



## SERVICE SETA ACCREDITATION EVALUATION REPORT

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### PROVIDER CONTACT DETAILS:

**Registered Name of Provider** : Learnfast Training Solutions (PTY) Ltd

**Trading Name of Provider** : Learnfast Training Solutions (PTY) Ltd

**Satellite campuses if any** : N/A

**Contact Person** : Minja Pieterse  
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**Physical Address** : 1 Oracle Close  
Halfway House  
Midrand  
2196

**Postal Address** : 1 Oracle Close  
Halfway House  
Midrand  
2196

**Company registration number** : 2013/082912/07

**Date of Report:** 06 June 2018

**Provider Accreditation Number:** 12611

## Introduction

This is a report of an institutional and learning programme evaluation of **Learnfast Training Solutions (PTY) Ltd** undertaken by the SSETA- Services Sector Education Training Authority

The principal purpose of this evaluation report is to provide feedback on the extent to which **Learnfast Training Solutions (PTY) Ltd** is effectively providing quality education and training to learners within the context of the National Qualifications Framework and against the **SSETA- Services Sector Education Training Authority** accreditation criteria.

### 1. Method & Evaluation process followed:

The accreditation process has 3 phases:

#### Step 1: Application form by Provider

The provider completed the Online Application for Accreditation form as part of the accreditation process. The application form served as a guide for **SSETA- Services Sector Education Training Authority** appointed evaluators as to what exists at the provider's site at the time of its application for accreditation.

#### Step 2: Desktop Evaluation

Evaluators appointed by **SSETA- Services Sector Education Training Authority** conducted the evaluation through desktop, which took place at **SSETA – Services Sector Education Training Authority**, as per **SSETA- Services Sector Education Training Authority** criteria.

#### Step 3: Outcome of the evaluation

The outcome of evaluation of the application for accreditation is communicated to the provider only once the evaluator's recommendations have been verified and ratified by **SSETA- Services Sector Education Training Authority** Accreditations division.

#### Glossary of abbreviations used in this report:

SAQA- South African Qualifications Authority  
QCTO- Quality Council for Trades and Occupations  
SSETA- Services Sector Education Training Authority  
SETA- Sector Education Training Authority  
PA- Programme approval  
NYR- Not yet recommended  
MoU- Memorandum of Understanding  
US- Unit Standard  
SO- Specific outcome  
AC – Assessment criteria  
CCFO's- Critical cross-field outcomes  
EEK's- Essential embedded knowledge  
RPL- Recognition of Prior Learning

**2. Type of Submission:**

<b>First time evaluation:</b>	
<b>Remedial Evaluation:</b>	
<b>Extension of Scope Evaluation:</b>	
<b>MOU: Programme Approval</b>	<b>x</b>
<b>Monitoring Site Visit Remedial Evaluation</b>	

**3. Outcome of Evaluation:****4. Accreditation status awarded**

<b>Learning Programme Title</b>	<b>Provisional Accreditation</b>	<b>Full Accreditation</b>	<b>Not Yet Recommended</b>	<b>Programme Approval Awarded (MOU Providers)</b>
Qual ID 59201 LP 60269: National Certificate: Generic Management				<b>x</b>
Qual ID 57712 LP 74630 Further Education and Training Certificate: Generic Management				<b>x</b>
Qual ID 58309: National Diploma: Project Management				<b>x</b>
Qual ID 50080: Further Education and Training Certificate: Project Management				<b>x</b>

Qual ID 61593: National Diploma: Marketing Management			✘	
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This serves as a confirmation that **Learnfast Training Solutions (PTY) Ltd** has been evaluated and based on the recommendations of the **SSETA- Services Sector Education Training Authority** evaluator, **Learnfast Training Solutions (PTY) Ltd** has been awarded **Programme Approval** status as a provider for the delivery of the following learning programmes:

Name of Learning programme/Skills programme	Awarded Accreditation status	NQF level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to Learning programme		Qualification to which the learning program and unit standards are linked / contextualized
					US	US Title	
National Certificate: Generic Management	Programme Approval	5	162	2018-06-30			<b>Qualification Title:</b> National Certificate: Generic Management <b>SAQA I.D.:</b> 59201 LP 60269 <b>NQF Level:</b> 5 <b>Credits:</b> 162 <b>Registration start date:</b> 2015-07-01 <b>Registration end date:</b> 2018-06-30 <b>Last date for enrolment:</b> 2019-06-30 <b>Last date for achievement:</b> 2022-06-30
		Level 5	6	2018-06-30	252044 (core)	Apply the principles of knowledge management	59201 LP 60269
		Level 5	6	2018-06-30	252037 (core)	Build teams to achieve goals and objectives	59201 LP 60269
		Level 5	6	2018-06-30	252020 (core)	Create and manage an environment that promotes innovation	59201 LP 60269

		Level 5	8	2018-06-30	252032 (core)	Develop, implement and evaluate an operational plan	59201 LP 60269
		Level 5	6	2018-06-30	252027 (core)	Devise and apply strategies to establish and maintain workplace relationships	59201 LP 60269
		Level 5	8	2018-06-30	252021 (core)	Formulate recommendations for a change process	59201 LP 60269
		Level 5	8	2018-06-30	252029 (core)	Lead people development and talent management	59201 LP 60269
		Level 5	6	2018-06-30	252043 (core)	Manage a diverse work force to add value	59201 LP 60269
		Level 5	8	2018-06-30	252034 (core)	Monitor and evaluate team members against performance standards	59201 LP 60269
		Level 5	8	2018-06-30	252025 (core)	Monitor, assess and manage risk	59201 LP 60269
		Level 5	8	2018-06-30	252035 (core)	Select and coach first line managers	59201 LP 60269
		Level 5	8	2018-06-30	120300 (Fund)	Analyse leadership and related theories in a work context	59201 LP 60269

