

Provider

### **Background: Accreditation**

May I start by thanking you for showing interest by enquiring about accreditation with AgriSETA. I would like to take this opportunity on behalf of AgriSETA to share with you the purpose and the requirements of accreditation of training providers as stipulated in SAQA regulation.

Agriculture Sector Education and Training Authority (AgriSETA) is one of 23 Sector Education and Training Authorities (SETAs) set up in accordance with the National Skills Development Strategy. One of its main functions is to quality assure the delivery of training and ensure that the providers maintain and improve the quality of learning provision. SAQA regulations stipulate that a provider will be accredited by only one ETQA. It must be the ETQA with which the provider shares a primary focus, meaning that the core business ( training programs) of the provider wanting accreditation with AgriSETA must be similar to that of AgriSETA

The SAQA ETQA Criteria and Guidelines for Providers define a provider as:

“A body which delivers learning programmes which culminate or lead into a specified National Qualifications Framework standards or qualifications and manages the assessments thereof’.

An education and training body – provider – is not limited to an institution or organisation. Providers can include companies, centres, a collaboration of a range of partners (organisations, institutions, companies, individuals, community structures) and even some forms of consultancies and it is a body that provides structured training and manage assessment thereof.

A training centre (institution or employer) receives accreditation to provide training in outcome-based and NQF aligned.

It is important to note that the learning material must be aligned to unit standards of out come based training to be considered for full accreditation. See AgriSETA website: [www.agriseta.co.za](http://www.agriseta.co.za) for the unit standards and qualifications.

### **Accreditation**

Accreditation refers to the certification of a provider of education and training for a specified period. To simplify the requirements for accreditation, we have grouped them into **three core** major groups.

The applicants shall demonstrate that they:

- have the capacity to deliver the programmes they wish to be accredited for;

- are able to ensure the governance of education and training; (Policies and procedures for the administration, delivery, monitoring, assessment and evaluation of education and training)
- are delivering learning programmes in outcomes based format aligned to the unit standards/qualifications registered with SAQA

To enable the accreditation process please fill in the attached document called **provider criteria and application form**, the document provides guidelines leading to a full accreditation and to self-evaluate the institution against that criteria. The completed forms must be completed and sent back to AgriSETA office atleast within 7 days. Please remember to send the evidence of hard copies where required : **Policy document** and **sample of learning material** or **manual** which is aligned to SAQA registered unit standard/s.

We anticipate accreditation process to be **three to five months** long.

There are some advantages for being an accredited training providers such as :

Accredited providers are regarded as eligible institutions by public and companies.

They are promoted and recommend to prospective learners;

Accreditation will add value to the institution, its staff and its learners;

Accreditation will result in quality delivery training

The public will be ensured of quality education and training.

### **Certification of learners**

AgriSETA will only issue a certificate for a full qualification. A provider may therefore expect certification at the completion of a learnership, on achievement of a full qualification over a period of time or after an RPL exercise, the result of which warrants certification against a full qualification.

The learner must retain the certificate issued by the provider as proof of achievement until a full qualification has been achieved. The certificate the training issues to learners based on unit standards must, as a minimum, contain the following:

- 2 signatures;
- Name & ID No: of the learner;
- date of achievement;
- date of issue;
- unit standard number and title;
- institution name;
- institution accreditation number ;
- statement: "This is to certify that Mr/s.....has demonstrated the competency required by the unit standard No:.....(Title) on this .....day of .....20...."

### **REPORTING**

The learner achievement should be submitted on a quarterly basis or after completion of three to four training programs. The provider must issue certificate of

competence if the learner is assessed against unit standards. The upload of information to AgriSETA must be validated before submission. Reporting is therefore seen to include the following:

- Registration of learners with AgriSETA on a quarterly basis.
- Registration of assessors and moderators with the AgriSETA as and when necessary/completed.
- Learner status achievements communicated on a quarterly basis
- Non-conformances regarding assessments and the moderation thereof must be communicated immediately.
- Change in status of the provider with reference to viability or capacity must be done immediately.

Please remember that the Skills Development Act clearly states in section 34 the penalties for the submission of falsified or fraudulent information.

I hope the information given will be sufficient to grip accreditation requirements, for more information or clarity do not hesitate to contact **FANNY PHETLA** at above details.

Yours in quality

Fanny Phetla

**ETQA MANAGER, AgriSETA**