PROVIDER DETAILS

All fields in the table below are compulsory. Please indicate **Not Applicable** where this is the case

Legal name of provider				
Trading name of provider				
Authorized contact person	<i>Name:</i>			
	<i>E-Mail:</i>			
	<i>Cell Phone:</i>			
	<i>Telephone:</i>			
	<i>Fax number:</i>			
	<i>Position in Provider:</i>			
Alternative contact	<i>Name:</i>			
	<i>E-Mail:</i>			
	<i>Cell Phone:</i>			
	<i>Telephone:</i>			
	<i>Fax number:</i>			
	<i>Position in Provider:</i>			
Legal entity of the provider (Mark the appropriate block)	Sole Proprietor	(Pty) Ltd	Trust	Section 21 Company
	Closed Corporation	Partnership	Other: (Specify)	
Company registration number or CK number			VAT Number	
Skills Development Levy Number			SARS Income Tax Number	
Physical address of your Head Office or Main Office				
Postal Address				Postal Code
Office Telephone Number	<i>Code:</i>	<i>Number:</i>		
Office Fax Number	<i>Code:</i>	<i>Number:</i>		
E-Mail Of Office (Print clearly)				

For Office Use Only: Date Received at the SABPP ETQA:

2: ATTACH COPIES OF THE FOLLOWING AND SUBMIT WITH THIS APPLICATION FORM

You are accredited with one ETQA. The SABPP ETQA respects the fact that you have therefore complied with the minimum accreditation criteria for Providers as required by SAQA legislation.

2.1 Attach the following policies and procedures from your Quality Management System;

- 2.1.1 Learning Programme Development, Provision/Delivery and Evaluation/Review
- 2.1.2 Learner Entry, Guidance and Support (including how it is ensured that the entry requirements stipulated in the unit standards and/or qualifications are met)
- 2.1.3 Assessment, Moderation and RPL
- 2.1.4 Certification (including a certificate template, if applicable)
- 2.1.5 Selection, Appointment and Development (of permanent and contracted staff)

2.2 Provide evidence/examples of:

- 2.2.1 Physical resources and facilities to be used in the delivery of HR training, (wherever the training is to be delivered).
- 2.2.2 Hard copies from your learner management information system (manual and/or electronic) of learner record keeping, from enrolment to achievement
- 2.2.3 (Assessment) Feedback to learners and internal moderation report
- 2.2.4 Agreements/contracts with associates/ contractors related to the delivery of HR learning programmes.

2.3 Draw up and complete a detailed table of your HR learning programme/skills programme/module designers, facilitators (trainers), assessors and moderators (as applicable) giving:

- 2.3.1 Personal particulars
- 2.3.2 The role each has (designer/facilitator (trainer)/assessor/moderator)
- 2.3.3 Learning programmes/skills programmes/modules allocated to each of the role-players
- 2.3.4 Professional SABPP registration details of HR assessor/s, moderator/s, designers and facilitators (trainers)
- 2.3.5 Summary of the HR experience and qualifications of designers and/or facilitators (trainers) not professionally registered with the SABPP.

Also attach a recent CV of each role-player.

3: HR PROGRAMME DEVELOPMENT, PROVISION/DELIVERY AND EVALUATION/REVIEW

It is important to provide current evidence to prove your ability to develop, deliver and evaluate/review HR training which culminates in registered HR unit standards or qualifications.

3.1 Complete the alignment matrix attached (one per learning programme/skills programme/module)

3.2 Learning programme/skills programme/module to be presented with this application file

3.2.1 Provide **one** complete aligned HR learning programme/skills programme/module with this application. Include the relevant facilitator and assessment guides. Note that this programme must be aligned to at least one **core** HR unit standard that is **currently** registered.

3.2.2 This learning programme/skills programme/module *must reflect the structure of the rest of your learning materials (programmes)* which will be evaluated during a learning programme approval site visit.