		Level 5	6	2018-06-30	252026 (Fund)	Apply a systems approach to decision making	59201 LP 60269
		Level 5	6	2018-06-30	252036 (Fund)	Apply mathematical analysis to economic and financial information.	59201 LP 60269
		Level 5	5	2018-06-30	252042 (Fund)	Apply the principles of ethics to improve organisational culture	59201 LP 60269
		Level 5	8	2018-06-30	252022 (Fund)	Develop, implement and evaluate a project plan	59201 LP 60269
		Level 5	8	2018-06-30	252040 (Fund)	Manage the finances of a unit	59201 LP 60269
		Level 5	8	2018-06-30	12433 (Fund)	Use communication techniques effectively	59201 LP 60269
		Level 5	4	2018-06-30	252031 (Elect)	Apply the principles and concepts of emotional intelligence to the management of self and others	59201 LP 60269
		Level 5	4	2018-06-30	252024 (Elect)	Evaluate current practices against best practice	59201 LP 60269
		Level 5	8	2018-06-30	114226 (Elect)	Interpret and manage conflicts within the workplace	59201 LP 60269

		Level 5	9	2018-06-30	12140 (Elect)	Recruit and select candidates to fill defined positions	59201 LP 60269
		Level 5	8	2018-06-30	117853 (Elect)	Conduct negotiations to deal with conflict situations	59201 LP 60269
		Level 5	4	2018-06-30	15224 (Elect)	Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks	59201 LP 60269
Further Education and Training Certificate: Generic Management	Programme Approval	4	150	2018-06-30			<b>Qualification Title:</b> Further Education and Training Certificate: Generic Management <b>SAQA I.D:</b> 57712 LP 74630 <b>NQF Level:</b> 4 <b>Credits:</b> 150 <b>Registration start date:</b> 2015-07-01 <b>Registration end date:</b> 2018-06-30 <b>Last date for enrolment:</b> 2019-06-30 <b>Last date for achievement:</b> 2022-06-30
		Level 4	12	2019-06-30	242824 (Core)	Apply leadership concepts in a work context	57712 LP 74630



		Level 4	5	2019-06-30	242815 (Core)	Apply the organisation's code of conduct in a work environment	57712 LP 74630
		Level 4	5	2019-06-30	242816 (Core)	Conduct a structured meeting	57712 LP 74630
		Level 4	10	2019-06-30	242822 (Core)	Employ a systematic approach to achieving objectives	57712 LP 74630
		Level 4	6	2019-06-30	242821 (Core)	Identify responsibilities of a team leader in ensuring that organisational standards are met	57712 LP 74630
		Level 4	6	2019-06-30	242810 (Core)	Manage Expenditure against a budget	57712 LP 74630
		Level 4	5	2019-06-30	242829 (Core)	Monitor the level of service to a range of customers	57712 LP 74630
		Level 4	10	2019-06-30	242819 (Core)	Motivate and Build a Team	57712 LP 74630
		Level 4	5	2019-06-30	242811 (Core)	Prioritise time and work for self and team	57712 LP 74630
		Level 4	8	2019-06-30	242817 (Core)	Solve problems, make decisions and implement solutions	57712 LP 74630
		Level 3	5	2019-06-30	119472 (Fund)	Accommodate audience and context needs in	57712 LP 74630

						oral/signed communication	
		Level 3	5	2019-06-30	119457 (Fund)	Interpret and use information from texts	57712 LP 74630
		Level 3	5	2019-06-30	119467 (Fund)	Use language and communication in occupational learning programmes	57712 LP 74630
		Level 3	5	2019-06-30	119465 (Fund)	Write/present/sign texts for a range of communicative contexts	57712 LP 74630
		Level 4	6	2019-06-30	9015 (Fund)	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	57712 LP 74630
		Level 4	5	2019-06-30	119462 (Fund)	Engage in sustained oral/signed communication and evaluate spoken/signed texts	57712 LP 74630
		Level 4	5	2019-06-30	119469 (Fund)	Read/view, analyse and respond to a variety of texts	57712 LP 74630
		Level 4	4	2019-06-30	9016 (Fund)	Represent analyse and calculate shape and	57712 LP 74630

						motion in 2-and 3-dimensional space in different contexts	
		Level 4	6	2019-06-30	7468 (Fund)	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	57712 LP 74630
		Level 4	5	2019-06-30	12153 (Fund)	Use the writing process to compose texts required in the business environment	57712 LP 74630
		Level 4	5	2019-06-30	1194594 (Fund)	Write/present/sign for a wide range of contexts	57712 LP 74630
		Level 4	8	2019-06-30	13952 (Elect)	Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit	57712 LP 74630
		Level 4	5	2019-06-30	242813 (Elect)	Explain the contribution made by own area of responsibility to the overall organisational strategy	57712 LP 74630

		Level 4	5	2019-06-30	242818 (Elect)	Describe the relationship of junior management to other roles	57712 LP 74630
		Level 4	8	2019-06-30	11473 (Elect)	Manage individual and team performance	57712 LP 74630
National Diploma: Project Management	Programme Approval	Level 5	247	2018-06-30			<b>Qualification Title:</b> National Diploma: Project Management <b>SAQA I.D:</b> 58309 <b>NQF Level:</b> 5 <b>Credits:</b> 247 <b>Registration start date:</b> 2015-07-01 <b>Registration end date:</b> 2018-06-30 <b>Last date for enrolment:</b> 2019-06-30 <b>Last date for achievement:</b> 2023-06-30
		Level 4	4	2018-06-30	242655 (Core)	Demonstrate knowledge and application of ethical conduct in a business environment	58309
		Level 5	8	2018-06-30	243819 (Core)	Coordinate the closure of a simple to moderately complex project	58309
		Level 5	5	2018-06-30	15096 (Core)	Demonstrate an understanding of stress in order to apply strategies to achieve optimal stress levels in	58309

						personal and work situations	
		Level 5	8	2018-06-30	114274 (Core)	Demonstrate and apply an understanding of the Basic Conditions of Employment Act (Act 75 of 1997)	58309
		Level 5	7	2018-06-30	243811 (Core)	Determine the work required to accomplish the objectives and organise the scope of a simple to moderately complex project	58309
		Level 5	12	2018-06-30	243823 (Core)	Develop a preliminary project scope statement for a simple to moderately complex project	58309
		Level 5	12	2018-06-30	243813 (Core)	Develop a project cost management plan for a simple to moderately complex project	58309
		Level 5	6	2018-06-30	243816 (Core)	Develop a project quality management plan for a simple to moderately complex project	58309

