



TB2B GROUP
INFINITY POSSIBILITIES

ACCREDITATION
LETTERS



TB2B GROUP INFINITY POSSIBILITY.

• Vat Reg: 4550254637 Company Reg: 2008/180515/23



SARBPP

15 March 2021

Training B2B CC

64 Conrad Drive
Office 109
Blairgowrie Plaza
Blairgowrie

Accreditation Status of Training B2B CC (Full Accreditation)

In terms of Section 32 of the NQF Act 67 of 2008 read with section 26I of the SDA (2) 37 of 2008 SAQA and Quality Councils (QCs) have delegated certain quality assurance functions to SA Board for People Practices (SABPP) since 16 October 2012, also known as Quality Assurance Partner (QAP). The SABPP takes this opportunity to congratulate you on your accreditation.

Accreditation number: 63920P182TB2B

Accreditation Period: 28 February 2020 – 27 February 2023

Unit Standard ID	Unit Standard Title	NQF Level	Credits
10147	Supervise a project team of a technical project to deliver project objectives	Level 5	14
117871	Facilitate learning using a variety of given methodologies	Level 5	10
117865	Assist and support learners to manage their learning experiences	Level 4	5
10170	Demonstrate understanding of employment relations in an organisation	Level 3	3
244574	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	Level 3	4
15221	Provide information and advice regarding skills development and related issues	Level 5	4
252041	Promote a learning culture in an organisation	Level 5	5
15217	Develop an organisational training and development plan	Level 5	6
15232	Coordinate planned skills development interventions in an organisation	Level 5	6

If you would like any further clarity regarding this letter, do contact the writer on (011) 045-5400.

Thanking you,



Dr Ajay Jivan
Head: Research, Quality Assurance, HR Audits and Finance Controls

PROVIDERS CODE OF CONDUCT

1. PREAMBLE

In terms of the Section 32 of the NQF Act 67 of 2008 read with Section 26I of the SDA (S) 37 OF 2008, SAQA and Quality Council for Trade and Occupation (QCTO) to fulfil the functions as contemplated in the SABPP QAP to perform the following functions:

- Accredite constituent providers for specific unit standards and qualifications;
- Promote quality and monitor provision among constituent providers;
- Evaluate assessment and facilitate moderation among constituent providers;
- Register constituent assessors for specified unit standards and/or qualifications;
- Take responsibility for the certification of learners and accredited providers;
- Maintain records and upload learner information to SAQA NLRD.
- Recommend new standards or qualifications/part qualification, or amendments to existing standards and qualifications, to QCTO.

The SA Board for People Practices believes in conducting business with uttermost integrity, adhering to the highest possible standards and acting with professionalism. In turn Training Providers accredited by the SABPP will accept, and adhere to this Code of Conduct.

2. ROLE OF PROVIDERS

All providers accredited with the SABPP shall conduct their business to provide education and training to the best of their ability in-line with the QAP/SAQA/QCTO criteria for the accreditation of Training Providers.

The assessment practices must be inline SAQA and QCTO Policies, however, SABPP requests that assessment must be conducted regularly followed up with written feedback to learners and respective stakeholders, reports must be generated regularly. Moderation must be conducted regularly and NOT at the end of the project. If malpractices are practices are conducted, providers accreditation will be jeopardised.

Note, the providers policies must be applied, practiced and implemented, so that your integrity is based on ethical, good and professional.

3. INTEGRITY

All providers shall conduct their business with the SABPP, the community and all their

clients with uttermost integrity.

4. PROFESSIONALISM

All the providers shall conduct their business with the community and all their clients with professionalism.

5. GOOD FAITH

All the providers shall conduct their business with the community and all their clients with uttermost good faith.

6. COMPLIANCE WITH THE LAW

Due to the nature of the role of training providers, it is incumbent upon all Training Providers accredited by the SABPP to comply with all the laws of the land in particular the Skills Development Act, Skills Development Levies Act, Protection of Personal Information Act (POPI); Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Health and Safety Act and laws related to training and conducting of business in general..

7. CONFIDENTIALITY

During their interaction with the SABPP and the public, training providers will gain access to confidential information and /or material belonging to third parties and to this end all the training providers accredited by the SABPP shall always keep such information confidential and not be permitted to make a disclosure of such information or use it without the written consent of any affected party. Your practices must be in-line with the relevant legislation such POPI Act and others.

8. DATA UPLOAD

Training providers are required to upload learner(s) information when commencing (enrolment) and completion (achievements) of learning. All projects must be tracked and both SABPP/QCTO will have the right to interrogate the data.

9. BILLING

Training providers are obliged to make payment as per scheduled fees for the respective services rendered by the SABPP – QAP Department. No services will be rendered without payment in full.

10. OBJECTIVES

Training Providers shall always shall seek to:

- Provide employers, clients and learners with a highest level of quality education, training and development.
- Maintain confidentiality and integrity in the education, training and development practice.
 - Develop human potential for recognised the rights and dignities of the learners.

- Honour all learner and learnerships agreements.
- Report accurately on human resource development, credentials, experience, ability and qualifications as requested by the SABPP QAP.
- Adhere to policies, criteria and guidelines of the SABPP QAP.

11. **DE-REGISTRATION**

Failure to adhere to this code of conduct shall result in the withdrawal of the providers, accreditation and registration with the SABPP QAP and formal action taken by the SABPP. The following instances are regarded as serious practice of this code of conduct and may lead to de-accreditation and deregistration as an SABPP accredited training provider.

- Complaint lodged by learners or other stake holders/clients regarding the conduct or ethics of the provider.
 - Repeated none performance and /or policy and guidelines violation.
 - Willful misrepresentation by the provider on any matters relating to the business of the provider
 - Failure to comply with the audits requirements of the SABPP QAP.

12. **DECLARATION BY THE PROVIDER**

Providers accredited by the SABPP QAP will be required to accept, the following declaration if training is conducted offsite as well:

- that Service Level Agreements (SLA) are in-place between companies and training providers before the commencement of training,
- that the following sites, workplaces, providers and/or employers are the sites used by the Training Provider for Training and/or Assessments,
- that these learning sites have been declared FIT FOR PURPOSE by the Company,
- that you have an Offsite Policy and Checklist in place,
- that only the following learning sites listed below are used by the Training Provider

1. _____
2. _____

I/we _____ the undersigned declare that we have read and understood the contents of this document and are aware that any disregard of this document may result in I /we are being de-accredited and de-registered as a training providers with the SABPP QAP.

Accepted by:

Person responsible for the Training

**Signature on behalf of the
Institution/Company**

Date:

_____ Submit signed document within 5 days of receipt.

MICT SETA



MICTSETA

Media, Information And
Communication Technologies
Sector Education And Training Authority

SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES

05 April 2022

TRAINING B2B CC

Unit 21, Tudor Office Park
61 Hillcrest Avenue, Oerorder Park
Johannesburg
2194

Contact email: mavism@tb2b.co.za / thilligie@edufluence.co.za

Enquiries: Ms. Dikeledi Molema

Dear Sir/Madam

CONFIRMATION AND AWARD OF LEARNING PROGRAMME APPROVAL TO TRAINING B2B CC: LEARNING PROGRAMME APPROVAL NUMBER: LPA/00/2017/07/0013

In terms of the ETQA Regulations No: R 1127 of 1998 of the SAQA Act 58 of 1995, the MICT SETA is granted the responsibility to accredit and quality assure constituent education and training providers that deliver education and training that falls within the primary focus of the MICT SETA.

On 26 March 2020, a final decision was taken to award the status of **LEARNING PROGRAMME APPROVAL** to **TRAINING B2B CC** for Information Technology, Media, Advertising and Electronics training from **26 March 2020** until **30 June 2023**.

US Type	US ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
Core	<u>116935</u>	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	Level 2	5
Core	<u>117923</u>	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	Level 2	5
Core	<u>116937</u>	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	Level 2	4
Core	<u>116931</u>	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	Level 2	4
Core	<u>117924</u>	Use a Graphical User Interface (GUI)-based word processor to format documents	Level 2	5

Board Members: Simphiwe Thobela [Chairperson], Matome Madibana [Acting CEO], Lesiba Langa, Loyiso Tyra, Mack Mamarobela, Ntombikayise Khumalo, Siphiso Zwane, Thabisa Faye, Thabo Mofokeng, Viwe James

[T] (011) 207 2600 [A] Block 2, Level 3 West Gallagher House, Gallagher Convention Centre, 19 Richards Drive, Midrand | P.O. Box 5585 Halfway House, 1685

mict.org.za

Core	116936	Use a Graphical User Interface (GUI)-based database application to work with simple databases	Level 3	3
Core	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	Level 3	5
Core	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	Level 3	6
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns	Level 3	5
Core	116943	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	Level 4	3

58820: National Certificate: Advertising, NQF Level 5, 124 Credits

US Type	US ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
Core	244580	Develop advertising activity specifications	Level 5	15
Core	10064	Investigate and explain marketing communications concepts	Level 5	8
Core	244560	Present advertising ideas	Level 5	7
Core	244616	Recommend resources for advertising assignments	Level 5	15
Core	244613	Select information for advertising assignments	Level 5	10
Core	10147	Supervise a project team of a technical project to deliver project objectives	Level 5	14
Fundamental	115792	Access, process, adapt and use data from a wide range of texts	Level 5	5
Fundamental	115789	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts	Level 5	5
Fundamental	115790	Write and present for a wide range of purposes, audiences and contexts	Level 5	5
Elective	10066	Establish customer needs and relationships	Level 5	16
Elective	244586	Contract suppliers for advertising assignments	Level 5	15
Elective	10067	Develop customer needs and relationships	Level 5	16

The approved delivery site herein listed and attached in the final report is confirmed.

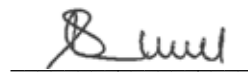
GAUTENG PROVINCE
Unit 21, Tudor Office Park 61 Hillcrest Avenue, Oerder Park Johannesburg 2194

The MICT SETA ETQA must be immediately notified of any changes with respect to the facilitator(s), assessor (s), moderator(s) and delivery site(s) and the respective contact details.

The MICT SETA congratulates **TRAINING B2B CC** on this momentous achievement.

A copy of the final report will be forwarded to you in due course.

Yours sincerely



NATALIE NELSON

Senior Manager: ETQA



MATOME MADIBANA

Acting Chief Executive Officer

MICT SETA



MICTSETA

Media, Information And
Communication Technologies
Sector Education And Training Authority

SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES

31 March 2020

TRAINING BUSINESS 2 BUSINESS Cc

Office 109, Baigowrie Plaza
64 Conrad Drive
Randburg
2194

Dear Sir/Madam

**CONFIRMATION AND AWARD OF PROVISIONAL LEARNING PROGRAM APPROVAL TO
TRAINING BUSINESS 2 BUSINESS Cc: LEARNING PROGRAM APPROVAL NUMBER:
LPA/00/2010/07/955**

In terms of the ETQA Regulation No: R 1127 of 1998 of the SAQA Act 58 of 1995, the MICT SETA is granted the responsibility to accredit and quality assure constituent education and training providers that deliver education and training that falls within the primary focus of the MICT SETA.

On 31 March 2020, a final decision was taken to award the status of **Provisional Learning Program Approval** to **TRAINING BUSINESS 2 BUSINESS Cc** for information technology training from 31 March 2020 until 30 June 2023.

SAQA ID	TITLE OF THE QUALIFICATION	LEVEL	CREDITS
49077	National Certificate: Information Technology: End User Computing	3	130

The approved delivery site herein listed and attached in the final report is confirmed.

GAUTENG PROVINCE
Office 109, Baigowrie Plaza 64 Conrad Drive Randburg 2194

The MICT SETA ETQA must be immediately notified of any changes with respect to the facilitator(s), assessor(s), moderator(s), delivery site(s) and the respective contact details.

The MICT SETA congratulates TRAINING BUSINESS 2 BUSINESS Cc on this momentous achievement.

A copy of the final report will be forwarded to you in due course.

Yours Sincerely,

Mr Sithembiso Hlogwane
Acting Senior Manager: ETQA

Mr Mdu Zakwe
Chief Executive Officer

Physical Address: Block 2, Level 3 West, Gallagher Estate, 19 Richards Drive, Midrand | Postal Address: P O Box 5585, Halfway House, 1685
Tel: (011) 207 2800/3 | Fax: (011) 805 6833 | Call Centre: (011) 207 2600

Board Members: Sihle Ngubane (Chairperson), Mdu Zakwe (CEO), Donald Liphoko, Marilyn Radebe, Matsebe Phasha, Montseng Mopeli, Ntombi Khumalo, Ntomboxolo Maheneza, Soritaga Mantshaga, Teboho Morobe, Thabo Mofokeng, Thamsanqa Mzileni, Ulandi Exner, Zamaswazi Phakathi.

The qualification is ideal for business people in the following fields:

- Personal Assistants / Receptionists
- Office Administrators
- Project Administrators

UNIT STANDARDS:

	ID	UNIT STANDARD TITLE	PRE-2009 NQF LEVEL	NQF LEVEL	CREDITS
Core	<u>117925</u>	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	Level 2	NQF Level 02	3
Core	<u>116935</u>	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	Level 2	NQF Level 02	2
Core	<u>117923</u>	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	Level 2	NQF Level 02	5
Core	<u>116937</u>	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	Level 2	NQF Level 02	4
Core	<u>116931</u>	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	Level 2	NQF Level 02	4
Core	<u>117924</u>	Use a Graphical User Interface (GUI)-based word processor to format documents	Level 2	NQF Level 02	5
Core	<u>116945</u>	Use electronic mail to send and receive messages	Level 2	NQF Level 02	2
Core	<u>116936</u>	Use a Graphical User Interface (GUI)-based database application to work with simple databases	Level 3	NQF Level 03	3
Core	<u>116930</u>	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	Level 3	NQF Level 03	5
Core	<u>116940</u>	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	Level 3	NQF Level 03	6
Core	<u>116942</u>	Use a GUI-based word processor to create merged documents	Level 3	NQF Level 03	3
Core	<u>119078</u>	Use a GUI-based word processor to enhance a document through the use of tables and columns	Level 3	NQF Level 03	5
Core	<u>115391</u>	Demonstrate an understanding of the principles of the internet and the world-wide-web	Level 4	NQF Level 04	3
Core	<u>114076</u>	Use computer technology to research a computer topic	Level 4	NQF Level 04	3
Core	<u>116943</u>	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	Level 4	NQF Level 04	3

Fundamental	<u>8968</u>	Accommodate audience and context needs in oral communication	Level 3	NQF Level 03	5
Fundamental	<u>9010</u>	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	Level 3	NQF Level 03	2
Fundamental	<u>13915</u>	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	Level 3	NQF Level 03	4
Fundamental	<u>9013</u>	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 3	NQF Level 03	4
Fundamental	<u>9012</u>	Investigate life and work related problems using data and probabilities	Level 3	NQF Level 03	5
Fundamental	<u>11241</u>	Perform Basic Business Calculations	Level 3	NQF Level 03	6
Fundamental	<u>8973</u>	Use language and communication in occupational learning programmes	Level 3	NQF Level 03	5
Fundamental	<u>7456</u>	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 3	NQF Level 03	5
Fundamental	<u>8970</u>	Write texts for a range of communicative contexts	Level 3	NQF Level 03	5
Fundamental	<u>110023</u>	Present information in report format	Level 4	NQF Level 04	6
Elective	<u>258883</u>	Use generic functions in a Graphical User Interface (GUI)-environment	Level 1	NQF Level 01	4
Elective	<u>258897</u>	Apply electronic messaging and calendar application	Level 2	NQF Level 02	2
Elective	<u>258879</u>	Change the appearance of a spreadsheet	Level 3	NQF Level 03	3
Elective	<u>114636</u>	Demonstrate an understanding of preventative maintenance, environmental and safety issues in a computer environment	Level 3	NQF Level 03	6
Elective	<u>14947</u>	Describe data communications	Level 3	NQF Level 03	4
Elective	<u>14918</u>	Describe the principles of Computer Programming	Level 3	NQF Level 03	5
Elective	<u>14913</u>	Explain the principles of computer networks	Level 3	NQF Level 03	5
Elective	<u>7785</u>	Function in a business environment	Level 3	NQF Level 03	4
Elective	<u>14912</u>	Investigate the use of computer technology in an organisation	Level 3	NQF Level 03	6
Elective	<u>114984</u>	Manage electronic mail in a business environment	Level 3	NQF Level 03	2
Elective	<u>13931</u>	Monitor and control the maintenance of office equipment	Level 3	NQF Level 03	4
Elective	<u>258898</u>	Review and create documents using a Graphical User Interface (GUI)-based word processor	Level 3	NQF Level 03	7

