

## **PSETA LEARNING PROGRAMMES IMPLEMENTATION PROCESS GUIDELINES** (PRE-2009 QUALIFICATIONS, PART QUALIFICATIONS AND UNIT STANDARDS)

### **Registration Phase**

1. The stakeholder submits a **Letter of Intent** with the training schedule before commencement of training (for industry-funded projects).
2. The PSETA letter of intent should be fully completed and duly signed by the stakeholder; the template is attached.
3. The Skill Development Provider (SDP), Employer and learner complete the learner agreement/skills programme /Qualification/RPL/Unit Standards forms. This is applicable to all stakeholders (PSETA-funded and/or industry-funded).
4. The learner agreement information must be captured and attached to the PSETA MIS within 30 days of the commencement of training.
5. The stakeholder **MUST** create/capture learners on the PSETA MIS, and the status will indicate pending authorisation.
6. Stakeholder **MUST** ensure the following:
  - a. Learner details are captured correctly as per the learner's Identity Document (ID).
  - b. This means that the names must be in the same order as in the learner ID and **MUST NOT** be in **CAPITAL LETTERS** except for the first letters of the name.
  - c. If the learner profile already exists, the learner information must be checked and updated according to the recently submitted documents.
  - d. ID number **MUST** be captured correctly as per the ID copy attached.
  - e. Learners **MUST** be linked to the correct learning programme as per the learning programmes agreement or form.
  - f. Where learners are linked to a learnership or qualification, the stakeholder must ensure that the correct learnership or qualification code is selected.
7. The stakeholder must ensure that learner documents are attached on the system as per the programme requirements (please refer to the checklist attached and/or on the system per programme).

8. Additionally, the stakeholder must ensure that the following documents meet the requirements:
  - Clear and legible certified copy of learner ID (not older than six months).
  - Clear and legible certified copies of relevant qualifications (Stakeholder to ensure that the learner meets the entry requirement).
9. Once the learner documents have been validated and registration has been authorised by LP, the status will change to **“Registered”**
10. The information captured on the PSETA portal will be automatically sent to the following email:
  - [Learningprogrammes@pseta.org.za](mailto:Learningprogrammes@pseta.org.za)
11. The learner record will be rejected by the PSETA if there is outstanding information or gaps identified during the validation process. The rejection communication will be sent by the system to the email address of the SDP that was captured during the accreditation process.
12. The reason for rejecting the learner record will be outlined in the email. Therefore, the stakeholder will be required to go back to the portal to correct and update accordingly.
13. The unique registration number of the learner will be auto populated by the SETA Management System (SMS). Additionally, the system will send an email confirming registration to the learner.
14. Upon request by the stakeholder, the PSETA LP Official will draw a report of registered learners.
15. The stakeholder checks the above report to ensure that:
  - All learners have been registered as per the provided list of learners.
  - All the learner's details are correct as per the learner's ID.
  - All learners are linked to the correct learning programme.

## Provisioning Phase

1. The SDP and/or the employer conducts induction in conjunction with the PSETA for the learners. The PSETA is involved with the induction where the project is PSETA-funded.
2. For industry-funded projects, the PSETA attends the induction upon request from the stakeholder and receives a written request at least 2 weeks in advance, directed to the PSETA Learning Programmes Specialist.
3. Learners attend the training as per the schedule and requirements of the learning programme.
4. Learners are assessed as per the SDP's assessment policy.
5. The assessor compiles a consolidated assessment report for the group and submits it to the internal moderator.
6. Learner assessments are moderated internally as per the SDP's moderation policy.
7. The moderator compiles a consolidated moderation report.
8. The SDP uploads learner assessments onto the PSETA MIS.

## Learner Exit Phase

1. The SDP captures the external moderation request on the PSETA MIS and upload the required documents i.e. assessor and moderator reports, learner list as per Section E of the external moderation report.
2. PSETA QA will evaluate the request and give feedback to the SDP about the approval or rejection of the request.
3. If the request is approved, PSETA QA schedules the external moderation visit.
4. Once the external moderation report has been approved and learners endorsed, the learner's status changes to **"Achieved"**.
5. The LP Department makes ID copies available to QA department
6. Certificates for qualification and or learnership are printed and prepared for approval by the QA Manager and the PSETA CEO.

7. For skills programmes and unit standards, SDP will print the Statements of Results after the learners have been endorsed.
8. Qualification transcripts and certificates will be issued once approved by the PSETA CEO.
9. PSETA QA makes copies of signed certificates for record keeping. Copies are also made available to the LP Department.
10. Certificates are collected by the SDP to be distributed to learners. The SDP must sign for the certificates.
11. The learners collect their certificates from the SDP and sign the certificate register.