



**SECTION A: PROVIDER DETAILS**

A.1	<b>NAME OF ORGANISATION</b>			
A.2	<b>TRADING NAME</b> (If different from the above)			
A.3	<b>LEGAL STATUS OF ORGANISATION</b> E.g. Close Corporation / Section 21 / Trust / PTY, Agency / Other (Specify)			
A.4	<b>NUMBER OF YEARS TRADING</b>			
A.5	<b>NUMBER OF EMPLOYEES</b>	<b>FULL TIME</b>	<b>CONTRACT</b>	
A.6	<b>ORGANISATION REGISTRATION NUMBER</b>			
A.7	<b>SKILLS DEVELOPMENT LEVY (SDL) NO.</b>			
A.8	<b>ORGANISATION POSTAL ADDRESS</b>			
A.9	<b>ORGANISATION STREET ADDRESS</b>			

A.10	<b>ORGANISATION TELEPHONE NUMBER</b>	
A.11	<b>ORGANISATION FAX NUMBER</b> <b>WEBSITE ADDRESS (IF ANY)</b>	
	<b>MAIN CONTACT PERSON -</b>	
A.12	<b>FIRST NAMES:</b>	
A.13	<b>SURNAME:</b>	
A.14	<b>DESIGNATION / TITLE:</b>	
A.15	<b>TEL / CELLPHONE NUMBER:</b>	
A.16	<b>EMAIL ADDRESS:</b>	
	<b>ADDITIONAL CONTACT PERSON -</b>	
A.17	<b>FIRST NAMES:</b>	
A.18	<b>SURNAME:</b>	
A.19	<b>DESIGNATION / TITLE:</b>	
A.20	<b>TEL / CELLPHONE NUMBER:</b>	
A.21	<b>EMAIL ADDRESS:</b>	

**A.22**

**GEOGRAPHICAL AREA** (Please indicate relevant provinces that you operate in . (In the case of a Head Office, please indicate where this is):

<b>EASTERN CAPE</b>	<b>FREE STATE</b>	
<b>GAUTENG</b>	<b>KWA -ZULU NATAL</b>	
<b>MPUMALANGA</b>	<b>NORTHERN CAPE</b>	
<b>NORTHERN PROVINCE</b>	<b>NORTH WEST PROVINCE</b>	
<b>WESTERN CAPE</b>		

**A.23**

**ARE YOU REGISTERED WITH DEPARTMENT OF EDUCATION?**

 YES NO

**A.24**

**ARE YOU ACCREDITED OR HAVE YOU APPLIED FOR ACCREDITATION WITH ANOTHER ETQA OTHER THAN THE FIETA SETA ETQA?**

 YES NO

**IF YES, INDICATE TO WHO** \_\_\_\_\_

**DO YOU UNDERTAKE NOT TO SEEK ACCREDITATION WITH ANOTHER ETQA WHILE ACCREDITED BY FIETA ETQA?**

 YES NO

**A.25**

**WHICH FIETA CHAMBER DO YOU PRIMARILY FALL UNDER:**

<b>FORESTRY</b>	
<b>WOOD PRODUCTS</b>	
<b>PULP &amp; PAPER</b>	
<b>FURNITURE</b>	
<b>OTHER (Specify)</b>	

**A.26**

**CATEGORY TYPE:**

<b>TRAINING DELIVERY ONLY</b>	<b>TRAINING AND ASSESSMENT PROVIDER</b>	
<b>ASSESSMENT PROVIDER ONLY</b>	<b>OTHER (Specify)</b>	

**A.27**

**PROVIDER TYPE:**

<b>PRIVATE PROVIDER</b>	<b>IN-HOUSE TRAINING PROVIDER</b>	
<b>PUBLIC PROVIDER</b>	<b>OTHER (Specify)</b>	

**A.28**

**BELOW INDICATE WHAT YOUR ORGANISATION FOCUS IS REGARDING LEARNING OR ALTERNATIVELY, PROVIDE MARKETING INFORMATION / BROCHURES TO SUPPORT YOUR FOCUS (Supply this as an Attachment)**

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**A. 29 DECLARATION:**

\_\_\_\_\_ (Print full name of CEO / Director / Owner) declare that

\_\_\_\_\_ - (Name of Organisation) gives the FIETA ETQA Representative the express permission to Undertake quality audits to the abovementioned organisation.

