

(Annexure A)

Self Evaluation Questionnaire For Potential Providers

(Please mark with a "X")

1. Has your organisation previously provided training / assessment in the field indicated in the application?
 Yes No
2. Does the primary focus of training coincide with the primary focus of the FIETA ETQA?
 Yes No
3. Does your organization have a proven record in your specific field of training?
 Yes No
4. Will your organisation's current financial status enable it to provide an ongoing service to your clients?
 Yes No
5. Does your organization have a quality management system inclusive of policies, procedures and review mechanisms?
 Yes No
6. Do you have policies and practices for staff selection, appraisal and development?
 Yes No
7. Are you or your trainers and assessors fully competent and accredited to present and assess the training needing accreditation?
 Yes No
8. Do you have policies and practice for learner entry, guidance and support systems?
 Yes No
9. Has the training / assessment been designed to meet the requirements of the trainee target population, and the registered unit standards or qualification?
 Yes No

10. Do you have the capacity to train non FIETA – ETQA learners in terms of the provisions of the National Skills Fund?

Yes No

11. Are you able to cater for the training needs of the disabled, such as the visually or aurally impaired?

Yes No

12. Are your IT systems capable of providing all the relevant information to the ETQA?

Yes No

13. Does your organization have a policy of post-course follow-up?

Yes No

Have you been accredited by any other ETQA? _____

If yes, please state which ETQA? _____

- If you have answered “No” to questions 2, 4, 7 and 9, an application for accreditation will probably not be considered.
- If you have answered “No” to 3 or less of the remaining questions you may apply for accreditation, but expect the possibility of only being granted provisional acceptance. (Contact the FIETA Accreditation Manager for assistance.)
- If you have answered “Yes” to all questions, you can apply with a reasonable expectancy of receiving accreditation.

N.B. When submitting your application, please include a copy of the completed questionnaire.