



## **CENTRE APPROVAL SUBMISSION FORM**

# **TRAINING PROVIDER DOCUMENT**

# CENTRE APPROVAL SUBMISSION FORM



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

### SECTION A: TRAINING CENTRE GENERAL INFORMATION

#### Centre Contact

<b>Centre Name:</b>					
<b>Centre Address:</b>	<b>Contact Person Information</b>				
	Name:				
	Job Title:				
Telephone No:		Telephone No:		Ext :	
Fax No:		Fax No:			
Website:		Email:			

#### Additional Training Centres

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

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

<b>Centre Address:</b>	<b>Contact Person Information</b>			
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:

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

### Programme Titles, Levels and Award Offered

Please Identify the programmes, levels and award offered

Programme Title	Levels	Award

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### SECTION B: CRITERIA REQUIREMENTS

#### CRITERION 1 – LEGAL AND REGULATORY REQUIREMENTS

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 training facilities that support and facilitate its operations.

- ❖ Please provide the evidence that the Centre has control over its training 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 employees, trainees and visitors 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

**CRITERION STATEMENT:** The centre develops and implements a system to ensure the effective management of its operations related to training and assessment.

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.

❖ Please identify the Centre Governing Board/Authority/Structure

Standard 2.2: The centre documents and communicates to key stakeholders, its Vision and Mission Statements which are aligned to its strategic goals.

❖ Please state the centre Vision

❖ Please state the centre Mission

❖ Please indicate how the centre communicate its Vision and Mission to its key stakeholders

Standard 2.3: The centre documents and communicates its goals and objectives, which are measurable and aligned to its strategic direction.

❖ Please identify the centre goals and objectives

❖ Please indicate how the goals and objectives are measurable and aligned to the centres strategic goals.

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❖ Please indicate how the centre communicates its goals and objectives to its stakeholders.
Standard 2.4: The centre documents and communicates its Quality Policy Statement, in keeping with its purpose and strategic direction.
❖ Please state the Centre Quality Policy Statement
❖ Please indicate how the centre communicates its Quality Policy Statement to its stakeholders.
Standard 2.5: The centre has an approved and current organisational structure which clearly defines the authority, roles, responsibilities and relationships within the organisation.
❖ Please identify the centre current approved organisational structure (provide evidence it has been approved)
❖ Centre Organisational Structure
□ Please identify your organisational structure showing clear definition of the reporting structure.
Standard 2.6: The centre assigns appropriate personnel with the responsibility to implement and maintain the organisation's management system as it relates to training and assessment.



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<p>❖ Please identify the centre, approved personnel with the responsibility for the implementation and maintenance of the training and assessment management system. (provide evidence)</p>
<p><b>Standard 2.7: The centre is committed to non-discriminatory practices against applicants and candidates.</b></p>
<p>❖ Please provide the evidence that the centre is commitment to non-discriminatory practices</p>
<p><b>Standard 2.8: The centre documents and implements a policy, with complementary procedures, for the selection and enrolment of candidates.</b></p>
<p>❖ Centre Selection and Enrolment Policy</p> <p><input type="checkbox"/> Please state the policy the centre documented and implemented for the selection and enrolment of candidates</p>
<p>❖ Centre Selection and Enrolment Procedure</p> <p><input type="checkbox"/> Please identify the procedure the centre documented and implemented for the selection and enrolment of candidates</p>
<p><b>Standard 2.9: The centre documents and implements an appeals and grievance policy, with complementary procedures, to address the concerns of candidates.</b></p>
<p>❖ Candidate Appeals and Grievance Policy</p> <p><input type="checkbox"/> Please identify the grievance and appeals policy the centre documented and implemented to address the concerns of candidates</p>

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❖ 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 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 centre implemented for the identification, storage, protection, retention, and disposal of documents/ records, whether in hard copy or electronic format.
Standard 2.11: The centre establishes a system to inform stakeholders of any changes to its policies, procedures, operations or strategic direction.
❖ Please identify the system the 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 its operations.

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

❖ Centre Recruitment Policy

- ☐ Please state the policy the centre documented and implemented for the recruitment, selection, development, and retention of competent staff.

❖ Centre Recruitment Procedure

- ☐ Please identify the procedure/s the centre documented and implemented for the recruitment, selection, development, and retention of competent staff.

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

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

Standard 3.3: The 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.

❖ Centre Policy for the Provision of Resources

- ☐ Please state the centre documented and implemented policy for the documentation and provision of all physical resources, including ICT, that are necessary for its effective operations.

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### ❖ Centre Procedure for the Provision of Resources

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

### ❖ Centre list of Physical Resources

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

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

### ❖ Centre Resources Maintenance Procedure

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

Standard 3.5: The centre manages the financial resources necessary to achieve its training and assessment objectives.

- ❖ Please outline the centre budget for managing the financial resources necessary to achieve its training and assessment objectives.

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### CRITERION 4 – EDUCATION AND TRAINING PROCESS

CRITERION STATEMENT: The centre implements a system for its education and training activities.

Standard 4.1: The centre documents and implements a system for the training of candidates.

- ❖ Please identify the system the centre has documented and implemented for the training of candidates.

Standard 4.2: The centre documents and implements a mechanism to address the development of life skills among candidates.

- ❖ Please identify the mechanism the centre documented and implemented to address the development of life skills among candidates.

Standard 4.3: The centre develops a system for the development, internal approval, and implementation of its training plan, curricula or instructional materials.

- ❖ Please identify the system the centre has developed for internal approval and implementation of its training plan, curricula or instructional materials.

Standard 4.4: The centre documents and implements a system for guiding and supporting candidates during all stages of the training, learning and assessment processes.

- ❖ Please identify the system the centre documented and implemented for guiding and supporting candidates during all stages of the training, learning and assessment processes.

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

❖ Please identify the system the centre documented and implemented for the assessment of candidates

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

[illegible]

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Standard 5.2: The centre conducts assessments that are valid, reliable, sufficient, authentic and current.
❖ Please provide evidence that the centre can and does perform assessments that are valid, reliable, sufficient, authentic and current.
Standard 5.3: The centre documents and implements an internal validation system that ensures assessment decisions are reliable and consistent.
❖ Please identify the internal validation system the centre has documented and implemented to ensure assessment decisions are reliable and consistent.

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### CRITERION 6 – CONTINUOUS IMPROVEMENT

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

Standard 6.1: The centre documents and implements a mechanism for collecting information to analyse and evaluate the effectiveness of its management system, personnel, programmes, training and assessment activities.

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

Standard 6.2: The centre documents and implements a mechanism to review/ evaluate its management system, personnel, programmes, training and assessment activities.

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

Standard 6.3: The centre documents and implements a system for measuring and monitoring stakeholder satisfaction.

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

- ❖ Feedback form Internal stakeholders

- ☐ Please state your commitment to, and mechanism for capturing internal stakeholder feedback to inform your continual improvement efforts.



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❖ Feedback from external stakeholders
<input type="checkbox"/> Please state your commitment to, and mechanism for capturing external stakeholder feedback to inform your continual improvement efforts.
Standard 6.4: The 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 centre has documented and implemented to address Non-conforming products/services
Standard 6.5: The centre develops a system to determine and address its risks and opportunities related to training and assessment.
❖ Please identify the system developed by the centre to identify and address the risks and opportunities to its operations