**INSETA VERIFICATION APPLICATION**

Email to [**verifications@inseta.org.za**](mailto:verifications@inseta.org.za)

**SECTION 1: SKILL DEVELOPMENT PROVIDER (SDP) DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Request** | | | |  | | | | | | |
| **Skills Development Provider Name** | | | |  | | | | | | |
| **Physical Address**  **(Please note Verifications must take place on the site of the SDP)** | |  | | | | | | | | |
|  | | | | | | | | |
| **City:** | | | | | | **Postal Code** | |  |
| **SDP QA Supervisor Name** | |  | | | | | | | | |
| **Contact Person Name** | |  | | | | | | | | |
| **Telephone** |  | **Cell** |  | | **E-Mail** | |  | | | |
| **Primary Accrediting ETQA** | | |  | | | | | | | |
| **INSETA Accreditation Number** | | |  | | | | | | | |
| **INSETA Accreditation End Date** | | |  | | | | | | | |
| **INSETA Accredited Learning Programme/Qualification Scope** | | | **ID** | | | **ID** | | | **ID** | |
| **ID** | | | **ID** | | | **ID** | |

**DECLARATION:**

As the representative of the above Skills Development Provider, I declare that all learners reflected on this application are enrolled, accurately and in full, on the INSETA Learner Records Database (Indicium). Further, I acknowledge and accept that should this not be the case with any one or more learners, this Verification Application will be declined by the INSETA ETQA Certification Unit.

**First Name, Surname:**

**Signature: Date:**

**DEPARTMENT OF HIGHER EDUCATION REGISTRATION STATUS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **In Process** | **Yes** |  | **No** |  | **Registration Granted** | **Yes** |  | **No** |  |

**DETAILS OF SECURE PARKING FOR THE VERIFIER**

|  |  |
| --- | --- |
|  | |
| **Specify amount if payment is required for parking** |  |

**SECTION 2: LEARNERSHIPS**

**LEARNERSHIP ENROLMENT DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Learnership Title & NQF Level** | |  | | | |
| **Learnership DHET Code** | |  | | | |
| **SAQA Qualification ID** | |  | | | |
| **Learnership: Total Number of Credits** | |  | | | |
| **INSETA LGA Number** | |  | | | |
| **Employer Name** | |  | | | |
| **Funding: (Circle)** INSETA Funded / Other SETA Funded / Employer Funded / Learner Funded | | | | | |
| **(A)Total Number of Enrolled Learners against the INSETA LGA Number** | | | | |  |
| **(A1)Total Number of Assessed Learners** | |  | **(A2) Total Number of Terminations** | |  |
| *(A1.1)Total Number of Fully Competent Learners (Theory + Logbook)* | |  | *(A1.2) Total Number of Competent Learners (Theory only, no Logbook)* | |  |
| *(A1.3) Total Number of Learners competent for some (but not all) credits / unit standards towards the Learnership* | |  | *(A1.4) Total Number of Learners who achieved zero credits* | |  |
| **Total Number of Learners Moderated** | |  | **Number Moderated as a Percentage of Number Assessed** | | % |
| **TERMINATED LEARNERS (Add rows as required).** | | | | | |
| **Number of Terminations (A2 above)** | | |  | | |
| **#** | **Surname, First Name/s**  **(Strict alphabetical order by Surname)** | | **ID Number** | **Learning Programme (SAQA Qualification) ID** | |
| 1. |  | |  |  | |
| 2. |  | |  |  | |
| 3. |  | |  |  | |
| 4. |  | |  |  | |
| 5. |  | |  |  | |
| 6. |  | |  |  | |
| 7. |  | |  |  | |
| 8. |  | |  |  | |

