



Health and Welfare Sector
Education and Training Authority

HWSETA

Enq: Ms. Rounell Slabber
Ref: RiskCom – Skills Programmes

12 October 2016

Ms. Annelien van Eeden
86 Jan van Riebeeck
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Hermanus
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Re: Training on Skills Programmes

In order for our Accredited Skills Development Providers (SDP) to offer training, they must have programme approval against either a full qualification or a skills programme, see the extract from our Accreditation Policy below:

7.16. To allow for future progressions and completion of a full qualification, the HWSETA shall only accredit and approve applications for full qualifications and registered skills programmes comprising of a minimum of two and a maximum of ten unit standards from the same qualification;

When applying for the registration of a skills programme the SDP must provide evidence that they have registered Assessors and Moderators to assess and moderate against the unit standards making up the skills programme and that an employer has requested the skills programme because they have identified it as a need for the skills development of their employees, see the extract from our Accreditation Policy below:

7.17. The registration of skills programmes shall respond to the demonstrated sectoral needs and the sector skills plan;

Once the SDP has been informed that the skills programme has been registered against their profile, they can market the skills programme and enrol learners on the programme. However, before training can start, the SDP must submit a Training Implementation Intent Form together with its supporting documents which are a Training Schedule and a Learner List with the Name, Surname, ID No., HWSETA Registration No. (generated when the learners are loaded on the SETA Management System) and their contact details and physical address. When the SDP receives the approved Training Implementation Intent Form back from the HWSETA, then the SDP can start with the training.



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Once the training is completed and assessment and moderation has been done then the SDP will invite the HWSETA to conduct a Verification Visit. Please note that the HWSETA will only conduct a Verification Visit if learners have been trained on all the unit standards making up the skills programme. Should the learner results be endorsed, the HWSETA will issue the SDP with an Endorsement Letter and generate Statement of Results on the SETA Management System, see the extract from our Accreditation Policy below:

17.1. The HWSETA shall issue Statements of Results for:

17.1.1 Learners who have completed full qualifications in addition to the certificates awarded;

17.1.2 Learners who have achieved registered skills programmes;

The Endorsement Letter gives the SDP the authority to print and issue the learners with a Certificate which will be accompanied by the Statement of Results that the SDP printed off the SETA Management System.

I trust that the above information has provided you with the clarity that you were seeking.

Yours sincerely,

Ms. Juanita Möller
Provincial Manager: WC & NC