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APPLICATION FORM FOR LEARNING AND TRAINING PROVIDERS WHO WISH TO APPLY FOR PRIMARY ACCREDITATION WITH THE SABPP (INCLUDES PROVIDERS APPLYING FOR RENEWAL OF ACCREDITATION AND AN EXTENSION OF SCOPE)

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.

A. Criteria for application

- A registered business entity
- 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 through communication by the SABPP

B. The application:

- New Applicants should prepare an electronic submission of evidence accompanying the application form. This submission is made through: (USB/CD Rom) ONLY. **Please note no hard copy submissions will be evaluated.**
- The application fee is non refundable and does not guarantee the success of your application
- Supporting documents and required evidence is enlisted within this application
- Organise your material into clearly marked sections with dividers and keep to our numbering and order below.
- Use the checklist below to ensure that the Accreditation Application Form and the required supporting documentation have been completed in full. It is the responsibility of the applicant to ensure all required evidence is submitted and the application completed in full. Incomplete and inaccurate submissions will not be evaluated.
- Avoid adding non-relevant documents and do not duplicate material
- Please be completely honest and transparent.

C. Please note:

- Accreditation is finalised 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 electronic submission for your records. The application electronic submission submitted to the SABPP LQA will not be returned to you.

Select which of the following qualifications you are applying for.		
Qualification ID	Qualification Title	Select
49691	FET Certificate: HR Management & Practices Support - Credits 140	
49692	National Diploma HR and Practices - Credits 249	
93993	National Certificate: Labour Relations Practice - Credits 121 (94078 - Industrial Relation Support)	
93994	National Diploma: Labour Relations Practices: Dispute Resolution - Credits 241 (94079 - Legislation and Human Resource Support)	
49793	National Certificate: Productivity - Credits 124	
49794	National Diploma: Productivity - Credits 240	
58802	Diploma: Disability Employment Practice - Credit 240	
97229	National Certificate: Paralegal Practice: Human Resource and Employee Relation – Credits 131	
66169	Further Education and Training Certificate: Payroll Administration Services - Credits 161 (94080 – People Process)	
93996	Further Education and Training Certificate: Contact Centre Operations - Credits 132 (94081 – Managing People)	
93997	National Certificate: Contact Centre and Business Process Outsourcing Support - Credits 124 (94082 - People Supporting Process)	
57712	Further Education and Training Certificate: Generic Management - Credits 150 (93950 – Human Resources Support)	
59201	National Certificate: Generic Management: Skills Development Management - Credits 162 (Learning Programme ID 66069)	
61595	FET Certificate: Business Administration Services with specialisation – Credits 140	
93567	Employee Wellness Specialisation	
93568	Employee Relation Specialisation	
93569	Training and Development Specialisation	
Non Unit Standard Based Qualifications		
67511	FET Certificate: Human Resources Management – 180 Credits	
21039	Certificate: Commerce: Human Resource Management	
21045	Certificate: Human Resource Administration	
21063	Diploma: Commerce: Human Resources Development	
21080	Higher Certificate: Commerce: Human Resources Development	
21081	Higher Certificate: Commerce: Human Resources Development	
21040	Certificate: Commerce: Labour Relations	
21065	Diploma: Commerce: Labour Relations	
21043	Certificate: General Administration – 120 Credits	
21059	Certificate: Business Studies – 240 Credits	
21068	Diploma Commerce: Public Relations – 240 Credits	
21042	Certificate Commerce: Public Relations – 120 Credits	
21084	Higher Certificate Commerce: Public Relations – 160 Credits	
21046	Certificate: Introduction: Project Management - 120 Credits	
21068	Diploma Commerce: Public Relations – 240 Credits	
21042	Certificate Commerce: Public Relations – 120 Credits	
21084	Higher Certificate Commerce: Public Relations – 160 Credits	
21046	Certificate: Introduction: Project Management - 120 Credits	

