

FOREST INDUSTRIES EDUCATION TRAINING AUTHORITY

FIETA PROCEDURES FOR THE REGISTRATION OF SHORT COURSES

INTRODUCTION

FIETA recognizes that the provision of short courses is a viable and common method for:

- Gaining meaningful learning for optimal workplace functioning;
- Accessing learning in a manageable manner - time, cost, energy;
- “Just-in-time learning” and “just enough learning”;
- Meaningful career and learning pathways;
- Improved workplace practice;
- Improved employability and mobility of learners.

Providers offering programmes for which there will never be unit standards (short courses), may submit application to the FIETA ETQA for the registration and recognition of these programmes.

The benefits of registration and recognition are that:

- The programmes may be marketed as such;
- They can be included as provision on “workplace skills plans” for the repayment of skills levies.

Defining Short Courses:

- A learning programme presented by a recognized provider;
- Non-credentialed courses;
- Quality assurance of provisioning is desirable if not essential.

PROCEDURE

1. Receive application for registration.
2. Evaluate the application.
3. Confirm the registration recommendation.
4. Communicate the results of the evaluation.
5. Register the short courses.
6. Issue the certificate of recognition of short courses.
7. Upload the FIETA database.

RESPONSIBILITIES

1. The ETQA Manager is responsible for:
 - Overseeing the registration of short courses;
 - Reviewing reports on the registration of short courses;
 - Approving and signing the certificate of recognition of short courses.

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2. The ETQA compliance and performance Co-ordinator is responsible for:
 - Receiving and checking the application for completeness.
 - Checking the qualification of the applicant.
 - Inputting data related to the registration of short courses.
 - Uploading the information to the FIETA database.
 - Communicating with providers regarding registration of short courses.

3. The chamber committee is responsible for:
 - Confirming the registration of short courses.

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