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

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SDP Trading Name** | |  | | | | | | | |
| **Physical Address of SDP** | |  | | | | | | | |
|  | | | | | | | |
| **City:** | | | | **Postal Code** | | |  |
| **SDP Representative Name** | | |  | | | | | | |
| **SDP Representative Position** | | |  | | | | | | |
| **Telephone** |  | **Cell** |  | | **E-Mail** | |  | | |
| **INSETA Accreditation Number** | | | 13 or MOU 13 | | | | | | |
| **INSETA Accreditation End Date** | | |  | | | | | | |
| **INSETA Accredited Qualification Scope** | | | **ID** | **ID** | | | | **ID** | |
| **ID** | **ID** | | | | **ID** | |

**DECLARATION:**

As the representative of the above Skills Development Provider, I declare that all learners included in this application are enrolled, accurately and in full, on the INSETA Management Information System (MIS)

Further, I acknowledge and accept that should this not be the case with any one or more learners, this Verification Application may be declined by the INSETA ETQA.

**First Name, Surname: Signature:**

**Date:**

**SECTION 2: ASSESSOR AND MODERATOR DETAILS**

1. **Assessor Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessor Name & Surname** | | **Registration No. (INSETA)** | **Registration End Date** | **Scope**  **(Qualification ID)** |
| **1.** |  | 04A |  |  |
| **2.** |  | 04A |  |  |
| **3.** |  | 04A |  |  |
| **4.** |  | 04A |  |  |
| **5.** |  | 04A |  |  |

1. **Moderator Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Moderator Name & Surname** | | **Registration No. (INSETA)** | **Registration End Date** | **Scope**  **(Qualification ID)** |
| **1.** |  | 04M |  |  |
| **2.** |  | 04M |  |  |
| **3.** |  | 04M |  |  |
| **4.** |  | 04M |  |  |
| **5.** |  | 04M |  |  |

**SECTION 3: SUMMARY OF THIS VERIFICATION IN NUMBERS**

**LEARNERSHIPS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SAQA Qualification ID** | | **How Many LGA Numbers** | **Total Number of Learners Enrolled** | **Total Number of Learners Achieving the Learnership** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |

**QUALIFICATIONS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **SAQA Qualification ID** | | **Total Number of Learners Enrolled** | **Total Number of Learners Achieving the Qualification** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |

**SKILLS PROGRAMMES:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SAQA Qualification ID** | | **How Many Skills Programmes** | **Total Number of Learners Enrolled** | **How Many Partially Achieved Learners** | **Number of Learners Ready to be Certificated for the Qualification** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |

***Delete Sections that are not applicable***

**SECTION 4: LEARNERSHIP ENROLMENT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Learnership Title & NQF Level** | |  | |
| **Learnership DHET Code** | | 13Q | |
| **SAQA Qualification ID** | |  | |
| **Learnership: Total Number of Credits** | |  | |
| **INSETA LGA Number** | |  | |
| **Employer Name** | |  | |
| **Total Number of Enrolled Learners against this INSETA LGA Number** | | |  |
| **Total Number of Terminations** | | |  |
| **(A) Total Number of Assessed Learners** | | |  |
| **(A1)** Total Number of Competent Learners (Theory + Logbook) |  | **(A2)** Total Number of Partially Achieved Learners (Theory only, no Logbook) |  |
| **(A3)** Total Number of Learners competent for some (but not all) credits / unit standards towards the Learnership |  | **(A4)**Total Number of Learners who achieved zero credits |  |
| **Total Number of Learners Moderated** |  | **Number Moderated as a Percentage of Number Assessed** | % |
| **Funding: Number of Learners:** | **INSETA Funded** | |  |
| **Employer or Self – Funded** | |  |
| **Other SETA Funded** | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TERMINATIONS: (Strict alphabetical order by Surname; add or delete rows as required).** | | | | |
| **Total Number of Terminations** | | | |  |
| **#** | **Surname, First Name/s (No. of credits achieved if any)** | **ID Number** | **Reason for Termination** | |
| **1.** |  |  |  | |
| **2.** |  |  |  | |
| **3.** |  |  |  | |
| **4.** |  |  |  | |
| **5.** |  |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Learnership Title & NQF Level** | |  | |
| **Learnership DHET Code** | | 13Q | |
| **SAQA Qualification ID** | |  | |
| **Learnership: Total Number of Credits** | |  | |
| **INSETA LGA Number** | |  | |
| **Employer Name** | |  | |
| **Total Number of Enrolled Learners against this INSETA LGA Number** | | |  |
| **Total Number of Terminations** | | |  |
| **(A) Total Number of Assessed Learners** | | |  |
| **(A1)** Total Number of Competent Learners (Theory + Logbook) |  | **(A2)** Total Number of Partially Achieved Learners (Theory only, no Logbook) |  |
| **(A3)** Total Number of Learners competent for some (but not all) credits / unit standards towards the Learnership |  | **(A4)**Total Number of Learners who achieved zero credits |  |
| **Total Number of Learners Moderated** |  | **Number Moderated as a Percentage of Number Assessed** | % |
| **Funding: Number of Learners:** | **INSETA Funded** | |  |
| **Employer or Self – Funded** | |  |
| **Other SETA Funded** | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TERMINATIONS: (Strict alphabetical order by Surname; add or delete rows as required).** | | | | |
| **Total Number of Terminations** | | | |  |
| **#** | **Surname, First Name/s (No. of credits achieved if any)** | **ID Number** | **Reason for Termination** | |
| **1.** |  |  |  | |
| **2.** |  |  |  | |
| **3.** |  |  |  | |
| **4.** |  |  |  | |
| **5.** |  |  |  | |
| **6.** |  |  |  | |

