



The Services Sector Education  
and Training Authority  
15 Sherborne Road  
Parktown, 2193  
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Website [www.serviceseta.org.za](http://www.serviceseta.org.za)

**QMD – SERVICES EDUCATION & TRAINING QUALITY ASSURANCE AUTHORITY**

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**Report on the Provider Monitoring Site Evaluation**

*Of*

**ExecuPrime Training and Consulting (Pty) Ltd**

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**Date of Report: 28 June 2016**

**QMD Accreditation Number:** 0006

**CONTACT DETAILS:**

<b>Name of Training Provider</b>	Execu Prime Training (Pty) Ltd	
<b>Physical Address</b>	3 Anerley Street Parktown 2193	
<b>Postal address</b>	P O Box 477, Rivonia, 2128	
<b>Accreditation status &amp; Accreditation number</b>	006	Provisional Accreditation
<b>Company Registration number</b>	2005/025245/07	
<b>Department of Education number</b>		
<b>MoU – Primary Focus</b>	Primary Focus –Services SETA	
<b>Contact person(s) Name(s)</b>	Veliswa Nontshinga	
<b>Training Provider Representative (if different from above)</b>		
<b>Telephone No.</b>	011 062 0000	
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<b>E-mail address</b>	assess@execuprime.co.za	
<b>Name of the Monitor</b>	Walter Mbongolwane	
<b>Date of the monitoring evaluation</b>	14 April 2016	
<b>Accreditation period</b>	Until 31 March 2018	
<b>Status of provider</b>	Provisional Accreditation	

**SECTION 1: Areas for remediation addressed by the provider.**

Ref	Quality Indicator i.e. area for remediation	Remediation date	Addressed? (Yes/No)	Comments
Sep 2015	Declaration of Competency	14.4.2016	Yes	The SDP was able to show how they addressed the issue of the declaration of competency at the last External Moderation Visit done in September 2015
	Tax Clearance	14.4.2016	Yes	The SDP had a valid Tax Clearance Certificate 14.4.2016 during the MSV

**SECTION 2: Performance against accreditation.****Section 2.1 within previous cycle****Overall statistics- as provided by the Training Provider**

Year	Name of learning programme	Number of learners enrolled/ trained	Number of learners terminated	Number of learners assessed	Number of learners competent	Number of learners not yet competent
2014/5	Management	277	159	118	71	47

**Throughput per learning programme**

(Number of learners competent as a percentage of (calculated as number of learners enrolled minus number of learners terminated))

Year	Name of learning programme	Throughput percentage
2014/5	Management	60%

**SECTION 3: Verification of the implementation of the QMS and accreditation status awarded.**

QMD Requirement		Yes/ No	Comments and Recommendations			
<b>1. Scope of delivery:</b> <ul style="list-style-type: none"> <li>Learning programmes/ or qualifications offered by the provider is in accordance with accreditation awarded by QMD.</li> </ul>		Yes	Learning Programmes offered by the provider are in accordance with accreditation awarded by QMD.  The provider has programme approval for programmes listed below.			
Learning Programme against accreditation	US Expiry Date	US	NQF	Credit	Registered Constituent Assessor	Registered Constituent Moderator
National Certificate: Business Administration Services	2018-06-30	67465 LP 23655	3	120	Sikhumbuzo Magadla	Cynthia Banda 8205051214184
	2004-12-02	7573	NQF Level 2	3	Gordon Tawanda Tapfuma AN826076	<b>Dennis Mark Laxton</b> 6303035091083
	2018-06-30	13929	NQF Level 3	3	Phillip Bodzo CN064336	
	2018-06-30	10170	NQF Level 3	3		
	2018-06-30	7785	NQF Level 3	4		
	2018-06-30	8420	NQF Level 2	4		

	2011-07-31	7860	NQF Level 3	1		
	2018-06-30	7706	NQF Level 3	3		
	2018-06-30	7796	NQF Level 3	1		
	2018-06-30	13937	NQF Level 3	2		
	2018-06-30	13931	NQF Level 3	4		
	2018-06-30	13935	NQF Level 3	6		
	2018-06-30	13934	NQF Level 3	4		
	2018-06-30	13933	NQF Level 3	3		
	2004-12-02	7567	NQF Level 3	5		
	2004-12-02	7570	NQF Level 3	5		
	2018-06-30	9533	NQF Level 3	3		
	2018-06-30	14357	NQF Level 3	10		
	2006-02-09	8968	NQF Level 3	5		
	2018-06-30	9960	NQF Level 3	8		
	2018-06-30	9010	NQF Level 3	2		
	2018-06-30	9013	NQF Level 3	4		
	2006-02-09	8969	NQF Level 3	5		
	2018-06-30	9012	NQF Level 3	5		
	2007-11-28	11241	NQF Level 3	6		
	2018-06-30	7456	NQF Level 3	5		
	2006-02-09	8970	NQF Level 3	5		
	2018-06-30	8000	NQF Level 3	9		
	2018-06-30	117111	NQF Level 3	4		
	2008-09-17	7911	NQF Level 03	4		
	2018-06-30	13928	NQF Level 03	4		
	2018-06-30	13930	NQF Level 03	4		
	2018-06-30	13936	NQF Level 03	2		
	2018-06-30	13932	NQF Level 03	5		