		Level 5	7	2018-06-30	243817 (Core)	Develop a project risk management plan for a simple to moderately complex project	58309
		Level 5	8	2018-06-30	243824 (Core)	Develop an integrated Project Management plan for a simple to moderately complex project	58309
		Level 5	12	2018-06-30	243820 (Core)	Develop an optimised work and resource schedule for a simple to moderately complex project	58309
		Level 5	14	2018-06-30	243814 (Core)	Establish a project or project phase and its processes for a simple to moderately complex project	58309
		Level 5	7	2018-06-30	120380 (Core)	Evaluate and improve the project team's performance	58309
		Level 5	4	2018-06-30	15225 (Core)	Identify and interpret related legislation and its impact on the team, department or division and ensure compliance	58309

		Level 5	8	2018-06-30	243822 (Core)	Manage project communication for a project	58309
		Level 5	12	2018-06-30	243815 (Core)	Manage stakeholder relations on a project	58309
		Level 5	10	2018-06-30	243821 (Core)	Manage the procurement process for a simple to moderately complex project	58309
		Level 5	12	2018-06-30	243812 (Core)	Monitor and control the execution of the project management plan for a simple to moderately complex project	58309
		Level 5	4	2018-06-30	15230 (Core)	Monitor team members and measure effectiveness of performance	58309
		Level 5	4	2018-06-30	243818 (Core)	Negotiate agreements in simple to moderately complex situations	58309
		Level 5	5	2018-06-30	115792 (Fund)	Access, process, adapt and use data from a wide range of texts	58309
		Level 5	4	2018-06-30	115817 (Fund)	Provide and respond to feedback	58309

		Level 5	8	2018-06-30	12433 (Fund)	Use communication techniques effectively	58309
		Level 5	3	2018-06-30	15238 (Elect)	Devise and apply strategies to establish and maintain relationships	58309
		Level 5	8	2018-06-30	114226 (Elect)	Interpret and manage conflicts within the workplace	58309
		Level 5	10	2018-06-30	115407 (Elect)	Apply the principles of change management in the workplace	58309
		Level 5	10	2018-06-30	116921 (Elect)	Apply the principles of Employment Equity to dealing with terminal or chronic illnesses, particularly HIV/Aids, in the workplace	58309
		Level 5	14	2018-06-30	116928 (Elect)	Manage diversity in the workplace	58309
		Level 5	9	2018-06-30	12140 (Elect)	Recruit and select candidates to fill defined positions	58309
		Level 5	3	2018-06-30	15233 (Elect)	Harness diversity and build on strengths of a diverse working environment	58309



		Level 5	4	2018-06-30	15231 (Elect)	Create and use a range of resources to effectively manage teams, sections, departments or divisions	58309
		Level 5	3	2018-06-30	15237 (Elect)	Build teams to meet set goals and objectives	58309
		Level 5	6	2018-06-30	114599 (Elect)	Apply Functional Value to Engineering Design	58309
		Level 5	3	2018-06-30	15223 (Elect)	Implement training needs for teams and individuals to upgrade skills levels	58309
Further Education and Training Certificate: Project Management	Programme Approval	Level 4	136	2018-06-30			<b>Qualification Title:</b> Further Education and Training Certificate: Project Management <b>SAQA I.D:</b> 50080 <b>NQF Level:</b> 4 <b>Credits:</b> 136 <b>Registration start date:</b> 2015-07-01 <b>Registration end date:</b> 2018-06-30 <b>Last date for enrolment:</b> 2019-06-30 <b>Last date for achievement:</b> 2022-06-30
		Level 3	6	2018-06-30	120383 (Core)	Provide assistance in implementing and assuring project work meets quality requirements	50080

		Level 4	6	2018-06-30	120376 (Core)	Conduct project documentation management to support project processes	50080
		Level 4	9	2018-06-30	120373 (Core)	Contribute to project initiation, scope definition and scope change control	50080
		Level 4	5	2018-06-30	120374 (Core)	Contribute to the management of project risk within own field of expertise	50080
		Level 4	8	2018-06-30	120384 (Core)	Develop a simple schedule to facilitate effective project execution	50080
		Level 4	5	2018-06-30	120372 (Core)	Explain fundamentals of project management	50080
		Level 4	5	2018-06-30	120381 (Core)	Implement project administration processes according to requirements	50080
		Level 4	4	2018-06-30	120387 (Core)	Monitor, evaluate and communicate simple project schedules	50080
		Level 4	6	2018-06-30	120375 (Core)	Participate in the estimation and	50080

						preparation of cost budget for a project or sub project and monitor and control actual cost against budget	
		Level 4	4	2018-06-30	120382 (Core)	Plan, organise and support project meetings and workshops	50080
		Level 4	8	2018-06-30	120379 (Core)	Work as a project team member	50080
		Level 3	5	2018-06-30	8968 (Fund)	Accommodate audience and context needs in oral communication	50080
		Level 3	5	2018-06-30	8969 (Fund)	Interpret and use information from texts	50080
		Level 3	5	2018-06-30	8973 (Fund)	Use language and communication in occupational learning programmes	50080
		Level 3	5	2018-06-30	8970 (Fund)	Write texts for a range of communicative contexts	50080
		Level 4	6	2018-06-30	9015 (Fund)	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	50080

