

Assessment Centre Accreditation - Application Form/Monitoring Checklist

Name of Organisation	
Company Registration Number	
Valid Tax Registration Number	
Contact Person	
Telephone Contact	
Email Address	
Signature of Contact Person	

QCTO Registration Number: <i>(if currently registered)</i>	
Previous Experience as an Assessment Venue.	
Physical Address of Assessment Centre	
Province & Municipal Area	
Signature of Authorised Person (CEO/Principal/Director)	

Supporting Attachments:

- ✓ Company registration certificate
- ✓ Tax compliance certificate
- ✓ Proof of health & safety compliance
- ✓ Copy of organisation's assessment policy
- ✓ Signed appointment/nominated letter of assessment centre manager
- ✓ Assessment venue sitting plan/structure/design
- ✓ Any other relevant evidence

NOTE: Do not complete (shaded) area

No.	Type of Evidence Requested	Assessment Centre Applicant: Provide/Attach Evidence or Comment	Inseta Official: Monitoring Comments	Inseta: Rating
1. Assessment Policies & Guidelines - Quality Management				
1.1	The organisation has an assessment policy with procedures and review mechanisms. <i>(insert copy)</i>			
1.2	The organisation has provided its vision, mission, objectives and scope of their core business. <i>(insert proof)</i>			
Average Rating (Inseta)				
2. Assessment Centre Health and Safety Management				
2.1	The identified assessment centre facility meets the relevant health and safety statutory regulations. <i>(insert copy of OHS certificate)</i>			
2.2	Planned emergency procedures have been implemented and are visibly displayed.			

2.3	An up-to-date list of nominated and trained safety representative(s) has been presented. <i>(Insert list)</i>			
Average Rating (Inseta)				
3. Assessment Centre Infrastructure				
3.1	The assessment centre has a suitable storage facility to maintain a lockable area (safe) to keep question papers before and after assessments during an assessment cycle.			
3.2	The physical assessment venue is appropriate, suitable and sufficient for the purposes of handling and hosting assessments.			
3.3	There is a schedule (booking system) used to reserve a venue and this has been implemented.			
3.4	Adequate venue ventilation, access and ablution facilities are available.			
3.5	There are clear direction signs or a system in place to direct learners to assessment venue.			
3.6	The centre is reachable via telephone or email etc system that will enable efficient contact with the centre. <i>(supply valid contact details including cell number)</i>			
Average Rating (Inseta)				

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CEO: S. Dunn

4. Appointment of Assessment Centre Personnel				
4.1	The organisation has appointed or nominated a competent assessment centre manager. <i>(insert proof)</i>			
4.2	Related to above, a clear and comprehensive job descriptions and service contracts have been signed by all parties. <i>(insert copy)</i>			
4.3	The organisation has facilities to host an external invigilator training / briefing session before the start of every assessment invigilation session.			
4.4	The organization has established Assessment Centre Irregularities Committee that will handle assessment irregularities. <i>(insert list)</i>			
Average Rating (Inseta)				
Assessment Centre Administration				
5.1	The organisation can maintain a document management system or administration system to keep files with records of assessment history, evidence of training of invigilators available and up to date.			
5.2	The assessment centre has a system in place to restrict movement of unauthorised people into the			

Application Considered:

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	assessment venue during scheduled assessments.			
5.3	<p>The organisation has a clear process and procedure as well as resources for:</p> <ul style="list-style-type: none"> Receiving and storing assessments before examination dates. Distribution of examination scripts after completion of assessments. Verifying learners on the day of writing assessments before they enter the assessment venue. The organisation can host assessments in line with the aims and outcomes of the learning programmes, standards and qualifications. 			

Average Rating (Inseta)

INSETA QUALIFICATION	CODE	TICK	INSETA QUALIFICATION	CODE	TICK
Insurance Agent: (S/T) Retail Insurance Representative NQF 4	PQ01		Financial Services: S/T Administrator NQF 4		
Insurance Agent: (S/T) Commercial Lines Representative NQF 5	PQ02		Financial Services: L/T Administrator NQF 4		
Insurance Agent: (S/T) Personal Lines Representative NQF 4	PQ03		Financial Services: Invest. Products Admin NQF 4		
Insurance Agent: Short Term Insurance Advisor NQF 6	PQ04		Financial Services: Insurance Protégé NQF 4		
Insurance Agent: (L/T) Insurance Representative NQF 4	PQ01		Risk Management: Insurance Underwriter NQF 5		
Insurance Agent: (L/T) Health Care Benefits Ins. Sales NQF 4	PQ02				

Completed by Inseta:

GENERAL VERIFICATION RATING

Board Members: M.V. Mokgobinyane (Chairperson), G. Conradie (Labour), A. D'Alton (Business), M. Machai (Business), B. McKay (Labour), A. Khoza (Business), W. Hiller van Rensburg (Business), J. Ramsunder (Business), L. Hollis (Labour), V. Pearson (Business), S. Rangasamy (Labour), R. Motlhabane (Labour), M. Soobramoney (Labour), I. Ramputa (Community Organisation), P. Govender (Professional Bodies)

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1 – No evidence 2 – Some evidence 3 – Evidence but requires more work 4 – Sufficient evidence 5 – Good practices		
Description	Rating	Overall Rating Motivation
Assessment Policy		
Health & Safety Compliance		
Availability of Infrastructure		
Availability of Centre Personnel		
Administration		

INSETA FINAL DECISION		
Item Description	Yes/No	COMMENTS ON FINDINGS
Does packaging of the application pack meet standard required to be assessed by Inseta.		
Did the applicant provide relevant attachments or comments to support application?		
Has a site visit to the applicant's premises been arranged to conduct an on-site application assessment?		
Can an accreditation motivation be referred to QCTO for an accreditation award?		

Inseta AQP Recommendation Notes to QCTO:

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Approval:

Stanley Matende	Date:	QUALIFICATION(S) RECOMMENDED
ETQA Monitoring Specialist		

Tumi Peele	Date:	QUALIFICATION(S) RECOMMENDED
Manager - ETQA		

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