



Your Answer

Company Profile

CORPORATE PROFILE

LearnForward Training Solutions & Consulting Agency is a Corporate Training & Consulting company since 2019. We specialize in Skills Development, for various SETA accredited skills and accreditation assistance for SDPs. In addition to the extensive industrial experience in skills development, we have a pool of experts in our faculty specializing in specific areas that serve organizations of numerous industries.

LearnForward College: engaged, passionate, and innovative. We are respected as an entrepreneurial provider of meaningful educational opportunities designed to achieve personal potential, active citizenship and full participation in a rapidly expanding economy. LearnForward College is the 'partner of choice' for business, industry and communities – together building and updating the skills and knowledge required for success. We are a leading, learner-centered educational organization committed to accessibility, inclusion and diversity.

We believe in a comprehensive approach – becoming a part of our client's business and knowing as much about their operations and challenges as possible. We want to support you in meeting your needs and most importantly achieving your goals in improving bottom line results and to sustain the competitive advantage.

VISION

Prosperous individuals, enterprises and economies – driven by excellence at LearnForward College

MISSION

Changing lives, communities, business and industry – one learner at a time.

GUIDING PHILOSOPHY

We are committed to create a strong and continuous improvement in skills development performance with your organization.

We create a smart partnership with you to fully understand your unique business strategy, goals, needs, objectives and culture. Following that, your needs will be studied and a tailor -made pro- gram will be designed for your organization. The core aims of the training is to build and sustain the skills and behaviours that are essential to your business successes

COMMITMENT TO STUDENTS/CLIENTS

- To respect each student/client.
- To encourage the personal and academic growth of each student/client.
- To apprise students/clients of their rights, obligations, opportunities and risks.
- To seek ways to better serve the needs of students/clients.

- To ensure a positive learning environment.
- To refrain from an intimate relationship with a student/client.
- To maintain student/client confidentiality.

COMMITMENT TO CO-WORKERS

- To conduct oneself professionally.
- To act with consideration for the interests, character and reputation of co-workers.
- To support and assist co-workers.
- To keep the trust under which confidential information is exchanged.
- To ensure a positive work environment.

COMMITMENT TO EMPLOYER

- To follow all contracts as agreed until such contracts are legally terminated.
- To remain focused on the duties as outlined in job descriptions.
- To refrain from outside employment or influences, which might impair commitment to the College.
- To be responsible for quality service.
- To be consistent in the application of College policies.
- To practice zero tolerance of harassment as defined in the College policy.
- To be aware of and involved in policy changes.
- To follow all terms of the duly negotiated collective agreement.
- To represent with accuracy professional qualifications, education, experience or affiliations.
- To uphold the positive image of the College.

COMMITMENT TO COMMUNITY

- To be a good citizen.
- To use facilities for purposes consistent with College policy.
- To protect the educational system from exploitation.
- To be aware of the negative impact of stereotyping and discrimination.
- To be sensitive to diversity within the community.

EXPERTISE

We offer training and learning lab that are tailored to provide solutions to help increase the productivity, performance and profitability of the manufacturing, transport, banking, trading, hospitality, oil & gas, insurance, banking, property and services related businesses and organizations and assist SDPs to get their companies get accredited with the SETAs and QCTO for them to be able to offer quality and legible courses in their communities.

We believe in customizing and developing specific solutions through a collaborative process designed to identify a client's needs, requirements and objectives.

The unique approach combined with the strong faculty of experts, competent trainers, multi-lingual facilitators puts our lab in the position to spur the progress of establishment.

Our business focuses on 5 key areas:

- TRAINING & DEVELOPMENT
- PRODUCTIVITY
- CONSULTING
- RESEARCH & ASSESSMENT

Through years of experience working with different industries, we truly understand the current companies' training needs. Companies no longer needed a theory-based training but a practical training with applicable knowledge.

