PROGRAMME APPROVAL APPLICATION / EXTENSION OF SCOPE APPLICATION FORM

ALIGNMENT MATRIX TO BE SUBMITTED WITH APPLICATION
### SECTION 1

#### 1. PROVIDER DETAILS

*Please mark with an X where appropriate*

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<tr>
<th>NAME OF PROVIDER</th>
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<td>PROVIDER CLASS</td>
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<tr>
<td>Private</td>
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<tr>
<td>PROVIDER TYPE</td>
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<tr>
<td>Training</td>
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<tr>
<td>TYPE OF APPLICATION</td>
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<tr>
<td>Programme Approval (Secondary providers)</td>
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<tr>
<td>PRIMARY FOCUS ETQA (e.g. LGSETA, ETDPSETA)</td>
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<tr>
<td>SETA CODE (Only if you pay levies to a SETA) (if applicable)</td>
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<tr>
<td>PROVIDER CURRENT ACCREDITATION STATUS</td>
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<tr>
<td>PROVIDER CODE (Only in the case of Programme Approval) (if applicable)</td>
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<tr>
<td>PROVIDER ACCREDITATION PERIOD</td>
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<td>PROVINCE</td>
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<td>CITY</td>
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<td>SUBURB</td>
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<tr>
<td>POSTAL CODE</td>
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<tr>
<td>BUSINESS PREMISES (Proof to be attached)</td>
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<tr>
<td>Location of Business Premises</td>
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<td>Physical Address</td>
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<th>Position in Organisation</th>
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<tr>
<th>Training Premises</th>
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<tbody>
<tr>
<td>Owned</td>
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<tr>
<td>Leased</td>
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<td>Other</td>
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<tr>
<th>Location of Training Premises</th>
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<tbody>
<tr>
<td>Residential Area</td>
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<td>Industrial</td>
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### SECTION 2

#### 2. QUALIFICATION/S OR UNIT STANDARD/S APPLYING FOR

<table>
<thead>
<tr>
<th>TITLE OF UNIT STANDARD(S) OR QUALIFICATION(S)</th>
<th>NLRD NUMBER</th>
<th>NQF LEVEL</th>
<th>FUNDAMENTAL(F) CORE (C) ELECTIVES (E)</th>
<th>NUMBER OF CREDITS</th>
<th>REGISTRATION END DATE</th>
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SECTION 3

3. DECLARATION BY PROVIDER

I ______________________________ (Provider Representative) in my capacity as ________________________________ (Position in the organisation) hereby confirm that all the information provided in this “ Programme Approval / Extension of scope Form” is a true reflection of ________________________________ (Organisation Name) legal and operational standing to meet the core criteria for Accreditation or Programme Approval as stipulated by the LGSETA. I further declare that all the required information and evidence submitted with the application form is original and remains the intellectual property of this organisation. Where copyright and/or intellectual property of another organisation or party has been utilised in the submission of this application, an agreement has been entered with the other party and a copy is or copies are herewith submitted to the LGSETA for record purposes. The ________________________________ (Organisation Name) commits to adhere to all the stipulated requirements for accreditation or programme approval of the LGSETA.

Signature: ___________________________ Date ___________________________
### SECTION 4

#### 4. CHECKLIST

Ensure all the required information below is provided, before submitting the complete file for evaluation and approval

<table>
<thead>
<tr>
<th>Requirements (Please Tick)</th>
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<tbody>
<tr>
<td><strong>Provider Information</strong></td>
</tr>
<tr>
<td>1. Is section 1 fully completed (Provider Information)? (Proof of company registration documents to be attached)</td>
</tr>
<tr>
<td>2. Is the actual submission date to LGSETA completed?</td>
</tr>
<tr>
<td>3. Are Assessor/s and Moderator/s details reflected/application form and supporting documents included?</td>
</tr>
<tr>
<td>4. Are the signed SLAs available and submitted to LGSETA?</td>
</tr>
<tr>
<td>5. Are all learning materials submitted in hard copies? (Facilitator, Learner, Assessment, Moderation and workplace guides) with alignment matrix</td>
</tr>
<tr>
<td><strong>Qualification and/or skills programme/s:</strong></td>
</tr>
<tr>
<td>6. Is the title and ID of skills programmes or qualification applied for completed?</td>
</tr>
<tr>
<td>7. Are Unit Standard ID numbers, titles, NQF and credits for the qualification and skills programme listed/provided?</td>
</tr>
<tr>
<td>8. Are the chosen electives for the qualification listed?</td>
</tr>
<tr>
<td>9. Is the name of the qualification/skills programme listed?</td>
</tr>
<tr>
<td>10. Are the chosen electives listed?</td>
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<tr>
<td>11. Learning programme design and development policy and procedure included</td>
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<tr>
<td>12. Assessment policy and procedure</td>
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<tr>
<td>13. Moderation policy and procedure</td>
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<tr>
<td>14. Learner appeals policy and procedure</td>
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<tr>
<td>15. Recognition of Prior Learning policy and procedure</td>
</tr>
<tr>
<td>16. Certification policy and procedures</td>
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</tbody>
</table>
All providers are required to provide a conducive (suitable) learning environment with suitable and relevant resources for effective delivery of the learning programme/s they seek to be accredited to deliver. The purpose of this exercise is to allow LG Seta ETQA to determine whether the provider has the Capacity to provide functional, appropriate and conducive learning environment.

- Inventory list of Training equipment and furniture
- Adequacy and appropriateness of equipment/resources.
- Functional computers
- Networked
- Customer Care
- Waiting rooms
- Clear reception area
- Tearooms
- Health Compliance
- Adequate bathrooms/toilets
- Cleanliness
- Safety Measures
- First Aid Kit
- Adequate fire extinguishers
- Cables neatly placed.
- Emergency exits.