		Level 4	5	2018-06-30	8974 (Fund)	Engage in sustained oral communication and evaluate spoken texts	50080
		Level 4	5	2018-06-30	8975 (Fund)	Read analyse and respond to a variety of texts	50080
		Level 4	4	2018-06-30	9016 (Fund)	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	50080
		Level 4	6	2018-06-30	7468 (Fund)	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	50080
		Level 4	5	2018-06-30	12153 (Fund)	Use the writing process to compose texts required in the business environment	50080
		Level 4	5	2018-06-30	8976 (Fund)	Write for a wide range of contexts	50080
		Level 4	5	2018-06-30	8974 (Fund)	Engage in sustained oral communication and evaluate spoken texts	50080

		Level 5	14	2018-06-30	120378 (Elect)	Support the project environment and activities to deliver project objectives	50080
		Level 5	7	2018-06-30	120380 (Elect)	Evaluate and improve the project team's performance	50080
		Level 4	7	2018-06-30	120385 (Elect)	Apply a range of project management tools and techniques	50080
National Diploma: Marketing Management	Not Yet Recommended	Level 5	243	2018-06-30			<b>Qualification Title:</b> National Diploma: Marketing Management <b>SAQA I.D:</b> 61593 <b>NQF Level:</b> 5 <b>Credits:</b> 243 <b>Registration start date:</b> 2015-07-01 <b>Registration end date:</b> 2018-06-30 <b>Last date for enrolment:</b> 2019-06-30 <b>Last date for achievement:</b> 2023-06-30
		Level 5	8	2018-06-30	10056 (Core)	Analyse and interpret data and marketing information	61593
		Level 5	5	2018-06-30	10047 (Core)	Close a deal with a customer	61593

		Level 5	5	2018-06-30	10051 (Core)	Coach others on principles of marketing in an organisation	61593
		Level 5	5	2018-06-30	10041 (Core)	Conduct a marketing situational analysis	61593
		Level 5	5	2018-06-30	10043 (Core)	Develop, implement and manage a project/activity plan	61593
		Level 5	6	2018-06-30	10054 (Core)	Identify and manage areas of customer service impact	61593
		Level 5	8	2018-06-30	10048 (Core)	Identify brand mix elements	61593
		Level 5	8	2018-06-30	10049 (Core)	Identify financial implications for making decisions	61593
		Level 5	10	2018-06-30	10045 (Core)	Identify product features, advantages and benefits to the customer	61593
		Level 5	10	2018-06-30	10044 (Core)	Implement a generic communication strategy	61593
		Level 5	6	2018-06-30	10050 (Core)	Integrate marketing plans with business process	61593
		Level 5	10	2018-06-30	10042 (Core)	Lead a team of marketers and service providers	61593

		Level 5	8	2018-06-30	10053 (Core)	Manage customer requirements and needs and implement action plans	61593
		Level 5	6	2018-06-30	10052 (Core)	Monitor handling of customers by frontline customer service	61593
		Level 5	5	2018-06-30	10055 (Core)	Present data to stakeholders	61593
		Level 5	10	2018-06-30	10046 (Core)	Provide product training to others in the organisation	61593
		Level 4	20	2018-06-30	8246 (Fund)	Compiling and delivering presentations and persuasive written communications to enhance Retail/Wholesale practices	61593
		Level 5	6	2018-06-30	14522 (Fund)	Analyse and explain the impact of one`s personal interactive style on one`s relationship with a client	61593
		Level 5	10	2018-06-30	8647 (Fund)	Apply workplace communication skills	61593
		Level 5	40	2018-06-30	10993 (Fund)	Conduct an integrative project in the workplace	61593

		Level 5	5	2018-06-30	15096 (Fund)	Demonstrate an understanding of stress in order to apply strategies to achieve optimal stress levels in personal and work situations	61593
		Level 5	5	2018-06-30	14525 (Fund)	Present an informed argument on a current issue in a business sector	61593
		Level 5	20	2018-06-30	10070 (Elect)	Develop and implement marketing plan in line with marketing strategy	61593
		Level 5	28	2018-06-30	10069 (Elect)	Develop marketing strategies in line with portfolio strategy	61593



**Staff Details:**

<b>List of Facilitators</b>	<b>Learning Programmes Delivered by Facilitator</b>	<b>Qualifications and Experience</b>
Cedric Peterson	57712 LP 74630	<b>ID:</b> As detailed in the constituency report <b>Qualifications:</b> As detailed in the constituency report <b>CV:</b> As detailed in the constituency report <b>Work Experience:</b> As detailed in the constituency report <b>SLA:</b> Provided and signed by both parties
Lucie Marie Van Der Spuy	57712 LP 74630 59201 LP 60269	<b>ID:</b> As detailed in the constituency report <b>Qualifications:</b> As detailed in the constituency report <b>CV:</b> As detailed in the constituency report <b>Work Experience:</b> As detailed in the constituency report <b>SLA:</b> Provided and signed by both parties
Julliet Gillies	58309 50080	<b>ID:</b> As detailed in the constituency report <b>Qualifications:</b> As detailed in the constituency report <b>CV:</b> As detailed in the constituency report <b>Work Experience:</b> As detailed in the constituency report <b>SLA:</b> Provided and signed by both parties <b>Constituency Report:</b> Valid, registration expires 31/03/2020
<b>List Constituent Assessors</b>	<b>Unit Standards/ Qualifications the Assessor is assessing</b>	<b>Qualifications and Experience</b>
Ingrid Van Heerdan	61593	<b>ID:</b> As detailed in the constituency report <b>Qualifications:</b> As detailed in the constituency report <b>CV:</b> As detailed in the constituency report <b>Work Experience:</b> As detailed in the constituency report <b>SLA:</b> Provided and signed by both parties <b>Constituency Report:</b> Provided, registration valid until 31/03/2020.
Julliet Gillies	58309 50080	<b>ID:</b> As detailed in the constituency report <b>Qualifications:</b> As detailed in the constituency report <b>CV:</b> As detailed in the constituency report <b>Work Experience:</b> As detailed in the constituency report