	2008-09-17	7798	NQF Level 03	14		
	2018-06-30	7790	NQF Level 03	3		
	2008-02-19	10025	NQF Level 04	4		
	2018-06-30	117156	NQF Level 04	4		
	2018-06-30	242810	NQF Level 04	6		

Learning Programme against accreditation	US Expiry Date	US	NQF	Credit	Registered Constituent Assessor	Registered Constituent Moderator
<b>Further Education and Training Certificate: Business Administration Services</b>	<b>2018-06-30</b>	<b>61595 LP 35928</b>	<b>4</b>	<b>140</b>	Fiona Van Staden	Cecilia Cronje, Cynthia Banda <b>8205051214184,</b>
					Gordon Tawanda Tapfuma <b>AN826076</b>	<b>Dennis Mark Laxton</b> 6303035091083
	2018-06-30	110021	NQF Level 04	6		
	2018-06-30	13943	NQF Level 04	10		
	2006-11-16	13941	NQF Level 04	5		
	2007-12-02	10022	NQF Level 04	4		
	2006-08-13	14552	NQF Level 04	3		
	2018-06-30	13945	NQF Level 04	2		
	2018-06-30	110026	NQF Level 04	4		
	2018-06-30	110003	NQF Level 04	8		
	2007-06-14	7791	NQF Level 04	4		
	2018-06-30	110009	NQF Level 04	4		
	2018-06-30	109999	NQF Level 04	5		
	2018-06-30	110023	NQF Level 04	6		
	2005-11-30	10135	NQF Level 04	8		
	2018-06-30	15234	Level TBA: Pre-2009 was L5	4		
	2006-02-09	8968	NQF Level 03	5		
	2006-02-09	8972	NQF Level 03	5		
	2006-02-09	8969	NQF Level 03	5		
	2006-02-09	8970	NQF Level 03	5		
	2006-02-09	9015	NQF Level 04	6		
	2006-02-09	8974	NQF Level 04	5		
	2018-06-30	12417	NQF Level 04	4		
	2006-02-09	8975	NQF Level 04	5		
	2018-06-30	7468	NQF Level 04	6		
	2018-06-30	12153	NQF Level 04	5		
	2006-02-09	8976	NQF Level 04	5		
	2018-06-30	13929	NQF Level 03	3		
	2018-06-30	244572	NQF Level 03	2		
	2005-11-30	10140	NQF Level 04	8		
	2018-06-30	12154	NQF Level 04	5		
	2018-06-30	12155	NQF Level 04	5		
	2018-06-30	10331	NQF Level 04	10		
	2011-07-31	7836	NQF Level 04	3		
	2007-06-14	9244	NQF Level 04	4		
	2011-07-31	7825	NQF Level 04	16		

	2004-06-13	8607	NQF Level 04	20		
	2018-06-30	13928	NQF Level 03	4		
	2018-06-30	13936	NQF Level 03	2		
	2018-06-30	7790	NQF Level 03	3		
	2018-06-30	10324	NQF Level 04	6		
	2018-06-30	14319	NQF Level 04	3		
	2005-11-30	10139	NQF Level 04	5		
	2004-12-02	10388	NQF Level 04	3		
	2007-06-14	7869	NQF Level 04	3		
	2018-06-30	13443	NQF Level 04	5		
	2018-06-30	10983	NQF Level 04	5		
	2018-06-30	10171	NQF Level 05	3		
	2005-11-30	10149	NQF Level 05	3		

Learning Programme against accreditation	US Expiry Date	US	NQF	Credit	Registered Constituent Assessor	Registered Constituent Moderator
<b>Further Education and Training Certificate: Generic Management</b>	<b>2018-06-30</b>	<b>57712 LP 74630</b>	<b>4</b>	<b>150</b>	Gordon Tawanda Tapfuma <b>AN826076</b>	<b>Dennis Mark Laxton</b> 6303035091083
					Phillip Bodzo <b>CN064336</b>	
	2018-06-30	242824	NQF Level 04	12		
	2018-06-30	242815	NQF Level 04	5		
	2018-06-30	242816	NQF Level 04	5		
	2018-06-30	242822	NQF Level 04	10		
	2018-06-30	242821	NQF Level 04	6		
	2018-06-30	242810	NQF Level 04	6		
	2018-06-30	242829	NQF Level 04	5		
	2018-06-30	242819	NQF Level 04	10		
	2018-06-30	242811	NQF Level 04	5		
	2018-06-30	242817	NQF Level 04	8		
	2018-06-30	119472	NQF Level 03	5		
	2018-06-30	119457	NQF Level 03	5		
	2018-06-30	119467	NQF Level 03	5		
	2018-06-30	119465	NQF Level 03	5		
	2018-06-30	9015	NQF Level 04	6		
	2018-06-30	119462	NQF Level 04	5		
	2018-06-30	119469	NQF Level 04	5		

