**ANNEXURE A**

Skills Development Provider Code of Conduct

All skills development providers holding PSETA accreditation are expected to adhere to the following code of conduct and general accreditation terms and conditions:

1. Implement and maintain own quality management systems.
2. Observe PSETA Quality Assurance policies that govern all aspects of training provision.
3. Implement training, assessment and moderation systems in line with own recognized policies.
4. Ensure that all ETD Practitioners are qualified and registered (where it is a requirement) for the functions they undertake.
5. Comply with PSETA Quality Assurance system in reference to monitoring and evaluation and quality assurance of learner achievements.
6. Implement training on unit standards and/or qualifications accredited for.
7. Continuously develop own human capital in line with own human resources needs.
8. Provide guidance and support to learners to achieve programmes enrolled for.
9. Seek permission from PSETA before using PSETA logo.
10. Maintain records of learning in a safe and confidential manner.
11. Serve clients, learners and constituent employers with the highest level of quality education, training and development and customer service.
12. Report not only on numbers trained but also on the impact such training has on the individual and the community they serve.
13. Work towards achieving full accreditation prior to the provisional accreditation expiry date.
14. Use only PSETA Quality Assurance accredited training material and tools.
15. Developmental areas (if any) addressed within reasonable agreed time; and
16. Recognize the rights and dignities of each learner and to honor learner agreements.

Failure by a Skills Development Provider to observe the code of conduct as outlined above may result in de-accreditation. PSETA will support accredited training providers to ensure that they perform at the required level in order maintain accreditation.

By completing the signature table below, the SDP representative undertakes on behalf of the SDP to adhere to this code of conduct and acknowledges that non-compliance may negatively affect the SDP accreditation status.

|  |  |  |  |
| --- | --- | --- | --- |
| **Representative**  **Name** | **Representative Title (Position)** | **Representative Signature** | **Date of Signing** |
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