Elective	<u>258880</u>	Utilise special features to enhance presentations	Level 3	NQF Level 03	3
Elective	<u>10140</u>	Apply a range of project management tools	Level 4	NQF Level 04	8
Elective	<u>258877</u>	Demonstrate knowledge of and manipulate master and subdocuments in a Graphical User Interface (GUI)-based word processor	Level 4	NQF Level 04	4
Elective	<u>117928</u>	Describe the application and effect of Information and Communication Technologies (ICT) on society	Level 4	NQF Level 04	5
Elective	<u>258881</u>	Design complex tables and queries using a graphical user interface (GUI) based database to solve a given problem	Level 4	NQF Level 04	5
Elective	<u>258875</u>	Design forms and reports using a Graphic User Interface (GUI) based database	Level 4	NQF Level 04	4
Elective	<u>258878</u>	Ensure spreadsheet integrity to enhance reliability	Level 4	NQF Level 04	3
Elective	<u>14917</u>	Explain computer architecture concepts	Level 4	NQF Level 04	7
Elective	<u>10139</u>	Implement project administration processes according to requirements	Level 4	NQF Level 04	5
Elective	<u>117156</u>	Interpret basic financial statements	Level 4	NQF Level 04	4
Elective	<u>258882</u>	Manipulate data and ensure integrity	Level 4	NQF Level 04	4
Elective	<u>117927</u>	Use a Graphical User Interface (GUI)-based database application to solve a given problem	Level 4	NQF Level 04	6
Elective	<u>10135</u>	Work as a project team member	Level 4	NQF Level 04	8
Elective	<u>258876</u>	Work with spreadsheets	Level 4	NQF Level 04	3
Elective	<u>117926</u>	Identify and explain ICT risks and recommend security solutions	Level 5	Level TBA: Pre-2009 was L5	5

LG SETA



LGSETA
Learners' Guild of South Africa

47 Van Buuren Road, Bedfordview 2007, P O Box 1964, Bedfordview 2008

Telephone 011-456-8579 Facsimile 011-450-4948 Email info@lgseta.org.za Website <http://www.lgseta.org.za>

TRAINING BUSINESS 2 BUSINESS CC

Telsaf Data House

5 Condrad drive

Blairgowrie

2194

For attention: Mavis Mazhura

Notification of Program Approval with the LGSeta

Enclosed herewith please find your company's status with the LGSeta

The accreditation status with the LGSeta include:

A. Your company's accreditation number with LGSETA	LGRS-1866-181120
B. Your company's unique identifier with the LGSeta	2008/180515/23
<i>(The above identifier must be referenced during provider data loads)</i>	
C. Your ETQA ID with the LGSeta	611
D. LGSeta ETQA decision number	LGRS-2008/510181120
E. Accreditation period from	23-Aug-16
To	31-Mar-20
F. Your record was last updated on	20-Nov-18

LGSETA's responsibility during the accreditation period:

- A. The LGSETA will conduct monitoring and evaluation visit on an annual basis to ensure that the organization continuously complies with the legislative requirements for accreditation and consistently promotes good quality teaching, learning and assessment within its period of accreditation.



LGSETA
Learners' Growth Skills Empowerment Training Agency

47 Van Buuren Road, Bedfordview 2007, P O Box 1964, Bedfordview 2008

Telephone 011-456-8579 Facsimile 011-450-4948 Email info@lgseta.org.za Website <http://www.lgseta.org.za>

- B. The seta will send a self-evaluation tool to providers on an annual basis to identify provider's needs and this will help the seta to conduct relevant capacity building to providers.
- C. A yearly customer survey will be conducted and providers will be given feedback of the survey.

The Provider's responsibility during the accreditation period:

- A. The training provider's must ensure that the learning programme/s is/are updated and meets the necessary requirements.
- B. Training providers must re-apply for learning programme approval timeously and ensure that it is in line with the replacement Qualification(s)/Unit Standard(s). If any
- C. The Provider must apply for reaccreditation 6 months prior to expiry date of accreditation.
- D. In addition, it is the training provider's responsibility to request for a verification audit once assessments and moderation of learner achievements have been conducted. Please contact the LGSETA ETQA on 011 456 8579 to arrange for the verification visit.
- E. The Provider must apply for the use of the LGseta logo, applications to be addressed to lazaruss@lgseta.org.za.
- F. Providers are not allowed to use the Seta logos without the permission of the seta.

The LGSETA would like to congratulate you on this achievement and your commitment to ensuring quality education is delivered to learners.

Yours sincerely

P. Mkhabela _____



LGSETA

47 Van Buuren Road, Bedfordview 2007, P O Box 1964, Bedfordview 2008

Telephone 011-456-8579 Facsimile 011-450-4948 Email info@lgseta.org.za Website <http://www.lgseta.org.za>

Pumla Mkele

ETQA Manager

pumlam@lgseta.org.za



LGSETA
Learners' Growth Service of Technical Education

47 Van Buuren Road, Bedfordview 2007, P O Box 1964, Bedfordview 2008

Telephone 011-456-8579 Facsimile 011-450-4948 Email info@lgseta.org.za Website <http://www.lgseta.org.za>

Your organization's accreditation status are specifically associated with the following:

Registered assessor/s linked to your organisation

	Identifier	Surname	Name	Registration	
				From	To
1	LGRS-A1202-612	Zimbango	Farai	4/12/2016	4/12/2019

Registered moderator/s linked to your organisation

	Identifier	Last Name	Name	Registration	
				From	To
1	Mod597RumJa3591	James	Rumbidzayi	8/15/2018	8/14/2021

Qualification/s linked to your organisation

	Qualification ID	Title	Provision date	
			From	To
1	57823	National Certificate: Ward Committee Governance	8/23/2016	3/31/2020
Qualification linked status			Fully accredited training provider	
ETQA approval number:			LGRS-01-2008/-181120	

Unit Standard/s linked to your organisation

	Unit Standard ID	Title	Provision date	
			From	To
1	7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	8/23/2016	3/31/2020
ETQA approval number:			LGRS-01-2008/-181120	
2	7480	Demonstrate understanding of rational and irrational numbers and number systems	8/23/2016	3/31/2020
ETQA approval number:			LGRS-01-2008/-181120	
3	9007	Work with a range of patterns and functions and solve problems	8/23/2016	3/31/2020
ETQA approval number:			LGRS-01-2008/-181120	



LGSETA

47 Van Buuren Road, Bedfordview 2007, P O Box 1964, Bedfordview 2008

Telephone 011-456-8579 Facsimile 011-450-4948 Email info@lgseta.org.za Website http://www.lgseta.org.za

4	9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	8/23/2016	3/31/2020
		ETQA approval number: LGRS-01-2008/-181120		
5	12444	Measure, estimate and calculate physical quantities and explore, describe and represent geometrical relationships in 2-dimensions in different life or workplace contexts	8/23/2016	3/31/2020
		ETQA approval number: LGRS-01-2008/-181120		
6	13934	Plan and prepare meeting communications	8/23/2016	3/31/2020
		ETQA approval number: LGRS-01-2008/-181120		
7	113955	Apply the Batho Pele principles to own work role and context	8/23/2016	3/31/2020
		ETQA approval number: LGRS-01-2008/-181120		
8	119454	Maintain and adapt oral/signed communication	8/23/2016	3/31/2020
		ETQA approval number: LGRS-01-2008/-181120		
9	119456	Write/present for a defined context	8/23/2016	3/31/2020
		ETQA approval number: LGRS-01-2008/-181120		
10	119460	Use language and communication in occupational learning programmes	8/23/2016	3/31/2020
		ETQA approval number: LGRS-01-2008/-181120		
11	119463	Access and use information from texts	8/23/2016	3/31/2020
		ETQA approval number: LGRS-01-2008/-181120		
12	123462	Demonstrate knowledge and understanding of the project and the project support services environment	8/23/2016	3/31/2020
		ETQA approval number: LGRS-01-2008/-181120		
13	242890	Display an understanding of core municipal processes and Ward Committee participation in these processes	8/23/2016	3/31/2020
		ETQA approval number: LGRS-01-2008/-181120		
14	242891	Apply communication, interpersonal and conflict management principles in Ward Committee functions, processes	8/23/2016	3/31/2020
		ETQA approval number: LGRS-01-2008/-181120		
15	242892	Display an understanding of the Constitution, structure of Ward Committees and the roles and responsibilities of committee members	8/23/2016	3/31/2020
		ETQA approval number: LGRS-01-2008/-181120		
16	242893	Display an understanding of the policy and legal framework guiding the Ward Committee system and its functioning	8/23/2016	3/31/2020
		ETQA approval number: LGRS-01-2008/-181120		
17	242895	Support the facilitation of development project service delivery in a Ward Committee context	8/23/2016	3/31/2020
		ETQA approval number: LGRS-01-2008/-181120		



LGSETA

47 Van Buuren Road, Bedfordview 2007, P O Box 1964, Bedfordview 2008

Telephone 011-456-8579 Facsimile 011-450-4948 Email info@lgseta.org.za Website <http://www.lgseta.org.za>

18	242896	Demonstrate an understanding and apply the broad principles of Ward Committee functioning to participate in municipal processes	8/23/2016	3/31/2020
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ETQA approval number: LGRS-01-2008/-181120

SERVICES SETA

The Services SETA (Sector Education & Training Authority)
 15 Sherborne Road, Parktown, Gauteng, 2193,
 P O Box 3322, Houghton, 2041
 Email: customercare@serviceseta.org.za,
 Website: www.serviceseta.org.za
 Tel: 011 276 9600, Fax: 011 276 9623



Date: 11 August 2020

Name of Contact Person: Mavis Mazhura
 Training Business 2 Business CC
 64 Conrad drive
 Blairgowrie Plaza Building
 Office 109 1st Floor
 Blairgowrie
 Johannesburg

Tel: 076 226 1100

Cell: 076 226 1100

Email: info@tb2b.co.za

Services SETA Accreditation No: 2641

Re- **Accreditation of Provider – Training Business 2 Business CC : - 2008/180515/23**

As per the delegation from the Quality Council for Trades and Occupations in terms of the NQF Act (Act No.67 of 2008) and Skill Development Act, 1998 (Act No. 97 of 1998, as amended), this letter serves to confirm that **Training Business 2 Business CC** accreditation no. **2641**, has been **Recommended for Full Accreditation status** as a skills development provider in line with the SAQA qualification/s last date of Enrolments end date for the following programmes:

Name of Learning programme/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
				Qualification/ US ID	US/Qualification Title	
National Certificate: Business Administration Services	2	130	2023/06/30	23833	National Certificate: Business Administration Services	Qualification ID: 23833 Qualification Title National Certificate: Business Administration Services Credits: 130 Level: 2 Registration start date: 2018-07-01 Registration end date 2023-06-30 Last Date for Enrolment: 2024-06-30 Last Date for Achievement: 2028-06-30
National Certificate: Organisational Transformation and	5	130	2023/06/30	49075	National Certificate: Organisation	Qualification ID: 49075 Qualification Title National Certificate: Organisational

Change Management					al Transformation and Change Management	Transformation and Change Management Credits: 127 Level: 5 Registration start date: 2018-07-01 Registration end date 2023-06-30 Last Date for Enrolment: 2024-06-30 Last Date for Achievement: 2028-06-30
Further Education and Training Certificate: Generic Management	4	140	2023-06-30	57712 LP74630	Further Education and Training Certificate: Generic Management	Qualification ID: 57712LP74630 Qualification Title Further Education and Training Certificate: Generic Management NQF Level: 4 Credits: 140 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date for enrolment: 2024-06-30 Last date for achievement: 2027-06-30
General Education and Training Certificate: Business Practice	1	121	2023/06/30	61755	General Education and Training Certificate: Business Practice	Qualification ID: 61755 Qualification Title General Education and Training Certificate: Business Practice Credits: 121 Level: 1 Registration start date: 2018-07-01 Registration end date 2023-06-30 Last Date for Enrolment: 2024-06-30 Last Date for Achievement: 2028-06-30
Further Education and Training Certificate: New Venture Creation	4	149	2023-06-30	66249	Further Education and Training Certificate: New Venture Creation	Qualification ID: 66249 Qualification Title: Further Education and Training Certificate: New Venture Creation NQF Level: 4 Credits: 149 Registration start date: 2018-07-01 Registration end date 2023-06-30 Last Date for Enrolment: 2024-06-30

						Last Date for Achievement: 2028-06-30
National Certificate: Business Administration Services	3	120	2023/06/30	67465	National Certificate: Business Administration Services	Qualification ID: 67465 LP 23655 Qualification Title National Certificate: Business Administration Services Credits: 251 Level: 5 Registration start date: 2018-07-01 Registration end date 2021-06-30 Last Date for Enrolment: 2022-06-30 Last Date for Achievement: 2025-06-30
Apply the principles of customer care in client interactions	4	5	2023/06/30	252170	Apply the principles of customer care in client interactions	Qualification ID: 79626 Qualification Title Further Education and Training Certificate: Commercial Property and Facilities Management Credits: 150 Level: 4 Registration start date: 2018-07-01 Registration end date 2023-06-30 Last Date for Enrolment: 2024-06-30 Last Date for Achievement: 2027-06-30

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

Your accreditation number must be utilised by **Training Business 2 Business CC** 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 Services SETA within 7 working days of receipt of this accreditation letter.
2. Submit learner enrolments to Services SETA as soon as learners have been enrolled onto the learning intervention within 21 days of the commencement of the approved training intervention.
3. Conduct training, assessment and moderation on the approved learning intervention.
4. Upload learner achievements to Services SETA in order to complete Services SETA's quality assurance learner achievements process for external moderation to be conducted by the Services SETA.