		<p><b>SLA:</b> Provided and signed by both parties</p> <p><b>Constituency Report:</b> Valid, registration expires 31/03/2020</p>
Cedric Peterson	57712 LP 74630	<p><b>ID:</b> As detailed in the constituency report</p> <p><b>Qualifications:</b> As detailed in the constituency report</p> <p><b>CV:</b> As detailed in the constituency report Provided</p> <p><b>Work Experience:</b> As detailed in the constituency report</p> <p><b>SLA:</b> Provided and signed by both parties</p> <p><b>Constituency Report:</b> Provided, registration valid until 31/03/2020.</p>
Lucie Marie Van Der Spuy	57712 LP 74630 59201 LP 60269	<p><b>ID:</b> As detailed in the constituency report</p> <p><b>Qualifications:</b> As detailed in the constituency report</p> <p><b>CV:</b> As detailed in the constituency report</p> <p><b>Work Experience:</b> As detailed in the constituency report</p> <p><b>SLA:</b> Provided and signed by both parties</p> <p><b>Constituency Report:</b> Provided, registration valid until 31/03/2020.</p>
<b>List Constituent Moderators</b>	<b>Unit Standards/ Qualifications the Moderator is moderating</b>	<b>Qualifications and Experience</b>
Lance Ledingham	58309 50080	<p><b>ID:</b> As detailed in the constituency report</p> <p><b>Qualifications:</b> As detailed in the constituency report</p> <p><b>CV:</b> As detailed in the constituency report</p> <p><b>Work Experience:</b> As detailed in the constituency report</p> <p><b>SLA:</b> Provided and signed by both parties</p> <p><b>Constituency Report:</b> Provided, registration valid until 31/03/2020</p>
Belinda Beer	57712 LP 74630 59201 LP 60269	<p><b>ID:</b> As detailed in the constituency report</p> <p><b>Qualifications:</b> As detailed in the constituency report</p> <p><b>CV:</b> As detailed in the constituency report</p> <p><b>Work Experience:</b> As detailed in the constituency report</p> <p><b>SLA:</b> Provided and signed by both parties</p> <p><b>Constituency Report:</b> Provided, registration valid until 31/03/2020.</p>

## 8 Core criteria

Criteria	Comments
1. Policy statement: The organization's aims, objectives and purposes are spelt out	<p><b>Primary SETA:</b> MICT SETA  <b>Accreditation Number:</b> ACC/2012/07/748  <b>Accreditation Expiry Date:</b> 18/17/2021  <b>Vision:</b> Leader in practical skills development to everyone through learning quality and innovation.  <b>Mission:</b></p> <ul style="list-style-type: none"> <li>• To provide practical learning solutions to everyone</li> <li>• To ensure that our offering is available to everyone via modern learning methods.</li> </ul> <p><b>Organogram:</b> Not Provided</p>
2. QMS: Outline procedures that implement quality management	<p>Provided for the following aspects:</p> <ul style="list-style-type: none"> <li>• Learning Programme, Development, Delivery and Evaluation-Policy and Procedure</li> <li>• Learner Entry, Guidance and Support Policy and Procedure</li> <li>• Course Delivery Policy and Procedure</li> <li>• Language Policy</li> <li>• Offsite Delivery Policy and Procedure</li> <li>• Work Site Management Policy</li> <li>• Pre-assessment Policy and Procedure</li> <li>• Assessment Policy and Procedure</li> <li>• Re-assessment Policy and Procedure</li> <li>• Appeals and disputes Policy and Procedure</li> <li>• Grievance and Disciplinary Policy and Procedure</li> <li>• Certification Policy and Procedure</li> <li>• Staff Selection, Appraisal and Development Policy and Procedure</li> <li>• Moderation Policy and Procedure</li> <li>• Second language Policy where applicable</li> <li>• CAT Policy where applicable</li> <li>• Review dates have been set</li> <li>• The QMS has been signed</li> </ul> <ul style="list-style-type: none"> <li>• The QMS was signed into being by Alida Van Heerdan on 26/07/2017</li> <li>• The review date has been set for 25/07/2018</li> </ul>

<p>3. Review mechanisms: Outline the ways in which the implementation of policies would be monitored</p>	<p>The provider has on place a review mechanism indicating the following:</p> <ul style="list-style-type: none"> <li>• Management review meetings have been conducted</li> <li>• The frequency of meetings is indicated as taking place annually</li> <li>• There is a review committee in place that meets annually</li> <li>• The process of reviewing is in place</li> <li>• Reviews are recorded/minuted and show the following: Date, Time, Venue, Persons present, Apologies, Minutes, Action by, Date due, Attachments</li> <li>• There are review reports</li> <li>• Implemented actions are reviewed annually when the review committee meets.</li> </ul>
<p>4. Programme delivery: Outline how learning programmes would be developed, delivered and evaluated</p>	<p><b>Qualification: 59201 LP 60269- National Certificate: Generic Management</b></p> <ol style="list-style-type: none"> <li>1. <b>Curriculum document:</b> Provided, all key aspects adhered to.</li> <li>2. <b>Alignment Matrix:</b> Provided, all key aspects adhered to.</li> <li>1. <b>Rules of the Qualification:</b> All the rules of the qualification have been met. The provider selected all core, fundamental and elective unit standards. The minimum number of credits required for the electives is 41 and the provider selected 35</li> <li>3. <b>Exit Level Outcomes:</b> Met through the FISA.</li> <li>4. <b>Learner Guide:</b> Provided, all key aspects adhered to.</li> <li>5. <b>Facilitator:</b> Provided, all key aspects adhered to</li> <li>6. <b>Notional hour matrix:</b> Provided, all key aspects adhered to</li> <li>7. <b>Formative Assessment:</b> Provided, all key aspects adhered to</li> <li>8. <b>Summative Assessment-:</b> Provided, all key aspects adhered to</li> <li>9. <b>Final Integrated Summative Assessment:</b> Provided, all key aspects adhered to</li> <li>10. <b>Assessment Guide:</b> Provided, all key aspects adhered to.</li> <li>11. <b>Learner POE guide:</b> Provided, all key aspects adhered to.</li> <li>12. <b>Moderator Guide:</b> Provided for all the unit standards. all key aspects adhered to.</li> <li>13. <b>Internal Moderation Report:</b> Provided, all key aspects adhered to.</li> <li>14. <b>Source of Learning Material:</b> SLA provided and signed</li> </ol>

