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(Review date: 14 February 2015)

APPLICATION FORM FOR THE APPROVAL OF HR LEARNING PROGRAMMES (PROVIDERS ACCREDITED WITH OTHER LEARNING AND QUALITY ASSURANCE (LQA)s) (including Renewal of Accreditation)

NB: The SABPP LEARNING AND QUALITY ASSUANCE (LQA) is not levy funded as are other LEARNING AND QUALITY ASSUANCE (LQA)s and therefore has permission from SAQA to charge for all services rendered in the capacity of an accredited LEARNING AND QUALITY ASSUANCE (LQA). Please see the current, approved fees on the SABPP website. **50% of the accreditation fees MUST BE PAID, when submitting the documents, the remaining fees including monitoring - travel and accommodation (where applicable) MUST BE PAID before the BOARD Meeting.**

A. Criteria for application

- Completed accreditation with another (primary focus) LEARNING AND QUALITY ASSUANCE (LQA) or in the process of being accredited.
- Written permission from the above primary focus LEARNING AND QUALITY ASSUANCE (LQA) for SABPP to do learning programme approval. In such a letter, the LEARNING AND QUALITY ASSUANCE (LQA) 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 LEARNING AND QUALITY ASSUANCE (LQA) 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 LEARNING AND QUALITY ASSURANCE (LQA)	
•	Completed Provider Details	
•	Signed and dated LPA Application Form	
•	Tax Clearance Certificate or tax exemption	
2.1 <u>Policies and Procedures from your Quality Management System</u>		
2.1.1	Programme Development, Provision/Delivery and Evaluation and supporting templates (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 with SABPP Logo)	
2.1.5	Selection, Appointment and Development (of permanent and contracted staff)	
2.2 <u>Evidence/examples of:</u>		
2.2.1	Organogram of the department responsible for delivering training	
2.2.2	Physical resources and facilities to be used in the delivery of HR training	
2.2.3	Hard copies of learner record-keeping from enrolment to achievement	
2.2.4	(Assessment) Feedback to learners and moderation report	
2.2.5	Agreements/contracts with associates/contractors	
2.2.6	Relevant Safety and Regulatory certificate and policies in place.	
2.3 <u>Detailed Table of HR Programme Role-players plus Recent CVs</u>		
3.1 <u>COMPLETE Alignment Matrix Per Qualification / Learning/Skills Programme</u>		
3.2 <u>FULL SET of the complete, Aligned HR Learning/Skills Programme (including the Facilitator/ Workbook / Log Book and Assessment / Moderator 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	
Name and address of the accountant			Require a TAX CLEARNACE CERTIFICATE	
Primary SETA Name:			Accreditation No & Expiry Date	
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 LEARNING AND QUALITY ASSUANCE (LQA):

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

You are accredited with one LEARNING AND QUALITY ASSUANCE (LQA). The SABPP LEARNING AND QUALITY ASSUANCE (LQA) 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, procedures and sample of templates/documents 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**, with SABPP logo)
- 2.1.5 Selection, Appointment and Development (of permanent and contracted staff)

2.2 Provide evidence/examples of:

Note: We need a TAX CLEARNACE CERTIFICATE. plus

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

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 **FULL-SET** of complete aligned qualification / learning programme/skills programme/module with this application. Include the relevant facilitator and assessment guides.

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 (Compulsory).

YOUR SIGNATURE

Revised: March 2015

DATE

Version 1.5

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 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 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 LEARNING AND QUALITY ASSUANCE (LQA) 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 LEARNING AND QUALITY ASSUANCE (LQA) Committee in advance, then tabled at one of the four LEARNING AND QUALITY ASSUANCE (LQA) 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 LEARNING AND QUALITY ASSUANCE (LQA)
- 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 LEARNING AND QUALITY ASSUANCE (LQA) 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 LEARNING AND QUALITY ASSUANCE (LQA) as subject matter expert and has the necessary assessment ETDP Seta credentials. Must be a subject matter expert in the relevant field.

Moderator – is a person who is registered or in the process of being registered with our LEARNING AND QUALITY ASSUANCE (LQA) and has the necessary moderation ETDP SETA credentials. Must engage with the training provider in determining the quality of the material and be a subject matter expert (Constituent Assessor with SABPP) in the relevant field .

Pass Mark – minimum per skills programme and qualification is 65%

Fundamental – Must be integrated in the relevant modules and avoid it been a stand-alone skills programme.

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>