



INTRA-SAFE (Pty) Ltd
CSD MAAA0078916
Box 520, Plumstead,
Equipping Health & Safety trainers with customisable training material

Reg No 2012/139060/07 BEE: Level 4
Not VAT registered 2019 Tax Clearance
Cape Town, South Africa, 7801



South African Institute of
Occupational Safety and Health
Corporate Member

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www.safetytrainingkits.com

APPLICATION FOR SETA/QCTO ACCREDITATION - GUIDELINES

- Other than GSR 3 First Aid, DMR Lifting Machine or CR "competent person" training, DoEaL approval or SETA/QCTO accreditation is **NOT** required by the Occupational Health & Safety Act
- These guidelines must be verified with the relevant bodies
- Apply for accreditation with 1 SETA, using 1 Unit Standard
- QCTO will in future not recognise NQF Unit Standards. Their focus is on part and full qualifications
- Some elements are due to change in the foreseeable future
- **SUMMARY: Present non-credit-bearing, Risk-Specific, Legal Compliance Short-Courses, while applying for Accreditation**
Recommended viewing <https://youtu.be/2rs63DHY3Aw>

PRE-ACCREDITATION

APPLICANT LEGAL ENTITY

- Obtain **CIPC Registration**
- Register with SARS for **VAT** [not compulsory]
- 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 **Venue** "healthy and safe" certificate

APPLICANT COMPETENCIES

- Qualify as an ETDP **Facilitator** [optional]
- Qualify as an ETDP **ASSESSOR** [optional]
- Qualify as an ETDP **MODERATOR** [optional]
- HWSETA - 1 director to have **120+ credits**

REGISTRATIONS

- Register** as ETQA Assessor against U/S and or
- Register** as ETQA Moderator against U/S
- Register** with QCTO [Unclear at this stage]
- Register** with DHET once accredited

SELECT COURSES

- Identify the Unit Standards [U/S] you require
- Buy or develop **U/S Aligned** Learning material
- Select on www.safetytrainingkits.com
- Submit course material for Saioosh CPD Accreditation [optional]
- For HWSETA, cluster 2 or more U/S into a **skills programme/ part qualification**

SETA APPLICATION

- Apply for SETA/QCTO accreditation
- Submit required **Unit Standards**
- Receive SETA/QCTO accreditation
- MoU / Extension of Scope** with other SETAs

DoEaL FIRST AID "APPROVAL" *

- Qualify as an **instructor**
- Acquire instructional **Equipment & Material**
- Qualify as DoEaL Level 1,2 & 3 First Aider
- Minimum of 2 years' experience for DoL
- Apply for **SETA/QCTO** "Accreditation"
- Apply for **Dept of Labour GSR 3** "Approval"
- Submit SETA/QCTO accreditation letter to DoL



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POST ACCREDITATION

Some steps apply to training providers

- Cost course **income & expenditure** accurately
- Submit **quotation** to client
- Ensure learners qualify to attend the course
- Facilitate** accredited U/S course
- Pay the **Facilitator's invoice**
- Issue **Certificate of Attendance** [provisional]
- Learner completes **PoE** [required]
- Learner completes **Notional Hours** [required]
- Collect all the **P's OE** from the learners
- Appoint **Assessor to assess PoE** against U/S
- Submit the **Learner P's OE** to the Assessor
- Receive the **Assessor reports**
- Pay **Assessor's invoice**
- Retrain** all who did not meet the requirements
- Appoint an independent **Moderator**
- Moderator **moderates** entire process
- Pay the **Moderator's invoice**
- Request / Undergo **SETA Course Verification**
- Receive **SOR** from SETA
- Register** "competent" learners on **NLRD**
- Receive "**Competent Learner**" Certificates
- Submit "**Competent Learner**" **invoice**
- Provide proof** for employer SDL Rebates
- Receive **final payment** from employer
- Archive** learner training records
- Monitor your SETA accreditation **expiry date***
- Submit **income /expenditure** to accountant*
- Determine your **profit or loss***
- Pay **tax** if you made a profit*
- Adjust** course costings / quote and repeat
- Offer www.safetytrainingkits.com courses

CUSTOMISEABLE TRAINER'S KITS FROM INTRA

ACTRAC	Occupational Health & Safety Act
CLAIMTRAC	Injuries & Diseases Claims
CONREGS	Construction Regulations 2014
ELECTRAC	Introduction to Electricity
FIRETRAC	Fire Prevention & Protection
HAS ALERT	Health and Safety Awareness
HASREP	Health & Safety Rep & Committee
HAZ-CHEM	Hazardous Chemical Substances
HIRA	Hazard Identification Risk Assessment
INDUCTOR	Induction & Awareness
INVESTRAC	Incident Investigation
NOISETRAC	Noise-Induced Hearing Loss
SUPERTRAC	Supervisory Management Skills
FIRSTRAC	* 1st Aid Level 1
FALLTRAC	Working @ Heights PLUS * Fall Arrest

*NOTE: * Approval and or Accreditation required*



CONCLUSION: *Present non-credit-bearing, Risk-Specific, Legal Compliance Short-Courses, while applying for Accreditation Recommended viewing <https://youtu.be/2rs63DHY3Aw>.*