

Accreditation Information Brochure

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1. Legal Background

1.1 Background In terms of the Skills Development Act and ETQA Regulations 1127 of 1998, (Reg. 9(1)(a) a SETA shall “accredit constituent providers for specific standards and qualifications registered on the National Qualifications Framework”

1.2 Terminology The terminology used in this Information Brochure is intended to have a specific meaning, as defined in the ETQA Regulations:

No	Terminology	Definition
1.	Accreditation	The certification for a period of time of a person, a body or an institution as having the capacity to fulfill a particular function in the quality assurance system set up
2.	Constituent	Belonging to the defined or delegated constituency of an organization or body (in this case, the discreet sector of THETA as defined in the SIC Codes allocated to THETA)
3.	Providers	A body which delivers learning programmes which culminates in specified National Qualifications Framework standards or qualifications and manage the assessment thereof.
4.	Primary Focus	That activity or objective within the sector upon which an organization or body concentrates its efforts (in this case, the legislated accreditation scope of THETA’s qualifications)

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2. Accreditation Criteria

2.1 Accreditation

As per the ETQA Regulations 1127 Reg. 12, an Education and Training Quality Assurance Body may on application accredit as a provider a body which meets the criteria contemplated in Regulation 13.

2.2 Regulations 13: Accreditation Criteria

The ETQA Regulations 1127 Reg. 13 outlines the criteria of accreditation that all providers must comply with in order to be accredited by an Education and Training Quality Assurance Body. The criteria is quoted here verbatim:

“A body may be accredited as a providerprovided that the body seeking accreditation –

- (a) is registered as a provider in terms of the applicable legislation at the time of application for accreditation
- (b) has a quality management system which includes but is not limited to
 - i. quality management policies which define that which the provider wishes to achieve
 - ii. Quality management procedures which enables the provider to practise its defined quality management policies, or review mechanisms which ensures that the quality management policies and procedures defined are applied and remain effective
 - iii. Is able to develop, deliver and evaluate learning programmes which culminate in specified registered standards or qualifications

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2. Accreditation Criteria, Continued

**2.2
Regulations
13:
Accreditation
Criteria**

(Continued ...)

- (c) Has the-
 - i. Necessary financial, administrative and physical resources
 - ii. Policies and practices for staff selection, appraisal and development
 - iii. Policies and practices for learner entry, guidance and support systems
 - iv. policies and practices for the management of off-site practical or work-site components
 - v. policies and practices for the management of assessment
 - vi. necessary reporting procedures, and
- (d) the ability to deliver the desired outcomes, using available resources and procedures considered by the ETQA to be needed to develop, deliver and evaluate learning programmes which culminate in specified registered standards or qualifications
- (e) has not already been granted accreditation by or applied for accreditation to another ETQA body..."

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3. Becoming Accredited

3.1 The Accreditation Choice – who may become accredited?

Any organization that offers training and assessment against registered unit standards or qualifications is eligible for accreditation – regardless of size (large or small), primary focus (employer or pure provider) or learner focus (internal employees or external clients).

Accreditation is a voluntary process, i.e. the choice of becoming accredited (or not) lies with the organization – and with the choice arises certain rights and duties.

Should a provider choose to become accredited, it will be authorized to issue certification nationally recognized on the NQF. However, it is important to realize that with this choice and right, comes and accountability on terms of quality provision of outcomes based and NQF aligned programmes.

3.2 The Accreditation Phases – what happens when?

Accreditation is a process of auditing and verification of organizational practices against the SAQA Criteria – and does not happen overnight!

The following table outlines the basic phases of the accreditation process that each organization will follow, regardless of the size, chamber, nature or focus of the organization seeking accreditation:

Phase	Equals ...	Means ...	Method
A	Intent	<ul style="list-style-type: none">The provider states his written intent and commitment to become accredited with THETA.THETA evaluates whether the provider is eligible for such accreditation, and approves the Intent to become accreditedThe provider is given a period of 12 months preparation to complete the accreditation process with THETA, and is entitled to support and assistance from the THETA ETQA in this regard.	<p>Complete the Phase A form and submit to the THETA ETQA.</p> <p>The form is available on the THETA web-site, or from the THETA Call Centre.</p>

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3. Becoming Accredited, Continued

3.2 (Continued ...) The Accreditation Phases – what happens when?

Phase	Equals ...	Means ...	Method
B	Application	<ul style="list-style-type: none">▪ The provider formally applies for accreditation status with THETA▪ THETA evaluates whether the provider meets such criteria through a desk-top audit and site verification, and▪ THETA grants accreditation to the provider for a period of minimum 2 years.	<p>The provider submits his Portfolio of Evidence against the criteria stated in the Phase B application form</p> <p>The form is available on the THETA website, or from the THETA Call Centre.</p>

3.3 Accreditation Rights

Once accredited, a provider may:

- Use the THETA logo to market the learning programmes containing the unit standards for which it is accredited
- Request certification of its learners through THETA
- Refer potential learners to THETA for endorsements of its accredited product range

3.4 Process Restrictions

A provider may NOT:

- use the THETA logo,
- advertise on behalf of THETA or under the auspices of THETA accreditation, or
- commit to THETA certification

BEFORE the full process of accreditation has been completed – i.e. Phase B approval has been completed and accreditation has been awarded in writing by THETA.

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3. Becoming Accredited, Continued

3.5 Legal Action

THETA reserves the right to take legal action against any organization:

- using THETA's logos or trademarks without express permission,
- misrepresenting its accreditation status, scope of accreditation or
- falsely claiming right of THETA certification

without having completed the total accreditation process, and without being ***granted accreditation in writing*** by THETA for a defined scope of registered qualifications or unit standards.

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4. Accreditation Resources

4.1 THETA Requirements

THETA's requirements in terms of all provision practices is contained in the following THETA policies:

Policy	Policy Name
ETQA 1	Provider Accreditation & Management
ETQA 2	Programme Evaluation & Management
ETQA 3	Assessor Registration & Management
ETQA 4	RPL
ETQA 5	Appeals
ETQA 6	Learner Registration & Validation
ETQA 7	Monitoring & Auditing
ETQA 8	Skills Programmes Registration & Management

4.2 THETA Resources

THETA has made the following resources available in the form of “**Criteria & Guidelines**” documents, in order to assist its potential provider base in preparing to meet the accreditation criteria:

C&G	Document Name
1	Accreditation
2	Programme Strategy
3	Assessment Strategy Design
4	Assessment Design
5	Assessment Guide Design
6	Process Flow Accreditation
7	ETD QMS

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4. Accreditation Resources, Continued

4.3 THETA Assistance

The **THETA web-site** is www.theta.org.za and contains all the policy documents and resources mentioned above. All **unit standards and qualifications** within the THETA accreditation scope may also be found on the THETA web-site.

Should any further assistance be required, the **THETA Call Centre** may be contacted at **0860 100 221**

Alternatively, a **THETA Quality Assuror** will be able to assist potential providers in queries at **(011) 803-6010**

4.4 Alternative Resources

It is advisable to conduct some research on NQF provision before embarking on the accreditation process.

The **SAQA web-site** is a most valuable resource in this regard at www.saqa.co.za.

Resources are available on various topics related to the Provider Quality Management System, Registration of Assessors, Assessment of Unit Standards, Curriculum Development etc. All unit standards and qualifications registered on the NQF are also available on the SAQA searchable database.

Another valuable source of research is the **web-sites of other SETA's**, or **Department of Labour** at www.labour.go.za.

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