	2018-06-30	9016	NQF Level 04	4		
	2018-06-30	7468	NQF Level 04	6		
	2018-06-30	12153	NQF Level 04	5		
	2018-06-30	119459	NQF Level 04	5		
	2018-06-30	242813	NQF Level 04	5		
	2018-06-30	242814	NQF Level 03	6		
	2018-06-30	242818	NQF Level 04	5		
	2018-06-30	11473	NQF Level 04	8		

Learning Programme against accreditation	US Expiry Date	US	NQF	Credit	Registered Constituent Assessor	Registered Constituent Moderator
<b>Further Education and Training Certificate: Generic Management</b>	<b>2018-06-30</b>	<b>59201 LP 60269</b>	<b>5</b>	<b>162</b>	Gordon Tawanda Tapfuma <b>AN826076</b>	<b>Dennis Mark Laxton</b> 6303035091083
	2018-06-30	<a href="#">252044</a>	Level TBA: Pre-2009 was L5	6	Phillip Bodzo <b>CN064336</b>	
	2018-06-30	<a href="#">252037</a>	Level TBA: Pre-2009 was L5	6		
	2018-06-30	<a href="#">252020</a>	Level TBA: Pre-2009 was L5	6		
	2018-06-30	<a href="#">252032</a>	Level TBA: Pre-2009 was L5	8		
	2018-06-30	<a href="#">252027</a>	Level TBA: Pre-2009 was L5	6		
	2018-06-30	<a href="#">252021</a>	Level TBA: Pre-2009 was L5	8		
	2018-06-30	<a href="#">252029</a>	Level TBA: Pre-2009 was L5	8		
	2018-06-30	<a href="#">252043</a>	Level TBA: Pre-2009 was L5	6		
	2018-06-30	<a href="#">252034</a>	Level TBA: Pre-2009 was L5	8		
	2018-06-30	<a href="#">252025</a>	Level TBA: Pre-2009 was L5	8		
	2018-06-30	<a href="#">252035</a>	Level TBA: Pre-2009 was L5	8		
	2018-06-30	<a href="#">120300</a>	Level TBA: Pre-2009 was L5	8		
	2018-06-30	<a href="#">252026</a>	Level TBA: Pre-2009 was L5	6		
	2018-06-30	<a href="#">252036</a>	Level TBA: Pre-2009 was L5	6		
	2018-06-30	<a href="#">252042</a>	Level TBA: Pre-2009 was L5	5		
	2018-06-30	<a href="#">252022</a>	Level TBA: Pre-2009 was L5	8		
	2018-06-30	<a href="#">252040</a>	Level TBA: Pre-2009 was L5	8		

	2018-06-30	<a href="#">12433</a>	Level TBA: Pre-2009 was L5	8		
	2018-06-30	252033	NQF Level 5	8		
	2018-06-30	252024	NQF Level 5	4		
	2018-06-30	252031	NQF Level 5	4		
	2018-06-30	12140	NQF Level 5	9		
	2018-06-30	114226	NQF Level 5	8		
	2018-06-30	252039	NQF Level 5	5		
Executive Secretary Programme : <b>linked to Qualification 67465</b>	2018-06-30	13930	NQF Level 3	4	Gordon Tawanda Tapfuma <b>AN826076</b>	Cynthia Banda <b>8205051214184</b>
	2018-06-30	13933	NQF Level 3	3		
	2018-06-30	13929	NQF Level 3	3		
	2018-06-30	13937	NQF Level 3	2		

Learning Programme against accreditation	US Expiry Date	US	NQF Level	Credit	Registered Constituent Assessor	Registered Constituent Moderator
<b>National Certificate: Management (Team Leadership)</b>	<b>2018-06-30</b>	<b>83946 LP 23654</b>	NQF Level 3	<b>120</b>	Sikhumbuzo Magadla	Benjamin Heunes
					Gordon Tawanda Tapfuma <b>AN826076</b>	Denys Bezuidenhout <b>5301315077088</b>
	2018-06-30	13912	NQF Level 3	5		Phillip Bodzo <b>CN064336</b>
	2006-11-16	13914	NQF Level 4	3		
	2018-06-30	13915	NQF Level 3	4		
	2009-03-14	13916	NQF Level 3	4		
	2006-11-16	13917	NQF Level 3	6		
	2006-11-16	13911	NQF Level 3	3		
	2018-06-30	14665	NQF Level 3	10		
	2006-11-16	13919	NQF Level 3	10		
	2006-11-16	13918	NQF Level 3	4		
	2018-06-30	14667	NQF Level 4	10		
	2006-11-16	13947	NQF Level 4	6		
	2006-02-09	8968	NQF Level 3	5		
	2018-06-30	9010	NQF Level 3	2		