It is with this in mind that we incorporate to improve the current trend in the industrial training sector. LearnForward is a catalyst for attaching the missing linkage between the knowledge learned, and the practical work applications, with the ultimate goal of providing a long-term SOLUTION to the company.

We listen to understand your issues and business objectives. We work together with you to equip your people with necessary skills, providing them with the right tools to achieve important skills to have the competitive edge.

We believe that training does not stop at preaching in front of a whiteboard. We stress on hands on application, real LIVE experiences and FRONT end technology

Each consultant is matched to the requirement of the client. They are specialist in their own field who have substantial experience and are able to share gems. We bring to you the front end of technology right in the heart of your company, empowering your staff with global industrial knowledge and current practices.

We are a Solution-Driven organisation with customized program dedicated to the essence of training and development. Give us a call today! Our specialized team of consultants will come to your doorstep and listen to your needs and come up with the best human development and training programs, coaching and consultancy for YOU.

OUR SERVICES:

CURRENT ACCREDITED COURSES:

FETC: NEW VENTURE CREATION - ID: 66249 – NQF LEVEL 4 – CREDITS 149

SKILLS PROGRAMMES:

SKILLS PROGRAMME 1

- **START AND RUN A NEW VENTURE**
 - ✓ Apply innovative thinking to the development of a small business
 - ✓ Research the viability of new venture ideas/opportunities
 - ✓ Produce business plans for a new venture
 - ✓ Implement an action plan for a new venture
 - ✓ Demonstrate an understanding of an entrepreneurial profile
 - ✓ Demonstrate an understanding of the function of the market mechanisms in a new venture

SKILLS PROGRAMME 2

- **BUSINESS WRITTING**
 - ✓ Use language and communication in occupational learning programmes
 - ✓ Engage in sustained oral/signed communication and evaluate spoken/signed texts
 - ✓ Read/view, analyse and respond to a variety of texts
 - ✓ Write/present/sign for a wide range of contexts
 - ✓ Manage general administration

SKILLS PROGRAMME 3

- **BUSINESS COMMUNICATION 2nd LANGUAGE**
- ✓ Accommodate audience and context needs in oral/signed communication
- ✓ Interpret and use information from texts
- ✓ Use language and communication in occupational learning programmes
- ✓ Write/present/sign texts for a range of communicative contexts
- ✓ Demonstrate knowledge and application of ethical conduct in a business environment

SKILLS PROGRAMME 4

- **HUMAN RESOURCE MANAGEMENT**
- ✓ Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit
- ✓ Implement and manage human resource and labour relations policies and acts

SKILLS PROGRAMME 5

- **MANAGE A NEW VENTURE**
- ✓ Plan and manage production/operations in a new venture
- ✓ Plan strategically to improve new venture performance
- ✓ Explain and apply the concept, principles and theories of motivation in a leadership context
- ✓ Negotiate an agreement or deal in an authentic work situation

SKILLS PROGRAMME 6

- **MANAGE FINANCE IN A NEW VENTURE**
- ✓ Finance a new venture
- ✓ Apply the principles of costing and pricing to a business venture
- ✓ Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues
- ✓ Manage finances of a new venture
- ✓ Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts
- ✓ Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems

FETC: SMALL BUSINESS ADVISING (INFORMATION SUPPORT) - ID: 48883 – NQF LEVEL 4 – CREDITS 120

SKILLS PROGRAMMES:

SKILLS PROGRAMME 1

- **EFFECTIVE COMMUNICATION (ENGLISH)**
- ✓ Engage in sustained oral communication and evaluate spoken texts
- ✓ Read, analyse and respond to a variety of texts
- ✓ Write for a wide range of contexts
- ✓ Use the writing process to compose texts required in the business environment
- **EFFECTIVE COMMUNICATION (ENGLISH / ISIZULU)**
- ✓ Accommodate audience and context needs in oral communication
- ✓ Write texts for a range of communicative contexts
- ✓ Interpret a variety of literary texts
- ✓ Interpret and use information from texts