The above-mentioned Organisation also undertakes:

- To act on the recommendation of the audit and to supply an action plan to remedy any gaps identified (if required)
- Should the findings of the audit not be satisfactory, the Organisation may be required to present further evidence within an agreed timeframe
- In the case of failure to present evidence – suspension or termination of Accreditation may be considered
- That the FIETA Board is the next resort in respect of disputes relating to the audit, thereafter the dispute may be referred to SAQA.

\_\_\_\_\_  
NAME OF ORGANISATION REPRESENTATIVE

\_\_\_\_\_  
SIGNATURE OF REPRESENTATIVE

DATE: \_\_\_\_\_

**SECTION B: QUALITY MANAGEMENT SYSTEM**

Accreditation Criteria	Evidence Requirements	Where is the Evidence found in your submission? (e.g. Annexure A / Document Name)	FIETA OFFICE USE ONLY
B.1 Policy Statement  B.2 Management Responsibility of Quality Management System	<ul style="list-style-type: none"> <li>▪ A policy statement outlining the organisation's Education, Training and Development aims, objectives and purposes are provided (linked to organisation's Mission Statement)</li> <li>▪ Letter of Appointment of accountable person regarding QMS</li> <li>▪ Job Description of the appointed accountable person regarding QMS</li> </ul>		
B.3 Managing Non -conformance	<ul style="list-style-type: none"> <li>▪ Procedures dealing with non-conformance of QMS</li> </ul>		
B.4 Document Control  B.5 Managing outsourced services related to Education and Training	<ul style="list-style-type: none"> <li>▪ Procedures indicating Document Control are provided</li> <li>▪ Service Level Agreement / Contract template for outsourced providers</li> </ul>		
B.6 Quality Management Review	<ul style="list-style-type: none"> <li>▪ A procedure on Quality Management Review is provided</li> <li>▪ QMS Review Plan</li> <li>▪ Internal Audit regarding Policies and Procedures related to Education and Training</li> </ul>		

## SECTION C: FINANCIAL, ADMINISTRATIVE AND PHYSICAL RESOURCES

Accreditation Criteria	Evidence Requirements	Where is the Evidence found in your submission? (e.g. Annexure A / Document Name)	FIETA OFFICE USE ONLY
C.1 The Organisation has the necessary financial capacity and resources to sustain the learning service throughout the period of accreditation	<ul style="list-style-type: none"> <li>▪ Business Plan</li> <li>▪ Financial Statement / Letter from Accountant (on Accountant's Letter Head Stating the Organisation is financially sound)</li> <li>▪ Annual Audit Report</li> </ul>		
C.2 The Organisation has the facilities and equipment to support the learning process	<ul style="list-style-type: none"> <li>▪ Training Equipment / Tools and machinery Inventory used for delivery and assessment</li> <li>▪ Flow Plan of Training Room (indicating capacity)</li> <li>▪ Workshop Inspection by FIETA Representative</li> </ul>		
C.3 The Organisation meets the General Safety Requirements in terms of the Occupational Health and Safety (OHS) Act.	<ul style="list-style-type: none"> <li>▪ Copy of OHS Manual for the Organisation</li> <li>▪ Company's machinery, equipment and facilities met the Health and Safety requirements of the OHS Act (e.g. Standards in place for machine guarding, housekeeping and cleaning and reports with checklists on conformance to requirements)</li> </ul>		
C.4 The Organisation has procedures that deal with the registration of learners.	<ul style="list-style-type: none"> <li>▪ Procedures for registration of learners are provided.</li> </ul>		
C.5 The Organisation has procedures that deal with the recording and maintaining of learner records.	<ul style="list-style-type: none"> <li>▪ Procedures for learner recording are provided</li> </ul>		