	<p><b>Qualification:57712 LP 74630-</b> Further Education and Training Certificate: Generic Management</p> <p><b>1. Curriculum document:</b> Provided, for all unit standards. All key aspects adhered to.</p> <p><b>2. Alignment Matrix:</b> Provided for all unit standards. all key aspects adhered to.</p> <p><b>3. Rules of the Qualification:</b> All the rules of the qualification have been met. The provider selected all core, fundamental and elective unit standards. The minimum number of credits required for the electives is 15 and the provider selected 22. The provider also submitted material in a second language.</p> <p><b>4. Exit Level Outcomes:</b> Met through the FISA</p> <p><b>5. Learner Guide:</b> Provided for all unit standards. all key aspects adhered to.</p> <p><b>6. Facilitator:</b> Provided for all unit standards. all key aspects adhered to.</p> <p><b>7. Notional hour matrix:</b> Provided for all unit standards. all key aspects adhered to.</p> <p><b>8. Formative Assessment:</b> Provided for all unit standards. all key aspects adhered to.</p> <p><b>9. Summative Assessment:</b> Provided, all key aspects adhered to</p> <p><b>10. Final Integrated Summative Assessment:</b> Provided and it comprises of different questions which are to assess learners against the associated criteria in order to ensure that the exit level outcomes are met.</p> <p><b>11. Assessment Guide:</b> Provided for all unit standards. all key aspects adhered to.</p> <p><b>12. Learner POE guide:</b> Provided for all unit standards. all key aspects adhered to.</p> <p><b>13. Moderator Guide:</b> Provided, all key aspects adhered to</p> <p><b>14. Internal Moderation Report:</b> Provided, signed. All key aspects adhered to</p> <p><b>15. Source of Learning Material:</b> SLA provided and signed by both parties</p>
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	<p><b><u>Qualification:58309-</u></b> National Diploma: Project Management</p> <p><b>1. Curriculum document:</b> Provided for all the unit standards. all key aspects are adhered to.</p> <p><b>2. Alignment Matrix:</b> Provided for all unit standards. all key aspects adhered to.</p> <p><b>3. Rules of the Qualification:</b> All the rules of the qualification have been met. The provider selected all core, fundamental and elective unit standards. The minimum number of credits required for the electives is 15 and the provider selected 22..</p> <p><b>4. Exit Level Outcomes:</b> Met through the Final Integrated Summative assessment.</p> <p><b>5. Learner Guide:</b> Provided for all unit standards. all key aspects adhered to.</p> <p><b>6. Facilitator Guide:</b> Provided for all unit standards. all key aspects adhered to.</p> <p><b>7. Notional hour matrix:</b> Provided for all unit standards. all key aspects adhered to.</p> <p><b>8. Formative Assessment:</b> Provided for all unit standards. all key aspects adhered to.</p> <p><b>9. Summative Assessment:</b> Provided for all unit standards. all key aspects adhered to.</p> <p><b>10. Final Integrated Summative Assessment:</b> Provided and it comprises of different questions which are to assess learners against the associated criteria in order to ensure that the exit level outcomes are met.</p> <p><b>11. Assessment Guide:</b> Provided for all unit standards. all key aspects adhered to</p> <p><b>12. Learner POE guide:</b> Provided for all unit standards. all key aspects adhered to.</p> <p><b>13. Moderator Guide:</b> Provided, all key aspects adhered to.</p> <p><b>14. Internal Moderation Report:</b> Provided, signed and all key aspects adhered to.</p> <p><b>15. Source of Learning Material:</b> SLA provided, and signed.</p>
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	<p><b>Qualification:50080-</b> Further Education and Training Certificate: Project Management</p> <p><b>1. Curriculum document:</b> Provided for all standard units. All key aspects adhered to.</p> <p><b>2. Alignment Matrix:</b> Provided for all standard units. All key aspects adhered to.</p> <p><b>3. Rules of the Qualification:</b> All the rules of the qualification have been met. The provider selected all core, fundamental and elective unit standards. The minimum number of credits required for the electives is 15 and the provider selected 22.</p> <p><b>4. Exit Level Outcomes:</b> Met through alignment to the Final Integrated Summative Assessment</p> <p><b>5. Learner Guide:</b> Provided for all the unit standards. all key aspects adhered to.</p> <p><b>6. Facilitator:</b> Provided for all the unit standards. all key aspects adhered to.</p> <p><b>7. Notional hour matrix:</b> Provided for all standard units. All key aspects adhered to.</p> <p><b>8. Formative Assessment:</b> Provided for all unit standards. all key aspects adhered to.</p> <p><b>9. Summative Assessment-:</b> Provided for all unit standards. all key aspects adhered to.</p> <p><b>10. Final Integrated Summative Assessment:</b> Provided and it comprises of different questions which are to assess learners against the associated criteria in order to ensure that the exit level outcomes are met.</p> <p><b>11. Assessment Guide:</b> Provided for all the standard units. All key aspects adhered to.</p> <p><b>12. Learner POE guide:</b> Provided for all the unit standards. all key aspects adhered to.</p> <p><b>13. Moderator Guide:</b> Provided for all the unit standards. all key aspects adhered to.</p> <p><b>14. Internal Moderation Report:</b> Provided, signed and all key aspects adhered to.</p> <p><b>15. Source of Learning Material:</b> SLA provided and signed</p>
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	<p><b>Qualification:61593-</b> National Diploma: Marketing Management</p> <p><b>1.Curriculum document:</b> Provided, all key aspects adhered to.</p> <p><b>2.Alignment Matrix:</b> Provided, however the following not addressed: The Essential Embedded Knowledge (EEK).</p> <p><b>3.Rules of the Qualification:</b> Met, all requirements for fundamental, core and elective modules selected. Totaling 249 credits. The minimum selected for all cores, fundamentals and electives should be 243.</p> <p><b>4.Exit Level Outcomes:</b> Met through the FISA</p> <p><b>5.Learner Guide:</b> Provided, all key aspects adhered to.</p> <p><b>6.Facilitator:</b> Provided, however the following aspects not addressed: The appeals and disputes procedure, the facilitator roles and responsibilities.</p> <p><b>7.Notional hour matrix:</b> Provided, all key aspects adhered to.</p> <p><b>8.Formative Assessment:</b> Provided, all key aspects adhered to.</p> <p><b>9.Summative Assessment:</b> Provided, all key aspects adhered to.</p> <p><b>10.Final Integrated Summative Assessment:</b> Provided and it comprises of different questions which are to assess learners against the associated criteria in order to ensure that the exit level outcomes are met.</p> <p><b>11.Assessment Guide:</b> Provided, all key aspects adhered to.</p> <p><b>12.Learner POE guide:</b> Provided, however the following aspects not addressed: The learner reassessment plan.</p> <p><b>13.Moderator Guide:</b> Provided, all the key aspects adhered to.</p> <p><b>14.Internal Moderation Report:</b> Provided, all key aspects adhered to.</p> <p><b>15.Source of Learning Material:</b> SLA provided and signed</p>
<p>5. Staff policies: Outline policies and procedures for staff selection, appraisal and development</p>	<p>The following staff policies have not been provided:</p> <ul style="list-style-type: none"> <li>• Recruitment and Selection</li> <li>• Promotions and Terminations</li> <li>• Staff component i.e. permanent (contract) or contractual (SLA)</li> <li>• Staff development opportunities</li> </ul>
<p>6. Learner policies: Policies and procedures for the selection of learners are outlined, and learners are given guidance and support</p>	<p>Learner policies are provided, however the following are not addressed:</p> <ul style="list-style-type: none"> <li>• The delivery method of E-learning</li> <li>• The work site management procedure not provided</li> </ul>



