



P O Box 2450, Houghton, 2041, 1st Floor, Rossouws Attorneys Building, 8 Sherborne Road, Parktown  
 , T: +27 11 045-5400 email: [LQA@sabpp.co.za](mailto:LQA@sabpp.co.za) website: [www.sabpp.co.za](http://www.sabpp.co.za)

## APPLICATION FORM FOR THE ACCREDITATION OF PRIMARY FOCUS HR PROVIDERS

*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 as an accredited ETQA. Please see the current, approved fees on the SABPP web-site. **100% of the accreditation fees MUST BE PAID, when submitting the documents, including monitoring - travel and accommodation MUST BE PAID before the BOARD Meeting.***

### A. Criteria for application

- A business entity
- Primary focus of training in Human Resources (HR)
- Not accredited with any other ETQA (including Umalusi and HEQC)
- A Letter of Intent must have been completed and submitted to SABPP before attempting this application
- Receipt of your Letter of Intent should have been acknowledged in writing by SABPP and permission granted to proceed.
- Provision of your VAT Registration Number for invoicing purposes (or confirmation that you are either not registered for VAT or is VAT exempt)

### B. The application:

- Prepare a neat file (if possible one only) with a table of contents
- Organize your material into clearly marked sections with dividers and keep to our 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 content
- 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.**
- Accreditation is finalized only after the SABPP Board has approved your application and issued an accreditation certificate.
- It is your responsibility to make a complete copy of the application file for your records. The application file submitted to the SABPP LQA will not be returned to you.
- **SABPP and QCTO has the RIGHT to INSPECT (interview learners / facilitator / site / provider) the learning event at any-time to verify and quality assure the training.**

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

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

***Note, all application must be supported with all the required documents as per criteria set-out in this application form.***

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•	Table of Contents	
•	Copy of Letter of Intent and written acknowledgement of permission to proceed	
•	Completed Provider Details	
•	Signed and dated Accreditation Application Form	
<b>2. Certified Copies of</b>		
2.1	Company Registration Form	
2.2	Audited financial statements or letter from accounting firm	
2.3	Tax Clearance Certificate or tax exemption	
2.4	A recent VAT 201 form (proof of payment of VAT)	
2.5	A recent EMP 201 form (proof of payment of the skills development levy)	
<b>3.1 Quality Management System</b>		
3.1.1	Quality Management System Policy	
3.1.2	HR Programme Development, Provision/Delivery and Evaluation/Review (including the Facilitator Code of Conduct / Deliverables)	
3.1.3	Learner Entry, Guidance and Support (including how it is ensured that the entry requirements (learning assumed to be in place) are met as well as the <b>learner : facilitator ratio</b> and taking learners with special needs into consideration)	
3.1.4	Assessment, Moderation and RPL	
3.1.5	Certification (including a certificate template with SABPP Logo)	
3.1.6	Selection, Appointment and Development (of permanent and contracted staff)	
<b>3.2 Evidence/examples of:</b>		
3.2.1	Physical resources and facilities to be used in the delivery of HR training	
3.2.2	Hard copies of learner record-keeping from enrolment to achievement	
3.2.3	(Assessment) Feedback to learners and moderation report	
3.2.4	Agreements/contracts with associates/contractors	
<b>3.3 Detailed Table of HR Programme Role-players plus Recent CVs</b>		
<b>4.1 FULL SET Skills Programmes or whole qualification content (including the Facilitator, Assessment Guides, memorandum and Final Integrated Summative Assessment (FISA) and Supplementary FISA (all hard-copy)</b>		
<b>5. HR Learnerships (if applicable)</b>		

# 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	
Name and address of the accountant			Require a current TAX CLEARNACE CERTIFICATE	
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. CERTIFIED COPIES OF THE FOLLOWING

- 2.1 Your company registration form
- 2.2 Audited financial statements or letter from accounting firm indicating that the person / organization / provider is solvent and complies with generally accepted accounting practices.
- 2.3 Tax clearance certificate or tax exemption.
- 2.4 A recent VAT 201 form (proof of payment of VAT)
- 2.5 A recent EMP201 form (proof of skills development levy payment)