4: HR LEARNERSHIPS (If applicable)

4.1 Indicate relevant SETA. **Please note that an HR learnership cannot commence before the SABPP has been notified in writing.**

4.2 Provide the HR Learnership Registration Number **and** SAQA ID number

4.3 Please note that HR learnerships are quality assured by the SABPP and the use of the SABPP LIP (Learnership Implementation Programme) is compulsory. Contact the CEO of the SABPP for more information about the LIP (including the costs involved).

YOUR SIGNATURE

DATE

DETAILS WORTH NOTING

1. Failure to submit all the required information and supporting documentation may result in your application having to be held over to a future deadline. (See the SABPP ETQA web site for dates). There are (only) four ETQA Committee meetings per annum, where applications for accreditation or learning programme approval are tabled for consideration
2. **Deliver, post or courier** - The application must be completed, signed and returned by hand, by post or courier. Please note we will **not accept** faxed or emailed applications, as the original application form and signatures are required.
3. **Post** applications to SABPP, P O Box 2450, Houghton, 2041 **Or courier or hand deliver** to: 1st Floor, Rossouws Attorneys Building, 8 Sherborne Road, Parktown .
4. **Do not under any circumstances** post your application to our physical address (1st Floor, Rossouws Attorneys Building, 8 Sherborne Road, Parktown) or do a counter to counter to this address. This will go to a post office we do not use. They hand deliver a notification to the Board. We then request telephonically for the mail to be transferred to our postbox in Houghton. This may delay receipt of your application for up to three weeks.

INTERNAL ETQA PROCESS

- 1 Receipt of the application by the SABPP is acknowledged in writing.
- 2 **First evaluation** of the content of the application. The provider is contacted if additional information is required.
- 3 **Second evaluation** to ensure that all outstanding information has been submitted. The provider is contacted if additional information is required.
- 4 The first and second evaluation reports are circulated to the SABPP ETQA Committee in advance, then tabled at one of the four ETQA Committee Meetings (annually) for recommendation to the SABPP Board.
- 6 The SABPP Board approves or does not approve the application.
- 7 The SABPP provides feedback on the final outcome to the provider as well as to the primary focus ETQA
- 8 A Provisional Learning Programme Approval certificate is issued to successful providers.

TERMS AND DEFINITIONS USED BY THE SABPP

Evaluation is an internal process the SABPP ETQA implements to ensure that HR learning programmes are developed, delivered and evaluated in line with National Qualifications Framework (NQF) principles. It is critical that providers give a clear and coherent description of how the delivery of their HR learning programmes happens in practice.

Learning Programme means the sequential learning activities, associated with curriculum implementation, leading to the achievement of a particular qualification or part qualification (SAQA 2000:5).

Provisional Accreditation/Learning Programme Approval: Accreditation/Learning Programme Approval is always Provisional to begin with. Once the Provider has successfully up-loaded learners (who have completed the qualification or unit standard/s within the Provider's scope), the Provider may request Full Accreditation/Learning Programme Approval in writing at no extra cost.

Assessor – is a person who is registered or in the process of being registered with our ETQA as subject matter expert and has the necessary assessment ETDP Seta credentials.

Moderator – is a person who is registered or in the process of being registered with our ETQA and has the necessary moderation ETDP SETA credentials.

ALIGNMENT MATRIX**(Complete one for each HR learning programme/skills programme/module you intend to offer)****Title of the learning/skills programme/module:****Duration:****For each unit standard in the learning programme/skills programme/module:**

ID Number	Unit Standard Title	NQF Level	Credits	Indicate ¹ if:		
				Fundamental	Core	Elective

¹ **Only** if this skills programme is part of a full HR qualification

<u>Output/Outcome:</u> (from the unit standard i.e. what the learner must be able to do, on completion) ID No./Specific Outcome and associated Assessment Criteria	<u>Inputs</u> (from the skills programme i.e. how the learner will get to be able to demonstrate each outcome) Include module/unit; page nos. section/sub-section headings.	<u>Formative Assessment:</u> include assessment methods and references in the learning material e.g. page nos.	<u>Summative Assessment</u>

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