



**WORKFORCE ASSESSMENT CENTRE
APPROVAL SUBMISSION FORM**

TRAINING PROVIDER DOCUMENT

WORKFORCE ASSESSMENT CENTRE APPROVAL SUBMISSION FORM



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(Please provide the following information. Where fields are not applicable, please insert "N/A")

SECTION A: WORKFORCE ASSESSMENT CENTRE GENERAL INFORMATION

Centre Contact

Centre Name:					
Centre Address:			Contact Person Information		
			Name:		
			Job Title:		
Telephone No:		Telephone No:		Ext:	
Fax No:		Fax No:			
Website:		Email:			

Additional Assessment Centres

Do you have additional training centres?	Yes		No	<input checked="" type="checkbox"/>
If 'Yes', indicate address and contact details below				

Centre Address:	Contact Person Information			
N/A			Name:	
			Job Title:	
Telephone No:		Telephone No:		Ext:
Fax No:		Fax No:		
Website:		Email:		

Core Business

Please briefly describe the *core business/mandate* of your institution:

Programme Titles, Levels and Award Offered

Please state your *core target group* (e.g. age, geographical area, gender):

Please Identify the programmes, levels and award for which assessments are offered

Programme Title	Levels	Award

SECTION B: CENTRE APPROVAL CRITERIA REQUIREMENTS

CRITERION 1 – LEGAL AND REGULATORY REQUIREMENTS

CRITERION STATEMENT: The assessment centre complies with legal and regulatory requirements relevant to its operations.

Standard 1.1: The centre is established as a legal entity.

❖ Please provide the evidence that the Centre has been established as a legal entity

Standard 1.2: The centre demonstrates control over and access to assessment facilities that support and facilitate its operations.

❖ Please provide the evidence that the Centre has control over its assessment facilities

Standard 1.3: The centre is committed to the health and safety of all stakeholders.

❖ Please indicate the Centre commitment the Health and Safety of its Stakeholders

CENTRE’S OCCUPATIONAL SAFETY & HEALTH DECLARATION

I, _____ of

 (PRINT NAME HERE – BLOCK LETTERS)

(CENTRE NAME)

hereby recognize and accept the responsibility of the Centre to provide suitable environment and resources for the health and safety of all stakeholders in accordance to the requirements stipulated in the current Occupational Safety and Health Act No 1 of 2004 as amended by the Occupational Safety and Health (Amendment) Act No 3 of 2006.

 (SIGNATURE)

 (DATE)

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CRITERION 2 – GOVERNANCE AND ADMINISTRATION
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CRITERION STATEMENT: The assessment centre develops and implements a system to ensure the effective management of its operations.
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Standard 2.1: The centre has an independent governing board or similar authority that, consistent with its legal and fiduciary authority, exercises appropriate oversight over the institution’s integrity, policies and ongoing operations.
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❖ Please identify the Centre Governing Board/Authority/Structure
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Standard 2.2: The assessment centre documents and communicates to key stakeholders, its Vision and Mission Statements which are aligned to its strategic goals.

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❖ Please state the assessment centre Vision

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❖ Please state the assessment centre Mission
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❖ Please indicate how the assessment centre communicate its Vision and Mission to its key stakeholders
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Standard 2.3: The assessment centre documents and communicates its goals and objectives, which are measurable and aligned to its strategic direction.

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❖ Please identify the assessment centre goals and objectives
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<p>❖ Please indicate how the goals and objectives are measurable and aligned to the assessment centres strategic goals.</p>
<p>❖ Please indicate how the assessment centre communicates its goals and objectives to its stakeholders.</p>
<p>Standard 2.4: The assessment centre documents and communicates its Quality Policy Statement, in keeping with its purpose and strategic direction.</p>
<p>❖ The Assessment centre Quality Policy Statement</p> <p>□ Please state the assessment centre quality policy statement</p>
<p>❖ Please indicate how the assessment centre communicates its Quality Policy Statement to its stakeholders.</p>
<p>Standard 2.5: The centre has an approved and current organisational structure which clearly defines the authority, roles, responsibilities and relationships within the assessment centre.</p>
<p>❖ Please identify the assessment centre current approved organisational structure (provide evidence it has been approved)</p>
<p>❖ Assessment Centre Organisational Structure</p> <p>□ Please identify your organisational structure showing clear definition of the reporting structure.</p>

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Standard 2.6: The assessment centre assigns appropriate personnel with the responsibility to manage its operations as it relates to assessment
❖ Please identify the personnel the assessment centre, has assigned the responsibility to manage its operations as it relates to assessment (provide evidence)
Standard 2.7: The assessment centre is committed to non-discriminatory practices against applicants and candidates.
❖ Please provide the evidence that the assessment centre is commitment to non-discriminatory practices against applicants and candidates
Standard 2.8: The assessment centre documents and implements a policy, with complementary procedures, for the selection and enrolment of candidates.
❖ Assessment Centre Selection and Enrolment Policy
<input type="checkbox"/> Please state the policy the assessment centre documented and implemented for the selection and enrolment of candidates
❖ Centre Selection and Enrolment Procedure
<input type="checkbox"/> Please identify the procedure the centre documented and implemented for the selection and enrolment of candidates

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Standard 2.9: The assessment centre documents and implements an appeals and grievance policy, with complementary procedures, to address the concerns of candidates.
❖ Assessment Centre Candidate Appeals and Grievance Policy
<input type="checkbox"/> Please identify the grievance and appeals policy the assessment centre documented and implemented to address the concerns of candidates
❖ Assessment Centre Candidate Appeals and Grievance Procedure
<input type="checkbox"/> Please identify the grievance and appeals procedure the centre documented and implemented to address the concerns of candidates
Standard 2.10: The assessment centre implements a system for the identification, storage, protection, retention, and disposal of documents/ records, whether in hard copy or electronic format.
❖ Please identify the system the assessment centre implemented for the identification, storage, protection, retention, and disposal of documents/ records, whether in hard copy or electronic format.
Standard 2.11: The assessment centre establishes a system to inform stakeholders of any changes to its policies, procedures, operations or strategic direction.
❖ Please identify the system the assessment centre established for informing stakeholders of changes to its operations

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CRITERION 3 – RESOURCE MANAGEMENT

CRITERION STATEMENT: The centre identifies and makes available all the resources essential to support its assessment activities

Standard 3.1: The assessment centre documents and implements a policy, with complementary procedures, for the recruitment, selection, development, and retention of competent staff.

