

18 August 2015

Ms. Sonti Nhlapo
Licence Wise Training Specialist
P. O. BOX 219
Kempton Park
1620

Dear Ms. Nhlapo

PROGRAMME APPROVAL – LICENCE WISE TRAINING SPECIALIST

The Mining Qualifications Authority (MQA) is a tripartite statutory body established by the Mine Health and Safety Act of 1996. In April 2000, the MQA was registered by the Minister of Labour as a Sector Education and Training Authority (SETA), in terms of the Skills Development Act of 1998.

The MQA has also been delegated quality assurance functions in terms of section 26l (2) of the Skill Development Amendment Act (SDA) 37 of 2008 and the Quality Council for Trades and Occupation (QCTO) delegation policy of 11 June 2011.

The MQA through its delegated Quality Assurance functions must *ensure inter alia* that the Mining and Mineral sector has accredited providers that will maintain the quality of standard, qualifications and learning provision.

The MQA ETQA hereby confirms that **Licence Wise Training Specialist** has been approved.

The scope of the audit included the provision of:

- **Surface Excavation Skills Programme:**
 - Skills Programme: Operate Mobile Machinery for Surface Excavation [MQA/SP/0148/13]
- **Trackless Mobile Machine Operations-Underground Skills Programme:**
 - Skills Programme: Trackless Mobile Machine Operations-Underground [MQA/SP/0068/08]

The programme approval status of **Licence Wise Training Specialist** will be valid for a period of 1 year, ending 18 August 2016. The programme approval number for **Licence Wise Training Specialist** is:

16/MQA/0584/PA/180815

Please **NOTE** that it will be expected of your organisation to request scope and site extension should you wish to conduct training on newly registered Qualifications or Skills Programmes. The MQA will regard any provision of training of MQA programme which is outside your organisation scope of provision as a breach of programme approval requirement.

The MQA congratulates the organisation for having achieved Programme approval status. The Quality Assurance Sub-Committee of the MQA will conduct monitoring activities before the end of the accreditation period.

Regards



Sam Seepei
CHIEF EXECUTIVE OFFICER

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NEW PROGRAMME APPROVAL

AUDIT REPORT

FOR

LICENCE WISE TRAINING SPECIALISTS

AUDIT DATE:
30 July 2015

OVERVIEW:

Licence Wise Training Specialists is accredited with its primary SETA being TETA until 28 September 2017. At the time of the audit, they were also programme approved by CETA. Based on the four pillars of accreditation principles as stated in the quality assurance policy, and the eleven criteria referred to in the quality assurance guidelines for accreditation, the outcome of the programme approval audit is as follows:

4 PILLARS OF ACCREDITATION

PILLAR 1: The implementation of a quality management system

- ☐ *Licence Wise Training Specialists* document control system in place.

PILLAR 2: The existence of learning delivery system, which will meet the outcomes and the registration of ETD Practitioners if required

Licence Wise Training Specialists learning delivery system meets the specific outcomes of the requested scopes. They also have facilitators and all have technical experience in the scope seeking approval.

PILLAR 3: The registration of assessors and management of assessments systems appeal processes and reporting processes

- ☐ The sub-committee audited the assessment system, appeals and reporting process and were satisfied as it met all the requirements. *Licence Wise Training Specialists* has sufficient assessors registered with the MQA for the scopes seeking approval.

PILLAR 4: To establish an internal moderation system to compliment the assessment processes

- ☐ The committee audited the Internal Moderation System as per the criteria and found that *Licence Wise Training Specialists* has sufficient moderators registered with the MQA.

ELEVEN CRITERIA

CRITERIA 1: The ETQA regulations stipulate that the body applying for accreditation must be registered as a provider in terms of the applicable legislation at the time of application for accreditation.

- ☐ *Licence Wise Training Specialists* is registered as a legal entity and is approved by DHET

CRITERIA 2: ETQA regulations stipulate that the body must have a recognised quality management system (ISO 9001:2008) for accreditation. For Accreditation, the provider must comply with the criteria as set out by the SETA ETQA that it received accreditation from.

- ☐ *Licence Wise* has a quality management system in place, though they not ISO certified

CRITERIA 3: The ETQA regulations stipulate that the body must have the ability to achieve the desired outcomes, using available resources and procedures considered by the ETQA to be needed to develop, deliver and evaluate learning programmes which culminate in specified registered standards or qualifications.

