



BRIEF EXPLANATION OF THE AUDITING PROCESS

An auditor contracted by the Services SETA will arrange a suitable date to perform the audit at your premises. You will be informed via e-mail by this auditor what the audit will entail and what you need to prepare for the audit. In a nutshell, the auditor will be looking for evidence to substantiate that your company is following the correct legislative procedures (e.g. consultative processes via a skills development forum), that every detail contained in the WSP and the ATR is true, and that there is proper correspondence between your planned interventions in the WSP and the implemented interventions in your ATR.

Subsequent to the audit, the auditor will send the file along with his/ her own recommendations to the lead auditor. The lead auditor will do spot checks to ensure that the auditor performed a proper audit, and will make a final recommendation to the Services SETA. The Services SETA will communicate the recommendation and areas that need to be addressed directly to your company.

TIPS

When preparing your audit file, please include all evidence of all information that is included in the WSP and the ATR. If it is required according to the checklist sent out to you, please ensure it is in the file. In order to make the audit run as smoothly as possible, allocate the same numbers to each section as they are numbered in the WSP. Rather prepare properly before the auditor arrives. Remember: your evidence is documentation that sits outside the WSP and the ATR – they do not represent proof in themselves.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Q: How long will the audit take?

A: Anything between 4 and 8 hours, depending on the size of your company.

Q: Who needs to be available for the audit?

A: The SDF, a representative from the skills development committee, and a beneficiary of learning interventions. It might be necessary to also speak to the financial person.

Q: Will the auditor give me any feedback at the audit?

A: The SSETA's approach is to enable their member companies to attain Star 1. Therefore, the auditor may make comments during the audit to this effect. The final decision of whether the Star will be awarded rests with the lead auditor, however, and will therefore only be communicated after the file was lead audited.

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