	2018-06-30	9013	NQF Level 3	4		
	2006-02-09	8969	NQF Level 3	5		
	2018-06-30	9012	NQF Level 3	5		
	2006-02-09	8973	NQF Level 3	5		
	2018-06-30	7456	NQF Level 3	5		
	2006-02-09	8970	NQF Level 2	5		
	2005-11-30	11813	NQF Level 2	3		
	2004-12-02	7573	NQF Level 2	3		
	2005-11-30	11816	NQF Level 2	2		
	2005-11-30	11817	NQF Level 2	3		
	2004-12-02	7571	NQF Level 2	3		
	2005-06-12	10717	NQF Level 2	2		
	2007-12-02	9302	NQF Level 3	2		
	2018-06-30	9303	NQF Level 3	3		
	2005-10-09	12548	NQF Level 3	4		
	2005-10-09	12550	NQF Level 3	4		
	2005-10-09	12547	NQF Level 3	4		
	2004-12-02	7567	NQF Level 3	5		
	2004-12-02	7575	NQF Level 3	5		
	2004-12-02	7570	NQF Level 3	5		
	2004-12-02	10377	NQF Level 4	2		
	2004-12-02	10378	NQF Level 4	3		

Learning Programme against accreditation	US Expiry Date	US	NQF LEVEL	Credit	Registered Constituent Assessor	Registered Constituent Moderator
<b>National Certificate: Project Management</b>	<b>2018-06-30</b>	<b>58395</b>	<b>NQF LEVEL 5</b>	<b>120</b>	Nomathemba Kubheka 6701012278088	<b>Dennis Mark Laxton</b> 6303035091083
	2018-06-30	243811	Level TBA: Pre-2009 was L5	7		
	2018-06-30	243813	Level TBA: Pre-2009 was L5	12		
	2018-06-30	243824	Level TBA: Pre-2009 was L5	8		

	2018-06-30	243820	Level TBA: Pre-2009 was L5	12		
	2018-06-30	243980	Level TBA: Pre-2009 was L5	6		
	2018-06-30	243815	Level TBA: Pre-2009 was L5	12		
	2018-06-30	243812	Level TBA: Pre-2009 was L5	12		
	2018-06-30	115823	Level TBA: Pre-2009 was L5	5		
	2018-06-30	115789	Level TBA: Pre-2009 was L5	5		
	2018-06-30	115790	Level TBA: Pre-2009 was L5	5		
	2018-06-30	115817	Level TBA: Pre-2009 was L5	4		
	2018-06-30	15224	Level TBA: Pre-2009 was L5	4		
	2018-06-30	119350	NQF Level 5	15		
	2018-06-30	243819	NQF Level 5	8		
	2018-06-30	243821	NQF Level 5	10		

Learning Programme against accreditation	US Expiry Date	US	NQF Level	Credit	Registered Constituent Assessor	Registered Constituent Moderator
<b>FETC: New Venture Creation</b>	<b>2018-06-30</b>	<b>66249</b>	<b>NQF Level 4</b>	<b>149</b>	<b>Dumisani Zwane</b>	<b>Sikhumbuzo Magadla</b>
					Gordon Tawanda Tapfuma <b>AN826076</b>	<b>Dennis Mark Laxton</b> 6303035091083
	2018-06-30	114600	NQF Level 4	4		
	2018-06-30	263356	NQF Level 4	5		
	2018-06-30	114596	NQF Level 4	5		
	2018-06-30	13948	NQF Level 4	5		
	2018-06-30	263456	NQF Level 4	6		
	2018-06-30	263514	NQF Level 4	5		
	2018-06-30	114584	NQF Level 4	5		
	2018-06-30	242872	NQF Level 4	4		
	2018-06-30	263455	NQF Level 4	6		
	2018-06-30	263474	NQF Level 4	6		
	2018-06-30	263534	NQF Level 4	4		
	2018-06-30	114592	NQF Level 4	8		
	2018-06-30	263434	NQF Level 4	6		
	2018-06-30	114805	NQF Level 4	4		
	2018-06-30	120389	NQF Level 4	6		
	2018-06-30	116394	NQF Level 5	9		
	2018-06-30	242819	NQF Level 4	10		
	2018-06-30	119457	NQF Level 3	5		
	2018-06-30	119459	NQF Level 4	5		
	2018-06-30	119465	NQF Level 3	5		