**SECTION 5: QUALIFICATION ENROLMENT DETAILS (Only learners achieving the Qualification in this Verification)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification Title & NQF Level** | | |  | |
| **Qualification Number of Credits** | | |  | |
| **SAQA Qualification ID** | | |  | |
| **Employer Name (if INSETA-Funded)** | | |  | |
| **Total Number of Enrolled Learners** | | | |  |
| **Total Number of Assessed Learners** | | | |  |
| **Total Number of Learners Achieving the Qualification** | | | |  |
|  | | | | |
| Total Number of Learners Moderated |  | As a Percentage of Number of Learners Assessed | | % |
|  | | | | |
| **Funding: Number of Learners:** | | **INSETA Funded** | |  |
| **Employer or Self – Funded** | |  |
| **Other SETA Funded** | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification Title & NQF Level** | | |  | |
| **Qualification Number of Credits** | | |  | |
| **SAQA Qualification ID** | | |  | |
| **Employer Name (if INSETA-Funded)** | | |  | |
| **Total Number of Enrolled Learners** | | | |  |
| **Total Number of Assessed Learners** | | | |  |
| **Total Number of Learners Achieving the Qualification** | | | |  |
|  | | | | |
| Total Number of Learners Moderated |  | As a Percentage of Number of Learners Assessed | | % |
|  | | | | |
| **Funding: Number of Learners:** | | **INSETA Funded** | |  |
| **Employer or Self – Funded** | |  |
| **Other SETA Funded** | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification Title & NQF Level** | | |  | |
| **Qualification Number of Credits** | | |  | |
| **SAQA Qualification ID** | | |  | |
| **Employer Name (if INSETA-Funded)** | | |  | |
| **Total Number of Enrolled Learners** | | | |  |
| **Total Number of Assessed Learners** | | | |  |
| **Total Number of Learners Achieving the Qualification** | | | |  |
|  | | | | |
| Total Number of Learners Moderated |  | As a Percentage of Number of Learners Assessed | | % |
|  | | | | |
| **Funding: Number of Learners:** | | **INSETA Funded** | |  |
| **Employer or Self – Funded** | |  |
| **Other SETA Funded** | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification Title & NQF Level** | | |  | |
| **Qualification Number of Credits** | | |  | |
| **SAQA Qualification ID** | | |  | |
| **Employer Name (if INSETA-Funded)** | | |  | |
| **Total Number of Enrolled Learners** | | | |  |
| **Total Number of Assessed Learners** | | | |  |
| **Total Number of Learners Achieving the Qualification** | | | |  |
|  | | | | |
| Total Number of Learners Moderated |  | As a Percentage of Number of Learners Assessed | | % |
|  | | | | |
| **Funding: Number of Learners:** | | **INSETA Funded** | |  |
| **Employer or Self – Funded** | |  |
| **Other SETA Funded** | |  |

