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SKILLS DEVELOPMENT PROVIDER: SELF-AUDIT CHECKLIST & EVALUATION OF RPL TOOLKIT

1. SKILLS DEVELOPMENT PROVIDER INFORMATION				
NAME OF SDP				
ADDRESS OF SDP				
CONTACT NUMBER OF SDP				
QCTO ACCREDITATION NUMBER				
CONTACT PERSON:				
TITLE OF QUALIFICATION				
SAQA ID:		CREDITS:		NQF LEVEL:
REGISTRATION START DATE:		REGISTRATION END DATE:		
LAST DATE FOR ENROLMENT:		LAST DATE OF ACHIEVEMENT:		
TITLE OF QUALIFICATION				
SAQA ID:		CREDITS:		NQF LEVEL:
REGISTRATION START DATE:		REGISTRATION END DATE:		



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LAST DATE FOR ENROLMENT:		LAST DATE OF ACHIEVEMENT:	
SELF AUDIT CHECKLIST COMPLETED BY SDP:			
Full Name:			
Designation:			
Organisation:		Email address	
Signature:		Date:	



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2. READINESS IN TERMS OF GUIDING PRINCIPLES FOR QUALITY PROVISION

2.1. The guiding principles are stipulated as:

- 2.1.1. Accessible;
- 2.1.2. Transparent;
- 2.1.3. Fair and Respectful;
- 2.1.4. Valid;
- 2.1.5. Reliable / Consistent;
- 2.1.6. Flexible.

2.2. For each of the eight principles for quality provision:

- 2.2.1. Read the questions in the *Questions* column;
- 2.2.2. Check the response column and indicate: *Yes / No / In Process*;
- 2.2.3. Record, in the *Notes / Evidence* column, an example of evidence that proves your status in response to the question or make a note in terms of the question;
- 2.2.4. If a response to a question is truly "not applicable" to you, then write "n/a" under the *No* column and remember to record a reason under the *Notes / Evidence* column.



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3. SELF EVALUATION CRITERION				
3.1. ACCESSIBILITY				
QUESTIONS	YES	NO	IN PROCESS	NOTES / EVIDENCE
Does the process provide detailed information and advice for each step of the RPL process?				
Is information freely available to candidates and also online?				
Does the process include an explanation of:				
• The fees involved (if not SETA funded)?				



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• The timeline involved and timeframes for assessment and any necessary reassessment?				
• Who conducts advising and assessing functions?				
• What assessments are issued to learners?				
• How are assessment results provided?				
Is an online self-assessment available to improve information and access?				



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3.2. ASSESSMENTS				
QUESTIONS	YES	NO	IN PROCESS	NOTES / EVIDENCE
Is the information written in plain language?				
Does the process fully inform applicants of how the assessment process works?				
Does the process provide applicants with details of their results, including learning gaps, differences, and achievements?				
Does the process explain options for unsuccessful candidates?				
Does the process include post-assessment guidance in the form of next steps?				



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3.3. FAIRNESS				
QUESTIONS	YES	NO	IN PROCESS	NOTES / EVIDENCE
Does the process recognise that 'same' treatment is not necessarily 'fair' treatment?				
Is the RPL processes more burdensome than methods used for students already enrolled for occupational qualifications?				
Does the process consider a candidate's unique circumstances?				
Does the process allow for the use of translators for some assessments?				
Are the fees affordable and is there payment options?				
Does the RPL process have an appeals mechanism?				



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Do the processes ensure that candidates have equivalent opportunity to engage?				
Do the processes ensure that barriers are removed?				
Is there more than one assessment per year?				
Are the standards against which assessment will happen clear?				



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3.4. VALIDITY				
QUESTIONS	YES	NO	IN PROCESS	NOTES / EVIDENCE
Do we use tools and methods that test acquired knowledge, skills and experience as stipulated for the relevant qualification or part qualification?				
Do we use tools that have been translated into plain langue?				
Does the process accept a variety of assessments to accommodate applicants with a language or writing disposition?				



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3.5. RELIABILITY				
QUESTIONS	YES	NO	IN PROCESS	NOTES / EVIDENCE
Will the assessment results be the same regardless of who the trained assessor is?				
Do the processes provide clear assessment criteria with accompanying scoring grids, charts, or rubrics?				

3.6. FLEXIBILITY				
QUESTIONS	YES	NO	IN PROCESS	NOTES / EVIDENCE
Do the processes provide applicants with more than one opportunity to demonstrate knowledge, skills and abilities?				
Do the processes consider evidence from a variety of sources?				
Do the processes allow for re-assessment?				



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4. INTERNAL APPROVAL MECHANISMS	
SELF AUDIT CHECKLIST EVALUATED BY (SDP Official):	
Full Name:	
Designation:	
Organisation:	
Signature:	
Date:	
RPL Toolkit Approved (Yes/No)	
Comments	