

## merSETA Five-Step Accreditation Process-flow

1. Obtain the necessary accreditation pack from the merSETA website, Regional offices or merSETA ETQA.

These include:

- Application form ETQ-FM-002.
- Accreditation guidelines and criteria ETQ-GL-001.
- merSETA provider self evaluation forms ETQ-TP-001. (primary accreditation)
- Learning Programme self evaluation forms ETQ-TP-010. (programme approval)
- Assessor and moderator registration criteria and guidelines ETQ-GL-002.
- Assessor and moderator application form ETQ-FM-006.
- Assessment and moderation guide ETQ-GL-002.

2. Once a provider is satisfied that it meets the merSETA criteria, the application forms may be submitted to the merSETA Regional Office accompanied by the following:

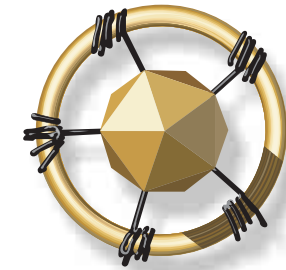
- Application form;
- Completed and signed official accreditation application form;
- Completed and signed self assessment form;
- Completed and certified copies of CVs of trainers, assessors and moderators outlining their qualifications and experience in the area of learning for which accreditation is applied.
- If possible, a hard copy of the quality management system;
- Proof of any other accreditation, approval, registration or recognition by any recognised regulatory body.

- Provider profile, describing relationship with other providers, if applicable; partnerships with industry associations; intended customers; history; staffing; financial status; general modus operandi and focus related to the provision of learning.

3. Once a desk top evaluation has been conducted by the Client Liaison Officer, the documents will either be returned for supplementation/alterations or an appointment will be made with the applicant to conduct capacity building.

4. A merSETA Quality Assuror will conduct a site visit to evaluate the learning quality management systems and to establish whether it satisfies merSETA accreditation criteria.

5. If the provider meets the minimum criteria, then provisional accreditation will be recommended with agreed upon timeframes for meeting full accreditation within 24 months. Should the provider meet all the requirements, then full accreditation will be granted for five years. The provider will then be issued with an accreditation certificate together with a statement of results detailing the scope of coverage. It must be noted that these providers will be monitored and audited yearly during the five year period.



**merSETA**

MANUFACTURING, ENGINEERING  
AND RELATED SERVICES SETA

# Accreditation a PROVIDER'S guide



## merSETA CONTACTS

### ACCREDITATION A PROVIDER'S GUIDE

The success of the National Skills Development Strategy (NSDS) relies heavily on the quality of training provision across the economy. Consequently, the sector education and training authorities (SETAs) are accredited by the South African Qualifications Authority (SAQA) as education and training quality assurance bodies (ETQAs).

As an ETQA, the Manufacturing Engineering and Related Services SETA (merSETA) places high value on effective and efficient vocational education and training.

We are responsible for accrediting training providers who operate within our primary focus areas.

This guide has been put together to introduce providers to the merSETA ETQA accreditation process. More details are available on merSETA website. ([www.merseta.org.za](http://www.merseta.org.za))

### merSETA ETQA ACCREDITATION CRITERIA

The merSETA ETQA will evaluate the following systems:

- Strategic and operational plans;
- The provider's quality management system;

- The provider's ability to obtain, develop; deliver and evaluate learning programmes that culminate in specified standards or qualifications;
- Policies and procedures for learner entry guidance and development;
- Financial procedures and physical resources;
- Administration procedures and the management of documentation and records;
- Policies and procedures for staff selection, appraisal and development;
- Policies and procedures for the management of on-job training;
- Policies and procedures for the management of assessment;
- Policies and procedures for the management of internal auditing and management review;
- Policies and procedures for certification;
- Necessary reporting procedures;
- Appropriate Occupational Health and Safety measures; and
- The ability to achieve the desired outcomes through the implementation of the above.

An appropriate number of assessors must be registered for the unit standards/qualifications against which training will be conducted.

Learning programmes must be approved by the merSETA ETQA.

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