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

Finally Services SETA wishes to congratulate **Training Business 2 Business CC** 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,



Executive Manager Core Business: Andile Sipengane

Tel: +27 11 694 8688

AndileS@serviceseta.org.za

SERVICES SETA



SSETA- SERVICES SECTOR EDUCATION TRAINING AUTHORITY

ACCREDITATION EVALUATION REPORT

PROVIDER CONTACT DETAILS:

Registered Name of Provider: Training Business 2 Business CC

Trading Name of Provider:

Satellite campuses if any:

Contact person: **Mavis Mazhura**
Tel: 76 226 1100
Fax:
Cell: 076 226 1100
E-mail: **info@tb2b.co.za**

Physical Address: 64 Conrad Drive
Blairgowrie Plaza Building Office 109
1st Floor Blougowrie
2194

Postal Address: **P.O. Box 6182**
Cresta
2118

Company registration number: 2008/180515/23

Date of Report: 11 August 2020

Provider Accreditation Number: 2641

Introduction

This is a report of an institutional and learning programme evaluation of **Training Business 2 Business CC** 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 **Training Business 2 Business CC** 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: Site Visit

Evaluators appointed by **SSETA- Services Sector Education Training Authority** conducted the evaluation through the Site Visit, which took place at the provider's site, 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

Type of Submission:

First time evaluation:	
Remedial Evaluation:	
Extension of Scope Evaluation:	X
MOU: Programme Approval	
Monitoring Site Visit Remedial Evaluation	

2. Outcome of Evaluation:**Accreditation status awarded**

Programme	Provisional Accreditation	Full Accreditation	Accreditation/Programme Approval Not Yet Recommended	Programme Approval Awarded (MOU Providers)
23833		X		
49075		X		
57712		X		
61755		X		
66249		X		
67465		X		

This serves as a confirmation that **Training Business 2 Business CC** has been evaluated and based on the recommendations of the **SSETA- Services Sector Education Training Authority** evaluator **Training Business 2 Business CC** has been Recommended for **Full Accreditation** status as a provider for the delivery of the following learning programme/s:

1. 23833

Name of Learning programme/Skills programme	Awarded Accreditation status	NQF level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to		Qualification to which the learning program and unit standards are linked / contextualized
					Learning programme Qualification n /US ID	Qualification/US Title	
National Certificate: Business Administration Services	PA	2	130	2023/06/30	23833	National Certificate: Business Administration Services	Qualification ID: 23833 Qualification Title National Certificate: Business Administration Services Credits: 130 Level: 2 Registration start date:2018-07-01 Registration end date 2023-06-30 Last Date for Enrolment: 2024-06-30 Last Date for Achievement:2028-06-30
		2	2	2023/06/30	<u>14338</u>	Attend to customer enquiries in an office setting	
		2	5	2023/06/30	<u>14359</u>	Behave in a professional manner in a business environment	
		2	3	2023/06/30	<u>14353</u>	Conduct basic financial transactions	
		2	4	2023/06/30	<u>110064</u>	Contribute to the health, safety and security of the workplace	

		2	10	2023/06/30	<u>14344</u>	Demonstrate an understanding of a selected business environment	
		2	3	2023/06/30	<u>7568</u>	Demonstrate knowledge of and produce word processing documents using basic functions	
		2	3	2023/06/30	<u>7571</u>	Demonstrate the ability to use electronic mail software to send and receive messages	
		2	5	2023/06/30	<u>14339</u>	Identify and maintain the types of records required in own industry and understand why it is necessary to create evidence and maintain confidentiality	
		2	8	2023/06/30	<u>14343</u>	Investigate the structure of an organization as a workplace	
		2	4	2023/06/30	<u>14341</u>	Keep informed about current affairs related to one's own industry	
		2	4	2023/06/30	<u>14340</u>	Maintain an existing information system in a business environment	
		2	4	2023/06/30	<u>14342</u>	Manage time and work processes within a business environment	
		2	6	2023/06/30	<u>7547</u>	Operate a personal computer system	

		2	2	2023/06/30	<u>8104</u>	Operate and take care of equipment in an office environment	
		2	4	2023/06/30	<u>8420</u>	Operate in a team	
		2	3	2023/06/30	<u>7566</u>	Operate personal computer peripherals	
		2	3	2023/06/30	<u>8618</u>	Organise oneself in the workplace	
		2	3	2023/06/30	<u>14348</u>	Process incoming and outgoing telephone calls	
		2	2	2023/06/30	<u>14346</u>	Process numerical and text data in a business environment	
		2	2	2023/06/30	<u>14349</u>	Receive and execute instructions	
		3	1	2023/06/30	<u>11235</u>	Maintain effective working relationships with other members of staff	
Fundamentals		2	5	2023/06/30	<u>8963</u>	Access and use information from texts	
		2	3	2023/06/30	<u>9009</u>	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to	

						investigate life related problems	
		2	3	2023/06/30	<u>7480</u>	Demonstrate understanding of rational and irrational numbers and number systems	
		2	5	2023/06/30	<u>8962</u>	Maintain and adapt oral communication	
		2	3	2023/06/30	<u>12444</u>	Measure, estimate and calculate physical quantities and explore, describe and represent geometrical relationships in 2-dimensions in different life or workplace contexts	
		2	5	2023/06/30	<u>8965</u>	Respond to literary texts	
		2	2	2023/06/30	<u>7469</u>	Use mathematics to investigate and monitor the financial aspects of personal and community life	
		2	5	2023/06/30	<u>9007</u>	Work with a range of patterns and functions and solve problems	
		2	5	2023/06/30	<u>8964</u>	Write for a defined context	

Electives		3	4	2023/06/30	<u>13915</u>	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	
		2	2	2023/06/30	<u>14347</u>	Receive, distribute and dispatch mail in an office environment	
		2	4	2023/06/30	<u>14352</u>	Manage a diary for self and others	
		2	2	2023/06/30	<u>14355</u>	Order and distribute office supplies	
		2	3	2023/06/30	<u>120308</u>	Apply knowledge of self in order to make a personal decision	
		2	3	2023/06/30	<u>244608</u>	Demonstrate ability to lead a team or group	

2. 49075

Name of Learning programme/Skills programme	Awarded Accreditation status	NQF level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to		Qualification to which the learning program and unit standards are linked / contextualized
					Learning programme Qualification n /US ID	Qualification/US Title	
National Certificate: Organisational Transformation and Change Management	PA	5	130	2023/06/30	49075	National Certificate: Organisational Transformation and Change Management	Qualification ID: 49075 Qualification Title National Certificate: Organisational Transformation and Change Management Credits: 127 Level: 5 Registration start date: 2018-07-01 Registration end date 2023-06-30 Last Date for Enrolment: 2024-06-30 Last Date for Achievement: 2028-06-30
		5	12	2023/06/30	<u>116960</u>	Apply the basic principles of complexity theory to organisational transformation	
		5	10	2023/06/30	<u>115407</u>	Apply the principles of change management in the workplace	
		5	10	2023/06/30	<u>116927</u>	Apply the principles of employment equity to organisational transformation	
		5	12	2023/06/30	<u>116949</u>	Establish how a value system underpins organisational transformation	

		5	8	2023/06/30	<u>116918</u>	Implement skills development in order to facilitate organisational transformation	
		5	14	2023/06/30	<u>116928</u>	Manage diversity in the workplace	
		5	10	2023/06/30	<u>116929</u>	Recognise the transformative elements of South Africa's Human Resources Development legislation	
Fundamentals		4	5	2023/06/30	<u>7465</u>	Collect and use data to establish complex statistical and probability models and solve related problems	
		5	10	2023/06/30	<u>8647</u>	Apply workplace communication skills	
		5	8	2023/06/30	<u>10622</u>	Conduct communication within a business environment	
		5	8	2023/06/30	<u>12433</u>	Use communication techniques effectively	
		5	10	2023/06/30	<u>116921</u>	Apply the principles of Employment Equity to dealing with terminal or chronic illnesses, particularly HIV/Aids, in the workplace	

		5	10	2023/06/30	<u>116919</u>	Use the principles of employment equity to relate corporate social responsibility to organisational transformation	
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3. 57712

Name of Learning programme/Skills programme	Awarded Accreditation status	NQF level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to		Qualification to which the learning program and unit standards are linked / contextualized
					Learning programme /US ID	Qualification/US Title	
Further Education and Training Certificate: Generic Management	PA	4	140	2023-06-30	57712 LP74630	Further Education and Training Certificate: Generic Management	Qualification ID: 57712LP74630 Qualification Title Further Education and Training Certificate: Generic Management NQF Level: 4 Credits: 140 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date for enrolment: 2024-06-30 Last date for achievement: 2027-06-30
		4	12	2023-06-30	<u>242824</u>	Apply leadership concepts in a work context	
		4	5	2023-06-30	<u>242815</u>	Apply the organisation's code of conduct in a work environment	

		4	5	2023-06-30	<u>242816</u>	Conduct a structured meeting	
		4	10	2023-06-30	<u>242822</u>	Employ a systematic approach to achieving objectives	
		4	10	2023-06-30	<u>242822</u>	Employ a systematic approach to achieving objectives	
		4	6	2023-06-30	<u>242821</u>	Identify responsibilities of a team leader in ensuring that organisational standards are met	
		4	6	2023-06-30	<u>242810</u>	Manage Expenditure against a budget	
		4	5	2023-06-30	<u>242829</u>	Monitor the level of service to a range of customers	
		4	10	2023-06-30	<u>242819</u>	Motivate and Build a Team	
		4	5	2023-06-30	<u>242811</u>	Prioritise time and work for self and team	
		4	8	2023-06-30	<u>242817</u>	Solve problems, make decisions and implement solutions	
		3	5	2023-06-30	<u>119472</u>	Accommodate audience and context needs in oral/signed	

						communication	
		3	5	2023-06-30	<u>119457</u>	Interpret and use information from texts	
		3	5	2023-06-30	<u>119467</u>	Use language and communication in occupational learning programmes	
		3	5	2023-06-30	<u>119465</u>	Write/present/sign texts for a range of communicative contexts	
		4	6	2023-06-30	<u>9015</u>	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	
		4	5	2023-06-30	<u>119462</u>	Engage in sustained oral/signed communication and evaluate spoken/signed texts	
		4	5	2023-06-30	<u>119469</u>	Read/view, analyse and respond to a variety of texts	
		4	4	2023-06-30	<u>9016</u>	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	

		4	6	2023-06-30	<u>7468</u>	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	
		4	5	2023-06-30	<u>12153</u>	Use the writing process to compose texts required in the business environment	
		4	5	2023-06-30	<u>119459</u>	Write/present/sign for a wide range of contexts	
Electives		3	10	2023-06-30	<u>113852</u>	Apply occupational health, safety and environmental principles	
		4	4	2023-06-30	<u>242668</u>	Demonstrate knowledge and application of the Occupational Health and Safety Act, 85 of 1993 (OHSA) (as amended) and the responsibilities of management in terms of the Act	
		3	5	2023-06-30	<u>251960</u>	Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge	
		4	2	2023-06-30	<u>242840</u>	Make oral presentations	

		4	8	2023-06-30	<u>11473</u>	Manage individual and team performance	
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61755

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Name of Learning programme/Skills programme	Awarded Accreditation status	NQF level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to		Qualification to which the learning program and unit standards are linked / contextualized
					Learning programme Qualification n /US ID	Qualification/US Title	
General Education and Training Certificate: Business Practice	PA	1	121	2023/06/30	61755	General Education and Training Certificate: Business Practice	Qualification ID: 61755 Qualification Title General Education and Training Certificate: Business Practice Credits: 121 Level: 1 Registration start date: 2018-07-01 Registration end date 2023-06-30 Last Date for Enrolment: 2024-06-30 Last Date for Achievement: 2028-06-30
		1	7	2023/06/30	<u>14444</u>	Demonstrate an understanding of a general business plan and adapt it to a selected business idea	
		1	4	2023/06/30	<u>13999</u>	Demonstrate an understanding of basic accounting practices	
		1	2	2023/06/30	<u>10006</u>	Demonstrate an understanding of entrepreneurship and develop entrepreneurial	

					qualities	
		1	4	2023/06/30	<u>9357</u>	Develop and use keyboard skills to enter text
		1	4	2023/06/30	<u>13994</u>	Identify and discuss different types of business and their legal implications
		1	3	2023/06/30	<u>10007</u>	Identify, analyse and select business opportunities
		1	8	2023/06/30	<u>243189</u>	Manage personal finances
		1	3	2023/06/30	<u>117867</u>	Managing files in a Graphical User Interface (GUI) environment
		1	3	2023/06/30	<u>116932</u>	Operate a personal computer system
		1	3	2023/06/30	<u>15091</u>	Plan to manage one`s time
		1	6	2023/06/30	<u>110082</u>	Understand the impact of customer service on a business
		1	4	2023/06/30	<u>117902</u>	Use generic functions in a Graphical User Interface (GUI)-environment

Fundamentals		1	5	2023/06/30	<u>119373</u>	Describe and represent objects in terms of shape, space and measurement	
		1	6	2023/06/30	<u>119368</u>	Describe, interpret and represent mathematical patterns, functions and algebra in different contexts	
		1	6	2023/06/30	<u>119635</u>	Engage in a range of speaking/signing and listening interactions for a variety of purposes	
		1	5	2023/06/30	<u>119631</u>	Explore and use a variety of strategies to learn	
		1	4	2023/06/30	<u>110083</u>	Process, analyse and communicate numerical data	
		1	6	2023/06/30	<u>119640</u>	Read/view and respond to a range of text types	
		1	4	2023/06/30	<u>119362</u>	Work with numbers; operations with numbers and relationships between numbers	
		1	6	2023/06/30	<u>119636</u>	Write/Sign for a variety of different purposes	
Elective		1	4	2023/06/30	<u>12537</u>	Identify personal values and ethics in the workplace	

		1	8	2023/06/30	<u>256154</u>	Interpret and implement instructions	
		1	3	2023/06/30	<u>10009</u>	Demonstrate the ability to start and run a business and adapt to a changing business environment	
		1	3	2023/06/30	<u>13176</u>	Describe and discuss basic issues relating to the nature of business, the stakeholders in a business and business profitability	
		1	5	2023/06/30	<u>14656</u>	Demonstrate an understanding of sexually and sexually transmitted infections including HIV/AIDS	
		2	5	2023/06/30	<u>117923</u>	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	

5. 66249

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
					Qualification /US ID	Qualification/US Title	

Further Education and Training Certificate: New Venture Creation	PA	4	149	2023/06/30	66249	Further Education and Training Certificate: New Venture Creation	Qualification ID: 66249 Qualification Title National Further Education and Training Certificate: New Venture Creation Credits: 149 Level: 4 Registration start date: 2018-07-01 Registration end date 2023-06-30 Last Date for Enrolment: 2024-06-30 Last Date for Achievement: 2028-06-30
		4	4	2023/06/30	<u>114600</u>	Apply innovative thinking to the development of a small business	
		4	6	2023/06/30	<u>263455</u>	Apply the principles of costing and pricing to a business venture	
		4	5	2023/06/30	<u>263356</u>	Demonstrate an understanding of an entrepreneurial profile	
		4	5	2023/06/30	<u>263514</u>	Demonstrate an understanding of the function of the market mechanisms in a new venture	
		4	6	2023/06/30	<u>120389</u>	Explain and apply the concept, principles and theories of motivation in a leadership context	
		4	5	2023/06/30	<u>114584</u>	Finance a new venture	
		4	4	2023/06/30	<u>263534</u>	Implement an action plan for a new venture	
		4	6	2023/06/30	<u>263474</u>	Manage finances of a new	

							venture	
							Manage general administration	
		4	4		2023/06/30	<u>114805</u>	Negotiate an agreement or deal in an authentic work situation	
		4	5		2023/06/30	<u>13948</u>	Plan and manage production/operations in a new venture	
		4	6		2023/06/30	<u>263434</u>	Plan strategically to improve new venture performance	
		4	4		2023/06/30	<u>263456</u>	Produce business plans for a new venture	
		4	8		2023/06/30	<u>114592</u>	Research the viability of new venture ideas/opportunities	
		4	5		2023/06/30	<u>114596</u>	Implement and manage human resource and labour relations policies and acts	
		4	9		2023/06/30	<u>116394</u>	Accommodate audience and context needs in oral/signed communication	
		3	5		2023/06/30	<u>119472</u>	Interpret and use information from texts	
		3	5		2023/06/30	<u>119457</u>	Use language and communication in occupational learning programmes	
		3	5		2023/06/30	<u>119465</u>	Write/present/sign texts for a range of communicative contexts	
		4	6		2023/06/30	<u>9015</u>	Apply knowledge of statistics and probability to critically interrogate and effectively communicate	

						findings on life related problems	
		4	5	2023/06/30	<u>119462</u>	Engage in sustained oral/signed communication and evaluate spoken/signed texts	
		4	5	2023/06/30	<u>119469</u>	Read/view, analyse and respond to a variety of texts	
		4	4	2023/06/30	<u>9016</u>	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	
		4	5	2023/06/30	<u>119471</u>	Use language and communication in occupational learning programmes	
		4	6	2023/06/30	<u>7468</u>	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	
		4	5	2023/06/30	<u>119459</u>	Write/present/sign for a wide range of contexts	
Electives		4	5	2023/06/30	<u>114593</u>	Tender to secure business for a new venture	Electives
		5	6	2023/06/30	<u>115857</u>	Explain marketing for SMEs	
		4	2	2023/06/30	<u>13945</u>	Describe and apply the management of stock and fixed assets in a business unit	

6. 67465

Name of Learning programme/Skills programme	Awarded Accreditation status	NQF level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to		Qualification to which the learning program and unit standards are linked / contextualized
					Learning programme /US ID	Qualification/US Title	
National Certificate: Business Administration Services	PA	3	120	2023/06/30	67465	National Certificate: Business Administration Services	Qualification ID: 67465 LP 23655 Qualification Title National Certificate: Business Administration Services Credits: 251 Level: 5 Registration start date: 2018-07-01 Registration end date 2021-06-30 Last Date for Enrolment: 2022-06-30 Last Date for Achievement: 2025-06-30
		2	3	2023/06/30	<u>7573</u>	Demonstrate ability to use the World Wide Web	
		2	4	2023/06/30	<u>8420</u>	Operate in a team	
		3	3	2023/06/30	<u>13929</u>	Co-ordinate meetings, minor events and travel arrangements	