**LEARNERSHIP ENROLMENT DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Learnership Title & NQF Level** | |  | | | |
| **Learnership DHET Code** | |  | | | |
| **SAQA Qualification ID** | |  | | | |
| **Learnership: Total Number of Credits** | |  | | | |
| **INSETA LGA Number** | |  | | | |
| **Employer Name** | |  | | | |
| **Funding: (Circle)** INSETA Funded / Other SETA Funded / Employer Funded / Learner Funded | | | | | |
| **(A)Total Number of Enrolled Learners against the INSETA LGA Number** | | | | |  |
| **(A1)Total Number of Assessed Learners** | |  | **(A2) Total Number of Terminations** | |  |
| *(A1.1)Total Number of Fully Competent Learners (Theory + Logbook)* | |  | *(A1.2) Total Number of Competent Learners (Theory only, no Logbook)* | |  |
| *(A1.3) Total Number of Learners competent for some (but not all) credits / unit standards towards the Learnership* | |  | *(A1.4) Total Number of Learners who achieved zero credits* | |  |
| **Total Number of Learners Moderated** | |  | **Number Moderated as a Percentage of Number Assessed** | | % |
| **TERMINATED LEARNERS (Add rows as required).** | | | | | |
| **Number of Terminations (A2 above)** | | |  | | |
| **#** | **Surname, First Name/s**  **(Strict alphabetical order by Surname)** | | **ID Number** | **Learning Programme (SAQA Qualification) ID** | |
| 1. |  | |  |  | |
| 2. |  | |  |  | |
| 3. |  | |  |  | |
| 4. |  | |  |  | |
| 5. |  | |  |  | |
| 6. |  | |  |  | |
| 7. |  | |  |  | |
| 8. |  | |  |  | |

**SECTION 3: SKILLS PROGRAMME (Part Qualification)**

**SKILLS PROGRAMME ENROLMENT DETAILS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Skills Programme Title & NQF Level** | |  | | | | |
| **Skills Programme ID Code** | |  | | | | |
| **Skills Programme: Number of Credits** | |  | | | | |
| **SAQA Qualification ID** | |  | | | | |
| **Employer Name** | |  | | | | |
| **Funding: (Circle)** INSETA Funded / Other SETA Funded / Employer Funded / Learner Funded | | | | | | |
| **(A)Total Number of Enrolled Learners** | | | | | |  |
| **(A1)Total Number of Assessed Learners** | |  | **(A2) Total Number of Terminations** | | |  |
| *(A1.1)Total Number of Learners Competent for all credits/unit standards for which they were enrolled* | |  | *(A1.2) Total Number of Learners Competent for some (but not all) credits/ unit standards for which they were enrolled* | | |  |
| *(A1.3) Total Number of Learners who achieved zero credits* | |  | **Total Number of Learners Moderated** | | |  |
| **Number Moderated as a Percentage of Number Assessed** | | % |  | | | |
| **TERMINATED LEARNERS (Add rows as required).** | | | | | | |
| **Number of Terminations (A2 above)** | | | |  | | |
| **#** | **Surname, First Name/s (Credits achieved for this Skills Programme)**  **(Strict alphabetical order by Surname)** | | | **ID Number** | **Skills Programme ID Code** | |
| 1. |  | | |  |  | |
| 2. |  | | |  |  | |
| 3. |  | | |  |  | |
| 4. |  | | |  |  | |
| 5. |  | | |  |  | |
| 6. |  | | |  |  | |
| 7. |  | | |  |  | |
| 8. |  | | |  |  | |

**SKILLS PROGRAMME ENROLMENT DETAILS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Skills Programme Title & NQF Level** | |  | | | | |
| **Skills Programme ID Code** | |  | | | | |
| **Skills Programme: Number of Credits** | |  | | | | |
| **SAQA Qualification ID** | |  | | | | |
| **Employer Name** | |  | | | | |
| **Funding: (Circle)** INSETA Funded / Other SETA Funded / Employer Funded / Learner Funded | | | | | | |
| **(A)Total Number of Enrolled Learners** | | | | | |  |
| **(A1)Total Number of Assessed Learners** | |  | **(A2) Total Number of Terminations** | | |  |
| *(A1.1)Total Number of Learners Competent for all credits/unit standards for which they were enrolled* | |  | *(A1.2) Total Number of Learners Competent for some (but not all) credits/ unit standards for which they were enrolled* | | |  |
| *(A1.3) Total Number of Learners who achieved zero credits* | |  | **Total Number of Learners Moderated** | | |  |
| **Number Moderated as a Percentage of Number Assessed** | | % |  | | | |
| **TERMINATED LEARNERS (Add rows as required).** | | | | | | |
| **Number of Terminations (A2 above)** | | | |  | | |
| **#** | **Surname, First Name/s (Credits achieved for this Skills Programme)**  **(Strict alphabetical order by Surname)** | | | **ID Number** | **Skills Programme ID Code** | |
| 1. |  | | |  |  | |
| 2. |  | | |  |  | |
| 3. |  | | |  |  | |
| 4. |  | | |  |  | |
| 5. |  | | |  |  | |
| 6. |  | | |  |  | |
| 7. |  | | |  |  | |
| 8. |  | | |  |  | |

