

INSETA QA VERIFICATION APPLICATION

Email to 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		

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2. 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.				

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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 <u>some</u> (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	
		%	
<u>Funding:</u> 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.			

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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 <u>some</u> (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	%
<u>Funding</u>: 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.			

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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	%
<u>Funding:</u> 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	%
<u>Funding:</u> 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	%
<u>Funding:</u> 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	%
<u>Funding:</u> Number of Learners:	INSETA Funded		
	Employer or Self – Funded		
	Other SETA Funded		

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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 <u>all</u> credits/unit standards <u>for which they were enrolled</u>			
(A2) Total Number of Learners Competent for <u>some</u> (but not all) credits/unit standards <u>for which they were enrolled</u>			
(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 <u>all</u> credits/unit standards <u>for which they were enrolled</u>			
(A2) Total Number of Learners Competent for <u>some</u> (but not all) credits/unit standards <u>for which they were enrolled</u>			
(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	

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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 <u>all</u> credits/unit standards <u>for which they were enrolled</u>			
(A2) Total Number of Learners Competent for <u>some</u> (but not all) credits/unit standards <u>for which they were enrolled</u>			
(A3) Total Number of Learners who achieved zero credits			
Total Number of Learners Moderated		As a Percentage of Number of Learners Assessed	%
<u>Funding:</u> 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 <u>all</u> credits/unit standards <u>for which they were enrolled</u>			
(A2) Total Number of Learners Competent for <u>some</u> (but not all) credits/unit standards <u>for which they were enrolled</u>			
(A3) Total Number of Learners who achieved zero credits			
Total Number of Learners Moderated		As a Percentage of Number of Learners Assessed	%
<u>Funding:</u> Number of Learners:		INSETA Funded	
		Employer or Self – Funded	
		Other SETA Funded	

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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	
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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
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