		3	3	2023/06/30	<u>10170</u>	Demonstrate understanding of employment relations in an organisation	
		3	4	2023/06/30	<u>7785</u>	Function in a business environment	
		3	1	2023/06/30	<u>7860</u>	Introduce new staff to the workplace	
		3	3	2023/06/30	<u>7706</u>	Maintain a Booking System	
		3	1	2023/06/30	<u>7796</u>	Maintain a secure working environment	
		3	2	2023/06/30	<u>13937</u>	Monitor and control office supplies	
		3	4	2023/06/30	<u>13931</u>	Monitor and control the maintenance of office equipment	
		3	6	2023/06/30	<u>13935</u>	Plan and conduct basic research in an office environment	
		3	4	2023/06/30	<u>13934</u>	Plan and prepare meeting communications	
		3	3	2023/06/30	<u>13933</u>	Plan, monitor and control an information system in a business environment	

		3	5	2023/06/30	<u>7567</u>	Produce and use spreadsheets for business	
		3	5	2023/06/30	<u>7570</u>	Produce word processing documents for business	
		3	3	2023/06/30	<u>9533</u>	Use communication skills to handle and resolve conflict in the workplace	
		4	10	2023/06/30	<u>14357</u>	Demonstrate an understanding of a selected business environment	
		3	5	2023/06/30	<u>8968</u>	Accommodate audience and context needs in oral communication	
		3	8	2023/06/30	<u>9960</u>	Communicate verbally and non-verbally in the workplace	
		3	2	2023/06/30	<u>9010</u>	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	
		3	4	2023/06/30	<u>9013</u>	Describe, apply, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	

		3	5	2023/06/30	<u>8969</u>	Interpret and use information from texts	
		3	5	2023/06/30	<u>9012</u>	Investigate life and work related problems using data and probabilities	
		3	6	2023/06/30	<u>11241</u>	Perform Basic Business Calculations	
		3	5	2023/06/30	<u>7456</u>	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	
		3	5	2023/06/30	<u>8970</u>	Write texts for a range of communicative contexts	
		3	3	2023/06/30	<u>7790</u>	Process Incoming and outgoing telephone calls	
		3	4	2023/06/30	<u>13928</u>	Monitor and control reception area	
		4	4	2023/06/30	<u>117156</u>	Interpret basic financial statements	

6. 252170

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
					Qualification /US ID	Qualification/US Title	
Apply the principles of customer care in client interactions	PA	4	5	2023/06/30	252170	Apply the principles of customer care in client interactions	Qualification ID: 79626 Qualification Title Further Education and Training Certificate: Commercial Property and Facilities Management Credits: 150 Level: 4 Registration start date: 2018-07-01 Registration end date 2023-06-30 Last Date for Enrolment: 2024-06-30 Last Date for Achievement: 2027-06-30

Staff Details:

Name of Facilitator	Learning Programmes Delivered by Facilitator	Qualifications and Experience
Kathleen Stoop 6503060075089	23833 49075 57712 61755 66249 67465	CV: Detailed CV submitted ID Copy: Certified ID copy submitted Qualification: Relevant certified copies of qualifications submitted Experience: As detailed in the CV Service level agreement: Service level agreement signed by all parties is submitted. Scope: Constituent assessor registration letter was submitted valid until 31/03/2022
List Constituent Assessor	Unit Standards/ Qualifications the Assessor is assessing	Qualifications and Experience
Kathleen Stoop 6503060075089	23833 49075 57712 61755 66249 67465	CV: Detailed CV submitted ID Copy: Certified ID copy submitted Qualification: Relevant certified copies of qualifications submitted Experience: As detailed in the CV Service level agreement: Service level agreement signed by all parties is submitted. Scope: Constituent assessor registration letter was submitted valid until 31/03/2022
Name of Constituent Moderator	Unit Standards/ Qualifications the Moderator is moderating	Qualifications and Experience
Jason Le Grange 7611165098085	23833 49075 57712 61755 66249 67465	CV: Detailed CV submitted ID: Certified copy of ID submitted Qualification: Relevant certified copies of qualifications submitted Experience: Relevant experience detailed in the CV Service level agreement: Service level agreement signed by all parties was submitted. Scope: Relevant Constituent moderator and Assessor Registration provided with the expiry date of 31/03/2020

8 Core criteria

1. Policy statement: The organization's aims, objectives and purposes are spelt out	Primary Focus SETA: SSETA Company Registration Documents: The SDP is registered (2008/180515/23) Public Liability Insurance: Provider uses client/hired venues Finances: Bank account and Business plan available Tax Clearance Certificate: The SDP has a Tax Clearance Certificate Mission, Vision, and Values: The SDP has a Mission and vision relevant to the education, training and development. Organogram: the SDP has an organogram with assessors, moderators and facilitators.
2. QMS: Outline procedures that implement quality management	Quality Management System policy and procedure is provided comprising of the following policies: • Review mechanism • Maintenance access and distribution • Assess/assessor/moderator selection • Staff development • Design, development of new learning programmes • Focus and quality of provision • Learner support • Appeals • Administration and Communication Policy • Financial Management Policy • Human Resource Policy • HIV and AIDS Policy • Health and Safety Management Policy • Learning programme development, delivery and evaluation • Document Record Management Policy • Reporting Policy • Certification Policy • Assessment and Moderation Policy and Appeals Policy • Student Entry, Guidance and Support Policy • Code of Conduct • Disciplinary Policy • Language and CAT Policy • Marketing • Special Needs Policy • Recognition of Prior Learning Policy • Staff Selection, Appraisal and Development Policy • Termination Policy • Student Grievance Policy • Strategic Management Policy • Resource and Assets Management Policy • Worksite Management Policy • Offsite Venue Management Policy
3. Review mechanisms: Outline the ways in which the implementation of policies would be monitored	• The SDP has a review policy containing the following • Annual reviews processes • Monthly meetings

4. Programme delivery: Outline how learning programmes would be developed, delivered and evaluated	Qualification ID: 23833 Qualification Title National Certificate: Business Administration Services Credits: 130 Level: 2
	Qualification ID: 49075 Qualification Title National Certificate: Organisational Transformation and Change Management Credits: 127 Level: 5
	Qualification ID: 57712LP74630 Qualification Title Further Education and Training Certificate: Generic Management NQF Level: 4 Credits: 140
	Qualification ID: 61755 Qualification Title General Education and Training Certificate: Business Practice Credits: 121 Level: 1
	Qualification ID: 66249 Qualification Title National Further Education and Training Certificate: New Venture Creation Credits: 149 Level: 4
	Qualification ID: 67465 Qualification Title National Certificate: Business Administration Services Credits: 251 Level: 5
	Curriculum Purpose: Purpose of the programme is stipulated Entry requirements: Entry requirements are stipulated Target audience: Target audience is identified Design method: Design method is stipulated Delivery methodology: Delivery method is identified as face to face Types of assessments: Types of assessments are mentioned Programme overview: Curriculum included programme overview Duration: The duration is stated based on credits that are converted to notional hours.
4.3 Notional Hour Matrix	The Notional Hour Matrix for this Qualification is covered in the Programme Strategy and it covers the following: • Credits • Notional Hours • Days • Contact session: (Theory) and (Practical) • Workplace Experimental learning

4.4 Facilitator Guide	The provider supplied a Master Facilitator Guide for each Skills programme which covers the following: • Introduction • Rationale • Exit level outcome • Integrate Assessment • Access to the qualification • Learning Assumed to be in place • Recognition of Prior learning • About alignment • Programme Delivery Structure • Delivery Strategy • Evidence Grid • Preparing The training venue • Lesson Plan
4.5 Learner Guide	The provider supplied a Learner Guide for each skills programme indicating the following: • Notes to the learner • The learning approach • Purpose • Access to the qualification • Use of the learner Guide • Duration of Program • Letter of commitment from the learner • Alignment Index • SAQA document • Activities
4.6 Assessment Guide	The Provider provided Assessment Guide for each Module covering the Following: • Instructions & memorandum of assessment • Assessment Appeals Procedure • Assessment applications form • Pre-assessment meeting Checklist • Assessment Strategy • The assessment Process • Evidence Grid not evident. Provider must submit assessment evidence grid • Formative assessment as learner workbook.
4.7 Learner Portfolio of Evidence	The provider submitted one Master Portfolio of Evidence Guide for this qualification which includes the following information: • Document Index • Evidence details • Welcome to the Portfolio Guide • The Assessment Type and Requirement • Building your Portfolio • The assessment Process • Assistance and Support
4.8 Final Integrated Summative Assessment (FISA)	SDP submitted FISA that included the following for qualification ID 61595LP35928: • Instruction to the Facilitator • Instruction to the Learner • Learner questions • Model answers

4.9 Moderation Guide	EOS The SDP has the moderator guide in place which include the following • Moderation instrument which describe purpose of moderation • Moderator guide explaining the role and responsibilities of the moderator • Moderation processes identified • Moderation plan • Scope of moderation • Moderation report • Moderation of assessment • Moderation instruments include the NQF principles • The instruction to the moderator in the moderator guide includes the moderation of 25% of learner POE's.
4.10 Pre-moderation Report	Provider submitted a pre-moderation report that contains the following: • Alignment of material to unit standards • Compliance of the programme to the rules of the qualification • Compliance of learner guides to SSETA requirements • Compliance of facilitator guide to SSETA requirements • Compliance of assessor guide to SSETA requirements • Compliance of learner POE to SSETA requirements
4.11 Rules of the qualification	• Core unit standards: The provider met all the core unit standards credits in all qualifications • Fundamentals: The provider selected all fundamentals in all qualifications • Electives: The provider selected electives to the required minimum credits • Second Language: The provider submitted second language material.
5. Staff policies: Outline policies and procedures for staff selection, appraisal and development	Human Resources policies and procedures: • Staff recruitment • Staff performance appraisal • Staff development • Disciplinary code and procedure • Warning systems • Dismissals and disciplinary action • Appeals Procedures • Retrenchment
6. Learner policies: Policies and procedures for the selection of learners are outlined, and learners are given guidance and support	The provider have the following policies: • Learner Entry and Learner Registration Procedure • Learner Guidance and Support • Learner Registration Procedures
7. Assessment policies: Outline policies and procedures for forms of assessments that are used and how they are managed	The provider have the following policies: • Method of Assessment • Recognition of prior learning • Selection and Registration of Assessors • Feedback and counseling • Re-assessment • Declaration of competence • Appeals • Moderation • Reviewing of the assessment practice

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	The provider have in place a Financial Management Policy which covering the following: Primary SETA: • SSETA Administrative Resource Procedures • The Provider has an Administrative and Resources Policies in place Physical Resources: Lease agreement:
General Comments:	

History

Qualification ID/Unit standard	Qualification Title
59201LP60269	National Certificate: Generic Management
114278	Demonstrate and apply an understanding of the Labour Relations Act (Act 66 of 1995)
120372	Explain fundamentals of project management
110023	Present information in report format
120385	Apply a range of project management tools and techniques
252020	Create and manage an environment that promotes innovation
114226	Interpret and manage conflicts within the workplace
252031	Apply the principles and concepts of emotional intelligence to the management of self and others

Areas addressed in Remediation:

First time evaluation Report:	
Remedial Evaluation Report:	
Extension of Scope Evaluation Report:	
MOU: Programme Approval Report	
Monitoring Site Visit Remedial Evaluation Report	

Short-term requirement:

Description of Remediation	Comment (Evaluator)

Long term requirement/recommendation

Description of Remediation	Comment (Evaluator)

Areas still to be remediated:

Short-term requirement:

Description / or Quality Indicator	Comment (Evaluator)

Long term requirement/recommendation

Description / or Quality Indicator	Comment (Evaluator)

4. Conclusion

- a) **Training Business 2 Business CC** has been **Recommended for Full Accreditation** as a skills development provider in line with the SAQA qualification/s Enrolments end date
- b) All conditions met in the report above will need to be maintained and improved in order to meet the requirements for accreditation.
- c) You would be required to comply with the reporting procedures of **SSETA- Services Sector Education Training Authority**.
- d) 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 **Training Business 2 Business CC** on their achievement.

Name of Evaluator: STEPHEN RADEBE

Executive Manager: Andile Sipengane



Date: 17/07/2020



Date: 24 July 2020

SERVICES SETA



SSETA- SERVICES SECTOR EDUCATION TRAINING AUTHORITY

ACCREDITATION EVALUATION REPORT

PROVIDER CONTACT DETAILS:

Registered Name of Provider: Training Business 2 Business CC

Trading Name of Provider:

Satellite campuses if any:

Contact person: **Mavis Mazhura**

Tel: 76 226 1100

Fax:

Cell: 076 226 1100

E-mail: **info@tb2b.co.za**

Physical Address: 64 Conrad Drive
Blairgowrie Plaza Building Office 109
1st Floor Blougowrie
2194

Postal Address: **P.O. Box 6182**
Cresta
2118

Company registration number: 2008/180515/23

Date of Report: 11 August 2020

Provider Accreditation Number: 2641

Introduction

This is a report of an institutional and learning programme evaluation of **Training Business 2 Business CC** 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 **Training Business 2 Business CC** 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: Site Visit

Evaluators appointed by **SSETA- Services Sector Education Training Authority** conducted the evaluation through the Site Visit, which took place at the provider's site, 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

Type of Submission:

First time evaluation:	
Remedial Evaluation:	
Extension of Scope Evaluation:	X
MOU: Programme Approval	
Monitoring Site Visit Remedial Evaluation	

2. Outcome of Evaluation:**Accreditation status awarded**

Programme	Provisional Accreditation	Full Accreditation	Accreditation/Programme Approval Not Yet Recommended	Programme Approval Awarded (MOU Providers)
23833		X		
49075		X		
57712		X		
61755		X		
66249		X		
67465		X		

This serves as a confirmation that **Training Business 2 Business CC** has been evaluated and based on the recommendations of the **SSETA- Services Sector Education Training Authority** evaluator **Training Business 2 Business CC** has been Recommended for **Full Accreditation** status as a provider for the delivery of the following learning programme/s:

1. 23833

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
					Qualification n /US ID	Qualification/US Title	
National Certificate: Business Administration Services	PA	2	130	2023/06/30	23833	National Certificate: Business Administration Services	Qualification ID: 23833 Qualification Title National Certificate: Business Administration Services Credits: 130 Level: 2 Registration start date: 2018-07-01 Registration end date 2023-06-30 Last Date for Enrolment: 2024-06-30 Last Date for Achievement: 2028-06-30
		2	2	2023/06/30	<u>14338</u>	Attend to customer enquiries in an office setting	
		2	5	2023/06/30	<u>14359</u>	Behave in a professional manner in a business environment	
		2	3	2023/06/30	<u>14353</u>	Conduct basic financial transactions	
		2	4	2023/06/30	<u>110064</u>	Contribute to the health, safety and security of the workplace	

		2	10	2023/06/30	<u>14344</u>	Demonstrate an understanding of a selected business environment	
		2	3	2023/06/30	<u>7568</u>	Demonstrate knowledge of and produce word processing documents using basic functions	
		2	3	2023/06/30	<u>7571</u>	Demonstrate the ability to use electronic mail software to send and receive messages	
		2	5	2023/06/30	<u>14339</u>	Identify and maintain the types of records required in own industry and understand why it is necessary to create evidence and maintain confidentiality	
		2	8	2023/06/30	<u>14343</u>	Investigate the structure of an organization as a workplace	
		2	4	2023/06/30	<u>14341</u>	Keep informed about current affairs related to one's own industry	
		2	4	2023/06/30	<u>14340</u>	Maintain an existing information system in a business environment	
		2	4	2023/06/30	<u>14342</u>	Manage time and work processes within a business environment	
		2	6	2023/06/30	<u>7547</u>	Operate a personal computer system	

		2	2	2023/06/30	<u>8104</u>	Operate and take care of equipment in an office environment	
		2	4	2023/06/30	<u>8420</u>	Operate in a team	
		2	3	2023/06/30	<u>7566</u>	Operate personal computer peripherals	
		2	3	2023/06/30	<u>8618</u>	Organise oneself in the workplace	
		2	3	2023/06/30	<u>14348</u>	Process incoming and outgoing telephone calls	
		2	2	2023/06/30	<u>14346</u>	Process numerical and text data in a business environment	
		2	2	2023/06/30	<u>14349</u>	Receive and execute instructions	
		3	1	2023/06/30	<u>11235</u>	Maintain effective working relationships with other members of staff	
Fundamentals		2	5	2023/06/30	<u>8963</u>	Access and use information from texts	
		2	3	2023/06/30	<u>9009</u>	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to	

						investigate life related problems	
		2	3	2023/06/30	<u>7480</u>	Demonstrate understanding of rational and irrational numbers and number systems	
		2	5	2023/06/30	<u>8962</u>	Maintain and adapt oral communication	
		2	3	2023/06/30	<u>12444</u>	Measure, estimate and calculate physical quantities and explore, describe and represent geometrical relationships in 2-dimensions in different life or workplace contexts	
		2	5	2023/06/30	<u>8965</u>	Respond to literary texts	
		2	2	2023/06/30	<u>7469</u>	Use mathematics to investigate and monitor the financial aspects of personal and community life	
		2	5	2023/06/30	<u>9007</u>	Work with a range of patterns and functions and solve problems	
		2	5	2023/06/30	<u>8964</u>	Write for a defined context	