**SECTION D: STAFF SELECTION, APPRAISAL AND DEVELOPMENT (Applicable to Education and Training Staff)**

Accreditation Criteria	Evidence Requirements	Where is the Evidence found in your submission? (e.g. Annexure A / Document Name)	FIETA OFFICE USE ONLY
D.1 The Organisation has suitable qualified staff to conduct Learning	<ul style="list-style-type: none"> <li>▪ Organogram / Organisational flowchart of your organisation indicating the roles and responsibilities of E&amp;T Staff i.e. General Mgt, Trainers/Facilitators/Assessors/Moderators/Mentors/Administration/Financial Mgt/Maintenance/ Individual responsible for quality Assurance.</li> <li>▪ (Note: If responsibilities are outsourced, please indicate to whom)</li> </ul>		
D.2 Recruitment, Selection and Appointment process relating to E&T Staff	<ul style="list-style-type: none"> <li>▪ Procedures for recruitment, selection and appointment have been provided</li> </ul>		
D.3 Appraisal and Development process relating to E&T Staff	<ul style="list-style-type: none"> <li>▪ Procedures for Appraisal and Development of E&amp;T Staff</li> </ul>		
D.4 Termination process relating to E&T Staff	<ul style="list-style-type: none"> <li>▪ Procedures for Termination of E&amp;T Staff</li> </ul>		

**SECTION E: LEARNING PROGRAMMES**

Accreditation Criteria	Evidence Requirements	Where is the Evidence found in your submission? (e.g. Annexure A / Document Name)	FIETA OFFICE USE ONLY
E.1 Development of Learning Programmes	<ul style="list-style-type: none"> <li>▪ Procedures regarding the development of Learning Programmes are provided</li> </ul>		
E.2 Delivery of Learning Programmes	<ul style="list-style-type: none"> <li>▪ Procedures regarding the delivery of Learning Programmes are provided</li> </ul>		
E.3 Evaluation of Learning Programmes	<ul style="list-style-type: none"> <li>▪ Procedures regarding the evaluation of Learning Programmes are provided</li> <li>▪ Facilitator Evaluation Form</li> <li>▪ Learner Evaluation Form</li> </ul>		

#### E.4 EDUCATION AND TRAINING PRACTITIONER INFORMATION

Name of ETD Practitioner	Formal qualification (appropriate to the programme training)	Experience and Expertise in the area training/facilitation	Programme Training / Facilitating

### E.5 Information required for ALL Learning Programmes relating to the FIETA Sector

Below, please list Your Learning Programmes that you present (If the space below is not sufficient, please add as an Annexure):

Name of Learning Programme	Linked to a Unit Standard / Qualification (Yes or No)	If your programme is linked to a Unit Standard / Qualification, what is the title and number

## E.6 Learning Programmes linked to Unit Standards / Qualification:

(Please note that if you would like to have your learning programme approved you will need to complete *Document AFOR002 – Learning Programme Evaluation*. The information below is merely a summary).

Complete the Table Below. Please note that this page needs to be completed for every Learning Programme that you present which can be linked to a Unit Standard.

<b>Name of Learning Programme:</b>	<b>Unit Standard Title:</b>
<b>Duration of Programme:</b>	<b>Unit Standard Number:</b>
	<b>NQF Level:</b>
List your Learning Programme Outcomes / Course Outcomes (that will lead to the achievement of the Specific Outcomes) in the column below. Note: if you have an outcome that is not matched to a Specific Outcome, merely list and indicate that no match is linked to a Specific Outcome).	Match Specific Outcomes taken from the above Unit Standard in the column below.
FOR EXAMPLE  Module 2: Understanding potential hazards in the workplace	FOR EXAMPLE: SO1 – Identify potential hazards in the work area Assessment Criteria 1: Potential hazards are correctly identified and removed, reduced or reported

