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SDP COMPLIANCE WORKSHOP

Welcome & Introduction

- Welcome to all our INSETA accredited training providers.
- Over the last year, we have experienced delays in the quality assurance process and the ETQA would like to partner with our SDPs to mitigate these delays.
- The purpose of the workshop is to highlight compliance issues that cause delays in the certification process which ultimately lead to learner concerns as well as frustration on the part of employers.

Weekly Activities for staff

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Presentation Overview

- Welcome and Introduction

- Verification

- Uploading of data on the INSETA MIS

- Quality Assurance

- Certification

- Indicium Training

- Q & A

OVERVIEW

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Verification

Documents that SDPs MUST PROVIDE before verification takes place:

- Completed verification request form
- Signed NLRD
- Signed assessor and moderator reports
- List of learners downloaded from the indicium system in Excel

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Verification

- SDPs are required to be adequately prepared for verification in line with their contracts with employers.
- NLRDs must contain the correct learner names, ID numbers and unit standards.
- Assessors and moderators used by SDPs must have the correct scope to assess/moderate the relevant unit standards.
- Assessor registration may not be expired.

Verification

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Verification

- Summative assessment packs should contain details of the assessor including name, surname, registration number and assessment date.

- Assessors must indicate the grand total, percentage and indicate the competency of the learner in the formative assessment marking grid.

- 25% of the learners assessed MUST be moderated.

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Verification

- SDPs have a maximum of 21 days after the completion of verification to upload all learner assessment onto the INSETA system - INDICIUM.
- Verification reports are accessed on INDICIUM.
- In the case of an SDP not getting access to the verification report, please email Mirandam@inseta.org.za
- Should you require training on preparation for verification, kindly send an email to OumaN@inseta.org.za

Uploading of data on MIS & Quality Assurance

- Data uploaded onto the MIS needs to be compliant.
- Examples of non – compliant data:
1. Incorrect spelling of names, incorrect ID numbers and incorrect dates of commencement and completion.
2. Failing to indicate last high school attended
3. Failing to upload learner ID copies
4. Failure to indicate that the learner agrees to share information with INSETA stakeholders as per the POPI act.
5. Incorrect unit standards uploaded

Quality Assurance

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Certification

- Certificates must be collected by the training provider to be distributed to the learner or the employer.
- Learners should not be approaching INSETA directly for certificates unless the provider is no longer in existence.
- SDPs are required to communicate with learners regarding their certification and those who approach INSETA will be redirected to their providers.

Certification

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Certification

- Once learners are achieved, the SDP is required to provide the learner with the SOR.
- The employer/the learning division should be provided with SORs in the case of a funded program.
- Any certification requests/reprints/queries may be directed to Mirandam@inseta.org.za
- Errors in data upload will result in errors on the certificate and the SOR

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INDICIUM Training

- Date TBA
- Venue: MS Teams
- We encourage all system users to attend to ensure compliance of data uploads
- Training will include system navigation, downloading of verification reports and learner reports and SORs.
- Training will demonstrate how to upload learner data.

INDICIUM Training

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END OF THE PRESENTATION

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