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 Saiosh 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

Guidelines compiled by Ken Annandale. Updated on 10-Aug-19
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

RISK SPECIFIC?

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