



**SERVICES SETA ETQA (SETQAA) APPLICATION  
FOR RECORDED STATUS AS AN EDUCATION  
AND TRAINING PROVIDER.**

This application must be completed in detail by a provider seeking to be recorded on the Services SETA ETQA (SETQAA) Recorded list.

## SECTION A: GENERAL EVIDENCE

### PROVIDER DETAILS

A.1	Registered Name of Business					
A.2	Trading Name of Business (If different from above)					
A.3	Nature of Business					
	Sole Proprietor					
	Close Corporation					
	Pty Ltd					
	Ltd					
A.4	Company Reg. No (i.e. CK number)					
A.5	VAT Registration No.					
A.6	Skills Levy No.					
A.7	Total Number of employees					
	Total Number of Full Time employees					
	Total Number of Contract employees					
A.8	Is there public liability insurance?	Yes	No			
A.9	Is there fire and theft insurance?	Yes	No			
A.10	Size of business according to SAQA definitions:					
	Survivalist ETD provider	Yes	No	Small ETD provider	Yes	No
	World-competitive small-scale ETD provider	Yes	No	Large ETD Provider	Yes	No
	Workplace-based Provider	Yes	No			
A.11	Is there more than one site of delivery? (If yes please indicate the different provinces you operate in)	Yes	No			
		Number of Sites				
	Western Cape					
	Eastern Cape					
	Northern Cape					

	East London		
	Free State		
	Kwa-Zulu Natal		
	Gauteng		
	Limpopo		
	Mpumalanga		
	North West Province		
A.12	Postal Address:		
	Area Code:	Region:	
	Physical Address:		
	Area Code:	Region:	
A.13	Phone number:	Area Code:	Phone No.:
A.14	Fax number:	Area Code:	Fax No.:
A.15	e-mail address:		
A.16	Website address if any:		
A.17	Contact Person	First Name(s)	Surname
	Cell No.:		
	e-mail address:		
	Position in company:		
A.18	<b>Provider Banking Details:</b>		
	Name of Bank		
	Name of Branch		
	Branch Code		
	Account No.		
	Account Type:		
	Current	Savings	Transmission
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION B: LEARNING PROGRAMME INFORMATION

### B.1. PROVIDER PRIMARY FOCUS

B.1.1	Is the institution accredited by any other ETQA?	Yes	No	
	If yes by which ETQA?			
	Are you in the process of applying to another ETQA for accreditation?	Yes	No	If Yes, which ETQA?
	What is the accreditation for?	Institutional?		
		Learning Programme?		
		Other, e.g. primary focus?		

B.1.2	<p>Business Classification (indicate the relevant industry classification).</p> <p>09001 Marketing Services 09002 Marketing Communications 09008 Direct Marketing 34260 Cutting, Shaping and Finishing of Stone 50411 Decorating Business / Interior Designers and Decorators 50500 Renting of Construction or Demolition Equipment with Operations 61421 Import and Export of Various Metals 75110 National Postal Activities 75111 Banking via Post Office 75121 Mail Handling 84000 Real Estate Activities 84100 Real Estate Activities with own or leased property 84200 Real Estate Activities on a fee or contract basis 84201 Real Estate Valuation Services 84202 Property Management Services 84203 Estate Agencies 85000 Renting of Machinery and Equipment, without operator and of Personal and Household 85200</p>	<p>95120 Activities of Professional Organisations 95155 Professional Bodies N.E.C 95991 Bargaining Councils and Dispute Resolution 95992 Associations, Federations and Umbrella Bodies 96490 Other Recreational Activities 99000 Other Services Activities 99002 General Cleaning 99014 Quality Management and Related Services 99015 Non-Financial Business Management and Management Consulting 99016 NGO Management and Services 99018 Cleaning of Carpet and Upholstery 99019 Cleaning Equipment and Consumable Supply 99022 Ladies Hairdressing 99023 Men's and Ladies Hairdressing 99024 Beauty Treatment 99025 Dry Cleaning and Laundering 99026 Garden Maintenance Services 99027 Domestic Services 99029 Function and Catering</p>	<p>Technologist, Nail Technicians and Distributors and Agencies of Nail Products 99042 Non-Allied Registered Perfumery including Aromatic Oils and Related Products, Perfumery Consultants, Sales People and Agencies of Nail Products 99043 Health and Skin Care incl. Health and Skin Care Therapists, Stress including Slimming Machines 99044 Make-Up Artistry 99045 Personnel Services Agencies 99046 Modelling Agencies 99047 Pet Care 99050 Distributors of slimming Products including Slimming Machines 99051 Distributors of Make-Up Products and Related Merchandise 99052 Truck and Plant</p>
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Renting of Other Machinery and Equipment 85300 Renting of Personal and Household Goods N.E.C 86005 Office Machinery, Equipment and Rental Leasing 88000 Other Business Activities 88130 Market Research and Public Opinion Polling 88141 General Consulting Services 88900 Business activities N.E.C 88910 Labour Recruitment and Provision of Staff 88916 Private Employment Agencies and Temporary Employment Services 88917 Temporary Employment Services 88918 Permanent Employment Agencies	Equipment Hire 99030 Funeral and Related Activities 99033 Coffin Making by Funeral Enterprises 99034 Manufacture of Funeral Tombstones 99035 Miscellaneous Items Hire 99036 Truck Hire 99037 Video Hire 99038 Brand Marketers 99039 Generic Project Management 99041 Nail Technology Including Nail Therapists and Cosmetologists, Slimming Salons and Distributors of Slimming Products	Hire Truck and Plant Hire 99053 Valuers 99054 Fashion Design Not Related to Clothing 99055 Call Centre Management of People 99056 Event and Conference Management Excluding the Operation of Convention Centres 99090 Other Service activities N.E.C