**SKILLS PROGRAMME ENROLMENT DETAILS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Skills Programme Title & NQF Level** | |  | | | | |
| **Skills Programme ID Code** | |  | | | | |
| **Skills Programme: Number of Credits** | |  | | | | |
| **SAQA Qualification ID** | |  | | | | |
| **Employer Name** | |  | | | | |
| **Funding: (Circle)** INSETA Funded / Other SETA Funded / Employer Funded | | | | | | |
| **(A)Total Number of Enrolled Learners** | | | | | |  |
| **(A1)Total Number of Assessed Learners** | |  | **(A2) Total Number of Terminations** | | |  |
| *(A1.1)Total Number of Learners Competent for all credits/unit standards for which they were enrolled* | |  | *(A1.2) Total Number of Learners Competent for some (but not all) credits/ unit standards for which they were enrolled* | | |  |
| *(A1.3) Total Number of Learners who achieved zero credits* | |  | **Total Number of Learners Moderated** | | |  |
| **Number Moderated as a Percentage of Number Assessed** | | % |  | | | |
| **TERMINATED LEARNERS (Add rows as required).** | | | | | | |
| **Number of Terminations (A2 above)** | | | |  | | |
| **#** | **Surname, First Name/s (Credits achieved for this Skills Programme)**  **(Strict alphabetical order by Surname)** | | | **ID Number** | **Skills Programme ID Code** | |
| 1. |  | | |  |  | |
| 2. |  | | |  |  | |
| 3. |  | | |  |  | |
| 4. |  | | |  |  | |
| 5. |  | | |  |  | |
| 6. |  | | |  |  | |
| 7. |  | | |  |  | |
| 8. |  | | |  |  | |

**SECTION 4: CREDIT TRANSFER DETAILS**

|  |  |
| --- | --- |
|  | **Number of Learners Being Presented** |
| **South African Grade 12/National Snr Certificate/Old Gr 10 (Matric)** |  |
| **Unit Standards Previously Achieved with other SETAs (not INSETA)** |  |
| **Foreign/Non-SA qualifications (Verified by SAQA)** |  |

**SECTION 5: UNIT STANDARD EQUIVALENCY DETAILS (MAPPING)**

|  |  |
| --- | --- |
| **Number of Learners** |  |

**SECTION 6: ASSESSOR AND MODERATOR DETAILS**

1. **Assessor Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessor Name & Surname** | | **Registration No. (INSETA)** | **Registration End Date** | **Scope**  **(Qualification ID)** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |
| **5.** |  |  |  |  |

1. **Moderator Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Moderator Name & Surname** | | **Registration No. (INSETA)** | **Registration End Date** | **Scope**  **(Qualification ID)** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |

**IMPORTANT INFORMATION**

1. In order to be considered for a Verification Booking, the Skills Development Provider (SDP) must submit the complete and accurate:
   1. Verification Application
   2. Learner List(s) per learning programme, per employer, and downloaded from the INSETA Indicium system.
   3. NLRD Upload Forms for each of the Learnerships and/or Skills Programmes in the Verification Application
   4. Credit Transfer: NLRD Summary of Applications (if applicable)
   5. Assessor/Moderation Reports

These documents must be uploaded by the SDP to a Dropbox that will be created on acceptance of the ‘Provisional’ Booking Date two weeks prior to the date of the Verification Visit

Should these documents not be submitted within the two week timeframe, the SDP’s Verification will be automatically cancelled and the SDP will be required to re-submit the Verification Application requesting a new Booking Date.

1. The Moderator(s) must be available or contactable during the day of the Verification.
2. If the SDP wishes to cancel a Verification, INSETA must be notified in writing **15 days prior** to the scheduled date
3. Should the SDP cancel less than15 days prior to the scheduled date, the Verification may be converted into a **Monitoring or Evaluation visit**.
4. All learners included in the Verification Application and on the NLRD Upload Forms must already have been enrolled on the INSETA Learner Records Database (Indicium). INSETA reminds SDPs that learners must be enrolled on Indicium within 6 days of the learner commencing his/her studies. Learners who are not enrolled accurately and in full on Indicium will not be verified. (Also refer to the **DECLARATION** on page 1 of the Verification Application).