

## **SLA Requirements**

1. List of Assessors and Moderators (ETD Practitioners). This must be accompanied by the following documents:
  - 1.1 Each practitioner's registration letter with the PSETA reflecting the same scope that the SDP has accreditation for, and/or
  - 1.2 Valid Service Level Agreement signed by both the practitioner and the SDP (This is compulsory where the practitioners are contracted to the SDP, electronic signatures will not be accepted)
  - 1.3 Where the practitioners are permanent employees of the SDP, copies of appointment letters must be submitted in the company letterhead template.
  - 1.4 Each page of the SLAs should be initialised by both parties (ETD Practitioner and Company director)
  - 1.5 The signed SLA should reflect the same scope of the ETD Practitioners as per the application of the SDP. (The SLA should reflect the full title of the qualification or part qualification, SAQA ID code, NQF Level and credits).
  - 1.6 The duties or responsibilities of the ETD Practitioner should be clearly stipulated in a point form.
  - 1.7 The SLA should reflect the length of the contract or period, e.g. start date and end date (SLAs with no specific contract length will not be accepted).
  - 1.8 SLA must be dated and signed by all parties involved.