SKILLS PROGRAMME 2

- **CALCULATIONS AND FINANCIAL DATA**
- ✓ Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues
- ✓ Represent, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts
- ✓ Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems

SKILLS PROGRAMME 3

- **THE BUSINESS AND FINANCE**
- ✓ Develop a business plan for a small business
- ✓ Interpret basic financial statements

SKILLS PROGRAMME 4

- **ADMINISTRATION SKILLS**
- ✓ Analyse a business and determine the way it functions
- ✓ Operate in a business
- ✓ Manage one's own development
- ✓ Plan and conduct research
- ✓ Gather, record and interpret business related information

SKILLS PROGRAMME 5

- **ADVISORY SKILLS**
- ✓ Display cultural awareness in dealing with customers and colleagues
- ✓ Examine social features as pertaining to the workplace
- ✓ Attend to customer enquiries face to face and on the telephone in a banking environment
- ✓ Inform client of planned process and follow-up on requests

SKILLS PROGRAMME 6

- **CUSTOMER SERVICE**
- ✓ Resolve client requests and queries
- ✓ Use adaptive thinking to perform problem solving in diverse work and academic settings
- ✓ Use comparative behavior to make job related decisions

ADDITIONAL UNIT STANDARD:

- ✓ Use Temporal Relationships in the Work Place

GETC: DOMESTIC SERVICES: ID 23853 – NQF LEVEL 1 – CREDITS 141

SKILLS PROGRAMME 1

- **PERSONAL DEVELOPMENT (CORE & FUNDAMENTALS)
RELATIONSHIP WITH EMPLOYER**
- ✓ Engage in a range of speaking and listening interactions for a variety of purposes
- ✓ Read and respond to a range of text types
- ✓ Write for a variety of different purposes
- ✓ Collect, analyse, use and communicate numerical data
- ✓ Critically analyse how mathematics is used in social, political and economic relations
- ✓ Maintain effective work relationships in a cleaning environment

Includes:

Application process

- ✓ Analyse advertisement
- ✓ Develop CV
- ✓ Write a Cover Letter
- ✓ Go for interview
- ✓ Discuss contract
- ✓ HIV/AIDS & the workplace
- ✓ Communicate effectively with employer
- ✓ Work ethics
- ✓ Team work

SKILLS PROGRAMME 2

- **PERSONAL DEVELOPMENT (CORE) PERSONAL HYGIENE**
- ✓ Maintain personal hygiene, health and presentation

SKILLS PROGRAMME 3

- **PERSONAL DEVELOPMENT Personal Finance**
 - ✓ Manage personal finance
 - ✓ Demonstrate an understanding of and use the numbering system
 - ✓ Perform Basic Calculations
 - ✓ Critically analyse how mathematics is used in social, political and economic relations
 - ✓ Write for a variety of different purposes
 - ✓ Engage in a range of speaking and listening interactions for a variety of purposes

Includes:

- ✓ Differentiating between needs and wants when preparing a budget
- ✓ Payslips
- ✓ Open a personal bank account
- ✓ Managing debt
- ✓ Preparing a personal budget

SKILLS PROGRAMME 4

- **FUNDAMENTALS Life Skills**
 - ✓ Read and respond to a range of text types
 - ✓ Write for a variety of different purposes
 - ✓ Perform Basic Calculations
 - ✓ Describe and represent objects and the environment in terms of shape, space, time and motions
 - ✓ Engage in a range of speaking and listening interactions for a variety of purposes
 - ✓ Use maps to access and communicate information concerning routes, location and directions
 - ✓ Analyse cultural products and processes as representatives of shape, space and time
 - ✓ Collect, analyse and communicate numerical data

Includes:

- ✓ Read and interpret a recipe
- ✓ Setting a table
- ✓ Folding Napkins
- ✓ Making Gift boxes for the place setting
- ✓ Reading Maps
- ✓ Invitations
- ✓ Plan a cultural feast