## SECTION F: LEARNER ENTRY, GUIDANCE AND SUPPORT

Accreditation Criteria	Evidence Requirements	Where is the Evidence found in your submission? (e.g. Annexure A / Document Name)	FIETA OFFICE USE ONLY
F.1 The Organisation provides Pre/During and After learning Guidance and Support to learners.	<ul style="list-style-type: none"> <li>▪ Procedures explaining learner entry, guidance and support for pre / during and after support of learners</li> <li>▪ Course Outlines (explanation of the requirements / objectives etc of learning programme)</li> </ul>		
F.2 The Organisation abides by a process of confidentiality	<ul style="list-style-type: none"> <li>▪ Procedures are provided regarding the confidentiality of learners</li> </ul>		
F.3 The Organisation has procedures to deal with learner complaints	<ul style="list-style-type: none"> <li>▪ Procedures dealing with learner complaints (not related to Assessment) are provided.</li> </ul>		

## SECTION G: ASSESSMENT MANAGEMENT SYSTEM

Accreditation Criteria	Evidence Requirements	Where is the Evidence found in your submission? (e.g. Annexure A / Document Name)	FIETA OFFICE USE ONLY
G.1 The Organisation provides procedures for an assessment management system	<ul style="list-style-type: none"> <li>▪ Assessment Management Policy document (covering Assessment / RPL / Moderation and Appeals) is provided</li> </ul>		
G.2 The Organisation provides evidence of Templates used for Assessment.	<ul style="list-style-type: none"> <li>▪ Templates illustrating the Phases of Assessment (e.g. Planning Stage, Conducting Assessment Stage, Making Judgement Stage and Feedback Documentation)</li> </ul>		
G.3 The Organisation provides procedures for dealing with Assessment Records.	<ul style="list-style-type: none"> <li>▪ Procedures for documenting Assessment Records are provided</li> </ul>		
G.4 The Organisation provides procedures for RPL.	<ul style="list-style-type: none"> <li>▪ Procedures dealing with RPL are provided</li> <li>▪ A RPL Request Form Template is provided</li> </ul>		
G.5 The Organisation provides procedures for Moderation.	<ul style="list-style-type: none"> <li>▪ Procedures for Moderation are supplied</li> <li>▪ A Moderation Report Template is Provided</li> </ul>		
G.6 An Adequate Appeals process is in place for the organisation	<ul style="list-style-type: none"> <li>▪ An Appeals Policy and procedure for the organisation</li> <li>▪ An Appeals Template is provided</li> </ul>		

### G.7 List of Registered Assessors

(Please note that Assessors who are to be registered as Assessors on the FIETA Assessor Database are required to complete .....

Name of Assessor	I.D Number	Assessor Registration Number	ETQA obtained Registration No. E.g. ETDP SETA / FIETA SETA

**G.8 List of Registered Moderators** (Please note that Moderators who are to be registered as Assessors on the FIETA Assessor Database are required to complete .....)

Name of Internal Moderator	I.D Number	Moderator Registration Number	ETQA obtained Registration No. E.g. ETDP SETA / FIETA SETA

OR

If you do not have an Internal Moderator, please indicate the name and company of your External Moderator.

Name of External Moderator	Name of Company	Contact Telephone Number of External Moderator	Moderator Registration Number

**SECTION H: REPORTING PROCEDURES**

Accreditation Criteria	Evidence Requirements	Where is the Evidence found in your submission? (e.g. Annexure A / Document Name)	FIETA OFFICE USE ONLY
H.1 Record Keeping System is in place	<ul style="list-style-type: none"> <li>▪ Record Keeping System is appropriate</li> </ul>		

**SECTION I: DECLARATION:**

**I declare that the above information supplied for this Accreditation Application is correct.**

\_\_\_\_\_  
 \_\_\_\_\_  
**NAME OF ORGANISATION REPRESENTATIVE**  
**REPRESENTATIVE**

**SIGNATURE OF**

**DATE:** \_\_\_\_\_