## 3 QUALITY MANAGEMENT SYSTEM (QMS)

### 3.1 The following policies and procedures

- 3.1.1 QMS Policy document (including company vision and mission; quality policy statement; company objectives; organogram and quality management representative).
- 3.1.2 Learning Programme Development, Provision/Delivery and Evaluation/Review (including the Facilitator Code of Conduct / Deliverables)
- 3.1.3 Learner entry, guidance and support (including how it is ensured that the entry requirements stipulated in the unit standards and/or qualifications are met as well as the **learner : facilitator ratio** and taking learners with special needs into consideration)
- 3.1.4 Assessment, Moderation and RPL
- 3.1.5 Certification policy (including a certificate template, if applicable)
- 3.1.6 Selection, appointment and development practices for role-players (permanent and contracted staff)

### 3.2 Provide evidence/examples of:

- 3.2.1 Physical resources and facilities used in the delivery of training
- 3.2.2 Learner record keeping (including the recording of all assessment and moderation data)
- 3.2.3 (Assessment) Feedback to learners and moderation report
- 3.2.4 Agreements/contracts with associates/ contractors related to your development and/or provision/delivery of HR learning programmes.

### 3.3 Supply a complete table of your learning programme/skills programme/module designers, facilitators (trainers), assessors and moderators (as applicable) giving:

- 3.3.1 Personal particulars
- 3.3.2 The role each has (designer/trainer/assessor/moderator)

- 3.3.3 Learning programmes allocated to each of the role-players
- 3.3.4 Professional SABPP registration details of HR assessors and moderators
- 3.3.5 Summary of the HR experience and qualifications of those not professionally registered with the SABPP (e.g. learning programme designers).
- 3.3.6 Recent CV's

## 4 LEARNING PROGRAMME DEVELOPMENT, PROVISION / DELIVERY AND EVALUATION/REVIEW

*It is important to provide current evidence to prove your ability to develop, deliver and evaluate HR learning programmes/skills programmes/modules which culminate in registered HR unit standards or qualifications.*

### 4.1 Complete the alignment matrix attached (for the full qualification/skills programme/module)

### 4.2 Learning programme to be presented with this application file

4.2.1 Provide FULL SET of learning programme with this application.

Include the relevant facilitator, slides, workbook, logbook, assessment and moderation guides. This can be provided on **FLASH-DRIVE**.

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

**4.3 Final Integrated Summative Assessment (if applicable i.e. in the case of a full qualification)** The Final Integrated Summative Assessment assesses whether a learner has demonstrated competence in the **exit level outcomes** of the HR **qualification** they wish to be awarded.

## 5 HR LEARNERSHIPS (If applicable)

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

5.2 Provide the HR Learnership registration number and SAQA ID number

**5.3** Please note that HR learnerships are quality assured by the SABPP – Formal contract must be drawn-up (standard fee will be charged) in order to facilitate monitoring and evaluation of project.

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**YOUR SIGNATURE**

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**DATE**

**DETAILS WORTH NOTING**

1. Failure to submit all the required information and supporting documentation on a **FLASH-DRIVE** may result in your application having to be held over to a future deadline. (See the SABPP LEARNING AND QUALITY ASSUANCE (LQA) web site for dates). **There are (only) four LEARNING AND QUALITY ASSUANCE (LQA) 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 our 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. Payment of the accreditation must be paid in full at the time of application. Evaluation will only commence payment has been received.
- 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 outcome to the provider as well as to the primary focus ETQA
- 8 A Provisional Accreditation 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/Skills Programme/Modules** means the sequential learning activities, associated with curriculum implementation, leading to the achievement of a 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 programme/skills programme/module:**

**Duration:**

**For each unit standard in this learning programme/skills/module:**

ID Number	Unit Standard Title	NQF Level	Credits	Indicate <sup>1</sup> if:		
				Fundamental	Core	Elective

<sup>1</sup> **Only** if this learning programme is part of a full HR qualification

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