Electives		3	4	2023/06/30	<u>13915</u>	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	
		2	2	2023/06/30	<u>14347</u>	Receive, distribute and dispatch mail in an office environment	
		2	4	2023/06/30	<u>14352</u>	Manage a diary for self and others	
		2	2	2023/06/30	<u>14355</u>	Order and distribute office supplies	
		2	3	2023/06/30	<u>120308</u>	Apply knowledge of self in order to make a personal decision	
		2	3	2023/06/30	<u>244608</u>	Demonstrate ability to lead a team or group	

2. 49075

Name of Learning programme/Skills programme	Awarded Accreditation status	NQF level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to		Qualification to which the learning program and unit standards are linked / contextualized
					Learning programme Qualification /US ID	Qualification/US Title	
National Certificate: Organisational Transformation and Change Management	PA	5	130	2023/06/30	49075	National Certificate: Organisational Transformation and Change Management	Qualification ID: 49075 Qualification Title National Certificate: Organisational Transformation and Change Management Credits: 127 Level: 5 Registration start date: 2018-07-01 Registration end date 2023-06-30 Last Date for Enrolment: 2024-06-30 Last Date for Achievement: 2028-06-30
		5	12	2023/06/30	<u>116960</u>	Apply the basic principles of complexity theory to organisational transformation	
		5	10	2023/06/30	<u>115407</u>	Apply the principles of change management in the workplace	
		5	10	2023/06/30	<u>116927</u>	Apply the principles of employment equity to organisational transformation	
		5	12	2023/06/30	<u>116949</u>	Establish how a value system underpins organisational transformation	

		5	8	2023/06/30	<u>116918</u>	Implement skills development in order to facilitate organisational transformation	
		5	14	2023/06/30	<u>116928</u>	Manage diversity in the workplace	
		5	10	2023/06/30	<u>116929</u>	Recognise the transformative elements of South Africa's Human Resources Development legislation	
Fundamentals		4	5	2023/06/30	<u>7465</u>	Collect and use data to establish complex statistical and probability models and solve related problems	
		5	10	2023/06/30	<u>8647</u>	Apply workplace communication skills	
		5	8	2023/06/30	<u>10622</u>	Conduct communication within a business environment	
		5	8	2023/06/30	<u>12433</u>	Use communication techniques effectively	
		5	10	2023/06/30	<u>116921</u>	Apply the principles of Employment Equity to dealing with terminal or chronic illnesses, particularly HIV/Aids, in the workplace	

		5	10	2023/06/30	<u>116919</u>	Use the principles of employment equity to relate corporate social responsibility to organisational transformation	
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3. 57712

Name of Learning programme/Skills programme	Awarded Accreditation status	NQF level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to		Qualification to which the learning program and unit standards are linked / contextualized
					Learning programme /US ID	Qualification/US Title	
Further Education and Training Certificate: Generic Management	PA	4	140	2023-06-30	57712 LP74630	Further Education and Training Certificate: Generic Management	Qualification ID: 57712LP74630 Qualification Title Further Education and Training Certificate: Generic Management NQF Level: 4 Credits: 140 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date for enrolment: 2024-06-30 Last date for achievement: 2027-06-30
		4	12	2023-06-30	<u>242824</u>	Apply leadership concepts in a work context	
		4	5	2023-06-30	<u>242815</u>	Apply the organisation's code of conduct in a work environment	

		4	5	2023-06-30	<u>242816</u>	Conduct a structured meeting	
		4	10	2023-06-30	<u>242822</u>	Employ a systematic approach to achieving objectives	
		4	10	2023-06-30	<u>242822</u>	Employ a systematic approach to achieving objectives	
		4	6	2023-06-30	<u>242821</u>	Identify responsibilities of a team leader in ensuring that organisational standards are met	
		4	6	2023-06-30	<u>242810</u>	Manage Expenditure against a budget	
		4	5	2023-06-30	<u>242829</u>	Monitor the level of service to a range of customers	
		4	10	2023-06-30	<u>242819</u>	Motivate and Build a Team	
		4	5	2023-06-30	<u>242811</u>	Prioritise time and work for self and team	
		4	8	2023-06-30	<u>242817</u>	Solve problems, make decisions and implement solutions	
		3	5	2023-06-30	<u>119472</u>	Accommodate audience and context needs in oral/signed	

						communication	
		3	5	2023-06-30	<u>119457</u>	Interpret and use information from texts	
		3	5	2023-06-30	<u>119467</u>	Use language and communication in occupational learning programmes	
		3	5	2023-06-30	<u>119465</u>	Write/present/sign texts for a range of communicative contexts	
		4	6	2023-06-30	<u>9015</u>	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	
		4	5	2023-06-30	<u>119462</u>	Engage in sustained oral/signed communication and evaluate spoken/signed texts	
		4	5	2023-06-30	<u>119469</u>	Read/view, analyse and respond to a variety of texts	
		4	4	2023-06-30	<u>9016</u>	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	

		4	6	2023-06-30	<u>7468</u>	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	
		4	5	2023-06-30	<u>12153</u>	Use the writing process to compose texts required in the business environment	
		4	5	2023-06-30	<u>119459</u>	Write/present/sign for a wide range of contexts	
Electives		3	10	2023-06-30	<u>113852</u>	Apply occupational health, safety and environmental principles	
		4	4	2023-06-30	<u>242668</u>	Demonstrate knowledge and application of the Occupational Health and Safety Act, 85 of 1993 (OHS Act) (as amended) and the responsibilities of management in terms of the Act	
		3	5	2023-06-30	<u>251960</u>	Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge	
		4	2	2023-06-30	<u>242840</u>	Make oral presentations	

		4	8	2023-06-30	<u>11473</u>	Manage individual and team performance	
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61755

4

Name of Learning programme/Skills programme	Awarded Accreditation status	NQF level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to		Qualification to which the learning program and unit standards are linked / contextualized
					Learning programme Qualification n /US ID	Qualification/US Title	
General Education and Training Certificate: Business Practice	PA	1	121	2023/06/30	61755	General Education and Training Certificate: Business Practice	Qualification ID: 61755 Qualification Title General Education and Training Certificate: Business Practice Credits: 121 Level: 1 Registration start date: 2018-07-01 Registration end date 2023-06-30 Last Date for Enrolment: 2024-06-30 Last Date for Achievement: 2028-06-30
		1	7	2023/06/30	<u>14444</u>	Demonstrate an understanding of a general business plan and adapt it to a selected business idea	
		1	4	2023/06/30	<u>13999</u>	Demonstrate an understanding of basic accounting practices	
		1	2	2023/06/30	<u>10006</u>	Demonstrate an understanding of entrepreneurship and develop entrepreneurial	

					qualities	
		1	4	2023/06/30	<u>9357</u>	Develop and use keyboard skills to enter text
		1	4	2023/06/30	<u>13994</u>	Identify and discuss different types of business and their legal implications
		1	3	2023/06/30	<u>10007</u>	Identify, analyse and select business opportunities
		1	8	2023/06/30	<u>243189</u>	Manage personal finances
		1	3	2023/06/30	<u>117867</u>	Managing files in a Graphical User Interface (GUI) environment
		1	3	2023/06/30	<u>116932</u>	Operate a personal computer system
		1	3	2023/06/30	<u>15091</u>	Plan to manage one`s time
		1	6	2023/06/30	<u>110082</u>	Understand the impact of customer service on a business
		1	4	2023/06/30	<u>117902</u>	Use generic functions in a Graphical User Interface (GUI)-environment

Fundamentals		1	5	2023/06/30	<u>119373</u>	Describe and represent objects in terms of shape, space and measurement	
		1	6	2023/06/30	<u>119368</u>	Describe, interpret and represent mathematical patterns, functions and algebra in different contexts	
		1	6	2023/06/30	<u>119635</u>	Engage in a range of speaking/signing and listening interactions for a variety of purposes	
		1	5	2023/06/30	<u>119631</u>	Explore and use a variety of strategies to learn	
		1	4	2023/06/30	<u>110083</u>	Process, analyse and communicate numerical data	
		1	6	2023/06/30	<u>119640</u>	Read/view and respond to a range of text types	
		1	4	2023/06/30	<u>119362</u>	Work with numbers; operations with numbers and relationships between numbers	
		1	6	2023/06/30	<u>119636</u>	Write/Sign for a variety of different purposes	
Elective		1	4	2023/06/30	<u>12537</u>	Identify personal values and ethics in the workplace	

		1	8	2023/06/30	<u>256154</u>	Interpret and implement instructions	
		1	3	2023/06/30	<u>10009</u>	Demonstrate the ability to start and run a business and adapt to a changing business environment	
		1	3	2023/06/30	<u>13176</u>	Describe and discuss basic issues relating to the nature of business, the stakeholders in a business and business profitability	
		1	5	2023/06/30	<u>14656</u>	Demonstrate an understanding of sexually and sexually transmitted infections including HIV/AIDS	
		2	5	2023/06/30	<u>117923</u>	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	

5. 66249

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
					Qualification /US ID	Qualification/US Title	

Further Education and Training Certificate: New Venture Creation	PA	4	149	2023/06/30	66249	Further Education and Training Certificate: New Venture Creation	Qualification ID: 66249 Qualification Title National Further Education and Training Certificate: New Venture Creation Credits: 149 Level: 4 Registration start date: 2018-07-01 Registration end date 2023-06-30 Last Date for Enrolment: 2024-06-30 Last Date for Achievement: 2028-06-30
		4	4	2023/06/30	<u>114600</u>	Apply innovative thinking to the development of a small business	
		4	6	2023/06/30	<u>263455</u>	Apply the principles of costing and pricing to a business venture	
		4	5	2023/06/30	<u>263356</u>	Demonstrate an understanding of an entrepreneurial profile	
		4	5	2023/06/30	<u>263514</u>	Demonstrate an understanding of the function of the market mechanisms in a new venture	
		4	6	2023/06/30	<u>120389</u>	Explain and apply the concept, principles and theories of motivation in a leadership context	
		4	5	2023/06/30	<u>114584</u>	Finance a new venture	
		4	4	2023/06/30	<u>263534</u>	Implement an action plan for a new venture	
		4	6	2023/06/30	<u>263474</u>	Manage finances of a new	

							venture	
							Manage general administration	
		4	4		2023/06/30	<u>114805</u>	Negotiate an agreement or deal in an authentic work situation	
		4	5		2023/06/30	<u>13948</u>	Plan and manage production/operations in a new venture	
		4	6		2023/06/30	<u>263434</u>	Plan strategically to improve new venture performance	
		4	4		2023/06/30	<u>263456</u>	Produce business plans for a new venture	
		4	8		2023/06/30	<u>114592</u>	Research the viability of new venture ideas/opportunities	
		4	5		2023/06/30	<u>114596</u>	Implement and manage human resource and labour relations policies and acts	
		4	9		2023/06/30	<u>116394</u>	Accommodate audience and context needs in oral/signed communication	
		3	5		2023/06/30	<u>119472</u>	Interpret and use information from texts	
		3	5		2023/06/30	<u>119457</u>	Use language and communication in occupational learning programmes	
		3	5		2023/06/30	<u>119465</u>	Write/present/sign texts for a range of communicative contexts	
		4	6		2023/06/30	<u>9015</u>	Apply knowledge of statistics and probability to critically interrogate and effectively communicate	

						findings on life related problems	
		4	5	2023/06/30	<u>119462</u>	Engage in sustained oral/signed communication and evaluate spoken/signed texts	
		4	5	2023/06/30	<u>119469</u>	Read/view, analyse and respond to a variety of texts	
		4	4	2023/06/30	<u>9016</u>	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	
		4	5	2023/06/30	<u>119471</u>	Use language and communication in occupational learning programmes	
		4	6	2023/06/30	<u>7468</u>	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	
		4	5	2023/06/30	<u>119459</u>	Write/present/sign for a wide range of contexts	
Electives		4	5	2023/06/30	<u>114593</u>	Tender to secure business for a new venture	Electives
		5	6	2023/06/30	<u>115857</u>	Explain marketing for SMMEs	
		4	2	2023/06/30	<u>13945</u>	Describe and apply the management of stock and fixed assets in a business unit	

6. 67465

Name of Learning programme/Skills programme	Awarded Accreditation status	NQF level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to		Qualification to which the learning program and unit standards are linked / contextualized
					Learning programme /US ID	Qualification/US Title	
National Certificate: Business Administration Services	PA	3	120	2023/06/30	67465	National Certificate: Business Administration Services	Qualification ID: 67465 LP 23655 Qualification Title National Certificate: Business Administration Services Credits: 251 Level: 5 Registration start date: 2018-07-01 Registration end date 2021-06-30 Last Date for Enrolment: 2022-06-30 Last Date for Achievement: 2025-06-30
		2	3	2023/06/30	<u>7573</u>	Demonstrate ability to use the World Wide Web	
		2	4	2023/06/30	<u>8420</u>	Operate in a team	
		3	3	2023/06/30	<u>13929</u>	Co-ordinate meetings, minor events and travel arrangements	

		3	3	2023/06/30	<u>10170</u>	Demonstrate understanding of employment relations in an organisation	
		3	4	2023/06/30	<u>7785</u>	Function in a business environment	
		3	1	2023/06/30	<u>7860</u>	Introduce new staff to the workplace	
		3	3	2023/06/30	<u>7706</u>	Maintain a Booking System	
		3	1	2023/06/30	<u>7796</u>	Maintain a secure working environment	
		3	2	2023/06/30	<u>13937</u>	Monitor and control office supplies	
		3	4	2023/06/30	<u>13931</u>	Monitor and control the maintenance of office equipment	
		3	6	2023/06/30	<u>13935</u>	Plan and conduct basic research in an office environment	
		3	4	2023/06/30	<u>13934</u>	Plan and prepare meeting communications	
		3	3	2023/06/30	<u>13933</u>	Plan, monitor and control an information system in a business environment	

		3	5	2023/06/30	<u>7567</u>	Produce and use spreadsheets for business	
		3	5	2023/06/30	<u>7570</u>	Produce word processing documents for business	
		3	3	2023/06/30	<u>9533</u>	Use communication skills to handle and resolve conflict in the workplace	
		4	10	2023/06/30	<u>14357</u>	Demonstrate an understanding of a selected business environment	
		3	5	2023/06/30	<u>8968</u>	Accommodate audience and context needs in oral communication	
		3	8	2023/06/30	<u>9960</u>	Communicate verbally and non-verbally in the workplace	
		3	2	2023/06/30	<u>9010</u>	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	
		3	4	2023/06/30	<u>9013</u>	Describe, apply, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	

		3	5	2023/06/30	<u>8969</u>	Interpret and use information from texts	
		3	5	2023/06/30	<u>9012</u>	Investigate life and work related problems using data and probabilities	
		3	6	2023/06/30	<u>11241</u>	Perform Basic Business Calculations	
		3	5	2023/06/30	<u>7456</u>	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	
		3	5	2023/06/30	<u>8970</u>	Write texts for a range of communicative contexts	
		3	3	2023/06/30	<u>7790</u>	Process Incoming and outgoing telephone calls	
		3	4	2023/06/30	<u>13928</u>	Monitor and control reception area	
		4	4	2023/06/30	<u>117156</u>	Interpret basic financial statements	

6. 252170

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
					Qualification /US ID	Qualification/US Title	
Apply the principles of customer care in client interactions	PA	4	5	2023/06/30	252170	Apply the principles of customer care in client interactions	Qualification ID: 79626 Qualification Title Further Education and Training Certificate: Commercial Property and Facilities Management Credits: 150 Level: 4 Registration start date: 2018-07-01 Registration end date 2023-06-30 Last Date for Enrolment: 2024-06-30 Last Date for Achievement: 2027-06-30

