

PETANQUE BUSINESS SPECIALISTS : HOW TO BECOME A TRAINING PROVIDER



Pétanque Business Specialists

VERSION 2
2008/12/08

HOW TO BECOME A TRAINING PROVIDER : OPERATIONAL FLOW

Purpose & Scope

TO BECOME A REGISTERED TRAINING PROVIDER BY THE RELEVANT ETQA BODY TO DELIVER LEARNING PROGRAMMES THAT CULMINATE IN SPECIFIED NQF STANDARDS OR QUALIFICATIONS AND MANAGES THE ASSESSMENT THEREOF.

Write And Align Training Material With SAQA Standards

Obtain Accreditation For At Least One Facilitator, Assessor And Moderator

Register As A Training Provider With Relevant ETQA Body

Maintain Accredited Status

Process Owner

Training Provider Director

Assumption: There are no deviations in this process. E.g. the Training Provider not passing the evaluation etc.

Acronyms:
ETQA = Education and Training Quality Assurance
SAQA = South African Qualifications Authority
SETA = Sector Education and Training Authority
NQF = National Qualifications Framework

PREPARATION

Training Material is a document designed to teach the reader how to do something. When writing start by asking the following:

- What is the activity?
- What is the purpose of the activity?
- Is there background to the activity?
- How is the activity done?

Training Material can be written internally by the Aspiring Training Provider or by an external company specialised in writing and aligning the material.

It is suggested that any person who attempts to write training material attends a Training Development Course, or studies a book that will provide comprehensive background.

A unit standard is a statement of desired education and training outcomes and its associated assessment criteria together with administrative and other information specified in the regulations.

When aligning material create a grid that covers all of the following

- Unit Standard Name and Number
- Specific Outcomes (SO)
- Level and credits
- Assessment Criteria
- Where the SO is covered in the training material
- How the SO is covered (learning Activities)
- How they are assessed

All Unit Standards Must Belong To The Training Providers SETA

All Specific Outcomes Must Be Covered In The Training Material

The SAQA website is similar to a normal search engine. Insert the area within which you suspect the US should reside and select the most suitable (1 or more) US.

Note that different aspects of your training material may require different US. E.g. if Section 1 of the training material is about presentations the chances are slim that a US selected for Section 1 will fit section 6 which refers to Staff Management

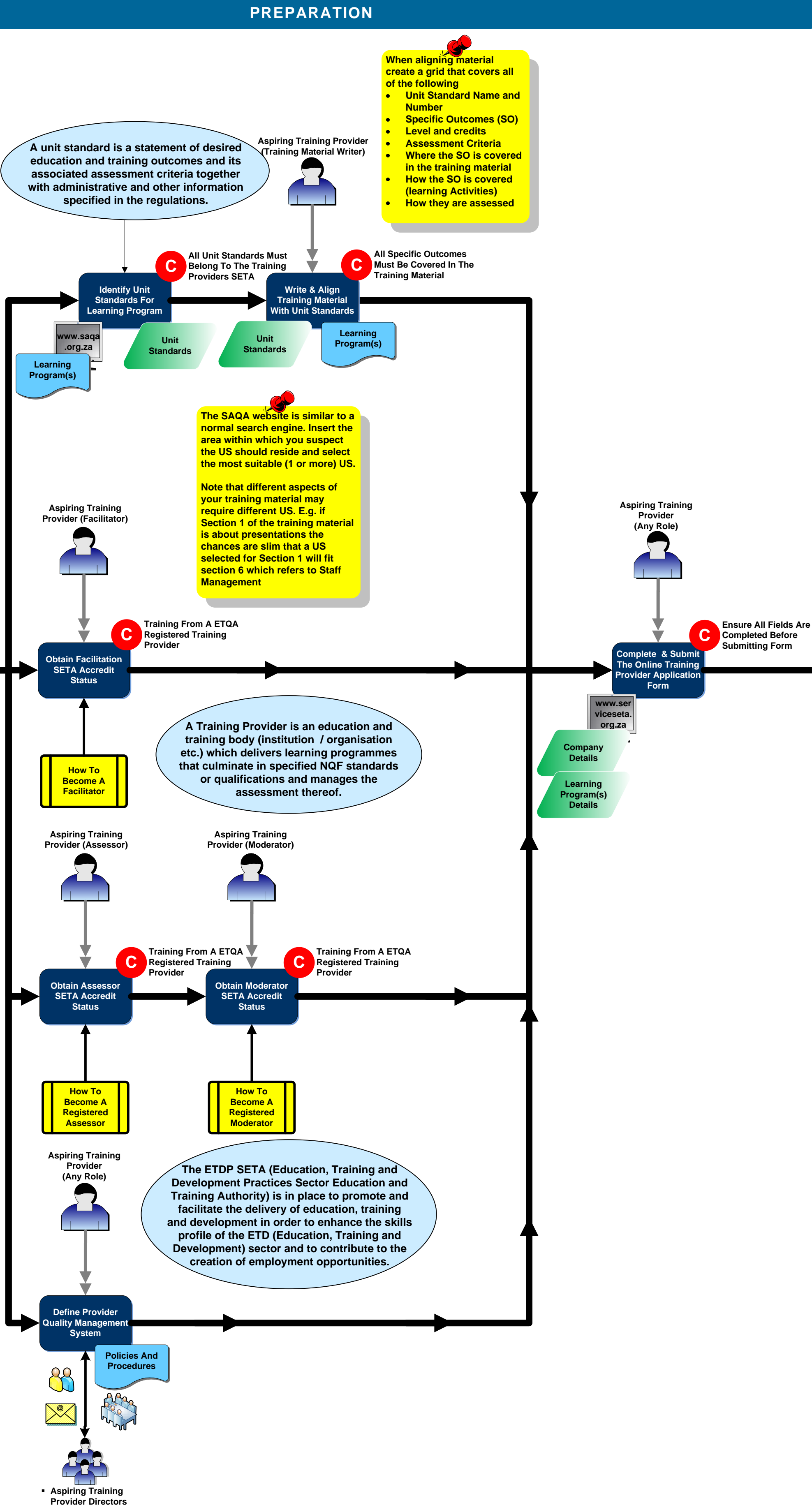
There Is A Desire To Become An Accredited Training Provider