- ☐ *Licence Wise Training Specialists* does have training material which meets the MQA requirements. They only have learning material that addressed scopes requested, developed through their internal processes

CRITERIA 4: The ETQA regulations stipulate that the body must have the necessary financial administrative and physical resources.

- ☐ *Licence Wise Training Specialists* has necessary administrative and physical resources and also financially viable.

QUALITY ASSURANCE AUDIT REPORT FOR A NEW TRAINING PROVIDER

COMPANY NAME: Licence Wise Training Specialists

DATE OF AUDIT: 30 July 2015

AUDIT TEAM: Quality Assurance Sub Committee

MQA officials

Manini Mbele

Technical Experts

Alfred Masete

Observer

None

SITE/S: Boksburg

SCOPE OF TRAINING APPLIED FOR:

- Operate Mobile Machinery for Surface Excavations [MQA/SP/0148/13]
- Trackless Mobile Machinery for Underground Excavations [MQA/SP/0068/08]

QUALITY ASSURANCE SUB-COMMITTEE RECOMMENDATION:

Licence Wise Training Specialists recommended for Programme Approval for a period of 1 year effective from 18 August 2015 to 18 August 2016. The Audit team was satisfied that the training provider's application has met the MQA's requirement and they will be able to deliver quality training.

ETQA COMMITTEE APPROVAL:

Programme Approval Status granted to *Licence Wise Training Specialists* by the ETQA Committee on the 18 August 2015 for a period of 1 year.

CRITERIA 5: The ETQA regulations stipulate that the body must have the policies and practices for staff selection, appraisal and development

- ☐ *Licence Wise Training Specialists* has the required policies, processes, procedures, records and systems in place so as to ensure that the requirements regarding staff selection, appraisal, and development are met.

CRITERIA 6: The ETQA regulations stipulate that the body must have the policies and practices for learner entry, guidance and support systems

- ☐ *Licence Wise Training Specialists* has the necessary policies, processes, procedures, records and systems in place so as to ensure compliance with learner entry, guidance and support systems.

CRITERIA 7: The ETQA regulations stipulate that the body must have policies and practices for the management of off-site practical or work-site components

- ☐ *Licence Wise Training Specialists* has the necessary policies, processes, procedures, records and systems in place regarding the management of work-site component which meet the MQA's requirements.

CRITERIA 8: The ETQA regulations stipulate that the body must have the policies and practices for the management of assessment which include appeals systems.

- ☐ *Licence Wise Training Specialists* does meet the requirements regarding the management of outcome based Assessment and Appeal process.

CRITERIA 9: The ETQA regulations stipulate that the body must have the necessary reporting procedures.

- ☐ *The provider* has developed their own internal process to generate reports and all records will be kept at the head office.

CRITERIA 10: The ETQA regulations stipulate that the body must sign a declaration of suitability of a workplace (Provider and/or Employer) for training and/or assessment

- ☐ *Licence Wise Training Specialists* did not have the signed declaration in their records at the time of the audit

CRITERIA 11: The ETQA regulations stipulate that the body may not already been granted accreditation by or applied for accreditation to another ETQA

- ☐ *Licence Wise Training Specialists* has signed the declaration stating that they have primary accreditation with TETA and have applied for Programme Approval with the MQA.

**FINDINGS OF THE QUALITY ASSURANCE SUB COMMITTEE
(Refer to annexure A)**

OBSERVATIONS

- ☐ There is good management commitment that is shown in training, which was indicated in their presentation
- ☐ The organization has adequate physical resources to be able meet the requirement for the training envisaged to be conducted.
- ☐ At the time of the audit, the institution had signed a Service Level Agreement (SLA) with Hotazel Manganese Mine

MINOR FINDINGS:

None

MAJOR FINDINGS:

None

CONCLUSION:

The audit team recommends that the provider be granted Accreditation status for a period of 1 year.

MANAGEMENT COMMENT

The organisation thanked the audit team for the audit conducted.

Responsible persons: Sonti Nhlapo - ETQA Manager

Chairperson of the Quality Assurance Sub-Committee:

Name: Ms Manini Mbele

Signature: 

Date: 18 August 2015

ETQA Manager :

Name: Mr Robert Mukhari

Signature: 

Date: 18 August 2015