<p>7. Assessment policies: Outline policies and procedures for forms of assessments that are used and how they are managed</p>	<p>The following assessment policies have been provided:</p> <ul style="list-style-type: none"> <li>• Assessor roles and responsibilities</li> <li>• Professional development of assessors</li> <li>• Types of Assessment</li> <li>• Principles of Good Assessment</li> <li>• Assessment Methodologies and Tools</li> <li>• Language in the Assessment Process</li> <li>• Methods of Evidence collection</li> <li>• Mechanisms for appeals and grievances</li> <li>• Fees and cost structure (if applicable)</li> <li>• Confidentiality</li> <li>• Internal moderation of assessment</li> <li>• Evaluation</li> <li>• That the policy reflects a fair, valid, and reliable moderation</li> <li>• Registered constituent moderators are used to conduct moderation</li> <li>• That SAQA principles of moderation have been followed</li> <li>• That learner results are uploaded to SSETA QMD</li> <li>• That provision is made for external moderation by the SSETA QMD</li> <li>• 25% moderation is conducted on a random sample of assessments</li> <li>• Assessment Guide pre-moderated</li> <li>• The Provider has a RPL policy and procedure in place that indicates the following:             <ul style="list-style-type: none"> <li>• Criteria for RPL is clearly stated in the policy</li> <li>• SAQA principles for RPL are stipulated in the policy and are implemented</li> </ul> </li> </ul>
<p>8. Management system and policies: Indicate the financial, administrative and physical structures and resources of the organization, as well as procedures of accountability within the organization</p>	<ol style="list-style-type: none"> <li>1. <b>CIPC Document:</b> Provided, the company registration number is 2013/082912/07</li> <li>2. <b>Tax Clearance Certificate:</b> Provided, tax clearance number is 0700/2/2017/A000659440</li> <li>3. <b>Business Plan:</b> Not Provided</li> <li>4. <b>Confirmation of Bank:</b> Provided, banking with ABSA, ACC number is 4077601485</li> <li>5. <b>Audited Financial statements:</b> Provided for year-end Feb 2016 and signed</li> <li>6. <b>Auditor Details:</b> Provided, auditor is Dawid Hanekamp, with ACT Solutions PTA Inc.</li> <li>7. <b>Training Venue:</b> Provided, for the Centurion and Midrand campuses.</li> <li>8. <b>Public Liability Insurance:</b> Provided, through Hollard, renewal date is the 1<sup>st</sup> of September 2017</li> <li>9. <b>Occupational Health And Safety Audit Report:</b> Provided for both the Midrand and the Centurion Campuses. Signed by auditor NJ Botha on the 27<sup>th</sup> of July.</li> </ol>

<p><b>General Comments:</b></p>	

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**Areas Addressed in Remediation:**

<b>First time evaluation Report:</b>	
<b>Remedial Evaluation Report:</b>	
<b>Extension of Scope Evaluation Report:</b>	
<b>MOU: Programme Approval Report</b>	<b>x</b>
<b>Monitoring Site Visit Remedial Evaluation Report</b>	

**Short-term requirement:**

<b>Description of Remediation</b>	<b>Comment (Evaluator)</b>

**Long term requirement/recommendation**

<b>Description of Remediation</b>	<b>Comment (Evaluator)</b>

**Areas still to be remediated:****Short-term requirement:**

<b>Description / or Quality Indicator</b>	<b>Comment (Evaluator)</b>
Programme delivery: 61593	<p>The provider needs to submit the following documents:</p> <ul style="list-style-type: none"> <li>• An alignment Matrix addressing the essential embedded knowledge(EEK)</li> <li>• A facilitator guide addressing the appeals and disputes procedures and the facilitator roles and responsibilities.</li> <li>• A learner POE guide addressing the learner reassessment plan.</li> </ul>