	2018-06-30	119469	NQF Level 4	5		
	2018-06-30	119467	NQF Level 3	5		
	2018-06-30	119471	NQF Level 4	5		
	2018-06-30	119472	NQF Level 3	5		
	2018-06-30	119462	NQF Level 4	5		
	2018-06-30	9015	NQF Level 4	6		
	2018-06-30	9016	NQF Level 4	4		
	2018-06-30	7468	NQF Level 4	6		

<p><b>2. Primary Focus:</b></p> <ul style="list-style-type: none"> <li>▪ 51% of the scope of delivery falls within the Services Seta scope</li> </ul>	YES	All the programmes are from the Services SETA
<p><b>3. QMS:</b></p> <ul style="list-style-type: none"> <li>▪ Provider operates according to Policies and Procedures approved by QMD.</li> </ul>	YES	<p>The SDP operates in accordance with the following policies:</p> <ul style="list-style-type: none"> <li>• Quality Management</li> <li>• Strategic Management</li> <li>• Marketing</li> <li>• Learning Programme Development, Delivery and Evaluation</li> <li>• Financial Management</li> <li>• Administration and Communication</li> <li>• Resource Management</li> <li>• Contract Facilitator Selection, Appraisal and Development</li> <li>• Staff Selection, Appraisal and Development</li> <li>• Learner Entry, Guidance and Support</li> <li>• Worksite Management policy</li> <li>• Assessment Management Policy</li> <li>• Reporting Policy</li> <li>• Document and Record Management</li> <li>• Health and Safety</li> <li>• AIDS policy</li> <li>• Procurement Policy</li> <li>• Management System Review</li> <li>• Certificate Policy</li> </ul> <p>The minutes indicate that QMS was reviewed with some policies being changed and more information added. Last minutes on QMS review done in January 2016</p> <p>There are regular audits conducted to re-align the QMS with training trends</p>
<p><b>4. Learning Programme Design and Development, Delivery, and Evaluation:</b></p> <ul style="list-style-type: none"> <li>▪ Learning programmes are aligned to registered Unit Standards/or Qualifications</li> <li>▪ The learning programme integrates theoretical and practical learning components and Assessment thereof.</li> <li>▪ The learning programme/s are in line with the targeted group</li> <li>▪ Variety of learning methods are clearly defined</li> </ul>	YES	<ul style="list-style-type: none"> <li>• The provider has learning material that is aligned to the unit standards and qualifications as per SAQA criteria</li> <li>• The learning programmes cover theory, practicals and workplace experience</li> <li>• The learning programmes are in line with the target market</li> </ul>
<p><b>5. Assessments:</b></p> <ul style="list-style-type: none"> <li>▪ Does the training provider conduct assessments?</li> <li>▪ Adheres to the assessment principles</li> </ul>	YES	<ul style="list-style-type: none"> <li>• The provider conducts regular assessments and internal moderation</li> </ul>

<ul style="list-style-type: none"> <li>▪ Assessment methods/ tools correlate with the requirements of the unit standards and/or qualification</li> <li>▪ Constituent Registered Assessors are being used</li> <li>▪ Assessment purpose, process and practice is clearly articulated</li> <li>▪ Availability of a rotation schedule (between the provider and the Employer <i>(in a learnership context)</i>)</li> <li>▪ Availability of Assessment Guides</li> <li>▪ RPL purpose, process and practice is clearly articulated</li> </ul>		<ul style="list-style-type: none"> <li>• The provider uses constitutently registered assessors</li> <li>• The assessment methods relate to the requirements of the unit standards/qualifications</li> <li>• The provider has a notional hour compliance matrix which shows the schedules to be used for implementation of both skills programmes and Learnerships.</li> <li>• There are Assessment Guides for each learning programme</li> </ul>
<p><b>6. Moderations:</b></p> <ul style="list-style-type: none"> <li>▪ Does the training provider conduct internal moderations?</li> <li>▪ Does the training provider submit the internal moderation reports to QMD <b>Division</b></li> <li>▪ Is the training provider familiar with the Moderator Pack available at QMD <b>Division</b>?</li> <li>▪ Registered Constituent Moderators are being used?</li> <li>▪ The moderation policy clearly articulates the purpose of moderation, process and tools used to moderate</li> </ul>	YES	<ul style="list-style-type: none"> <li>• The provider uses constitutently registered moderators</li> <li>• The provider submits internal moderation reports to QMD QALA unit and these are viewed during External Moderation visits</li> <li>• There is a moderation policy in place</li> </ul>
<p><b>7. Reporting of Learner Achievements, Certification, and Usage of Services Seta Logo:</b></p> <ul style="list-style-type: none"> <li>▪ Has the training provider reported learners' achievements to the SSETA ETQA?</li> <li>▪ Has the provider submitted any learner achievements?</li> <li>▪ Is the training provider familiar with the QALA process that leads to Certification both at Unit standard level and Qualification level?</li> <li>▪ Does the training provider know how to get their Certificate Templates approval from QMD?</li> </ul>	YES	<ul style="list-style-type: none"> <li>• The SDP has consistently reported learner achievements since 2007</li> <li>• The provider is currently waiting for External Moderation for learners they have submitted to SSETA QALA</li> <li>• The provider is familiar with the QALA process as they have certificated learners before</li> </ul>