Staff Details:

Name of Facilitator	Learning Programmes Delivered by Facilitator	Qualifications and Experience
Kathleen Stoop 6503060075089	23833 49075 57712 61755 66249 67465	CV: Detailed CV submitted ID Copy: Certified ID copy submitted Qualification: Relevant certified copies of qualifications submitted Experience: As detailed in the CV Service level agreement: Service level agreement signed by all parties is submitted. Scope: Constituent assessor registration letter was submitted valid until 31/03/2022
List Constituent Assessor	Unit Standards/ Qualifications the Assessor is assessing	Qualifications and Experience
Kathleen Stoop 6503060075089	23833 49075 57712 61755 66249 67465	CV: Detailed CV submitted ID Copy: Certified ID copy submitted Qualification: Relevant certified copies of qualifications submitted Experience: As detailed in the CV Service level agreement: Service level agreement signed by all parties is submitted. Scope: Constituent assessor registration letter was submitted valid until 31/03/2022
Name of Constituent Moderator	Unit Standards/ Qualifications the Moderator is moderating	Qualifications and Experience
Jason Le Grange 7611165098085	23833 49075 57712 61755 66249 67465	CV: Detailed CV submitted ID: Certified copy of ID submitted Qualification: Relevant certified copies of qualifications submitted Experience: Relevant experience detailed in the CV Service level agreement: Service level agreement signed by all parties was submitted. Scope: Relevant Constituent moderator and Assessor Registration provided with the expiry date of 31/03/2020

8 Core criteria

1. Policy statement: The organization's aims, objectives and purposes are spelt out	Primary Focus SETA: SSETA Company Registration Documents: The SDP is registered (2008/180515/23) Public Liability Insurance: Provider uses client/hired venues Finances: Bank account and Business plan available Tax Clearance Certificate: The SDP has a Tax Clearance Certificate Mission, Vision, and Values: The SDP has a Mission and vision relevant to the education, training and development. Organogram: the SDP has an organogram with assessors, moderators and facilitators.
2. QMS: Outline procedures that implement quality management	Quality Management System policy and procedure is provided comprising of the following policies: • Review mechanism • Maintenance access and distribution • Assess/assessor/moderator selection • Staff development • Design, development of new learning programmes • Focus and quality of provision • Learner support • Appeals • Administration and Communication Policy • Financial Management Policy • Human Resource Policy • HIV and AIDS Policy • Health and Safety Management Policy • Learning programme development, delivery and evaluation • Document Record Management Policy • Reporting Policy • Certification Policy • Assessment and Moderation Policy and Appeals Policy • Student Entry, Guidance and Support Policy • Code of Conduct • Disciplinary Policy • Language and CAT Policy • Marketing • Special Needs Policy • Recognition of Prior Learning Policy • Staff Selection, Appraisal and Development Policy • Termination Policy • Student Grievance Policy • Strategic Management Policy • Resource and Assets Management Policy • Worksite Management Policy • Offsite Venue Management Policy
3. Review mechanisms: Outline the ways in which the implementation of policies would be monitored	• The SDP has a review policy containing the following • Annual reviews processes • Monthly meetings

4. Programme delivery: Outline how learning programmes would be developed, delivered and evaluated	Qualification ID: 23833 Qualification Title National Certificate: Business Administration Services Credits: 130 Level: 2
	Qualification ID: 49075 Qualification Title National Certificate: Organisational Transformation and Change Management Credits: 127 Level: 5
	Qualification ID: 57712LP74630 Qualification Title Further Education and Training Certificate: Generic Management NQF Level: 4 Credits: 140
	Qualification ID: 61755 Qualification Title General Education and Training Certificate: Business Practice Credits: 121 Level: 1
	Qualification ID: 66249 Qualification Title National Further Education and Training Certificate: New Venture Creation Credits: 149 Level: 4
	Qualification ID: 67465 Qualification Title National Certificate: Business Administration Services Credits: 251 Level: 5
	Curriculum Purpose: Purpose of the programme is stipulated Entry requirements: Entry requirements are stipulated Target audience: Target audience is identified Design method: Design method is stipulated Delivery methodology: Delivery method is identified as face to face Types of assessments: Types of assessments are mentioned Programme overview: Curriculum included programme overview Duration: The duration is stated based on credits that are converted to notional hours.
4.3 Notional Hour Matrix	The Notional Hour Matrix for this Qualification is covered in the Programme Strategy and it covers the following: • Credits • Notional Hours • Days • Contact session: (Theory) and (Practical) • Workplace Experimental learning

4.4 Facilitator Guide	The provider supplied a Master Facilitator Guide for each Skills programme which covers the following: • Introduction • Rationale • Exit level outcome • Integrate Assessment • Access to the qualification • Learning Assumed to be in place • Recognition of Prior learning • About alignment • Programme Delivery Structure • Delivery Strategy • Evidence Grid • Preparing The training venue • Lesson Plan
4.5 Learner Guide	The provider supplied a Learner Guide for each skills programme indicating the following: • Notes to the learner • The learning approach • Purpose • Access to the qualification • Use of the learner Guide • Duration of Program • Letter of commitment from the learner • Alignment Index • SAQA document • Activities
4.6 Assessment Guide	The Provider provided Assessment Guide for each Module covering the Following: • Instructions & memorandum of assessment • Assessment Appeals Procedure • Assessment applications form • Pre-assessment meeting Checklist • Assessment Strategy • The assessment Process • Evidence Grid not evident. Provider must submit assessment evidence grid • Formative assessment as learner workbook.
4.7 Learner Portfolio of Evidence	The provider submitted one Master Portfolio of Evidence Guide for this qualification which includes the following information: • Document Index • Evidence details • Welcome to the Portfolio Guide • The Assessment Type and Requirement • Building your Portfolio • The assessment Process • Assistance and Support
4.8 Final Integrated Summative Assessment (FISA)	SDP submitted FISA that included the following for qualification ID 61595LP35928: • Instruction to the Facilitator • Instruction to the Learner • Learner questions • Model answers

4.9 Moderation Guide	EOS The SDP has the moderator guide in place which include the following • Moderation instrument which describe purpose of moderation • Moderator guide explaining the role and responsibilities of the moderator • Moderation processes identified • Moderation plan • Scope of moderation • Moderation report • Moderation of assessment • Moderation instruments include the NQF principles • The instruction to the moderator in the moderator guide includes the moderation of 25% of learner POE's.
4.10 Pre-moderation Report	Provider submitted a pre-moderation report that contains the following: • Alignment of material to unit standards • Compliance of the programme to the rules of the qualification • Compliance of learner guides to SSETA requirements • Compliance of facilitator guide to SSETA requirements • Compliance of assessor guide to SSETA requirements • Compliance of learner POE to SSETA requirements
4.11 Rules of the qualification	• Core unit standards: The provider met all the core unit standards credits in all qualifications • Fundamentals: The provider selected all fundamentals in all qualifications • Electives: The provider selected electives to the required minimum credits • Second Language: The provider submitted second language material.
5. Staff policies: Outline policies and procedures for staff selection, appraisal and development	Human Resources policies and procedures: • Staff recruitment • Staff performance appraisal • Staff development • Disciplinary code and procedure • Warning systems • Dismissals and disciplinary action • Appeals Procedures • Retrenchment
6. Learner policies: Policies and procedures for the selection of learners are outlined, and learners are given guidance and support	The provider have the following policies: • Learner Entry and Learner Registration Procedure • Learner Guidance and Support • Learner Registration Procedures
7. Assessment policies: Outline policies and procedures for forms of assessments that are used and how they are managed	The provider have the following policies: • Method of Assessment • Recognition of prior learning • Selection and Registration of Assessors • Feedback and counseling • Re-assessment • Declaration of competence • Appeals • Moderation • Reviewing of the assessment practice

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	The provider have in place a Financial Management Policy which covering the following: Primary SETA: • SSETA Administrative Resource Procedures • The Provider has an Administrative and Resources Policies in place Physical Resources: Lease agreement:
General Comments:	

History

Qualification ID/Unit standard	Qualification Title
59201LP60269	National Certificate: Generic Management
114278	Demonstrate and apply an understanding of the Labour Relations Act (Act 66 of 1995)
120372	Explain fundamentals of project management
110023	Present information in report format
120385	Apply a range of project management tools and techniques
252020	Create and manage an environment that promotes innovation
114226	Interpret and manage conflicts within the workplace
252031	Apply the principles and concepts of emotional intelligence to the management of self and others

Areas addressed in Remediation:

First time evaluation Report:	
Remedial Evaluation Report:	
Extension of Scope Evaluation Report:	
MOU: Programme Approval Report	
Monitoring Site Visit Remedial Evaluation Report	

Short-term requirement:

Description of Remediation	Comment (Evaluator)

Long term requirement/recommendation

Description of Remediation	Comment (Evaluator)

Areas still to be remediated:

Short-term requirement:

Description / or Quality Indicator	Comment (Evaluator)

Long term requirement/recommendation

Description / or Quality Indicator	Comment (Evaluator)

4. Conclusion

- a) **Training Business 2 Business CC** has been **Recommended for Full Accreditation** as a skills development provider in line with the SAQA qualification/s Enrolments end date
- b) All conditions met in the report above will need to be maintained and improved in order to meet the requirements for accreditation.
- c) You would be required to comply with the reporting procedures of **SSETA- Services Sector Education Training Authority**.
- d) 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 **Training Business 2 Business CC** on their achievement.

Name of Evaluator: STEPHEN RADEBE

Executive Manager: Andile Sipengane



Date: 17/07/2020



Date: 24 July 2020

SERVICES SETA

The Services SETA (Sector Education & Training Authority)
 15 Sherborne Road, Parktown, Gauteng, 2193,
 P O Box 3322, Houghton, 2041
 Email: customercare@serviceseta.org.za,
 Website: www.serviceseta.org.za
 Tel: 011 276 9600, Fax: 011 276 9623



Date: 11 August 2020

Name of Contact Person: Mavis Mazhura
 Training Business 2 Business CC
 64 Conrad drive
 Blairgowrie Plaza Building
 Office 109 1st Floor
 Blairgowrie
 Johannesburg

Tel: 076 226 1100

Cell: 076 226 1100

Email: info@tb2b.co.za

Services SETA Accreditation No: 2641

Re- **Accreditation of Provider – Training Business 2 Business CC : - 2008/180515/23**

As per the delegation from the Quality Council for Trades and Occupations in terms of the NQF Act (Act No.67 of 2008) and Skill Development Act, 1998 (Act No. 97 of 1998, as amended), this letter serves to confirm that **Training Business 2 Business CC** accreditation no. **2641**, has been **Recommended for Full Accreditation status** as a skills development provider in line with the SAQA qualification/s last date of Enrolments end date for the following programmes:

Name of Learning programme/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
				Qualification/ US ID	US/Qualification Title	
National Certificate: Business Administration Services	2	130	2023/06/30	23833	National Certificate: Business Administration Services	Qualification ID: 23833 Qualification Title National Certificate: Business Administration Services Credits: 130 Level: 2 Registration start date: 2018-07-01 Registration end date 2023-06-30 Last Date for Enrolment: 2024-06-30 Last Date for Achievement: 2028-06-30
National Certificate: Organisational Transformation and	5	130	2023/06/30	49075	National Certificate: Organisation	Qualification ID: 49075 Qualification Title National Certificate: Organisational

Change Management					al Transformation and Change Management	Transformation and Change Management Credits: 127 Level: 5 Registration start date: 2018-07-01 Registration end date 2023-06-30 Last Date for Enrolment: 2024-06-30 Last Date for Achievement: 2028-06-30
Further Education and Training Certificate: Generic Management	4	140	2023-06-30	57712 LP74630	Further Education and Training Certificate: Generic Management	Qualification ID: 57712LP74630 Qualification Title Further Education and Training Certificate: Generic Management NQF Level: 4 Credits: 140 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date for enrolment: 2024-06-30 Last date for achievement: 2027-06-30
General Education and Training Certificate: Business Practice	1	121	2023/06/30	61755	General Education and Training Certificate: Business Practice	Qualification ID: 61755 Qualification Title General Education and Training Certificate: Business Practice Credits: 121 Level: 1 Registration start date: 2018-07-01 Registration end date 2023-06-30 Last Date for Enrolment: 2024-06-30 Last Date for Achievement: 2028-06-30
Further Education and Training Certificate: New Venture Creation	4	149	2023-06-30	66249	Further Education and Training Certificate: New Venture Creation	Qualification ID: 66249 Qualification Title: Further Education and Training Certificate: New Venture Creation NQF Level: 4 Credits: 149 Registration start date: 2018-07-01 Registration end date 2023-06-30 Last Date for Enrolment: 2024-06-30

						Last Date for Achievement: 2028-06-30
National Certificate: Business Administration Services	3	120	2023/06/30	67465	National Certificate: Business Administration Services	Qualification ID: 67465 LP 23655 Qualification Title National Certificate: Business Administration Services Credits: 251 Level: 5 Registration start date: 2018-07-01 Registration end date 2021-06-30 Last Date for Enrolment: 2022-06-30 Last Date for Achievement: 2025-06-30
Apply the principles of customer care in client interactions	4	5	2023/06/30	252170	Apply the principles of customer care in client interactions	Qualification ID: 79626 Qualification Title Further Education and Training Certificate: Commercial Property and Facilities Management Credits: 150 Level: 4 Registration start date: 2018-07-01 Registration end date 2023-06-30 Last Date for Enrolment: 2024-06-30 Last Date for Achievement: 2027-06-30

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

Your accreditation number must be utilised by **Training Business 2 Business CC** 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 Services SETA within 7 working days of receipt of this accreditation letter.
2. Submit learner enrolments to Services SETA as soon as learners have been enrolled onto the learning intervention within 21 days of the commencement of the approved training intervention.
3. Conduct training, assessment and moderation on the approved learning intervention.
4. Upload learner achievements to Services SETA in order to complete Services SETA's quality assurance learner achievements process for external moderation to be conducted by the Services SETA.

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

Finally Services SETA wishes to congratulate **Training Business 2 Business CC** 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,



Executive Manager Core Business: Andile Sipengane

Tel: +27 11 694 8688

AndileS@serviceseta.org.za

SERVICES SETA



Date: 03 March 2020

Office 109 Blairgowrie Plaza
 64 Conrad Drive
 Blairgowrie

Tel: 011 326 2499

E-mail: mavism@tb2b.co.za

Dear **Mavis**

Services SETA Accreditation No: 2641

RE - Accreditation of Provider – Training Business 2 Business CC - 2008/180515/23

As per the delegation from the Quality Council for Trades and Occupations in terms of the NQF Act (Act No.67 of 2008) and Skill Development Act, 1998 (Act No. 97 of 1998, as amended), this letter serves to confirm that the accreditation for **Training Business 2 Business CC** accreditation no. **2641** has been extended in line with the SAQA qualification/s last date of Enrolments end date. Please refer to the table below:

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	
National Certificate: Generic Management	5	162	2023-06-30	59201 LP 60269	National Certificate : Generic Management	National Certificate Generic Management Qualification ID: 59201 LP 60269 NQF Level: 5 Credits: 162 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date of enrolment: 2024-06-30 Last date of achievement: 2027-06-30
Demonstrate and apply an understanding of the Labour Relations Act (Act 66 of 1995)	5	12	2023-06-30	114278	Demonstrate and apply an understanding of the Labour Relations Act (Act 66 of 1995)	National Diploma: Labour Relations Practice Qualification ID: 73129 NQF Level: 5 Credits: 245 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date of enrolment: 2024-06-30 Last date of achievement: 2028-06-30



Present information in report format	4	6	2023-06-30	110023	Present information in report format	Further Education Training and Certificate: Project Support Services Qualification ID: 58800 NQF Level: 4 Credits: 126 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date of enrolment: 2024-06-30 Last date of achievement: 2027-06-30
Explain the fundamentals of project management	4	5	2023-06-30	120372	Explain the fundamentals of project management	
Apply a range of project management tools and techniques	4	7	2023-06-30	120385	Apply a range of project management tools and techniques	Further Education Training and Certificate: Project Management Qualification ID: 50080 NQF Level: 4 Credits: 136 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date of enrolment: 2024-06-30 Last date of achievement: 2027-06-30

Your accreditation number must be utilised by **Training Business 2 Business CC** only and may not be used by any other Skills Development Provider.