**Long term requirement/recommendation**

Description / or Quality Indicator	Comment (Evaluator)
Organogram	The provider needs to submit the following documents: <ul style="list-style-type: none"> <li>An organogram, stating the names of the Facilitators, assessors and moderators</li> </ul>
Management system and policies	The provider needs to submit the following documents: <ul style="list-style-type: none"> <li>Business Plan</li> </ul>

**History of Provider Accreditation:**

Learning Programme against accreditation	Accreditation Status	US	NQF	Credit	US Expiry Date
N/A					

**5. Conclusion**

- a. **Learnfast Training Solutions** has been awarded Programme Approval valid until **31 March 2020**.
- b. All conditions met in the report above will need to be maintained and improved in order to meet the requirements for accreditation.
- c. Areas of remediation stipulated above must be addressed and submitted to **SSETA- Services Sector Education Training Authority** by **06 August 2018**.
- d. You would be required to comply with the reporting procedures of **SSETA- Services Sector Education Training Authority**.
- e. A Monitoring Site Visit will be conducted at least once during your period of accreditation, and you will be contacted prior to the visit.

Finally, **SSETA- Services Sector Education Training Authority** congratulates **Learnfast Training Solutions** on their achievement.

Name of Evaluator: Michael Sithole

Name of Manager: Tumelo Ngwako




Date: 09/05/2018

Date: 16 May 2018



Date: 06 June 2018

Name of Contact Person

1 Oracle Close

Halfway House

Midrand

2196

Tel: 0112624555

E-mail: [minja@myacademy.co.za](mailto:minja@myacademy.co.za)

Dear Minja Pieterse

**Services SETA Accreditation No: 12611**

**RE - Accreditation of Provider – Learnfast Training Solutions – 2013/082912/07**

This serves as confirmation that **Learnfast Training Solutions** accreditation no. **12611** has been **awarded Programme Approval** valid **until 31 March 2020** as a Provider of Education and Training for the delivery of the following learning programme/s:

Name of Learning / Skills Programme	NQF Level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to Learning programme		Qualification to which the learning program and unit standards are linked / contextualized
				Qual. / US ID	Title	
<b>59201 LP 60269-</b> National Certificate: Generic Management	5	162	2018-06-30			<b>Qualification Title:</b> National Certificate: Generic Management <b>SAQA I.D:</b> 59201 LP 60269 <b>NQF Level:</b> 5 <b>Credits:</b> 162 <b>Registration start date:</b> 2015-07-01 <b>Registration end date:</b> 2018-06-30 <b>Last date for enrolment:</b> 2019-06-30 <b>Last date for achievement:</b> 2022-06-30
<b>57712 LP 74630-</b> Further Education and Training Certificate: Generic Management	4	150	2018-06-30			<b>Qualification Title:</b> Further Education and Training Certificate: Generic Management <b>SAQA I.D:</b> 57712 LP 74630 <b>NQF Level:</b> 4 <b>Credits:</b> 150 <b>Registration start date:</b> 2015-07-01

						<b>Registration end date:</b> 2018-06-30 <b>Last date for enrolment:</b> 2019-06-30 <b>Last date for achievement:</b> 2022-06-30
<b>58309-</b> National Diploma: Project Management	5	247	2018-06-30			<b>Qualification Title:</b> National Diploma: Project Management <b>SAQA I.D:</b> 58309 <b>NQF Level:</b> 5 <b>Credits:</b> 247 <b>Registration start date:</b> 2015-07-01 <b>Registration end date:</b> 2018-06-30 <b>Last date for enrolment:</b> 2019-06-30 <b>Last date for achievement:</b> 2023-06-30
<b>50080-</b> Further Education and Training Certificate: Project Management	4	136	2018-06-30			<b>Qualification Title:</b> Further Education and Training Certificate: Project Management <b>SAQA I.D:</b> 50080 <b>NQF Level:</b> 4 <b>Credits:</b> 136 <b>Registration start date:</b> 2015-07-01 <b>Registration end date:</b> 2018-06-30 <b>Last date for enrolment:</b> 2019-06-30 <b>Last date for achievement:</b> 2022-06-30

A comprehensive report in terms of the evaluation of your application for accreditation will be sent to you. Where there are any recommendations and requirements stipulated please ensure that you provide the **SSETA- Services Sector Education Training Authority** with the required information as per the stipulations.

Your accreditation number must be utilised by **Learnfast Training Solutions** only and may not be used by any other Skills Development Provider.

As an accredited Skills Development Provider you are required to:

1. Complete and submit the attached code of conduct to SSETA within 7 working days of receipt of this letter.
2. Submit learner enrolments to SSETA within 21 days of the commencement of the approved training intervention.
3. Conduct training, assessment and moderation.
4. Upload learner achievements in order for external moderation to be conducted by the SSETA.

**The following paragraph is for MOU Providers only – delete if not applicable**

**Learnfast Training Solutions** programme approval status is subject to the continued accreditation of the SDP by their Primary ETQA. Learners may not be enrolled if the Accreditation by their Primary ETQA has expired, however the Provider will be allowed to exit learners that are already in the system.

Skills Development Provider monitoring site visits will continue to be scheduled in accordance with quality assurance standards and practice.

Finally the Services SETA wishes to congratulate **Learnfast Training Solutions** on this achievement and is looking forward to a long association.

Should you require any further information do not hesitate to contact the Services SETA.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tumelo Ngwako', written in a cursive style.

**Accreditation Manager: Tumelo Ngwako**

**011 276 9732**

**[tumelon@serviceseta.org.za](mailto:tumelon@serviceseta.org.za)**