AND

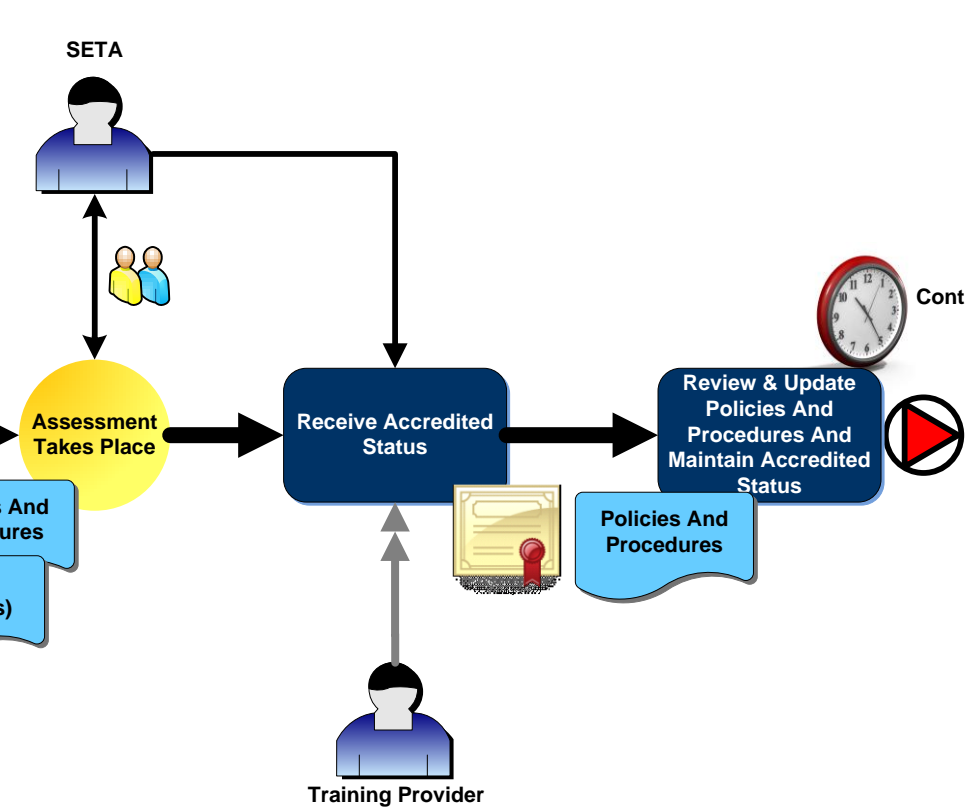
It will be to the benefit of the Training Provider that each Facilitator is a trained Assessor also.

The policies and procedures includes but are not limited to:

- Quality Management Policy
- Strategic Management Policy
- Training provider Accreditation Policy
- Marketing Policy
- Learning Program Development
- Financial Management Policy
- Administration and Communication
- Health and Safety Management Policy
- Learner Entry, Guidance and Support Policy
- Work Site management Policy
- Assessment Management Policy
- Appeals Policy
- Reporting Policy
- Document and Record Management Policy
- Resource Management Policy
- Management System Review Policy



ASSESSMENT AND ACCREDITATION



MANAGEMENT ELEMENTS

Training From A ETQA Registered Training Provider | All Unit Standards Must Belong To The Training Providers SETA | All Specific Outcomes Must Be Covered In The Training Material | Ensure All Fields Are Completed Before Submitting Form

SUPPORTING DOCUMENTS

Learning Program(s) | Policies And Procedures

INTERFACING PROCESSES

How To Become A Registered Assessor | How To Become A Registered Facilitator | How To Become A Registered Moderator



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