It should be noted that **Training Business 2 Business CC** must ensure that at all times, the requirements for accreditation are adhered to, as a condition for accreditation with Services SETA.

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

The Services SETA (Sector Education & Training Authority)
15 Sherborne Road, Parktown, Gauteng, 2193,
P O Box 3322, Houghton, 2041
Email: customercare@serviceseta.org.za,
Website: www.serviceseta.org.za
Tel: 011 276 9600, Fax: 011 276 9623



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 "A. Sipengane", with a long horizontal stroke extending to the right.

Executive Manager: Andile Sipengane

Tel: 011 694 8688

Email: andiles@serviceseta.org.za

PROGRESSIVE SCHOOL & TB2BGROUP

	Memorandum of Understanding MOU	
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Memorandum of Understanding

DATE of MOU: 01/06/2022

Progressive School of Business and Engineering (Pty) Ltd, having its office at **20068 Heald Street, Daveyton, Benoni** (hereinafter referred to as the "FIRST PARTY")

And

Training B2B cc, having its office at **61 Hillcrest Avenue, Blairgowrie, Randburg, Johannesburg**, (hereinafter referred to as the "SECOND PARTY")

BACKGROUND:

- a. FIRST PARTY is a company incorporated in South Africa, (Gauteng Province) and offering consultancy and trainings accredited by CETA, LGSETA, ServiceSETA, AgriSETA, EWSETA, ETDPSETA and MICTSETA
- b. SECOND PARTY is a company incorporated in South Africa (Gauteng Province), offering training and consultancy services in South Africa and other countries and is accredited by SERVICES SETA, MICT Seta, LGSETA, ETDP, SABPP and ECSA
- c. SECOND PARTY will operate under this Memorandum of Understanding with regards to services that may require **Progressive School of Business and Engineering (Pty) Ltd.**

THE PARTIES AGREE AS FOLLOWS:

ARTICLE 1: INTERPRETATION

- 1.1 In the interpretation of this Agreement unless the context otherwise requires, the following expressions have the following meanings:
- 1.2 "Training" means the provision of training courses to organizations or participants
- 1.3 "assessment" means the assessment by competency based means or otherwise of participants;
- 1.4 "Commencement Date" means the 01/06/2022;
- 1.5 "Confidential Information" means all information in any form comprising or relating directly or indirectly to the business of EITHER PARTY;
- 1.6 "Dates" expressed in this Agreement and subsequently between the parties will be abbreviated in the order date/month/year;
- 1.7 "Fee" expressed in this Agreement is South African Rand ;
- 1.8 "Intellectual Property" means all property and rights relating to EITHER PARTY's business including copyright, know how, trade mark, training programs and materials, design, inventions, patents, trade secrets, technical information, marketing information, financial information, computer programs and related documentation, trade, business or company names, clients' training status, all information held on clients, or any other proprietary rights whether created before, on or after this Agreement;
- 1.9 "participant" means the individual undergoing training;

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	Memorandum of Understanding MOU	
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ARTICLE 2: TERM OF AGREEMENT

- 2.1 This Agreement will operate from the commencement date for a period of One year.
- 2.2 On the expiry of the initial term, this Agreement will be renewed in writing for a further period of two (2) years unless either party has served notice of termination.

ARTICLE 3: THE AGREEMENT

- 3.1 SECOND PARTY to provide marketing services inclusive of the training and consultancy services of First Party.
- 3.2 The Client shall confirm that Second Party provided the marketing services with regards to the deal in question.

ARTICLE 4: PAYMENT

- 4.1 The SECOND PARTY shall make payment to the FIRST PARTY within 7 days of receiving payment from day the service has been rendered or on a specific date agreed to by both parties prior the service rendered.
- 4.2 The SECOND PARTY shall be responsible for the following costs:
- Travel costs in line with the services under consideration.
 - Printing Costs,
 - Accommodation costs where applicable, and
 - Any other cost that may arise in the specific service to be rendered.

ARTICLE 5: PRICING

- 5.1 SECOND PARTY agrees to consult with FIRST PARTY with regards to pricing of services as determined and communicated from time to time.
- 5.2 In cases where the Second Party considers a deal which may require a reduction in the stipulated costing structure, the Second Party shall consult with First Party before making final decision with client.

ARTICLE 6: WARRANTIES AND INDEMNITIES OF SECOND PARTY:

- 6.1. Ensure that a reasonable venue is made available for each training course.
- 6.2. That the SECOND PARTY will submit all necessary records and information about the client well within time to FIRST PARTY, at least before service is rendered.
- 6.3. Be responsible, in consultation with First Party for all administrative and planning of providing training and that all assessment shall be carried out as the procedures of FIRST PARTY.
- 6.4. Ensure, in consultation with Other Party that only approved instructors and assessors are used in training

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	Memorandum of Understanding	
	MOU	

ARTICLE 7: TERMINATION

7.1. EITHER PARTY may terminate this Agreement by giving thirty (30) days' notice in writing or email message to OTHER PARTY if the OTHER PARTY:

- 7.2. Fails to perform any of its other obligations or warranties or indemnities under this Agreement;
- 7.3. Fails to act in accordance with agreed procedures;
- 7.4. Goes into liquidation, whether voluntary or compulsory;
- 7.5. Substantially fails to comply with the strategic and business plan goals agreed to with OTHER PARTY; or
- 7.6. Where the effective control, whether direct or indirect, of EITHER PARTY changes or there is a change in the beneficial ownership or a substantial shareholding of OTHER PARTY.

ARTICLE 8: CONSEQUENCES OF TERMINATION

Upon the termination of this Agreement, EITHER PARTY shall immediately:

- 8.1 return to OTHER PARTY all confidential information stored or recorded in any format or medium, including all files, extracts and reports;
- 8.2 cease using any intellectual property provided by OTHER PARTY; and
- 8.3 transfer all intellectual property to OTHER PARTY.
- 8.4 The warranties and indemnities contained in Clause 6 shall survive the termination of this Agreement.

ARTICLE 9: CO-OPERATION AND GOOD FAITH

9.1 The parties agree that they will co-operate with each other and at all times act in good faith and with the joint objective of successfully and expeditiously concluding all of the arrangements contemplated in this Agreement.

This Memorandum of Understanding is hereby agreed to by:

Progressive School of Business and Engineering (Pty) Ltd

(FIRST PARTY)

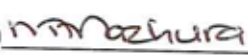
(Sign)  (date): 01 June 2022

Francis Chitsike

Chief Executive Officer

Training Business 2 Business (TB2B) (Pvt)Ltd

(SECOND PARTY)

(Sign)  date: 01/06/2022

Mavis Mazhura Ureke

Managing Director

FC
mm

SERVICES SETA

The Services SETA (Sector Education & Training Authority)
15 Sherborne Road, Parktown, Gauteng, 2193,
P O Box 3322, Houghton, 2041
Email: customercare@serviceseta.org.za,
Website: www.serviceseta.org.za
Tel: 011 276 9600, Fax: 011 276 9623



SERVICES SETA ACCREDITATION EVALUATION REPORT

PROVIDER CONTACT DETAILS:

Registered Name of Provider : Training Business 2 Business cc

Trading Name of Provider : Training Business 2 Business cc

Satellite campuses if any : None

Contact Person : Dr Mavis Mazhura

Tel : 076 226 1100

Fax : None

Cell : 076 226 1100

E-mail : info@tb2b.co.za

Physical Address : 61 Hillcrest Avenue
Oerder Park
Johannesburg

2194

Postal Address : P.O Box 6182

Cresta

2118

Company registration number : 2008/180515/23

Date of Report: 19 November 2021

Provider Recommendation Number: 2641

Introduction

This is a report of an institutional and learning programme evaluation of **Training Business 2 Business cc** 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 **Training Business 2 Business cc** 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:

First time evaluation:	
Remedial Evaluation:	
Extension of Scope Evaluation:	16 November 2021
MOU: Programme Approval	
Monitoring Site Visit Remedial Evaluation	

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

Learning Programme Title	Recommended for Accreditation	Full Accreditation	Accreditation Not Yet Recommended	Programme Approval Awarded (MOU Providers)
Further Education and Training Certificate: Project Management		x		

This serves as a confirmation that **Training Business 2 Business cc** has been evaluated and based on the recommendations of the **SSETA- Services Sector Education Training Authority** evaluator, **Training Business 2 Business cc** has been Recommended for **Full Accreditation status** as a provider for the delivery of the following learning programme:

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	
Further Education and Training Certificate: Project Management	PA	NQF Level 04	136	Registration end date: 2023-06-30			Qualification Title: Further Education and Training Certificate: Project Management SAQA I.D. 50080 NQF Level: NQF Level 04 Credits: 136 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date for enrolment: 2024-06-30 Last date for achievement: 2027-06-30
Core			6	2023-06-30	120383	Provide assistance in implementing and assuring project work meets quality requirements	
Core		NQF Level 04	6	2023-06-30	120376	Conduct project documentation management to support project processes	
Core		NQF Level 04	9	2023-06-30	120373	Contribute to project initiation, scope definition and scope change control	

Core		NQF Level 04	5	2023-06-30	120374	Contribute to the management of project risk within own field of expertise	
Core		NQF Level 04	8	2023-06-30	120384	Develop a simple schedule to facilitate effective project execution	
Core		NQF Level 04	5	2023-06-30	120372	Explain fundamentals of project management	
Core		NQF Level 04	5	2023-06-30	120381	Implement project administration processes according to requirements	
Core		NQF Level 04	4	2023-06-30	120387	Monitor, evaluate and communicate simple project schedules	
Core		NQF Level 04	6	2023-06-30	120375	Participate in the estimation and preparation of cost budget for a project or sub project and monitor and control actual cost against budget	
Core		NQF Level 04	4	2023-06-30	120382	Plan, organise and support project meetings and workshops	
Core		NQF Level 04	8	2023-06-30	120379	Work as a project team member	
Fundamental		NQF Level 03	8	2023-06-30	8968	Accommodate audience and context needs in oral communication	
Fundamental		NQF Level 03	5	2023-06-30	8969	Interpret and use information from texts	

Fundamental		NQF Level 03	5	2023-06-30	8973	Use language and communication in occupational learning programmes	
Fundamental		NQF Level 03	5	2023-06-30	8990	Write texts for a range of communicative contexts	
Fundamental		NQF Level 04	5	2023-06-30	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	
Fundamental		NQF Level 04	6	2023-06-30	8974	Engage in sustained oral communication and evaluate spoken texts	
Fundamental		NQF Level 04	5	2023-06-30	8975	Read analyse and respond to a variety of texts	
Fundamental		NQF Level 04	4	2023-06-30	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	
Fundamental		NQF Level 03	6	2023-06-30	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	
Fundamental		NQF Level 03	5	2023-06-30	12153	Use the writing process to compose texts required in the business environment	
Fundamental		NQF Level 04	5	2023-06-30	8976	Write for a wide range of contexts	

Elective		NQF Level 05	14	2023-06-30	120388	Supervise a project team of a small project to deliver project objectives	
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List of Facilitators	Learning Programmes Delivered by Facilitator	Qualifications and Experience
Thandile Meyiswa- 8003030780080	50080	Copy of CV provided. Certified copies of qualifications provided. Certified copy of ID provided. SLA provided.
List Constituent Assessors	Unit Standards/ Qualifications the Assessor is assessing	Qualifications and Experience
Thandile Meyiswa- 8003030780080	50080	Constituent assessor registration has been verified and in place for the following Qualifications: The registration is valid until 31 March 2025. Assessor is Not registered for as per the assessor report. 50080 SLA provided- in place
List Constituent Moderators	Unit Standards/ Qualifications the Moderator is moderating	Qualifications and Experience
Khan Teyim- 01406952	50080	Constituent moderator registration has been verified and in place for the following Qualification: 50080 The registration is valid until 31 March 2025. SLA provided- in place

8 Core criteria

Criteria	Comments
1. Policy statement: The organization's aims, objectives and purposes are spelt out	Primary SETA: SSETA Accreditation Number: Accreditation Expiry Date: Vision-In place Mission- In place

	QCTO Letter of Intent -In place
2. QMS: Outline procedures that implement quality management	EOS
3. Review mechanisms: Outline the ways in which the implementation of policies would be monitored	EOS
Programme delivery: Outline how learning programmes would be developed, delivered and evaluated	National Certificate: Further Education and Training Certificate: Project Management (50080) The Learning material was developed externally and an SLA is in place between the Learning material developer and the SDP which will give the SDP full right to utilise the learning material. Eyakho Learning Solution Pty) Ltd are the Learning Material developers • Curriculum document-In place The curriculum document includes , the purpose of the learning programme, learning assumed to be in place, the target audience, the design methodology used • Alignment Matrix – In place • Rules of the Qualification- in place • Learner Guide- In place • Learner Workbook-In place • FISA- In place • Facilitator Guide- In place, the guide covers instructions to the facilitator, notion hour matrix as well as detailed training plans, training plans are day planners with activities and delivery noted.

	• Notional hour matrix-In place, the guide clearly shows time spent in class room as well as experiential training, a split of 30% formative and 70% Summative activity • Formative Assessment- In place • Summative Assessment- In place • Assessment Guide- In place • Learner POE Guide- In place • Moderator Guide- In place • Internal Moderation Report- in place • 2nd Language Material: in place and its being presented in Afrikaans
5. Staff policies: Outline policies and procedures for staff selection, appraisal and development	• Facilitator, Assessor and Moderator Service Level Agreements are in place.
6. Learner policies: Policies and procedures for the selection of learners are outlined, and learners are given guidance and support	EOS
7. Assessment policies: Outline policies and procedures for forms of assessments that are used and how they are managed	EOS
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	1. CIPC document provided for Training Business 2 Business cc Company registration number 2011/091642/23. 2. Tax Clearance certificate with Pin-In place 3. Lease agreement is in place between Clinton Van der Walt (Landlord) and Training Business 2 Business cc (Tenant)

	4. Bank Confirmation letter from ABSA-In place 5. Public Liability from OutSurance -In place EOS
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General Comments:	
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Areas for Remediation:

First time evaluation Report:	
Remedial Evaluation Report:	
Extension of Scope Evaluation Report:	
MOU: Programme Approval Report	
Monitoring Site Visit Remedial Evaluation Report	

4. Conclusion

- a. **Training Business 2 Business cc** has been Recommended for **Full Accreditation** status as a skills development provider in line with the SAQA qualification's last date for Enrolment
- b. All conditions met in the report above will need to be maintained and improved in order to meet the requirements for accreditation.
- c. You would be required to comply with the reporting procedures of **SSETA- Services Sector Education Training Authority**.
- d. A Monitoring Site Visit will be conducted at least once during your period of accreditation, and you will be contacted prior to the visit
- e. Finally, SSETA- Services Sector Education Training Authority congratulates **Training Business 2 Business cc** on their achievement.

