



# EVALUATION TOOL

FOR

## ASSESSMENT CENTRE RECOMMENDATION FOR ACCREDITATION

### QCTO REGISTERED QUALIFICATIONS

#### PROVIDER ACCREDITATION APPLICATION FORM

Curriculum code	Curriculum Title

#### PROVIDER INFORMATION

Provider Name	
Address	
Date	

## RESPONSIBLE PERSON DETAILS

<b>Position</b>	
<b>Name</b>	
<b>Telephone</b>	
<b>Email</b>	

Qualifications that accreditation is required for \_\_\_\_\_

## ACCREDITATION STATUS

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

If already registered, please provide the following information:

Name of organization:

Examination Centre Number if applicable:

Examination cycles:

## REGISTERED QUALIFICATION/S APPLYING FOR:

<b>Qualification Title</b>	
<b>NQF level</b>	
<b>Credits</b>	
<b>Saga ID</b>	
<b>Ofo code</b>	

## ANNEXURE A: DECLARATION

I (full name and surname) \_\_\_\_\_

Identity Number \_\_\_\_\_ as the duly authorized representative of

The institution, hereby declare the following:

CRITERIA		YES	NO	COMMENT/S
<b>Legal compliance</b>	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?			
<b>Governance, management and administration</b>	Does the entity demonstrate authorized executive officers or senior managers?			
	Organizational charts in place			
	Financial sustainability?			

<b>Valid Occupational Health and Safety Certificate, if applicable</b>	Does the entity meet the relevant standards of:  Occupational health and safety? (provide proof)			
	Does the entity have an OHS expert in its			
<b>Appropriately qualified assessment staff</b>	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.			
<b>Required physical resources and equipment</b>	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?			
<b>Learner information- (informed and protected learners)</b>	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.			
<b>Management information system</b>	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

**RECOMMENDATIONS**

<b>AQP Official recommendation</b>	<b>YES</b>		<b>NO</b>		
<b>Comments</b>					
<b>AQP Representative</b>					
<b>Position</b>					
<b>Telephone</b>					
<b>E-mail</b>					
<b>Signature</b>				<b>Date</b>	

<b>QD Manager Recommendation</b>	<b>YES</b>		<b>NO</b>		
<b>Comments</b>					
<b>AQP Representative</b>					
<b>Position</b>					
<b>Telephone</b>					
<b>E-MAIL</b>					
<b>Signature</b>				<b>Date</b>	

<b>QD Manager Recommendation</b>	<b>YES</b>		<b>NO</b>		
<b>Comments</b>					
<b>AQP Representative</b>					
<b>Position</b>					
<b>Telephone</b>					

<b>E-MAIL</b>			
<b>Signature</b>		<b>Date</b>	

**QCTO FINAL DECISION ON APPROVAL**

<b>QCTO FINAL DECISION</b>	<b>YES</b>		<b>NO</b>		
<b>Comments</b>					
<b>QCTO Representative</b>					
<b>Position</b>					
<b>Telephone</b>					
<b>E-mail</b>					
<b>Signature</b>			<b>Date</b>		