Skills Development Provider Accreditation Minimum Requirements

Checklist: SDP Accreditation - Minimum Requirements for accreditation

Please note that a provider checklist has been attached for you to use as a **guide** in order for you to complete the application form in full. The required documents are set out in the Provider Accreditation Manual from page 15 to page 27, please ensure that you submit all these relevant documents as part of your application.

NB! Failure to submit legislative documents or any other required documents/evidence will result in your application been returned to you.

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

NO.	REQUIRED DOCUMENTATION must	DOCUMENTATION NOTES
1	SDP Application Form	Complete original SDP Application Form
2	QCTO Letter of Intent	Acknowledgement letter from QCTO for full historical qualification
3	Learning Programme	Programs Specified i.e. Qualification/Unit Standards Listed/ Skills programmes listed
4	Business Registration Documents/ including shareholder information	- Sole Proprietor - Partnership - Trust - Section 21 company - Private Company - Public Company - Statutory Body - NPO/NGO
5	Original Tax Clearance Certificate	- Original Tax Clearance certificate - Tax Exempt Certificate if applicable
6	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)

7	**Financial Compliance**	▪ Letter indicating that the organisation is solvent and complies with (GAAP) generally accepted accounting practices must be submitted including the audited financial statement **Or** ▪ Newly established company should submit signed appointment letter from registered Accountant or Bookkeeper that complies with GAAP **(**generally accepted accounting practices) ▪ Financial Statement
8	**Lease Agreement for office space and training facility**	▪ Lease agreement signed by both parties and /Or ▪ Certified title deed (Proof of Ownership) and /Or ▪ Letter from the Tribal chief (signed, dated)
9	**Training facilities and Resources**	▪ List the facilities and resources utilized for training. Evidence resources used (e.g. computer, training equipment, desk and chairs)
10	**QMS (Quality Management System)**	Quality Management System(QMS) all Policies should be signed, initialed and confirm compliance QMS should consist of the following policies: ▪ Assessment Policy and procedures ▪ Moderation Policy and procedures ▪ Learner guidance and support Policy ▪ HR Policy Recruitment (Selection and Staff develop Policy) ▪ RPL Policy ▪ Repetition Policy ▪ Learner entry Policy ▪ Health safety Policy ▪ Marketing and communication Policy ▪ Admission Policy
11	**ETD Practitioners (Facilitators Assessors and Moderator)**	▪ List the ETD Practitioners and their relevant qualifications ▪ CV of Facilitators and their relevant Qualifications ▪ Signed MoU with the Assessor and include the SASSETA registration Letters *(Signed MoU by both parties)* ▪ Signed MoU with the Moderator and include the SASSETA registration Letters registration letters *(Signed MoU by both parties)*
12	**Appointment letter Occupational Health and Safety officer**	• Evidence of compliance with the OHS procedures (e.g. supporting certificate of competency)

Please ensure that you make copies of all documents submitted to SASSETA as well as your application. Thank you for checking your application. Please submit this page with your application when submitting to SASSETA for accreditation.