SKILLS PROGRAMME 5

- **GENERAL SECURITY IN AND AROUND THE HOUSE**
 - ✓ Maintain a domestic housekeeping service

Includes:

- ✓ Ensure security in and around the house
- ✓ Provide a reception service for house callers
- ✓ Maintain a safe domestic working environment
- ✓ Maintain supplies and equipment within the domestic environment

SKILLS PROGRAMME 6

- **PLAN DAILY, WEEKLY, MONTHLY CLEANING TASKS**
 - ✓ Plan and manage time

Includes:

- ✓ Job Description
- ✓ Tasks
- ✓ Time
- ✓ Equipment, consumables and chemicals
- ✓ Planning tasks
- ✓ Reflections

SKILLS PROGRAMME 7

- **CLEANING PRINCIPLES AND PROCEDURES**
 - ✓ Understand basic cleaning principles and perform basic cleaning tasks
 - ✓ Use chemicals in cleaning procedures
 - ✓ Handle and store cleaning chemicals

- ✓ Identify surfaces, soilage and its cleaning procedures

Includes:

- ✓ Information needed to do the job they are paid for
- ✓ The components of cleaning
- ✓ Prepare for cleaning
- ✓ Apply cleaning principles
- ✓ General end of shift duties
- ✓ The chemistry side of cleaning
- ✓ Safety rules and regulations when handling chemicals
- ✓ Soil and cleaning chemicals
- ✓ Correctly dispose of waste water
- ✓ Perform end of task duties with regards to chemicals
- ✓ Safety and maintenance procedures
- ✓ Above the floor surfaces
- ✓ Soft and upholstered surfaces
- ✓ Hard floor surfaces
- ✓ Resilient floor surfaces

SKILLS PROGRAMME 8

- **CLEAN BEDROOMS AND BATHROOMS**
- ✓ Clean and maintain restrooms and bathrooms
- ✓ Clean and maintain toilets and urinals
- ✓ Clean floors in domestic environment
- ✓ Prepare beds and handle linen and bed coverings
- ✓ Service guest bedroom areas
- ✓ Remove spots from carpets

SKILLS PROGRAMME 9

- **CLEAN KITCHENS AND WINDOWS**
- ✓ Clean above the floor surfaces
- ✓ Clean small kitchens
- ✓ Clean windows, frames and glass panels

SKILLS PROGRAMME 10

- **LAUNDRY**
- ✓ Wash items in a laundry
- ✓ Iron and press laundered items
- ✓ Finish and store pressed and ironed items

SKILLS PROGRAMME 11

- **PLANNING, HANDLING AND STORING FOOD**
- ✓ Handle and store food

SKILLS PROGRAMME 12

- **PREPARE LIGHT MEALS**
- ✓ Prepare and cook basic egg dishes
- ✓ Prepare and boil, Poach or steam foods
- ✓ Prepare and microwave food
- ✓ Prepare and bake food
- ✓ Prepare and grill food
- ✓ Prepare and cook basic fruit dishes
- ✓ Prepare cold and hot sandwiches and rolls
- ✓ Prepare fruit for hot and cold dishes
- ✓ Prepare, cook and assemble food for quick service

SKILLS PROGRAMME 13

- **PREPARE LIGHT MEALS**

- ✓ Prepare and boil, Poach or steam foods
- ✓ Prepare and microwave food
- ✓ Prepare and bake food
- ✓ Prepare and grill food
- ✓ Prepare and cook starch
- ✓ Prepare and cook rice dishes
- ✓ Prepare and cook basic pasta dishes
- ✓ Prepare and cook vegetables for basic hot and cold dishes
- ✓ Prepare vegetables for cold and hot dishes
- ✓ Prepare and cook battered fish and chipped potatoes