- ❖ Assessment Centre Recruitment Policy
 - Please state the policy the assessment centre documented and implemented for the recruitment, selection, development, and retention of competent staff.

- ❖ Assessment Centre Recruitment Procedure
 - Please identify the procedure/s the assessment centre documented and implemented for the recruitment, selection, development, and retention of competent staff.

Standard 3.2: The centre has sufficient competent human resources with the relevant qualifications and experience for its assessment activities.

- ❖ Please identify the complement of competent human resources with the relevant qualifications and experience the assessment centre has its assessment activities.

Standard 3.3: The assessment centre documents and implements a policy, with complementary procedures, for the documentation and provision of all physical resources, including ICT, that are necessary for its effective operations.

- ❖ Assessment Centre Policy for the Provision of Resources
 - Please state the policy the assessment centre has documented and implemented for the provision of all physical resources, including ICT, that are necessary for its effective operations.

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❖ Assessment Centre Procedure for the Provision of Resources

- Please identify the procedure/s the assessment centre has documented and implemented for the provision of all physical resources, including ICT, that are necessary for its effective operations.

❖ Assessment Centre list of Physical Resources

- Please identify/list all the physical resources including ICT necessary for the effective operations of the assessment centre

Standard 3.4: The assessment centre documents and implements a procedure for maintaining and updating all physical and virtual resources necessary for training and assessment.

❖ Assessment Centre Resources Maintenance Procedure

- Please identify the procedure/s the assessment centre documented and implemented for maintaining and updating all physical and virtual resources necessary for its assessment activities.

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CRITERION 4 – ASSESSMENT AND INTERNAL VERIFICATION

CRITERION STATEMENT: The assessment centre documents and implements a system for assessing and assuring candidate competence.

Standard 4.1: The assessment centre identifies, sources and communicates the competency standards used in the assessment of candidates.

❖ Please state the system the assessment centre use for the identification, sourcing and communicating the standards used for the assessment of candidates

Standard 4.2: The assessment centre documents and implements an assessment policy, with complementary procedures, for assessing candidates.

❖ Centre Assessment Policy

□ Please provide the assessment centre documented and implemented policy for assessing candidates.

❖ Centre Assessment Procedure

□ Please provide the assessment centre documented and implemented procedure for assessing candidates.

❖ Assessment Method

Please indicate, in the following table, the name and level of **each** programme offered and identify the assessment methods used for **each** programme.

No.	Programme Title & Level	Methods of Assessment
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		Oral Questioning	Written Testing	Observation	Product Examination	Portfolio Assessment	Professional Discussion	Expert Witnesses Testimony	Project	Other ²

<p>Standard 4.3: The assessment centre documents and implements procedures for guiding and supporting candidates during all stages of the assessment process.</p>
<p>❖ Please provide the procedure/s the assessment centre has documented and implemented for guiding and supporting candidates during all stages of the assessment process..</p>
<p>Standard 4.4: The assessment centre documents and implements an internal verification process that ensures its assessment decisions are reliable and consistent.</p>
<p>❖ Please provide the internal process the assessment centre has documented and implemented to ensure assessment decisions are reliable and consistent.</p>

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Standard 4.5: The assessment centre conducts assessments that are valid, reliable, sufficient, authentic, and current.
❖ Please provide evidence that the centre performs assessments that are valid, reliable, sufficient, authentic and current.

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CRITERION 5 – CONTINUOUS IMPROVEMENT

CRITERION STATEMENT: The assessment centre reviews and evaluates its activities to ensure continued suitability, adequacy and effectiveness.
adequacy, and effectiveness.

Standard 5.1: The assessment centre documents and implements a mechanism for collecting information to evaluate the effectiveness of its management system, personnel and assessments.

- ❖ Please provide the mechanism the assessment centre has documented and implemented for collecting information to evaluate the effectiveness of its management system, personnel, and assessment activities.

Standard 5.2: The centre documents and implements a mechanism to review/ evaluate its management system, personnel and assessment activities.

- ❖ Please provide the mechanism the assessment centre documented and implemented to review/evaluate its management system, personnel and assessment activities.

Standard 5.3: The assessment centre documents and implements a system for measuring and monitoring stakeholder satisfaction.

- ❖ Please provide the system the assessment centre has documented and implemented for measuring and monitoring stakeholder satisfaction.

- ❖ Feedback form Internal stakeholders

- Please identify the mechanism for capturing internal stakeholder feedback

- ❖ Feedback from external stakeholders

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□ Please identify the mechanism for capturing external stakeholder feedback

Standard 5.4: The assessment centre documents and implements a system to address products, services and outcomes that do not conform to specified requirements, and for monitoring and measuring the effectiveness of the action taken to correct and prevent the reoccurrence.

❖ Please identify the system the assessment centre has documented and implemented to address Non-conforming products/services and for monitoring and measuring the effectiveness of the action taken to correct and prevent reoccurrence.

Standard 5.5: The assessment centre develops a system to determine and address its risks and opportunities.

❖ Please identify the system developed by the centre to determine and address the risks and opportunities