



At the cutting edge of skills development

NOTICE TO THE SKILLS DEVELOPMENT PROVIDERS

QUARTERLY CYCLIC ACCREDITATION APPROACH (2022-2023)

Accreditation of Skills Development Providers (SDPs) to conduct training against registered historical / legacy qualifications has been delegated to various Quality Assurance Partners (QAP's) by the Quality Council for Trades and Occupations (QCTO). To enable the accreditation process to unfold seamlessly, the SDPs applying for Institutional, or Extension of Scope accreditation are encouraged to submit to the ETDP SETA the following documents:

- a) **Phase A: Application Form** available from: <http://www.etdpseta.org.za/education/etaqa-documents-and-forms>;
- b) Referral letter from the QCTO (**applicable only if application is for a full legacy qualification**).
- c) Referral letter issued by your Primary ETQA/QAP -- (**Not applicable to ETDP SETA SDPs' and Institutional accreditation**)
- d) Company Registration Documents (**Only Applicable to Institutional Accreditation**)
- e) Tax Clearance Certificate.

All the aforementioned documents must be submitted at: accreditation@etdpseta.org.za. Please take note that the dates for the submission of the **Phase A: Application Form** are open during the weekdays. Further take note that an acknowledgement letter and feedback report shall be provided to your Company within seven (07) and fourteen working days respectively, from the date of receipt of the application.

Once the **Phase A: Application form** has been received, evaluated and feedback given by the ETDP SETA; the Skill Development Provider will receive **Phase B Application Form** to be completed and submitted to the ETDP SETA Office as follows:

- a) **"Phase B Application Form"**
- b) Proof of registration of Assessor/s and Moderator/s together with their employment Agreements --
- c) Employment Agreement/s, CV/s and Qualification/s of the Facilitator/s --
- d) Learner, Facilitator, Assessor and Moderator Guides --
- e) Assessment and Moderation Policy and Procedure (**Only applicable if applying for an extension of scope of accreditation**) --
- f) A Purchase Agreement is required for if the learning materials purchased from another provider --
- g) Quality Management System (**Only applicable if seeking institutional accreditation**) --

Skills Development Providers are strongly encouraged to submit fully completed and signed **Phase B Application Form** together with supporting documents in hard copies or USBs. Submissions for evaluation must be made to the **ETDP SETA Head Office** for the attention of **Mr Jackson Maake** on or before the preferred closing date from the table below.

The dates below serve as a guideline for the submission timeframes, these dates may be subject to change without any prior notice.

QAC Meeting Date	Dates		Evaluation Dates		Accreditation Site visit Date		Feedback
	Submission	Closing	Start	End	Start	End	
23 June 2022	07 December 2021	06 May 2022	09 May 2022	31 May 2022	16 May 2022	03 June 2022	30 June 2022
22 September 2022	02 May 2022	08 July 2022	18 July 2022	19 August 2022	01 August 2022	30 August 2022	30 September 2022
07 December 2022	11 July 2022	16 September 2022	26 September 2022	11 November 2022	01 November 2022	22 November 2022	14 December 2022
23 March 2023	19 September 2022	30 November 2022	10 January 2023	18 February 2023	01 February 2023	28 February 2023	23 April 2023

Online submissions dates

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For further clarity regarding the accreditation requirements and/ or submission dates, kindly contact Mr Jackson Maake or Mr Imran Dawood by email at JacksonM@etdpseta.org.za or ImranD@etdpseta.org.za.

Approved by:



Maswazi Tshabalala

Acting Manager: ETQA

Date: 01/04/2022