## SECTION 3: Development Plan

Phase A: Institutional and Administration Management				
Quality Indicators	Comment and action required when rating is (1) and (0)			
	Excellent (5)	Sufficient (3)	In-sufficient (1)	Not Evident (0)
<b>1. Organizational Capacity:</b> <ul style="list-style-type: none"> <li>▪ <b>Mission, Vision, and Goals of Training Provider-</b> Clear and unambiguous Commitment to quality principles in Education, Training, and Development</li> <li>• The Organogram is clearly defined and includes Facilitators, Moderators, and Assessors.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Clear evidence of financial viability / sustainability:</b> <ul style="list-style-type: none"> <li>• There are proper financial resources, management and budgetary processes in place to sustain and conclude all contractual obligations in terms of the training provision throughout the accreditation period (e.g. Financial Statements).</li> <li>• The Financial and Business Plan of the organization support the goals and mission and clearly indicate how they will enable the provider to achieve its goals and objectives.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Review Mechanisms:</b> <ul style="list-style-type: none"> <li>• The training provider ensures that Mechanisms put in place for the evaluation and amendment of policies and procedures are implemented maintained and recorded.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Human Resources Policies and Procedures:</b> <p>The Policy clearly defines the procedures regarding the following:</p> <ul style="list-style-type: none"> <li>▪ Recruitment and Selection</li> <li>▪ Promotions and Terminations</li> <li>▪ Staff component i.e. permanent or contractual</li> <li>▪ Staff development opportunities</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>5. Administrative and Physical Resources Management:</b></p> <ul style="list-style-type: none"> <li>▪ Learner record keeping requirements and maintenance</li> <li>▪ Database maintenance</li> <li>▪ Access and confidentiality of records, guides and reports</li> <li>▪ Certification management</li> <li>▪ Recording of Assessments and results</li> <li>▪ Reporting Learner Achievements</li> <li>▪ Recording of Moderation results etc.</li> </ul> <p><b>Evidence storage reflects:</b></p> <ul style="list-style-type: none"> <li>▪ Safety &amp; Confidentiality</li> </ul> <p><b>Physical resources:</b></p> <ul style="list-style-type: none"> <li>▪ Facilities, equipment, and learning materials support the learning process and are appropriate to the learning that is provided. E.g. For call centre programmes there must appropriate equipments in order for the learner to function</li> </ul> <p><b>Compliance to Health and safety regulations:</b></p> <ul style="list-style-type: none"> <li>▪ Fist Aid kits</li> <li>▪ Evacuation procedures</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<b>Phase B: Learning Programmes:</b>				
	<b>Comment and action required when rating is (1) and (0)</b>			
	<b>Excellent (5)</b>	<b>Sufficient (3)</b>	<b>In-sufficient (1)</b>	<b>Not Evident (0)</b>
<p><b>6. Learning Programme Design and Development, Delivery, and Evaluation:</b></p> <ul style="list-style-type: none"> <li>▪ Learning programmes are aligned to registered Unit Standards/or Qualifications</li> <li>▪ The learning programme integrates theoretical and practical learning components and Assessment thereof.</li> <li>▪ The learning programme/s are in line with the targeted group</li> <li>▪ Variety of learning methods are clearly defined</li> </ul> <p><b>The evaluation of the following takes place:</b></p> <ul style="list-style-type: none"> <li>▪ Learning Materials</li> <li>▪ Facilitation methods</li> <li>▪ Assessments</li> <li>▪ Learning Experience etc</li> </ul> <p><b>Off-site and worksite management:</b></p> <ul style="list-style-type: none"> <li>▪ Policies and practices for the management of off-site practical or work-site components to ensure valid learning experience.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>7. Learner Guidance and Support, Confidentiality, and Feedback:</b></p> <ul style="list-style-type: none"> <li>▪ Training provision is flexible and learner centred</li> <li>▪ Entry requirements are as open as possible and make provision for RPL</li> <li>▪ Provision for special needs i.e. Disabled learners etc</li> <li>▪ Confidentiality</li> <li>▪ Documentation on how feedback is communicated to the learner is clearly defined</li> <li>▪ Learners' complaints are documented and implemented.</li> <li>▪ Appeals procedures</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Phase C: Management of Assessments				
Comment and action required when rating is (1) and (0)				
8. Assessments: (Refer to Section 2, No 5 above)	Excellent (5)	Sufficient	In-sufficient	Not Evident (0)
<ul style="list-style-type: none"> <li>▪ Adheres to the assessment principles</li> <li>▪ Assessment methods are relevant and in line with the SAQA registered unit standards and/or qualifications.</li> <li>▪ <b>Assessment Guide includes the following:</b></li> <li>▪ Planning of Assessment</li> <li>▪ Preparation of the learner before assessment</li> <li>▪ Procedures followed during assessment</li> <li>▪ Feedback to the learner and third parties after the assessment</li> <li>▪ Recording and Administration of assessment results</li> <li>▪ Evaluation and review of the assessment process.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. Moderations:</b> <ul style="list-style-type: none"> <li>▪ Internal Moderation reports</li> <li>▪ The moderation policy clearly articulates the purpose of moderation, process and tools used to moderate</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Phase D: ETD Staff</b>				
Comment and action required when rating is (1) and (0)				
	Excellent (5)	Sufficient (3)	In-sufficient (1)	Not Evident (0)
<b>10. Qualified facilitators, registered constituent assessors, moderators</b> <ul style="list-style-type: none"> <li>▪ Registration numbers from QMD</li> <li>▪ CV's of staff available</li> <li>▪ Qualifications of ETD staff</li> <li>▪ Code of Conduct</li> <li>▪ Contracts</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Overall Comments:**