B.1..3.	List all Learning Programmes offered by provider. (indicate programme titles)	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
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## B.2. DETAILS OF THE LEARNING PROGRAMME

Name of Learning Programme and/or Skills Programme:

Elements of the Programme	Remarks/Explanation
<ul style="list-style-type: none"> <li>• Learning programme outcomes:</li> <li>• Purpose:</li> </ul>	
Level of training (NQF level)	
Programme delivery methodology. (i.e. face to face, long distance etc)	
Learning environment	

Learning materials	
Assessment methods	
Integration of Theory and Practice	
Access: <ul style="list-style-type: none"> <li>• Entry requirements:</li> <li>• Recognition of Prior learning</li> <li>• Exemptions:</li> </ul>	
Language policy	
Procedure for Recognition of Prior Learning	

**PLEASE DO NOT CONTINUE IF YOUR PRIMARY FOCUS DOES NOT CORRESPOND WITH THAT OF SETQAA.**

## SECTION C: PROVIDER QUALITY MANAGEMENT SYSTEM

Every Provider seeking to be put on the Recorded List must prove that the organization has a Quality Management System (QMS) in place.

All questions must be answered as Yes or No; the actual evidence will be verified during the site visit. All questions with the ( \* ) must be answered in "Yes"

**NOTE that SETQAA reserves the right to randomly select providers for a site visit in order to verify information provided.**

Description of Elements contained in the Organisation's Quality Management Manual (Provider QMS must include but is not limited to the following policies and procedures)		Yes or	No
*C.1	Do you have a clear description of your Vision, Mission, and goals as an ETD Provider?		

*C.2	Do you have an organizational structure of your organization?		
*C.3	Do you have a Business Plan?		
*C.4	Do you have a policy and procedure on how to manage and ensure quality?		
*C.5	Do you have Review Mechanisms?		
*C.6	Do you have Administrative Resources Procedures?		
*C.7	Do you have Financial Management Policy and Procedure?		
*C.9	Do you have Occupational Health and Safety Policy and Procedures?		
*C.10	Do you have Human Resources Policies and Procedures?		
*C.11	Do you have policies and procedures concerning the Design, Development, Delivery, and Evaluation Training Programme?		
C.12	Do you have policies and procedures relating to the management of off-site and work site education and training provision?		
*C.13	Do you have policies and procedures for capturing and maintaining learner records?		
C.14	Do you have Training Committee constitution, guidelines, administration Policy and Procedures? (If applicable)		
C.15	Do you have policies and procedures for learner's guidance and support?		
C.16	Do you have Learner Information Confidentiality		

	Procedures?		
*C.17	Do you have Learner Feedback Post-Assessment Procedures?		
*C.18	Do you have Learner Complaints / Grievance Procedures?		
*C.19	Appeals Policy and Procedure?		
*C.20	Do you have an Assessment Policy and Procedures?		

## SECTION D: FACILITATORS AND ASSESSORS DETAILS

The provider must have suitably qualified and experienced facilitators and assessors (do not have to be registered as constituent assessors, but must have qualifications and experience in the field)

Please complete this section for each and every Facilitator and/or Assessor delivering for the business.

**Should any of these activities be outsourced the section below must still be completed and a Service Level Agreement between the business and the outsourced parties must be available on providers site during the site visit.**

### Details of Facilitators:

Name of Facilitators	Qualifications	Relevant Experience	Learning programme (s) and/or Skills programmes for which recorded status is sought
1.			
2.			
3.			
4.			
5.			
6.			

### Details of Assessors:

Name of Facilitators	Qualifications	Relevant Experience	Learning programme (s) and/or Skills programmes for which recorded status is sought
1.			

2.			
3.			
4.			
5.			
6			

## SECTION E: REFERENCES

The provider must please supply SETQAA with at least a minimum of three or a maximum of six references from clients they have provided training for in the last 6-12 months. References will be contacted by SETQAA to verify information supplied by the training provider.

<b>References Details</b>	
1. Company Name	
Contact Persons Name and Surname	
Contact Persons Position/Title	
Contact Telephone Number	
Contact Fax Number	
Contact E-mail Address	
2. Company Name	
Contact Persons Name and Surname	
Contact Persons Position/Title	
Contact Telephone Number	
Contact Fax Number	
Contact E-mail Address	
3. Company Name	
Contact Persons Name and Surname	
Contact Persons Position/Title	
Contact Telephone Number	
Contact Fax Number	
Contact E-mail Address	
4. Company Name	
Contact Persons Name and Surname	
Contact Persons Position/Title	
Contact Telephone Number	
Contact Fax Number	
Contact E-mail Address	
5. Company Name	
Contact Persons Name and Surname	
Contact Persons Position/Title	
Contact Telephone Number	
Contact Fax Number	
Contact E-mail Address	

6. Company Name	
Contact Persons Name and Surname	
Contact Persons Position/Title	
Contact Telephone Number	
Contact Fax Number	
Contact E-mail Address	

I/ We \_\_\_\_\_ (Training Provider Representative) hereby declare that all information provided above is a true reflection of \_\_\_\_\_ (name of organisation), should there be a need for a site visit (name of organisation) will be avail able to SETQAA. I declare that I will not use SETQAA logo and will not advertise status other than "Recorded"

I also undertake to notify SETQAA within 14 days of any changes occurring.

Date:

Signature:

**NOTE: where electronic signatures are not available a signed copy of this application must be available during the site visit.**