



TABLE OF CONTENTS

Process for on-site visit..... 3
DOCUMENTATION REQUIRED DURING ON-SITE VISIT 4

ACCREDITATION SITE VISIT GUIDELINE



Created by:	J. le Roux		Date:	February 2009	
Approved on:		Approved by:		Signed:	
Amended:		Amended by:		Signed:	
Amended:		Amended by:		Signed:	
Next review date:			February 2010		



Process for on-site visit

Process	Description of Evidence
1. Introduction	<ul style="list-style-type: none">• Explain the purpose of visit and procedures of the visit• Declaration of understanding and commitment
2. Stage one	Discuss the criteria on the report and identify documents to be sampled
3. Stage two	Verification of all the documents requested
4. Stage three	Discussion of findings and verification report
5. Stage four	Review verification process
5. Closure	Thank all role-players



DOCUMENTATION REQUIRED DURING ON-SITE VISIT


Scope	Criteria	Evidence that will be evaluated and validated by ETQA specialist
Management Systems	The provider has developed, established and implemented quality assurance policies, procedures and plans.	<ul style="list-style-type: none"> ▪ QMS system ▪ <i>Quality Assurance policy and procedures that indicate how the quality of learning provision will be maintained</i> ▪ <i>Internal audit systems</i> ▪ <i>Health and safety policy</i> ▪ <i>Vision and mission statements</i> ▪ <i>Policy and procedures to support the mission</i>
Physical Resources	The provider has sufficient physical resources to offer learning programmes listed on their scope	<ul style="list-style-type: none"> ▪ <i>List of resources</i> ▪ <i>List of training facilities</i> ▪ <i>Descriptions of facilities for learner records</i> ▪ <i>Equipment required for learners to practice skills</i>
Staff Resources	<p>The provider has sufficient staff resources to support the delivery of learning programmes listed on their scope</p> <p>The provider has implemented sufficient QMS systems to manage Practitioners</p>	<ul style="list-style-type: none"> ▪ <i>Number of learners / number of ETD practitioners</i> ▪ <i>Qualification and experience of practitioners</i> ▪ <i>Administration staff</i> ▪ <i>Assessors / moderators</i> ▪ <i>Organogram</i> ▪ <i>Recruitment and selection of staff</i> ▪ <i>Staff contracts</i> ▪ <i>Performance management systems</i> ▪ <i>Code of conduct</i> ▪ <i>Induction of practitioners</i> ▪ <i>Staff development plans</i>

ACCREDITATION SITE VISIT GUIDELINE



Scope	Criteria	Evidence that will be evaluated and validated by ETQA specialist
Learner Support	The provider has sufficient policies and procedures in place to support learners when entering a learning programme until exiting	<ul style="list-style-type: none"> ▪ <i>Learner selection</i> ▪ <i>Entry requirements for learning programmes defined</i> ▪ <i>Learner registration policy and procedures implemented</i> ▪ <i>Learner induction materials</i> ▪ <i>Breakdown of learning materials that learners will receive</i> ▪ <i>Learner contracts</i> ▪ <i>Resources available for learners</i> ▪ <i>Coaching for learners</i> ▪ <i>Disciplinary policies and procedures</i> ▪ <i>Report of learner progression through the learning programme</i> ▪ <i>Feedback for employers where learners are applying skills</i>
Administration systems	The provider has sufficient systems to support all the administration requirements around ETD delivery, assessments and moderation	<ul style="list-style-type: none"> ▪ <i>Database of record keeping system</i> ▪ <i>Types of records</i> ▪ <i>Storage of records</i> ▪ <i>Procedures for keeping records</i> ▪ <i>Access control of records</i>
Record systems	The provider maintains sufficient records of learner personal details as well as assessment results and evidence of learning	<ul style="list-style-type: none"> ▪ <i>Learner files</i> ▪ <i>Portfolio of evidence</i>
Education and training support	The provider has approved learning programmes to transfer knowledge and skills	<ul style="list-style-type: none"> ▪ <i>Programme approval obtained from ETQA</i> ▪ <i>Programme strategy</i> ▪ <i>Training needs analysis</i> ▪ <i>Delivery methods applicable and clearly defined</i> ▪ <i>Training schedules</i> ▪ <i>Progress reports of learning</i> ▪ <i>Facilitators reports</i> ▪ <i>Report from workplace</i> ▪ <i>Facilitators guides</i>

ACCREDITATION SITE VISIT GUIDELINE

Scope	Criteria	Evidence that will be evaluated and validated by ETQA specialist
		

Scope	Criteria	Evidence that will be evaluated and validated by ETQA specialist
Moderation	The provider has implemented fair, valid and sufficient moderation practices to support assessments	<ul style="list-style-type: none"> ▪ <i>Moderation plan</i> ▪ <i>Moderation reports</i> ▪ <i>Qualified moderators</i> ▪ <i>Codes of conduct</i> ▪ <i>Contracts of external moderators</i> ▪ <i>Moderators policy</i>
Assessment	The provider has implemented fair, valid, consistent and sufficient assessment practices that support the assessment decisions made by assessors	<ul style="list-style-type: none"> ▪ <i>Assessment policy</i> ▪ <i>Registered assessors</i> ▪ <i>Assessment strategies</i> ▪ <i>Assessment guides</i> ▪ <i>Assessment instruments</i> ▪ <i>Assessor reports</i> ▪ <i>Assessment review reports</i> ▪ <i>Assessors code of conduct</i> ▪ <i>RPL policy</i> ▪ <i>RPL guides</i> ▪ <i>Appeals procedures and policy</i>