

EVALUATION TOOL

FOR

ASSESSMENT CENTRE ACCREDITATION

QCTO REGISTERED QUALIFICATIONS

PROVIDER ACCREDITATION APPLICATION FORM

Curriculum code	Curriculum Title
134901000	National Occupational Qualification: Professional Principal Executive Officer

PROVIDER INFORMATION

Provider name: _____

Address: _____

Responsible person details

Position: _____

Name: _____

Tel number: _____

e-mail: _____

Qualifications that accreditation is required for

ACCREDITATION STATUS

Are you currently registered as an examination centre by an Assessment Body or Department of Education or any other Body?	YES	NO X
---	-----	-------------

If already registered please provide the following information:

Name of organization: N/A

Examination Centre Number if applicable: N/A

Examination cycles: N/A

REGISTERED QUALIFICATION/S APPLYING FOR:

QUALIFICATION TITLE	Professional Principal Executive Officer
NQF LEVEL	NQF 7
CREDITS	150
SAQA ID	93602
OFO CODE	241205

ANNEXURE A: DECLARATION

I (full name and surname) Anne-Marie D’Alton , Identity Number 600805 0011 086 , as the duly authorised representative of the institution, hereby declare the following:

CRITERIA		YES	NO	COMMENT/S
Legal compliance	Is certificate authentic and does it demonstrate the following? Type of business registered.			
	Registered name of company.			
	Registration date and number.			
	Tax clearance certificate indicating the following: Registration start date and expiry date is the tax clearance in good order?			
Governance, management and administration	Does the entity demonstrate authorised executive officers or senior managers			
	Organisational charts in place			
	Financial sustainability?			
Valid Occupational Health and Safety Certificate, if applicable	Does the entity meet the relevant standards of: Occupational health and safety? (provide proof)			
	Does the entity have an OHS expert in its staff			
Appropriately qualified assessment staff	Certified copies of qualifications (Foreign			

	qualifications submitted to be accompanied by SAQA evaluation document).			
	the required technical expertise to conduct the integrated external assessment			
	Check the evidence of policies and procedures for staff development opportunities.			
Required physical resources and equipment	Venues meet the requirements and expected standards e.g. floor plans			
	Machinery equipment, protective clothing as specified in the qualification or part qualification (Attach a list required and indicate the availability of the tools and equipment)			
	Does the entity have the guidelines and procedures for conducting assessments?			
Learner information- (informed and protected learners)	Appeal and grievance procedures.			
	Learner support and code of conduct.			
	Learner records of assessments conducted			
	Generates reports as required, such as learner retention rates, attainments, attendance and learner details/ratio.			

Management information system	Safe keeping of records and documentation			
	Contains detailed information on past and present learners.			
	Evidence of individual learner progression recorded.			
	Monitoring of feedback from stakeholders including learners and industries			

If not yet accredited enclose the following:

- Annexure C: Proof of juristic status
- Annexure D: Tax clearance certificate
- Annexure E: Occupational Health and Safety Certificate

ASSESSMENT QUALITY PARTNER RECOMMENDATIONS:

Umthombo Wolwazi is a learning centre that belongs to Batseta. The External Integrated Summative Assessments of the Professional Principal Executive Officer in Gauteng is due to take place at this venue.

RESPONSIBLE PERSON'S DETAILS:

Name: _____ Signature: _____

Designation _____ Date: _____

AQP'S REPRESENTATIVE DETAILS:

Name: Krappie Eloff _____ Signature _____

Designation: Education and Training Manager _____ Date: _____