SKILLS PROGRAMME 14

- **CHILD HYGIENE AND NUTRITION**

- ✓ Administer medication in a home environment
- ✓ Implement activities to enhance language and communication development of toddlers in the home
- ✓ Implement hygiene practices for babies in the home
- ✓ Practice potty training procedures for toddlers in the home
- ✓ Provide health care for babies, toddlers and pre-school child in the home
- ✓ Provide nutritious feeding for toddlers in the home

SKILLS PROGRAMME 15

- **SAFETY AND SECURITY FOR CHILDREN IN AND AROUND THE HOUSE**

- ✓ Provide a safe and secure environment for the grade- R child in a home environment
- ✓ Provide a safe and secure environment for the toddler and pre-school child in and around the home
- ✓ Provide safety and security for babies in and around the home
- ✓ Supervise children and pets at home
- ✓ Provide health care for babies, toddlers and pre-school child in the home

INCLUDES:

- **FRAIL CARE**

- ✓ Assist a frail care patient to relieve him/herself using a bedpan
- ✓ Clothing of the frail and aged at home
- ✓ Assisting the frail with leisure time
- ✓ Care of the HIV/ AIDS patient at home/ till end-of life stage
- ✓ Provide catheter care for the frail
- ✓ Serving of meals, fluids and special diets to the frail
- ✓ Care for the mouth of the frail/disabled person
- ✓ Provide pressure care and prevent bedsores for the frail
- ✓ Administer medication in a home environment
- ✓ Communicating with the impaired and frail
- ✓ Lift and turn of the patient /frail in a home environment
- ✓ Care for hair for the frail/disabled person in a home environment
- ✓ Assist with setting up a sick room and make beds and in a homecare environment
- ✓ Shower and bath the frail in a homecare environment
- ✓ Plan and perform the day and routine needs of the frail
- ✓ Observe and provide general hygiene care for the frail
- ✓ Provide assistance to the frail in basic emergency situations

- **HOME CARE**

- ✓ Care for indoor plants
- ✓ Care for wooden furniture
- ✓ Tidy and organise individual rooms in the home
- ✓ Conserve energy in a home
- ✓ Clean and polish bright metal surfaces
- ✓

ACCREDITATION ASSISTANCE FROM ANY OF THE FOLLOWING ACCREDITING BODIES :

1. SETA (Sector Education and Training Authority)

✓ WHAT IS A SETA?

“SETA” is an acronym for Sector Education and Training Authority. Their focus is to help implement the National Skills Development Strategy and to increase the skills of people in their sector. The functions and responsibilities of SETAs include the accreditation of training providers.

2. QCTO (Quality Council for Trades and Occupations)

✓ WHAT IS QCTO?

The QCTO is one of three Quality Councils (QCs) responsible for a part of the National Qualifications Framework (NQF). Collectively, the Quality Councils and the South African Qualifications Authority (SAQA), work for the good of both learners and employers. Another role for the QCTO is to accredit Skills Development Providers (SDPs) who wish to offer qualifications registered on the OQSF.

The mission of the Quality Council for Trades and Occupations (QCTO) is to effectively and efficiently manage the Occupational Qualifications Sub-Framework (OQSF) in order to set standards for, develop, and quality assure national occupational qualifications for all who want a trade or occupation and, where appropriate, for professions.

3. DHET (Department of Higher Education and Training)

The vision of the Department of Higher Education and Training (DHET) is of a South Africa in which we have a differentiated and fully-inclusive post-school system that allows South Africans to access relevant post-school education and training, in order to fulfill the economic and social goals of participation in an inclusive economy and society.

The Department's mission is to develop capable, well-educated and skilled citizens who are able to compete in a sustainable, diversified and knowledge-intensive international economy, which meets the development goals of the country. The Department will undertake this mission by: reducing skills bottlenecks, especially in priority skills areas; improving participation rates in the system; correcting distributions in the shape, size and distribution of access to post-school education and training; and improving the quality and efficiency in the system, its subsystems and institutions.

4. Professional Bodies e.g. The institute of certified Bookkeepers (ICB)

✓ Who is ICB?

