

FIETA LEARNING PROGRAMME & SHORT COURSE EVALUATION REPORT

Name of Provider	
Contact Person	
Contact Tel. / Cel No.	

Name of Programme	
Unit Standard Title	
Unit Standard No.	

Is this Application:

FIRST SUBMISSION
RE-SUBMISSION

Date of Evaluation by Evaluation Panel: _____

Approval Status for *Name of Programme*

STATUS is Granted	
	Full Approval
	Provisional Approval
	No Approval

ACKNOWLEDGEMENT BY ETQA MANAGER

SUMMARY OF RECOMMENDATIONS

A. Background Details

B. Elements of Short Course / Learning Programme / Short Course

C. Information about Training Provider / Assessor / Moderator

D1. Learning Programmes linked to Unit Standard/s or Qualification

D2. Short Course Programmes

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E. Sample of Training Material

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F. Assessment Process

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G. Assessment Process for Short Courses ONLY

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H. Declaration

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SECTION A: BACKGROUND DETAILS

	EVIDENCE PROVIDED YES / NO	RECOMMENDATION/S
A1		
A2		
A3		
A4		
A5		
A6		
A7		
A8		
A9		
A10		
A11		
A12		
A13		
A14		
A15		
A16		
A17		
A18		
A19		
A20		

SECTION B: ELEMENTS OF LEARNING PROGRAMME / SHORT COURSE

	COMMENTS	RECOMMENDATION/S
B1		
B2		
B3		
B4		
B5		
B6		
B7		
B8		
B9		
B10		
B11		
B12		

SECTION C: INFORMATION ABOUT EDUCATION AND TRAINING PRACTITIONER / ASSESSOR / MODERATOR

1. EDUCATION AND TRAINING PRACTITIONER used for Learning Programme / Short Course mentioned for this application ONLY.

Has proof of expertise been provided and are the Trainers Subject Matter Experts for the area of training?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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COMMENTS	RECOMMENDATIONS

2. List of Registered Assessors used for your Learning Programme / Short Course mentioned for this application ONLY.

Are the assessors listed registered?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Has proof of expertise been provided and are the Assessors Subject Matter Experts for the area of assessment?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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COMMENTS	RECOMMENDATIONS

3. List of Registered Moderators that are used for your organisation for the particular Learning Programme / Short Programme ONLY

Are the moderators listed registered?

Yes	
No	

Are the moderators Internal or External?

Internal	
External	

COMMENTS	RECOMMENDATIONS

SECTION D.1: LEARNING PROGRAMMES linked to Unit Standard/s or Qualification

(Note: You do not need to complete D.1 if your application is for a Short Course only)

Is the Learning Programme Designed to cover a Qualification?

YES
No

If yes, what is the Title and Number of the Qualification?

Name of Learning Programme	
Unit Standard Title	
Unit Standard No.	
NQF Level	
Duration of Programme	

Have the Learning Outcomes been linked to the Unit Standard Specific Outcomes?

Yes	
No	

COMMENTS	RECOMMENDATIONS

Have Critical Cross Field outcomes been illustrated?

Yes	
No	

COMMENTS	RECOMMENDATIONS

SECTION D.2: SHORT COURSE PROGRAMMES

(Note: D.2 only needs to be completed if your programme cannot be linked to Unit Standard/s)

Name of Short Course Programme	
NQF Level	
Duration of Short Course Programme	

Have the List of the Short Course Outcomes been linked to Short Course Module?

Yes	
No	

COMMENTS	RECOMMENDATIONS

SECTION E: SAMPLE OF TRAINING MATERIAL

Has the provider attached training material as per requirements?

REQUIREMENTS	Y/N	COMMENTS
A module linked to a specific outcome / programme outcome (This is to be in relation to the Learning Programme / Short Course referred to within this application document). If your module is linked to a unit standard, indicate the specific outcome/s the module covers. (Note: You will need to submit a Module PER UNIT STANDARD indicated within this application)		
If your module is part of a Short Course, indicate the course outcome the module covers.		

Checklist linked to the sample material provided by provider:

Name of Module:	
Linked Specific Outcome / Assessment Criteria / Learning Outcome:	

DESCRIPTION OF CRITERIA	Y/N	COMMENTS
Sufficient activities in module to receive particular Specific Outcome / Module outcome		
Evidence of Critical Cross-field activities		
Content is appropriate		
Module is outcomes based (learner centred)		
Content is logical		
Language and tone is appropriate		
Visuals and layout are appropriate and appealing		
Integration of theory and practical		
Instructions to learner is clear		
Module is user-friendly		

SECTION F: ASSESSMENT PROCESS

Note: This section is only for Learning Programmes linked to Unit Standard/s not Short Courses that cannot be linked to Unit Standard/s

In order for FIETA to review your Assessment Approach linked to the Unit Standard/s we require an Assessment Guide linked to the identified unit standard/s.

Checklist linked to the sample material you have supplied.

DESCRIPTION OF CRITERIA	Y/N	COMMENTS
All Assessment Criteria linked to the Unit Standard are covered		
The Assessment is valid, reliable and fair		
Assessment Activities show an integration approach to assessment		
Practical, foundational and reflexive competence is assessed		
Assessment tools are suitable for assessing the applicable Unit Standard		
There are sufficient Assessment Activities to cover the Unit Standard		
Sufficient Templates are used to cover the Phases of Assessment (Planning / Conducting / Making Judgement / Feedback)		
The Assessment Guide is user-friendly		
Instructions to the learner are clear and comprehensive Instructions to the assessor are clear and comprehensive		
Model answers / Checklists are supplied		
Assessment decision and feedback documents are adequate		

SECTION G: ASSESSMENT PROCESS For Short Courses ONLY

Explain below your approach regarding *assessment of your learners* linked to your Short Course. (E.g. How do you know that your learners have identified meaning with your Short Courses?)

COMMENTS	RECOMMENDATIONS

SECTION H:

Declaration was signed by organisation representative

YES	
NO	