**SECTION 6: SKILLS PROGRAMME (Part Qualification) ENROLMENT DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skills Programme Title & NQF Level** | | |  | |
| **Skills Programme ID Code** | | |  | |
| **Skills Programme: Number of Credits** | | |  | |
| **SAQA Qualification ID** | | |  | |
| **Employer Name (if INSETA - Funded)** | | |  | |
| **Bursary Number (if Funded)** | | |  | |
| **Total Number of Enrolled Learners** | | | |  |
| **(A)Total Number of Assessed Learners** | | | |  |
| **(A1)** Total Number of Learners Competent for all credits/unit standards for which they were enrolled | | | |  |
| **(A2)**Total Number of Learners Competent for some (but not all) credits/unit standards for which they were enrolled | | | |  |
| **(A3)**Total Number of Learners who achieved zero credits | | | |  |
| Total Number of Learners Moderated |  | As a Percentage of Number of Learners Assessed | | % |
| **Funding: Number of Learners:** | | **INSETA Funded** | |  |
| **Employer or Self – Funded** | |  |
| **Other SETA Funded** | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skills Programme Title & NQF Level** | | |  | |
| **Skills Programme ID Code** | | |  | |
| **Skills Programme: Number of Credits** | | |  | |
| **SAQA Qualification ID** | | |  | |
| **Employer Name (if INSETA - Funded)** | | |  | |
| **Bursary Number (if Funded)** | | |  | |
| **Total Number of Enrolled Learners** | | | |  |
| **(A)Total Number of Assessed Learners** | | | |  |
| **(A1)** Total Number of Learners Competent for all credits/unit standards for which they were enrolled | | | |  |
| **(A2)**Total Number of Learners Competent for some (but not all) credits/unit standards for which they were enrolled | | | |  |
| **(A3)**Total Number of Learners who achieved zero credits | | | |  |
| Total Number of Learners Moderated |  | As a Percentage of Number of Learners Assessed | | % |
| **Funding: Number of Learners:** | | **INSETA Funded** | |  |
| **Employer or Self – Funded** | |  |
| **Other SETA Funded** | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skills Programme Title & NQF Level** | | |  | |
| **Skills Programme ID Code** | | |  | |
| **Skills Programme: Number of Credits** | | |  | |
| **SAQA Qualification ID** | | |  | |
| **Employer Name (if Inseta - Funded)** | | |  | |
| **Bursary Number (if Funded)** | | |  | |
| **Total Number of Enrolled Learners** | | | |  |
| **(A)Total Number of Assessed Learners** | | | |  |
| **(A1)** Total Number of Learners Competent for all credits/unit standards for which they were enrolled | | | |  |
| **(A2)**Total Number of Learners Competent for some (but not all) credits/unit standards for which they were enrolled | | | |  |
| **(A3)**Total Number of Learners who achieved zero credits | | | |  |
| Total Number of Learners Moderated |  | As a Percentage of Number of Learners Assessed | | % |
| **Funding: Number of Learners:** | | **INSETA Funded** | |  |
| **Employer or Self – Funded** | |  |
| **Other SETA Funded** | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skills Programme Title & NQF Level** | | |  | |
| **Skills Programme ID Code** | | |  | |
| **Skills Programme: Number of Credits** | | |  | |
| **SAQA Qualification ID** | | |  | |
| **Employer Name (if Inseta - Funded)** | | |  | |
| **Bursary Number (if Funded)** | | |  | |
| **Total Number of Enrolled Learners** | | | |  |
| **(A)Total Number of Assessed Learners** | | | |  |
| **(A1)** Total Number of Learners Competent for all credits/unit standards for which they were enrolled | | | |  |
| **(A2)**Total Number of Learners Competent for some (but not all) credits/unit standards for which they were enrolled | | | |  |
| **(A3)**Total Number of Learners who achieved zero credits | | | |  |
| Total Number of Learners Moderated |  | As a Percentage of Number of Learners Assessed | | % |
| **Funding: Number of Learners:** | | **INSETA Funded** | |  |
| **Employer or Self – Funded** | |  |
| **Other SETA Funded** | |  |

|  |  |
| --- | --- |
| **SECTION 7: 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)** |  |
| **Obtain through a TVET Qualification** |  |

**SECTION 8: UNIT STANDARD EQUIVALENCY DETAILS (previously CREDIT MAPPING)**

|  |  |
| --- | --- |
| **Number of Learners Being Presented for Unit Standard Equivalency** |  |

**IMPORTANT INFORMATION**

1. To be allocated to a Verifier to schedule the Verification, the Skills Development Provider (SDP) must submit the **Verification Application**, the **Learner List/s**, the **NLRD Upload Forms** and the **Assessor and Moderator Reports** (for the Pre-Verification/Desktop Validation) to [verifications@inseta.org.za](mailto:verifications@inseta.org.za)
2. On acceptance of the Verification Booking, no substantive changes may be made to the Verification Application or the Learner List/s including, but not limited to, learner numbers and details.
3. Thereafter, the Verifier will communicate any queries/concerns/changes etc. required as well as the documentation, Verification Sample, contents of the Verification Admin. File etc. to be delivered (for off-site) or made available (for on-site) and by when.
4. Should these documents not be submitted by the mutually agreed date, the SDP’s Verification Booking may be cancelled, and the SDP will be required to submit a new Verification Application – i.e., start the process all over again.
5. Moderation Sample is 25% minimum 3 Portfolios per Cohort.
6. The Moderator(s) must be available **or** contactable on the day of the Verification.
7. All learners included in the Verification Application and on the NLRD Upload Forms must already have been enrolled on the INSETA Management Information System. INSETA reminds SDPs that learners must be enrolled on the INSETA MIS within seven (7) working days of the commencement of training. Learners who are not enrolled accurately and in full may not be verified. (Also refer to the **DECLARATION** on page 1 of this Verification Application).
8. Learnership Termination Reports must be presented