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LETTER OF INTENT TO APPLY FOR ACCREDITATION AS AN HR PROVIDER¹

*The SABPP Learning and Quality Assurance (LQA) is not levy funded as are other ETQAs and therefore has permission from SAQA to charge for all services rendered in our capacity as an accredited ETQA. Please see the approved fees on the SABPP web site. **100% of the accreditation fees MUST BE PAID, when submitting the documents, including monitoring - travel and accommodation (where applicable) before the BOARD Meeting.***

The Letter of Intent provides information required by the SABPP LQA to decide as to the appropriate next step to advise Providers:

- Proceed with application for accreditation as an HR training provider
- Proceed (instead) with application for Learning Programme Approval

If your Letter of Intent is emailed, please also **fax a signed copy** to 086-776-3743. The SABPP will grant written permission to proceed with the appropriate application process, along with an indication of the fees to be charged. An invoice will be issued on receipt of the completed Application Form and the required supporting documentation and will be payable before the application can be tabled at the LQA Meeting.

¹ If HR is not your primary focus, you need to be applying for Learning Programme Approval rather than Accreditation. Please ask your primary focus ETQA for a letter of referral to SABPP (i.e. a Referral Request) and look on the SABPP web site for the relevant Application Form.

Please note that until the SABPP has issued the actual (provisional²) accreditation certificate, the Provider may not claim accreditation.

1. General Business Information

Registered Name of company	
Trading Name	
Email address	
Physical Address	Code:
Postal Address	Code:
Web-site (where applicable)	
Legal Status	

2. Contact details

Please provide the contact details of a director or senior member of staff (the person responsible for overseeing the accreditation process within the organization) with whom the SABPP ETQA will deal.

	Main Contact Person	Alternative Contact Person
Designation		
Telephone/ Cell phone		
Fax		
Email address		

3. Current Accreditation Status

A provider may only be accredited with one ETQA (including Umalusi or HEQC). Complete the following questions relating to current and past accreditation applications.

² 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.

3.1 Other SETAs or ETQAs (including Umalusi or HEQC):

Accreditation Applications	Has the organization ever applied to another SETA or ETQA for accreditation?	Yes: <input type="checkbox"/> If yes, please indicate which SETA or ETQA:	No: <input type="checkbox"/>
Accreditation Status	Accreditation granted: <input type="checkbox"/> Accreditation number: _____ Accreditation period: From: _____ to _____	Accreditation pending: <input type="checkbox"/>	Accreditation refused: <input type="checkbox"/> <i>Indicate reason(s) for refusal:</i> <input type="checkbox"/> Wrong SETA <input type="checkbox"/> Failure to meet criteria <input type="checkbox"/> Other

3.2 Has your organization applied for accreditation with the SABPP LQA previously? If yes, provide details

4. **Scope of provision** (Complete either 4.1 or 4.2)

4.1 Indicate the HR unit standards you intend applying for:

SAQA ID Number of HR Unit Standard ³	HR Unit Standard Title	Registration End Date

(* You may add lines if the above table does not have enough lines)

³ Available on the SAQA web site – www.saqa.org.za

4.2 Indicate the HR qualification/s you intend applying for:

SAQA ID Number of HR Qualification	HR Qualification Title	Registration End Date

(* You may add lines if the above table does not have enough lines)

5. Declaration

I (*full names*) _____ am authorized to submit this Letter of Intent on behalf of the organization _____ (*name of the organization*).

I hereby also declare that all the information contained in this Letter of Intent is, to my knowledge, true and correct.

Signature

Date