**Phase A:**

**Tax Clearance:** Expires on 2017.01.28

**Business Plan:** There is a Business Plan projected through to 2018

**Public Liability Insurance:** There is public liability insurance

**Finance:** There is documentary evidence of financial sustainability, aspirations to excellence in training provision and detailed compliance in terms of QMD requirements as well as good quality promotion and monitoring practice.

**OHS Compliance:** Offices are compliant with health and safety requirements and are sufficient to service training of groups where training is not provided onsite for the client.

**QMS Review:** Minutes of review meetings were verified onsite and included the policy pertaining to review of the materials.

**Phase B:**

The provider has developed learning material and assessment instruments including:

- *Learner guides*
- *Assessment and Moderation guides*
- *Assessment instruments*
- *Facilitator guides*
- *Master file with model answers*
- *Structured curriculum*
- *Complaint alignment documentation*
- *Notional Hour compliance matrix*

Qualification content clustered into logical skills programmes.

**Phase C:**

- Provider has completed assessments and internal moderation and uploaded learners.
- There is a copy of latest external moderation report provided but successful external moderation conducted on 07 September 2015.
- Provider is in the process of certificating learners

**Phase D:**

- Assessors and moderators are registered and compliant.
- The registration documentation provides sufficient evidence of ETD staff qualifications.
- SLAs for assessors and moderators are in place.



**Areas still to be remediated:**

Ref	Quality Indicator i.e. area for remediation	Comments

**Conditions/ Conclusion**

- I) Execu Prime Training (Pty) Ltd is awarded **Provisional Accreditation** status valid until **31 March 2018**
- II) All gaps identified in the report above will need to be addressed by the timeframes established by the QMD

- III) All conditions met in the report above will need to be maintained and improved in order to meet the requirements for accreditation.
- IV) You would be required to comply with the reporting procedures of QMD

<b>Name of Evaluator:</b> Walter Mbongolwane <b>Date:</b> 14 April 2016	
<b>Name of Accreditation Manager:</b> Nozipho Zondo <b>Date:</b> 16 June 2016	

Yours sincerely



**Masa Sefawanyane**  
**Services SETA**  
**Accreditation Department**  
**Website: [www.serviceseta.org.za](http://www.serviceseta.org.za)**

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Date: 28 June 2018

Name of Contact Person: Veliswa Nontshinga

Training Provider's Address : **3 Anerley Road, Parktown, 2193**

Tel: 011 062 0000

E-mail: [assesss@execuprime.co.za](mailto:assesss@execuprime.co.za)

Dear Veliswa

**Services SETA Accreditation No: 0006**

**RE - Accreditation of Provider – ExecuPrime Training (Pty) Ltd – 2005/025245/07**

This serves as confirmation that **ExecuPrime Training (Pty) Ltd** accreditation no. 0006 has been **awarded Provisional Accreditation until 31 March 2018**, as a Provider of Education and Training for the delivery of the following learning programme/s:

Name of Learning / Skills Programme	NQF Level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to programme		Qualification to which the learning program and unit standards are linked / contextualized
				Qual. / US ID	Title	
National Certificate: Business Administration Services	3	120	2018-06-30	67465 LP 23655	National Certificate: Business Administration Services	Qualification ID: 67465 LP 23655 Qualification Title: National Certificate: Business Administration Services NQF Level: 3 Credits: 120 Registration start date: 2015-07-01 Registration end date: 2018-06-30 Last date of enrolment: 2019-06-30 Last date of achievement: 2022-06-30
Further Education and Training Certificate: Business Administration Services	4	140	2018-06-30	61595 LP 35928	Further Education and Training Certificate: Business Administration Services	Qualification ID: 61595 LP 35928 Qualification Title: Further Education and Training Certificate: Business Administration Services NQF Level: 4 Credits: 140 Registration start date: 2015-07-01 Registration end date: 2018-06-30

						<b>Last date of enrolment:</b> 2019-06-30 <b>Last date of achievement:</b> 2022-06-30
<b>Further Education and Training Certificate: Generic Management</b>	4	150	2018-06-30	57712 LP 74630	<b>Further Education and Training Certificate: Generic Management</b>	<b>Qualification ID:</b> 57712 LP 74630 <b>Qualification Title:</b> Further Education and Training Certificate: Generic Management <b>NQF Level:</b> 4 <b>Credits:</b> 150 <b>Registration start date:</b> 2015-07-01 <b>Registration end date:</b> 2018-06-30 <b>Last date of enrolment:</b> 2019-06-30 <b>Last date of achievement:</b> 2022-06-30
<b>Further Education and Training Certificate: Generic Management</b>	5	162	2018-06-30	59201 LP 60269	<b>Further Education and Training Certificate: Generic Management</b>	<b>Qualification ID:</b> 59201 LP 60269 <b>Qualification Title:</b> Further Education and Training Certificate: Generic Management <b>NQF Level:</b> 5 <b>Credits:</b> 162 <b>Registration start date:</b> 2015-07-01 <b>Registration end date:</b> 2018-06-30 <b>Last date of enrolment:</b> 2019-06-30 <b>Last date of achievement:</b> 2022-06-30
<b>National Certificate: Management (Team Leadership)</b>	3	120	2018-06-30	83946 LP 23654	<b>National Certificate: Management</b>	<b>Qualification ID:</b> 83946 LP 23654 <b>Qualification Title:</b> National Certificate: Management <b>NQF Level:</b> 3 <b>Credits:</b> 120 <b>Registration start date:</b> 2015-07-01 <b>Registration end date:</b> 2018-06-30 <b>Last date of enrolment:</b> 2019-06-30 <b>Last date of achievement:</b> 2022-06-30
<b>National Certificate: Project Management</b>	5	120	2018-06-30	58395	<b>National Certificate: Project Management</b>	<b>Qualification ID:</b> 58395 <b>Qualification Title:</b> National Certificate: Project Management <b>NQF Level:</b> 5 <b>Credits:</b> 120 <b>Registration start date:</b> 2015-07-01 <b>Registration end date:</b> 2018-06-30 <b>Last date of enrolment:</b> 2019-06-30 <b>Last date of achievement:</b> 2022-06-30
<b>Further Education and Training Certificate: New Venture Creation</b>	4	149	2018-06-30	66249	<b>Further Education and Training Certificate: New Venture Creation</b>	<b>Qualification ID:</b> 66249 <b>Qualification Title:</b> Further Education and Training Certificate: New Venture Creation <b>NQF Level:</b> 4 <b>Credits:</b> 149 <b>Registration start date:</b> 2015-07-01 <b>Registration end date:</b> 2018-06-30 <b>Last date of enrolment:</b> 2019-06-30 <b>Last date of achievement:</b> 2022-06-30
<b>Executive Secretary</b>	3	4	2018-06-30	13930	Monitor and control the receiving and satisfaction of visitors	13930 linked to 67465
	3	3	2018-06-30	13933	Plan, monitor and control an information system in a business environment	
	3	3	2018-06-30	13929	Co-ordinate meetings,	

					minor events and travel arrangements	
	3	2	2018-06-30	13937	Monitor and control office supplies	

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

Your accreditation number must be utilised by **ExecuPrime Training (Pty) Ltd** only and may not be used by any other Skills Development Provider.

As an accredited Skills Development Provider you are required to:

- a) Complete and submit the attached code of conduct to Services SETA within 7 working days of receipt of this accreditation letter.
- b) 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.
- c) Conduct training, assessment and moderation on the approved learning intervention.
- d) 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 the Services SETA wishes to congratulate **ExecuPrime Training (Pty) Ltd** 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



**Nozipho Zondo**  
**Manager: QMD**  
**(Pre-Accreditation and Qualifications)**  
**E-mail: [noziz@serviceseta.org.za](mailto:noziz@serviceseta.org.za)**