Checklist to become a SETA Accredited Service Provider

- The following guidelines must be verified with the relevant bodies and parties
- You may only apply for accreditation with one SETA, using one Unit Standard.

This is not the case with the HWSETA [you require two or more Unit Standards]
- Some elements are due to change in the foreseeable future.

**APPLICANT LEGAL ENTITY**

- Obtain CIPC Registration
- Register with SARS for VAT
- Obtain SARS Tax Clearance Certificate
- Obtain BEE Certificate
- Obtain Latest financial statements or accountant’s letter [in the case of new entity]
- Create your SETA QMS and policies
- Create your Business Plan
- Acquire a suitable safe Venue
- Acquire facilitator Equipment

**APPLICANT COMPETENCIES**

- HWSETA, 1 director must have 120+ credits
- Qualify as an ETDP ASSESSOR
- Qualify as an ETDP MODERATOR [optional]

**REGISTRATIONS**

- Register as an ETQA Assessor against U/S or
- Register as an ETQA Moderator against U/S
- Register with QCTO
- Register with DHET [may not apply]

**SELECT COURSES**

- Identify Unit Standards [U/S] you require
- Buy or develop U/S Aligned Learning material
- Submit course material for PAM [optional]
- For HWSETA, cluster 2 or more U/S into a recognised skills programme

**SETA APPLICATION**

- Submit required Unit Standards
- Apply for SETA accreditation

- Receive SETA accreditation
- Submit Extension of Scope with other SETAs

**FUTURE DoL FIRST AID “APPROVAL”**

- Qualify as an ETDP FACILITATOR
- Qualify as a Level 1&3 First Aider
- Minimum of 2 years’ experience for DoL
- Minimum of 3 years’ experience for HWSETA
- Apply for Dept of Labour GSR 3 Approval
- Provide proof of HWSETA accreditation

**POST ACCREDITATION PROCESS**

- Cost course income & expenditure accurately
- Submit quotation to client
- Cost and facilitate accredited U/S course
- Submit facilitation invoice for payment
- Issue attendance certificate [provisional]
- Learner submits PoE to Assessor
- Cost and appoint Assessor to assesses learner’s PoE against required U/S
- Cost and appoint an independent Moderator
- Moderator moderates entire process
- Submit moderation invoice for payment
- Register “competent” learners on NLRD
- Deliver Competent Learner certificates
- Submit Competent Learner invoice for payment
- Archive learner training records
- Submit SOR to client
- Monitor your SETA accreditation expiry date
- Submit income /expenditure to accountant
- Pay tax
- Determine profit / loss

Guidelines compiled by Ken Annandale. Updated on 8-Jun-17. Page 1 of 2