They are an Independent External Examination Body for Accredited Business Qualifications in Southern Africa since 1931.

Their role is to create pathways for students to obtain valuable business studies skills for employment that are endorsed by credible Business Qualifications.

As an appointed Quality Assurance Partner for QCTO (Quality Council for Trades and Occupations), they are authorized to conduct examinations on a number of Registered Qualifications that are on the NQF (National Qualifications Framework).

All their training providers are accredited colleges who are registered with DHET (Department of Education and Higher Training). These colleges offer anything from accounting courses and bookkeeping courses to business management courses.

WHAT IS THE ACCREDITATION?

According to the South African Qualifications Authority (SAQA), accreditation means that a person, a body or an institution has been certified as “having the capacity to fulfil a particular function in the quality assurance system set up by the South African Qualifications Authority.”

SETA accreditation can only be attained by a training provider if it successfully completes the stringent application process prescribed by a relevant SETA. SETA accreditation is therefore the result of a process whereby a SETA determines whether a training provider has the necessary capacity and ability to provide quality training in line with National Qualifications Framework (NQF) standards.

THE PURPOSE OF SETA ACCREDITATION:

The purpose of SETA accreditation is to make sure that education and training is of a high standard and quality and that it is relevant to the needs of the industry sector in question. If a training provider has SETA accreditation, it means that the training provider’s courses comply with the NQF standards, and that the courses offered have been evaluated to ensure that they are in line with these standards.

SETA accreditation also aims to ensure that there is uniformity of similar courses offered by different training providers. SETA accreditation therefore provides the assurance that a training provider will be capable of providing relevant training and education that is in line with national standards. Another purpose of SETA accreditation is to ensure that the courses being offered by accredited training providers are relevant to industry needs and will equip students with the skills that they will need in the workplace.

DESCRIPTION OF THE ACCREDITATION PROCESS:

Each Sector Education and Training Authority (SETA) is responsible for the accreditation of training providers within its own industry sector, and each SETA sets out its own accreditation process which needs to be followed.

The first step in the accreditation process would be for a training provider to request a referral letter from QCTO to determine which SETA’s accreditation it requires. This will depend on the training provider’s primary focus, i.e. which sector its courses predominantly fall under. For example, if a training provider wants to be accredited as a training provider for SETA accredited project management courses, it should apply to the Services SETA.

Training providers can only apply for SETA accreditation of unit standards (modules) or qualifications that are registered on the National Qualifications Framework (NQF).

The accreditation process usually involves the submission of an application form, together with a comprehensive set of supporting documents. The SETA will then evaluate the application and perform a site evaluation to determine whether the training provider meets all the requirements. If the training provider satisfies the requirements, it will be accredited. If the provider does not pass the evaluation, it may be given a time period in which to take remedial action.

BENEFITS OF BEING A SETA ACCREDITED TRAINING PROVIDER:

- To offer nationally recognised qualifications and issue National Certificates from the SETA to your learners.
- Being a SETA Accredited Training Provider signals to potential and current clients that your training is of a very high standard and that your company has excellent quality management principles and processes in place. This will guarantee that learners will have the best training possible.
- Companies who use your training programmes can put this training on their skills development grant applications (Workplace Skills Plan, Annual Training Report & Pivotal Training Plan) and receive mandatory and discretionary grants in return – this effectively makes your training more affordable.
- Any company that makes use of you, as an accredited training provider, will improve their BBBEE Score Card which will help them maintain their BBBEE level.

- Programmes that are aligned to unit standards (modules of competency) and are fully accredited will ensure knowledge is transferable both within and outside of the industry.
- Through effective assessment strategies, you will know the competence levels and strengths of your learners before and after your training intervention.
- In many cases, companies and organisations will not use training providers that are not SETA accredited. This will leave you in a vulnerable position when positioning and marketing your training.

