



**POLICY:
PROVIDER ACCREDITATION**

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1 POLICY STATEMENT

The AgriSETA shall:

- 1.1 Establish appropriate criteria for the accreditation of providers.
- 1.2 Accredite only constituent providers that share the primary focus of the AgriSETA.
- 1.3 Conduct accreditation for unit standards and/or qualifications registered on the NQF that fall within the primary focus of the AgriSETA.
- 1.4 Conduct institutional accreditation as well as programme registration for constituent providers.
- 1.5 Conduct only programme approval and registration for non-constituent providers.
- 1.6 Accredite delivery and assessment sites.

2 TYPES OF PROVIDERS

2.1 CONSTITUENT PROVIDERS ARE:

Single-purpose Training Providers who wish to operate within the primary focus of the AgriSETA.

2.2 NON-CONSTITUENT PROVIDERS ARE:

Training Providers who are accredited with another ETQA and would like to include training on learning programmes that fall within the scope of the AgriSETA.

3 ACCREDITATION

3.1 CAPACITY TO DELIVER:

The AgriSETA will award accreditation as detailed below:

3.1.1 *DEFINED SCOPE OF PRACTICE*

Accreditation will be directly linked to the capacity of the provider to deliver training against the qualifications and/or unit standards within its defined scope of practice.

3.1.2 *COMPLIANCE*

The provider will be measured on the extend of compliance to the set criteria.

3.2 FULL ACCREDITATION:

3.2.1 THREE YEAR

Applicants who comply with **all** the criteria set will receive full accreditation for a period of **3 years**. Accreditation will be linked to the programmes (qualifications and unit standards) that the provider will offer.

3.2.2 ONE YEAR

Applicants who comply with the **minimum** criteria set will receive full accreditation for a period of **1 year**. Accreditation will be linked to the programmes (qualifications and/or unit standards) that the provider will offer. Monitoring and verification will take place within this time and if compliant the accreditation will be extended for 3 years.

3.3 PROGRAMME APPROVAL AND REGISTRATION (EXTENSION OF SCOPE)

Should a constituent of non-constituent provider wish to provide additional qualifications and/or unit standards, an application to extend their scope should be completed.

3.4 RE-ACCREDITATION

The provider must apply for re-accreditation 6 months prior to the expiry of accreditation. Re-accreditation will depend on the outcomes of the provider's monitoring reports (refer to paragraph 6).

3.5 NON-COMPLIANCE

Applicants who do not comply with the stipulated minimum criteria will not receive accreditation. The ETQA and the provider will agree on the outstanding criteria to be achieved within the specified time frame. At the end of the period, the provider will be re-evaluated.

3.6 DEVELOPMENT SUPPORT

The ETQA will provide development support to a constituent provider who applies for full accreditation, where this support could include workshops, limited monitoring and select interviews. The ETQA will provide advice and guidance, while it remains the responsibility of the provider to compile its own policies and procedures. After the provider has sent in the self-evaluation, the ETQA will conduct a maximum of 2 (two) desktop evaluations and 2 (two) verification visits to assist the provider. If the application remains unsuccessful, the provider may opt to, at his/her own cost, call in an expert for assistance.

4 CATEGORIES OF SERVICE PROVIDER ACCREDITATION

4.1 DELIVERY AND ASSESSMENT

Primary focus learning programmes are delivered and the related formative and summative assessment are managed by constituent providers. This may include a provider site or a mobile (remote) site.

4.2 ASSESSMENT ONLY

Only formative and summative assessments are managed. This may include a provider site or a mobile (remote) site.

5 CATEGORIES OF PROGRAM REGISTRATION

5.1 LEARNING PROGRAMME (NON-CONSTITUENT PROVIDER)

Primary focus related learning programmes and related formative and summative assessments are delivered and managed by a constituent and non-constituent provider. This may include a provider site or a mobile (remote) training.

6 CERTIFICATION

The ETQA will certificate providers against specific primary focus related registered qualifications, skills programmes and unit standards.

7 MAINTENANCE OF QUALITY ASSURANCE

The maintenance of Quality Assurance is defined as a process of monitoring, moderation, verification and auditing of sites to determine whether the initial standards for accreditation are adhered to and maintained.

Verification and/or audit site visits will be conducted in the first year of accreditation or learning programme registration. Thereafter they will be conducted by means of monitoring, and at the discretion of the ETQA and may be scheduled or unscheduled visit.

8 DE-ACCREDITATION OR DE-REGISTRATION

If there is an adverse effect on the quality of delivery as a result of non-conformance against the required accreditation or learning programme criteria, the provider will be de-accredited or the learning programme de-registered **with immediate effect**.

Learners enrolled with the provider may be transferred, at a cost to the de-accredited or de-registered provider, to a provider/s accredited or registered with the ETQA to deliver and / or assess against the same qualifications, skills programmes or unit standards. Should the training be funded by an organisation other than the AgriSETA, the MOU between the two accreditation bodies should describe the process of dealing with the reallocation of the learners and the cost incurred.

9 APPEAL AGAINST A DECISION

A provider can lodge an appeal against the outcome of:

- 9.1 An application for accreditation or for learning programme registration;
- 9.2 A site visit to assess the maintenance of quality assurance maintenance;
- 9.3 An application for re-accreditation / re-registration of a learning programme;
- 9.4 An application for extension of the scope.

Please refer to the Policy: Appeals for more information.

10 RESPONSIBILITY AND AUTHORITY

10.1 ACCREDITATION PANEL:-

The **Accreditation Panel (or relevant appointed body)** has the responsibility and authority to:-

- 10.1.1 Conduct a site evaluation.
- 10.1.2 Report the finding/s of the evaluation to the Quality Assurance Manager.

10.2 SERVICE PROVIDER:-

The **Service Provider** has the responsibility and authority to:-

- 10.2.1 Inform the ETQA Department in writing of any changes regarding contact details or any other information pertinent to your accreditation status.