



5 Easy Steps to completing the Online Application Form:

Before you begin filling out your application form, please follow these steps to ensure the data that you capture is saved properly:

- 1.If you are using Internet Explorer as your web browser, click on "Tools"at the top of the screen.
- 2.Go to "Internet options"
- 3.On the window that appears you will see a "General" tab
- 4.In the middle of this window on your right there is a "Settings" button. Click this button
- 5.On the window that now appears you will see a list of options as follows:
 - a. Every visit to the page
 - b. Every time you start Internet Explorer
 - c. Automatically
 - d Never
- 6.Click on the option the "Every visit to the page" option.
- 7.Click on the "OK" button until you are back at your Internet Explorer screen

Step 1

Primary Focus and Evidence collection:

- Before completing Services Seta Application forms, please determine your Primary Focus first i.e. 51% or more of your learning programme and/or assessment provision falls within the scope of SETQAA.
- Do not attempt to complete the application form if you haven't read the Services Seta Procedures and Guidelines for Provider Accreditation document
- Always gather evidence required in the form prior to completing the application form.

Step 2

How to complete the application form:

- Follow the detailed instructions provided and answer all questions on each page of the Application form.
- Remember to save every 2 minutes to avoid losing your data.
- **Always, click on the 'SAVE and CONTINUE' button before proceeding to the previous Section or to the next Section.**

Step3

How to complete the application form: Specific Sections

Section 1, C3: Learning Programme Details

- Always commence with the "Add" button when entering data for the first time
- Answer all questions under the "Primary Focus Learning Programme Details" page i.e. 1-13; click " SAVE" and CLOSE.
- If you are applying for more than one learning programme, **follow the same steps** as per the two bullets above.
- Repeat the same until the "Learning Programme" column (C. 3) is listing ALL your learning programmes.
- If you do NOT have learning programmes that which falls outside the Services Seta scope **IGNORE C. 4;**
- Click on " SAVE" and move on to the next Section.

Section 2: QMS

- The list of ALL your learning programmes; which was entered under **C. 3** must reflect on this page under the " Learning Programme" column.
- Always start with the "**Add**" button when Aligning your programme for the first time.
- **Enter at least one word which is part of the Title of the Unit Standard** for the system to be able to source relevant Unit Standards for you, i.e. If your programme is about ' Marketing' type 'marketing' and, click GO,
- The system will pull up all Unit Standards related to 'Marketing', Select the one used to align your learning programme
- Click on the underneath drop down button, and select the learning aligned to the selected Unit Standard above
- **Click on the 'Continue' button**
- The next page should reflect all the Learning Programme details entered in C.3 for this specific Learning Programme
- **If you comfortable with all the details, click on the 'Next' button.**
- On this page the system has pulled up **ALL** the information on the **Selected Unit Standard**, therefore you **MUST** enter all information on your Learning Programme i.e. enter ALL information required under the **3 columns on your right**
- **Remember to SAVE every 2 minutes to avoid loosing any data already captured.**
- Once all the information has been captured, click on 'SAVE' and CLOSE
- **IF YOUR LEARNING PROGRAMME IS ALIGNED TO MORE THAN 1 UNIT STANDARD, REPEAT THE PROCESS AS PER ABOVE.**
- Once you are finished the Screen on Section 3 should reflect ALL your Learning Programmes and the Unit Standards aligned to those programmes.

If you want to Add or Edit anything, click the 'Edit' button

If you want remove the entire record of already entered data, click the 'Delete' button.

- **If correct, click on " SAVE" and move on to the next Section.**

Section 4: Facilitators, Assessors, Moderators details

- Read the Introduction in this section before answering the questions.
- Always start with the "**Add**" button when entering data for the first time
- Enter all data and click on the 'SAVE' and CLOSE button
- Repeat the same until all information on the different individuals has been entered.

If you want to Add or Edit anything, click the 'Edit' button

If you want remove the entire record of already entered data, click the 'Delete' button.

- **If correct, click on " SAVE" and move on to the next Section.**

Step 4:

Declaration Section:

This Section is self-explanatory; please note that by signing this declaration you are abiding yourself to all the evidence provided in the application form.

Step 5:

Submit:

- Click the 'SUBMIT' button **ONLY** once all information and evidence has been completed, and has proven to be accurate and true; **because once submitted the application cannot be recalled**

- PRINT the completed Application Form and verify ALL information before submitting
- Make sure that that you keep a copy for yourself for your own records and future reference.

Security Tips:

Services Seta is committed to making sure that your online experience is safe and secure. All providers' information is protected against unauthorised access.

Services Seta strongly recommends that you end or close your browser session before leaving your computer.

To ensure that your information remains confidential:

- Never save your password on your desktop - as it may allow others to access confidential information, without your permission
- Do not make your passwords too obvious - rather create passwords that have letters and numbers that cannot be attributed to you
- Never provide your Online password to anyone who is not required to have access
- Do not leave your computer unattended when you are live Online.
- Make sure no one has unauthorised access to your PC
- Always log or sign off at the end of a session