Yours Sincerely,



Daniel Mocwagole: Evaluator

Date: 16 November 2021



Lindelani Masithi
Manager: Accreditation and CAM

Date: 30 November 2021

CETA

Contact us

Tel : 011 265 5900
Web : www.ceta.org.za

Postal Address

P.O. Box 1955
Halfway House
1685

Physical Address

52 14th Road
Noordwyk, Midrand
1687

Mr Tendai Chikore Chimutso
TRAINING B2B CC
Unit 2 Tudor Office Park
61 Hillcrest Avenue
Blairgowrie
Randburg
2194



05 September 2022

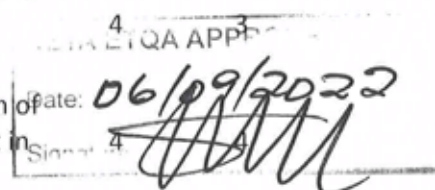
Dear Mr Tendai Chikore Chimutso

Notification of Registration

This serves to confirm that **Mr Tendai Chikore Chimutso**, Identity No: **EN427843** has been registered as an **Assessor** with Construction Education Training Authority (CETA) to assess against the following unit standards:

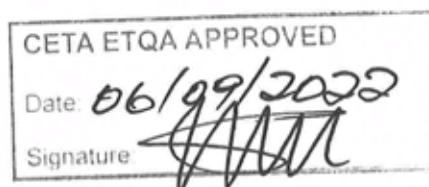
	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Core	<u>9964</u>	Apply health and safety to a work area	2	3
Core	<u>117923</u>	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	2	5
Core	<u>116937</u>	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	2	4
Core	<u>117924</u>	Use a Graphical User Interface (GUI)-based word processor to format documents	2	5
Core	<u>116945</u>	Use electronic mail to send and receive messages	2	2
Core	<u>15034</u>	Work in confined spaces on construction sites	2	2
Core	<u>120330</u>	Conduct a continuous risk assessment in a workplace	3	4
Core	<u>120335</u>	Conduct an investigation into workplace incidents	3	5
Core	<u>120337</u>	Demonstrate knowledge pertaining to the preparation, conducting, recording and follow-up actions of a planned task observation in a working place	3	2
Core	<u>365183</u>	Implement safety procedures for open hole or deep excavations	3	4
Core	<u>120325</u>	Monitor, report and advise on the application of safety and health principles regarding the movement of people and materials in and around a working place	3	7
Core	<u>120362</u>	Monitor, report and make recommendations pertaining to	3	4

		specified requirements in terms of working at heights		
Core	254220	Provide primary emergency care/first aid as an advanced first responder	3	8
Core	120329	Respond to, implement and manage emergencies according to an emergency action plan in a workplace	3	2
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns	3	5
Core	120341	Conduct a Task Analysis and take appropriate action to address identified risks	4	4
Core	120344	Demonstrate knowledge and understanding of relevant current occupational health and safety legislation	4	4
Core	120370	Monitor and make recommendations on the application of health and safety principles regarding hazardous substances in the working place	4	3
Core	120349	Monitor and make recommendations on the application of health and safety principles regarding lifting equipment in the working place	4	3
Core	120354	Monitor and make recommendations on the application of health and safety principles regarding pressure vessels and pressure systems in the working place	4	4
Core	120359	Monitor, report and make recommendations on the requirements applicable to permit to work systems in a working environment	4	4
Fundamental	119472	Accommodate audience and context needs in oral/sign communication	3	5
Fundamental	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	3	2
Fundamental	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	3	4
Fundamental	119457	Interpret and use information from texts	3	5
Fundamental	9012	Investigate life and work related problems using data and probabilities	3	5
Fundamental	119467	Use language and communication in occupational learning programmes	3	5
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	3	5
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	3	5
Elective	259601	Participate in the implementation and evaluation of a safety and health management programme in the workplace	2	2
Elective	116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	2	4



Elective	<u>120317</u>	Measure noise s, and take appropriate action	3	6
Elective	<u>114218</u>	Demonstrate an understanding and implement environmental initiatives on a construction project	4	6

The above unit standards form part of a bigger list of unit standards outlining the full scope of the qualification of **National Certificate: Construction Health and Safety** with the **SAQA ID 77063 Level 3**



In respect to your registration as a CETA registered assessor your attention is drawn to the following ETQA provisions:

1. CETA registered assessors are required to comply with and carry out all assessment responsibilities in accordance with code of conduct for assessors, ETQA policies and generic assessment guidelines and any particular assessment criteria and guidelines set for the qualification and/or unit standards that are registered by the CETA to quality assure;
2. Registered assessors must ensure that assessment practices and procedures are complete, fair, valid, reliable and practical and that assessment results are credible;
3. Must be honest in their dealings with assessment candidates, providers, employers, moderators and CETA staff
4. Maintain the confidentiality of assessments and respect the right to privacy of assessment candidates within the criteria and guidelines for assessment reporting of the CETA.
5. Must not substitute summative (onsite and institutional) assessment with simulation (institutional) assessment
6. Must record and report on the outcomes of summative assessment (onsite and institutional) together with recommendations for further development to the learner and the CETA or other relevant parties as determined by CETA
7. Submit reports on summative assessments to CETA's Head office within five (5) working days after completion of assessments
8. Registered assessors are only allowed to conduct summative assessment on CETA qualifications and unit standards for which they are registered against by CETA.

REGISTRATION DETAILS

Registration Number: ASS/00970

Registration Period: 05 September 2022 – 31 March 2023



Ms. Cecilia Nwose

Manager ETQA

Construction Education and Training Authority

Contact us

Tel : 011 265 5900
Web : www.ceta.org.za

Postal Address

P.O. Box 1955
Halfway House
1685

Physical Address

52 14th Road
Noordwyk , Midrand
1687

05 September 2022

Ms Mavis Mazhura
TRAINING B2B CC
Unit 2 Tudor Office Park
61 Hillcrest Avenue
Blairgowrie
Randburg
2194



Primary Accreditation No: 2641

Secondary Accreditation No: ACC/22/07/00067

Dear Ms Mavis Mazhura

PROVIDER ACCREDITATION NOTIFICATION

This letter serves as confirmation that **TRAINING B2B CC** has been approved for accreditation by the Construction Education and Training Authority (CETA).

Your application has been evaluated and the outcome is that your company complies with the application of the National Qualifications Framework Act 67 of 2008 1 (a); (i) and (ii) and as per delegation of quality assurance functions conferred to the CETA by the QCTO.

The period of accreditation is valid from **05 September 2022** to **31 March 2023**

List of Qualifications:

Qualification ID	Qualification Title	Level
77063	National Certificate: Construction Health and Safety	3
23675	National Certificate: Management of Building Construction Processes	5

The total credits of the qualification will be determined by a detailed scope the provider is accredited for and please see attached

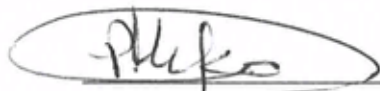
CETA will continue to monitor the standard of your training to ensure that it is in line with the Learning Pathways and Quality Development (LPQD) provisions; and as per your Quality Management Systems.

You will be contacted in this regard.

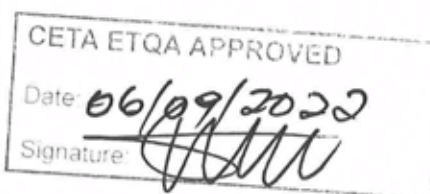
In respect to your Accreditation your attention is drawn to the following LPQD provisions:

1. The CETA accepts that secondary providers can use all their recognised facilitators and registered assessors.
2. All providers are to ensure that the CETA Head office is notified of any training taking place prior to the commencement date.
3. All providers are to ensure that only learners complying with qualifications' entry requirements be accepted on accredited training; Register all learners within a week from commencement on the CETA Indiciu System;
4. Register and update all learner assessments on the CETA Indiciu System after the learner has been deemed competent on a specific unit standard.
5. Inform the CETA within ten (10) working days of any changes to facilitators and/or assessors employed or to the status quo that would affect the applicant's competence.
6. Allow any authorised personnel of the CETA entry to the training premises to conduct auditing and monitoring activities and to moderate internal moderation relevant to the scope of accreditation.
7. Training providers are only allowed to conduct training and assessment on CETA qualifications and unit standards for which they are accredited on by CETA.
8. Your accreditation is on the basis that your current site complies with the requirements, should the provider wish to move to a new or a satellite training site, a new application for accreditation must be submitted.

Kind Regards,



Mr. Phumzile Yeko
Executive Manager: ETQA & Projects
Construction Education and Training Authority

PROVIDER ACCREDITATION SCOPE (QUALIFICATIONS / UNIT STANDARDS)Name: **TRAINING B2B CC**Primary Accreditation No: **2641**Secondary Accreditation No: **ACC/22/07/00067**

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Core	<u>9964</u>	Apply health and safety to a work area	2	3
Core	<u>117923</u>	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	2	5
Core	<u>116937</u>	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	2	4
Core	<u>117924</u>	Use a Graphical User Interface (GUI)-based word processor to format documents	2	5
Core	<u>116945</u>	Use electronic mail to send and receive messages	2	2
Core	<u>15034</u>	Work in confined spaces on construction sites	2	2
Core	<u>120330</u>	Conduct a continuous risk assessment in a workplace	3	4
Core	<u>120335</u>	Conduct an investigation into workplace incidents	3	5
Core	<u>120337</u>	Demonstrate knowledge pertaining to the preparation, conducting, recording and follow-up actions of a planned task observation in a working place	3	2
Core	<u>365183</u>	Implement safety procedures for open hole or deep excavations	3	4
Core	<u>120325</u>	Monitor, report and advise on the application of safety and health principles regarding the movement of people and materials in and around a working place	3	7
Core	<u>120362</u>	Monitor, report and make recommendations pertaining to specified requirements in terms of working at heights	3	4
Core	<u>254220</u>	Provide primary emergency care/first aid as an advanced first responder	3	8
Core	<u>120329</u>	Respond to, implement and manage emergencies according to an emergency action plan in a workplace	3	2
Core	<u>119078</u>	Use a GUI-based word processor to enhance a document through the use of tables and columns	3	5
Core	<u>120341</u>	Conduct a Task Analysis and take appropriate action to address identified risks	4	4
Core	<u>120344</u>	Demonstrate knowledge and understanding of relevant current occupational health and safety legislation	4	4
Core	<u>120370</u>	Monitor and make recommendations on the application of health and safety principles regarding hazardous substances in the working place	4	3

Core	120349	Monitor and make recommendations on the application of health and safety principles regarding lifting equipment in the working place	4	4
Core	120354	Monitor and make recommendations on the application of health and safety principles regarding pressure vessels and pressure systems in the working place	4	4
Core	120359	Monitor, report and make recommendations on the requirements applicable to permit to work systems in a working environment	4	4
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	3	5
Fundamental	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	3	2
Fundamental	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	3	4
Fundamental	119457	Interpret and use information from texts	3	5
Fundamental	9012	Investigate life and work related problems using data and probabilities	3	5
Fundamental	119467	Use language and communication in occupational learning programmes	3	5
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	3	5
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	3	5
Elective	259601	Participate in the implementation and evaluation of a safety and health management programme in the workplace	2	2
Elective	116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	2	4
Elective	120317	Measure noise s, and take appropriate action	3	6
Elective	114218	Demonstrate an understanding and implement environmental initiatives on a construction project	4	6

The above unit standards form part of a bigger list of unit standards outlining the full scope of the qualification of **National Certificate: Construction Health and Safety** with the SAQA ID 77063 Level 3

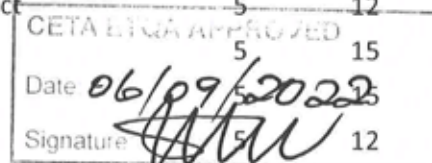
DATE APPROVED
Date: 06/09/2022
Signature: 

DELIVERY STAFF

Name	ID Number	Category	Focus Area
Tendai Chikore Chimutso	EN427843	Facilitator	Cores, Fundamentals & Electives

Name	ID Number	Category	Registration No.	Focus Area
Tendai Chikore Chimutso	EN427843	Assessor	ASS/00970	Cores, Fundamentals & Electives

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Core	12215	Read, interpret and produce basic engineering drawings	2	6
Core	14414	Calculate construction quantities and develop a work plan	4	8
Core	114218	Demonstrate an understanding and implement environmental initiatives on a construction project	4	6
Core	14473	Develop and produce computer aided drawings	4	4
Core	15137	Apply contract documentation	5	10
Core	15142	Establish and maintain relationships with construction role players	5	5
Core	15141	Manage construction resources	5	10
Core	15148	Manage financial aspects of a construction project	5	8
Core	15136	Manage health and safety on a construction project	5	6
Core	15143	Manage human resources on a construction project	5	7
Core	15139	Manage productivity on a construction project	5	12
Core	15145	Prepare for a construction project	5	15
Core	15149	Survey and set out construction work areas	5	12
Core	15147	Tender for construction projects	5	12
Core	15138	Understand and apply structural principles	5	7
Fundamental	7576	Demonstrate the ability to use a database for business purposes	3	5
Fundamental	7567	Produce and use spreadsheets for business	3	5
Fundamental	7575	Produce presentation documents for business	3	5
Fundamental	7570	Produce word processing documents for business	3	5
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
Fundamental	12417	Measure, estimate & calculate physical quantities & explore, critique & prove geometrical relationships in 2- and 3-dimensional space in the life and workplace of adult with increasing responsibilities	4	4
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
Elective	15140	Understand and apply building construction methods	5	10
Elective	15150	Understand and apply principles relating to the installation of services in building	5	7



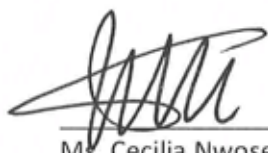
The above unit standards form part of a bigger list of unit standards outlining the full scope of the qualification of **National Certificate: Management of Building Construction Processes** with the SAQA ID **23675 Level 5**

DELIVERY STAFF

Name	ID Number	Category	Focus Area
Lucky Sbongakonke Zulu	8703065773088	Facilitator	Cores, Fundamentals & Electives

Name	ID Number	Category	Registration No.	Focus Area
Lucky Sbongakonke Zulu	8703065773088	Assessor	ASS/00351	Cores, Fundamentals & Electives

Name	ID Number	Category	Registration No.	Focus Area
Rodney Mahasha	8709055866089	Moderator	MOD/00410	Generic



Ms. Cecilia Nwose
Manager ETQA
Construction Education and Training Authority

06/09/2022
Date

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Johannesburg

2091

10/06/2020

M Mazhura
 Training B2B cc
 5 Conrad Drive

Blairgowrie
 Randburg

2194

Dear Mavis Mazhura

This serves as confirmation that **Training B2B cc** has been awarded programme approval with the ETDPSETA.

The Credentials for the awarded status is:

Accreditation Status	Programme Approval
Registration Number	
Accreditation Number	ETDPS1423
Primary ETQA	SERVICES SETA
Start Date	01/04/2020
End Date	30/06/2024



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Unit Standards			
Unit Standard ID	Level	Credits	Title
114215	Level 04	3	Mentor a colleague to enhance the individual's knowledge, skills, values and attitudes in a selected career path
117877	Level 03	4	Perform one-to-one training on the job
264260	Level 04	10	Facilitate a peer education intervention

Qualification			
Qualification ID	Level	Credits	Title
50334	Level 05	120	National Certificate: Occupationally Directed Education Training and Development Practices

Elective Unit Standards			
Unit Standard ID	Level	Credits	Title
115755	Level 06	10	Design and develop outcomes-based assessments
115759	Level 06	10	Conduct moderation of outcomes-based assessments
123394	Level 05	10	Develop outcomes-based learning programmes
15217	Level 05	6	Develop an organisational training and development plan
15218	Level 06	4	Conduct an analysis to determine outcomes of learning for skills development and other purposes
15227	Level 04	4	Conduct skills development administration in an organisation
15232	Level 05	6	Coordinate planned skills development interventions in an organisation
252041	Level 05	5	Promote a learning culture in an organisation

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CONDITIONS FOR ACCREDITATION (Training B2B cc)

The ETDP SETA should not be brought into any disrepute. Therefore, your Institution must abide with the ETDP SETA policies and procedures on accreditation, monitoring, assessments, verification and certification. As a Skills Development Provider, it is imperative that quality training is conducted against the national standards and quality assurance requirements, in the event of non-compliance, the ETDP SETA shall investigate the complaint/s and may de-accredit your Institution.

During this accreditation term, your Institution must upload learner achievements, implement and review its Quality Management System. The learning programme training period will take on the lifespan of the unit standard, qualification or the accreditation duration of your Institution or whichever date comes first. It is, therefore, your Institution's responsibility to ensure that the learning programme is updated and meets the necessary quality assurance requirements. Furthermore, your Institution is responsible for the submission of a re-accreditation application, which must be made to the ETDP SETA at least one (01) year before the expiry date of the accreditation term.

USE OF ETDP SETA LOGO

Please take note that the provider may not use the ETDP SETA logo under any circumstances if written permission is not granted. The ETDP SETA will not hesitate in taking legal action should this be violated.

NATIONAL LEARNER RECORDS DATABASE (NLRD) UPLOAD

The ETDP SETA is pleased to report that your company details have been updated on the ETDP SETA MIS system and your accreditation information will be uploaded every year to SAQA for the purposes of updating the National Learner's Records Database (NLRD).

DUAL ACCREDITATION

Primary accredited provider wishing to extend their scope to include programmes that are quality assured by a particular ETQA should inform the ETDP SETA and the provider will be granted programme approval by the secondary ETQA. Once accredited the provider may not seek accreditation with any other ETQA.

Yours sincerely



Nombulelo Nxesi

Chief Executive Officer



TB2B GROUP
INFINITY POSSIBILITIES



CONTACT US



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