21068	Diploma Commerce: Public Relations – 240 Credits	
21042	Certificate Commerce: Public Relations – 120 Credits	
21084	Higher Certificate Commerce: Public Relations – 160 Credits	
21052	Certificate: Professional Secretary - 120 Credits	
21055	Certificate: Secretarial Studies – 120 Credits	
21079	Higher Certificate Commerce: General Management – 160 Credits	

List which standalone Unit Standards you are applying for. You may apply for standalone unit standards in addition to the above qualifications. Do not list unit standards if they already exist within the qualification you are applying for. *(You may add additional lines if necessary)*

Unit Standard ID	Unit Standard Title	Select

YOUR APPLICATION -		✓
1. Application form		
•	Clearly labeled sections (electronic submission)	
•	Copy of Letter of Intent	
•	Completed Provider Details	
•	Signed and dated Accreditation Application Form	
2. Certified Copies of		
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)	
2.6	DHET Registration Documentation	
3.1 Quality Management System		
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 learner: facilitator ratio 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)	
3.2 Evidence/examples of:		
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	
3.3 Details of all programme role players (Incl copies of registrations and CV)		
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), and alignment matrix.	
5. HR Learnerships (if applicable)	

D. 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				
Authorised contact person	Name:			
	E-Mail:			
	Cell Phone:			
	Telephone:			
	Fax number:			
	Position in Provider:			
Alternative contact	Name:			
	E-Mail:			
	Cell Phone:			
	Telephone:			
	Fax number:			
	Position in Provider:			
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	
Physical address of your Head Office or Main Office				
Postal Address				
				Postal Code
Office Telephone Number	Code:	Number:		

Office Fax Number	Code:	Number:
E-Mail Of Office (Print clearly)		

DETAILS WORTH NOTING

Should you submit an incomplete or poor quality application and/or supporting documents, the evaluator will notify you of the remediation required and the cutoff date to submit the remediation's. The relevant evaluators and the Learning and Quality assurance meet on a quarterly basis. Should your initial application not meet the deadline, the application will be evaluated and considered for the following quarter provided that the submission meets the criteria enlisted herein.

THE APPLICATION AND EVALUATION PROCESS -

1. Receipt of the application by the SABPP is acknowledged and communicated to the applicant
2. **First evaluation** of the content of the application. The provider is contacted if additional information is required. This occurs if the applicant has submitted an incomplete or poor quality application.
3. **Second evaluation** to ensure that all outstanding information has been submitted. **It is the responsibility of the applicant to ensure all details are correct, the submission is complete and meets the quality and criteria enlisted herein.**
4. Payment of the accreditation must be paid in full at the time of application. **Primary evaluation** will only commence upon receipt of payment has been received. Fees are available [www. Sabpp.co.za](http://www.Sabpp.co.za)
5. Should the primary evaluator feel that your application and supporting submission of evidence meet the minimum criteria and level of quality as enlisted herein, s/he will make a recommendation to the Learning and Quality Assurance Committee by forwarding to them an evaluator report. The actual submission of content will be reviewed by Learning and Quality Assurance Committee during their quarterly meeting.

6. The Learning and Quality Assurance Committee upon completion of the **secondary evaluation** will either approve and recommend to the board or decline the application (and provide details for the declination)
7. Applications which have been recommended to the board will be reviewed as the **third and final step** of the process. The board will make the final approval decision and provide feedback to the LQA department.
8. The SABPP provides feedback to the applicant within 7- 9 working days after the board meeting through a interim provisional accreditation letter. The actual accreditation letter (provisional accreditation for a new applicant) can be collected from the SABPP offices. Collection should be arranged with the LQA department.
9. Provisional accreditation is awarded to any applicant who is a first time applicant for primary focus accreditation with the SABPP. Full accreditation will only be awarded to applicants who have successfully completed a verification/ external moderation submission and certified learners on the particular unit standard / qualification the are provisionally accredited on. The annual monitoring visit has an influence on the awarding of full accreditation.

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 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 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.

I, _____ Declare that this application and the documents submitted as evidence in part of this application are the rightful property of the stated organisation. I accept the terms and conditions of the application and grant permission to the SABPP to proceed with the invoicing and evaluation of my application.

YOUR SIGNATURE

DATE