

ETQA FAQs

No.	Questions	Answers/Yes/No
	Accreditation	
1.	Where do I apply for accreditation?	Provincial Office
2.	Do I apply for any qualification registered at SAQA from LGSETA?	No
3.	How long does accreditation of a SDP take?	8 weeks
4.	Do I use the same application form for my first accreditation application and extension of scope?	No
5.	Do I need training material for accreditation?	Yes
6.	Will the learning material be evaluated?	Yes
7.	Who evaluates the learning material?	External Consultant
8.	How long does it take to evaluate the learning material?	1 month
9.	Do I need to submit the QMS – quality management system (policies) with every accreditation application?	Yes
10.	Do I need ETD practitioners – assessors & moderators for accreditation?	Yes
11.	How many assessors are needed per qualification?	One
12.	How many moderators are needed per qualification?	One
13.	How many facilitators are needed per qualification?	One
14.	Can an assessor be the facilitator at the same time in an application?	Yes
15.	Can an assessor or facilitator be the moderator at the same time in an application?	No
16.	Is it possible to replace the learning material submission with a MoU with an already accredited training provider?	Yes
17.	Do I need to submit an alignment matrix if I am using a MoU for my learning material submission?	Yes

18.	Do I have to be a registered organisation to be accredited?	Yes
19.	Can an NPO/NGO apply for accreditation?	Yes
20.	Do I get a site visit for my first SETA accreditation application?	Yes
21.	Can I use a consultant to facilitate my accreditation application?	Yes
22.	Is it a must that the SDP owner/director be part of the site visit?	Yes
23.	Does a MoU or lease agreement suffice for a training venue?	Yes
24.	Do I get a site visit if I am extending my accreditation from another SETA?	No except for fire qualifications
25.	Do I get another site visit if I am extending my scope within the LGSETA?	No except for fire qualifications
26.	Do I get a full or provisional accreditation if I am a new accredited skills development provider?	Provisional
27.	How long does a provisional accreditation last?	1 year
28.	Do I get full accreditation after training, uploading and learners being endorsed and certified by LGSETA?	Yes
29.	How long is full accreditation?	5 years
30.	Can I be dropped to provisional from full accreditation if I do not train?	No
31.	When do I apply for a monitoring visit for reaccreditation?	3 Months before expiring
32.	Do I need to apply for a monitoring visit for reaccreditation if I am a secondary provider?	No
Learner Training and Certification		
33.	Can I issue attendance certificates to learners after programme completion?	Yes
34.	When training a learnership, will the LGSETA visit for monitoring and evaluation?	Yes
35.	Can I have a JV – joint venture with the accredited SDP if I do not have relevant qualification and conduct training?	Yes
36.	Am I able to register learners on the MIS, upload and certify if I do not have the accreditation but having a JV?	No

37.	Do I register learners on the MIS system when starting an NQF aligned LGSETA programme?	Yes
38.	Can I certify learners before LGSETA come for verification/external moderation?	No
39.	Do I apply for a verification visit when I am ready for external moderation?	Yes
40.	Are learners needed during the verification visit?	No
41.	How do I get the MIS for my organisation?	www.remotenet.co.za
42.	How long does it take to get the SOR – statement of results/certificates	4 weeks
Assessor and Moderator Registration		
43.	Where do I apply for assessor and moderator registration?	Provincial Office
44.	How long does it take to be registered as an assessor/moderator	6 weeks
45.	Do I have to be an SME – subject matter expert to be registered as an assessor?	Yes
46.	Do I need to have formal qualifications to be registered as an assessor against the qualification?	Yes
47.	Do I have to complete the assessor course (115753) before I can register as an assessor?	Yes
48.	Do I have to complete the moderator course (115759) before I can register as a moderator?	Yes
49.	Can I register as a first time assessor and a first time moderator at once?	No
50.	How long do I need to be registered as a LGSETA assessor before I can be registered as a moderator?	2 Years
51.	If I am registered as a moderator with another SETA and have proof thereof, am I be able to apply for LGSETA moderator registration?	Yes
52.	Do I have to resubmit my certified copies of ID and certificates for assessor re-registration?	Yes

53.	Do I have to resubmit my certified copies of ID and certificates for moderator re-registration?	Yes
54.	Do I have to complete the application form again for assessor/moderator re-registration?	Yes
55.	Do I have to attach certified copies of my qualifications again for assessor/moderator re-registration?	Yes
56.	Do I have to attach my ETDP-SETA statement of results again for assessor/moderator re-registration?	Yes
57.	Do I have to submit my SAQA foreign qualification evaluation report for assessor/moderator if I have non-South African qualifications?	Yes
General		
58.	Do I apply for permission to use the LGSETA logo?	Yes
59.	How often does LGSETA review their tools, policies and procedures?	Annually
60.	When does ETQA facilitate provincial capacity building workshops?	Annually- One per province
61.	Where can I find application forms and policies?	lgseta.org.za
62.	Where do I submit additional questions or queries?	etqa@lgseta.org.za