BENEFITS OF SETA ACCREDITATION TO LEARNERS:

If a learner completes a SETA accredited course through a training provider that has SETA accreditation, the learner can earn the appropriate National Qualifications Framework (NQF) credits. NQF credits can count towards full qualifications that are recognized throughout South Africa. In other words, SETA accreditation means that a course or qualification can be formally recognized. This is of benefit to the student, as employers in certain sectors often require their employees to have formal qualifications. Formal recognition is also beneficial to learners who wish to change from one course to another without having to repeat subjects or courses that they may already have completed.

SETA accreditation is also an indication to learners that a training provider is reputable, and not a fly-by-night institution.

Another benefit of SETA accreditation is that it assures learners that they will be receiving training that they will be able to apply in the workplace and that they will be equipped with skills that are sought after by employers within the particular industry sector.

LearnForward Training Solutions and Consulting Agency (Pty) Ltd. will assist your company to achieve SETA Accreditation through the following services:

- ✓ Liaising with the SETA/QCTO for the Accreditation application
- ✓ Complete an accreditation SETA/QCTO application form on behalf of your company.
- ✓ Supply and customize the Quality Management System (QMS).
- ✓ Linking the Assessor and Moderator to provider
- ✓ Sourcing Assessors and Moderators and arranging all the necessary SLA/ETQA documents.
- ✓ Provide SAQA aligned training manuals from our shelf list.
- ✓ Deal with the SETA/QCTO for clarification and attend to all remediations on learning material and other queries during the Accreditation process.
- ✓ Pre-Site visit consultation for preparation of training premises to ensure compliance with SETA requirements.
- ✓ SETA/QCTO guaranteed accreditation.

ACCREDITATION REQUIREMENT CHECKLIST:

1. LEGAL DOCUMENTS

- ✓ Proof that a company is a Close Corporation/NGO/Public Institution (CIPRO Documents)
- ✓ A valid and current lease agreement or proof of ownership of the training premise? (Signed, valid, authentic and current lease agreement – check if lease agreement has not expired).
- ✓ Accounting / Bookkeeper / Annual Financial Statements / Business Plan / Bank statement
- ✓ Organogram indicating roles and responsibilities of all staff
- ✓ Proof of Bank Account
- ✓ Public Liability Insurance Certificate (if applicable)
- ✓ Valid Tax Clearance certificate
- ✓ Company profile
- ✓ A learner placement strategy for workplace experience component?
- ❖ [Memorandum of understanding (MoU)/Declaration/Letter of intent (containing the contact person and contact details of the workplace) signed by both parties – check if MoU clearly defines the deliverables according to workplace component of the qualification as specified on the Curriculum document].

2. QUALITY MANAGEMENT SYSTEM (QMS)

3. TRAINING VENUE

- ✓ Existing Training Centre
- ✓ Admin Office
- ✓ Adhere to OHS as per the programme criteria and requirements:
 - ❖ Fire extinguishers serviced and up to date
 - ❖ Emergency exits available and clearly marked and not blocked
 - ❖ Evacuation plans and assembly points are visible
 - ❖ OHS audit report in place signed by registered OHS inspector(s) and not older twelve months
 - ❖ Venue is accessible for people with disabilities.
 - ❖ First Aid Kit/Box fully replenished (as evident in content checklist)
 - ❖ Appointed OHS representatives names and contact details clearly visible
- Or
- ✓ Occupational Health & Safety Compliance Certificate

4. FACILITATORS/TRAINERS, ASSESSORS & MODERATORS

- ✓ SETA Registered Assessors/Moderators
- ✓ Subject Matter Experts for QCTO Accreditations

5. TRAINING MATERIAL

Training Material package with the following:

- ✓ Learner guide
- ✓ Assessor guide
- ✓ Facilitator guide
- ✓ PoE guide
- ✓ Alignment matrix
- ✓ Curriculum Strategy
- ✓ Formative assessment
- ✓ Summative assessment
- ✓ (ELO) FISA with Memo
- ✓ Moderator guide
- ✓ Workplace Logbook



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Your Answer...