

EDUCATION, TRAINING AND DEVELOPMENT QUALITY ASSURANCE



# Guidelines For Online, Distance and Blended Learning Modes of Delivery

AT THE CUTTING EDGE OF SKILLS DEVELOPMENT



## 1. Purpose of the Guidelines

The purpose of this document is to guide Skills Development Providers (SDPs) on the process that should be followed in applying for the online, distance or blended mode of delivery.

## 2. Application Requirements

SDPs must be aware of the following point before they commence with the application process

- The SDP must have been granted a **face to face** accreditation and/ or Approval for the Programme they would like to offer in an **online, distance or blended learning mode of delivery**.
- The two modes of delivery, which are **face to face and online /distance /blended learning** can be applied for concurrently, however the **face to face** mode of delivery **MUST** be approved first.

## 3. Documentation and Process (*Phase A And B*)

3.1 The following documents must be submitted to the ETDP SETA to begin the accreditation process:

- Phase A: Application Form stating clearly the learning programmes and mode of delivery you are applying for
- ETDP SETA Accreditation letter
- Recent Tax Clearance Certificate

3.2 Once the **Phase A: Application form** has been received, evaluated and feedback given by the ETDP SETA; the SDP shall receive **Phase B: Application Form – (Online/Distance /Blended learning Mode of Delivery)** to be completed and submitted to the ETDP SETA Office with the following:

- ✓ A detailed document outlining if whether the System (online learning) is purchased or rented (If purchased attach proof of purchase and if rented a Contract must be attached)
- ✓ Proof of registration of Assessor/s and Moderator/s together with their employment Agreement,
- ✓ Employment Agreement/s, CV/s and Qualification/s of the Facilitator/s,
- ✓ Signed declaration letters by ETD Practitioners as a confirmation that they are familiar with the teaching and learning strategies/approaches of the new mode of delivery,
- ✓ Signed Employment Contract or Service Level Agreement (Technical Support Service Team)

- ✓ A detail description of the Technical Support Personnel and/ or Service Provider, who will support the technical requirements of the preferred mode of delivery
- ✓ A clearly outlined process for the Administration Management and Learner Support Mechanism.
- ✓ A clearly outlined process for Learning Programme Delivery Mechanism.
- ✓ A clearly outlined process for Assessment Management Mechanism.
- ✓ A clearly outlined process for Assessment Authentication Mechanism.
- ✓ A clearly outlined process for Assessment Implementation.
- ✓ A clearly outlined process for Moderation Management and Implementation.
- ✓ A clearly outlined process for Workplace Management and Implementation (Applicable ONLY to Full Qualifications).

#### 4. Application Form

The Application Form shall only be considered if the SDP is currently accredited by ETDP SETA for the Face to Face mode of delivery, either for full or part qualification for which E-Learning / Distance / Blended mode of delivery is being applied for.

Section		Requirements	Documentation
<b>A</b>		Providers details and confirmation of approval accreditation for the Face to Face Mode of Delivery	<ul style="list-style-type: none"> <li>ETDP SETA Accreditation Letter OR Learning Programme Evaluation Approval letter</li> </ul>
<b>B</b>		Indication of preferred mode of delivery	<ul style="list-style-type: none"> <li>Tick the applicable box and provide explanatory note for the Blended Mode (.g.; E-learning &amp; Distance learning / Distance learning &amp; Face to face)</li> </ul>
<b>C</b>	C1	List all stand-alone unit standards and insert tables if applying for more than two stand-alone unit standards of one learning programme.	<ul style="list-style-type: none"> <li>Details of the unit standard</li> <li>Brief Description of the Delivery Methodology</li> </ul>
	C2	List all full qualifications and insert tables where applicable	<ul style="list-style-type: none"> <li>Details of the full qualification</li> <li>Brief Description of the Delivery Methodology</li> </ul>
<b>D</b>		Human Resource Capacity	<ul style="list-style-type: none"> <li>ETD Practitioners</li> <li>Technical Support Personnel and/ or Service Provider</li> </ul>

Section	Requirements	Documentation
E	Document in a form of policy, procedures and process which will elaborate the Administration Management and Learner Support Mechanism that are in place in relation to the new mode(s) delivery	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Procedures</li> <li>• Processes</li> </ul>
F	Document which will provide a full description of the delivery methodology that are in place in relation to the new mode(s) delivery	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Procedures</li> <li>• Processes</li> </ul>
G	Document in a form of policy, procedures and process which will elaborate the Assessment and Moderation Mechanisms in place in relation to the new mode(s) of delivery	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Procedures</li> <li>• Processes</li> </ul>
H	Document in a form of policy, procedures and process which will elaborate the Workplace Management Mechanisms in place in relation to the new mode(s) of delivery	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Procedures</li> <li>• Processes</li> </ul>
I	Checklist for the required documentation	<ul style="list-style-type: none"> <li>• Tick the applicable box</li> </ul>
	Acknowledgment of acceptance of providing ETDP SETA with credentials to the learning system	
	Acknowledgment of acceptance - of the demonstration of the delivery mode	
J	Declaration	<ul style="list-style-type: none"> <li>• Signature</li> </ul>

### Submissions:

SDPs are directed to submit their applications for Online-Distance-Blended Accreditation by email to [accreditation@etdpseta.org.za](mailto:accreditation@etdpseta.org.za)