



LGSETA

CREATING GREATER IMPACT

**E-Learning - Application Form for
Accredited Skill Development Providers**

SECTION 1											
1. PROVIDER DETAILS											
Please mark with an X where appropriate											
NAME OF PROVIDER											
PROVIDER CLASS	Private	Public	Mixed (Public & Private)		NGO/CBO	Other					
PROVIDER TYPE	Training	Education & Training		Education	Employer	Development Enterprise NGO					
TYPE OF APPLICATION	<u>Programme Approval</u> (Secondary providers)				<u>Primary providers</u>						
PROVIDER CURRENT ACCREDITATION STATUS	Full Accreditation					Provisional					
LGSETA Accreditation No											
PROVIDER ACCREDITATION PERIOD	Start Date				End Date						
PROVINCE	GP	KZN	FS	L	WC	EC	NC	MP	NW		
CITY											
TOWN											
SUBURB											
POSTAL CODE											
System ownership (Proof to be attached)	In-house developed (Owned)			Proprietary / Off-the-shelf				Other			
Location of Business Premises	Residential Area			Industrial				Other			
Physical Address											
Postal Address											
Telephone											

Cell Phone Number	
E-mail Address	
Contact Person	
Position in Organisation	

SECTION 2

LIST OF QUALIFICATION(S) APPLIED FOR E-LEARNING

(ONLY LIST HERE IF APPLYING FOR FULL QUALIFICATIONS)

TITLE OF LEARNING PROGRAMME/S or QUALIFICATION(S)	NLRD NUMBER	NQF LEVEL	NUMBER OF CREDITS	REGISTRATION END DATE

**UNIT STANDARD(S) APPLIED FOR E-LEARNING
(ONLY LIST HERE IF APPLYING FOR UNIT STANDARDS ONLY)**

TITLE OF UNIT STANDARD(S)	NLRD NUMBER	NQF LEVEL	FUNDAMENTAL(F) CORE (C) ELECTIVES (E)	NUMBER OF CREDITS	REGISTRATION END DATE

SECTION 3

E-LEARNING REQUIREMENTS

Please attach E-Learning Policy that outlines the following procedures:

Required Information		YES	NO
Quality Management System	E-learning facilitation procedures		
	E-learning learner, guidance and support procedures		
	E-assessments procedures (<i>Assessment guide, Re-assessment, Planning of assessment, Pre-Assessment, etc.</i>)		
	Online moderation procedures (<i>Moderation plan, Moderation review, Feedback and Reporting, etc.</i>)		
	Online assessment appeals procedures		
	Quality assurance of learner achievements procedures (<i>certification process</i>)		
	Confidentiality		
	Online special needs access		

SECTION 4

Quality control and reporting (*the system/policy should incorporate the following*)

YES NO

		YES	NO
Online Facilitation	Is the system/policy indicate how attendance register will be documented?		
	Does the system/policy indicate the facilitator role, responsibilities and procedures that will be followed through-out the learning process?		
	Does the facilitator guideline / delivery structure aligned to outcomes and notional hours?		
	Does the learner have access to learning material including assessments?		
	Does the system/policy outline how assessments will be conducted (formative, summative & FISA)?		
	Does appeals and disputes procedure incorporate in the system/policy?		
	Does the system/policy indicate how the facilitator will provide feedback		

	and reporting?		

SECTION 5			
Suppliers, developers and third party validation		YES	NO
5.1	Is the learner login and registration process easily accessible in the e-learning platform?		
5.2	Is the e-learning platform accessible by all learners in all areas?		
5.3	Is there any extent of backup for the system server to avoid system crashing and hacking?		
5.4	Does the system have an interface between learners and assessors?		
5.5	Does the system have an interface between Assessors, Mentors and learners at the workplace (if workplace component is covered through e-learning)?		
5.6	Is the system cater for blended learning?		
5.7	Does the system cover the theoretical component as per qualification rules?		
5.8	Does the system include the practical learning component as per qualification rules?		
5.9	Does the system incorporate the workplace learning as per qualification rules?		
5.10	Does the system maintain the quality of learning and teaching?		
5.11	Is the e-learning mode of delivery aligned with the LGSETA approved learning materials?		
5.12	Are there clear instructions for learners on how to use the platform?		
5.13	Are there clear timeframes for the submission of learner activities?		
5.14	Is the system monitored frequently?		
5.15	Does the system cater for any form of feedback from ETDP to learners?		
5.16	Will the system keep daily activities and records?		
5.17	Will the system avail all learner evidence for future verification?		

SECTION 6

DECLARATION BY SKILLS DEVELOPMENT PROVIDER

I _____ (Provider Representative) in my capacity as _____ (Position in the organisation) hereby confirm that all the information provided in this "E-learning application" is a true reflection of _____ (Organisation Name) legal and operational standing to meet the core criteria for LGSETA endorsement as stipulated in the LGSETA E-learning guidelines. 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.

Signature: _____ Date _____

NB. Please note that only the person in authority within the organisation should check and sign this application form prior to submission.