



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 website: www.sabpp.co.za

SABPP LQA PROCESSES FOR 2016-18

LEARNERSHIP QUALITY ASSURANCE (QA) CONTRACTS:

Pre-contracting/Logistics Meeting (including all stakeholders not just the contracting parties) at which the number of learners is confirmed to be able to calculate the Learner Management Fee.

LQA Project Manager to counter-sign QA Contracts involving their own Providers

(Revised) QA Contract to cover sourcing the relevant logos (for drafting the certificates), the Final Integrated Summative Assessment, the project/roll-out plan and the monitoring and verification processes and scheduling. Provider to notify LQA Project Manager, in writing, immediately of any changes to the project plan (including substituting facilitators)

Provider to submit Learner Enrolment Template per learnership within two weeks of the launch/induction session of the learnership,

INCLUDING A COPY OF EACH LEARNER'S ID

Facilitators to be professionally registered

LQA Project Manager conducts an Orientation Visit at the commencement of the learnership

Monitoring conducted plus SABPP LQA Report (including attending at least one classroom session) circulated to all stakeholders

Provider to submit Learner Achievement Template per learnership plus completed Provider Report for Verification

Verification conducted plus SABPP LQA Verification Report circulated to all Stakeholders.

Certification

Learnership Close Out/Sign Off.

Qualification Service Level Agreements¹:

Pre-SLA/ Logistics Meeting (or at least conversation) **PER PROJECT**

Provider to submit Learner Enrolment Template including copies of learners' IDs, as soon as the project commences.

LQA to invoice for Learner Management Fee

Mandatory: Monitoring conducted plus SABPP LQA Monitoring Report circulated to all stakeholders (at least once per annum)

Provider to submit Learner Achievement Template plus completed Provider Report for External Moderation

External Moderation conducted as per supporting evidence plus SABPP LQA External Moderation Report circulated to all stakeholders

Certification

Qualification Close Out/Sign Off.

Unit Standards-Based Programmes – Service Level Agreement:

Pre-SLA/ Logistics Meeting) **PER ANNUM** (but unique project number per project, unique start and end dates and unique learner targets)

Provider to submit Learner Enrolment Template (per project/batch) including copies of learners' IDs within a week of enrolment

LQA to invoice for Learner Management Fee (per learner)

Monitoring conducted plus SABPP LQA Monitoring Report circulated to all stakeholders (at least twice per annum)

Provider to submit Learner Achievement Template (per project/batch) plus completed Provider Report for External Moderation **and** the Internal Moderation Report.

External Moderation conducted plus SABPP LQA External Moderation Report circulated to all stakeholders.

- Provider to be given written permission to proceed with Certification
- Per Project Close Out/Sign Off (including copies of signed certificates issued by the Provider)

¹ SLA will include minimum performance standards (and timeframes) for all parties.