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16 January 2009

Dear Training Provider

## LEARNING PROGRAMME EVALUATION POLICY

TETA has recently reviewed the Learning Programme Evaluation Policy in light of the number of concerns raised by Providers and the negative impact that the evaluation process was having on turn around times for Accreditation.

In an endeavour to improve service delivery, the Quality Assurance Committee approved the revised Learning Programme Evaluation Policy with a few conditions. These are as follows:

1. TETA may still evaluate learning programmes it deems necessary to.
2. TETA will run a funded Learning Programme Design, Development and Evaluation training project for one person per Training Provider Accredited with TETA, subject to availability and approval of budget.
3. TETA will make the relevant templates and tools available to Providers.

Please find attached the following documents for your attention in support hereof:

1. TETA Learning Programme Policy document
2. TETA Learning Programme Guideline document
3. TETA Learning Programme Self Assessment form
4. TETA Learning Programme Unit Standard Alignment & Evidence Matrix document
5. TETA Learning Programme Design, Development and Evaluation training application form

As from January 2009, Providers **must** no longer submit learning programmes to TETA for evaluation, but would still be required to evaluate their own learning programmes by submitting completed and signed original TETA Learning Programme Self Assessment forms for each of their learning programmes to TETA, along with a completed and signed original unit standard alignment matrix, and these can be submitted to TETA by hand or mail only. Unfortunately, faxed or e-mailed copies will not be accepted under any circumstances

Providers would be required to use the revised attached TETA Learning Programme Self Assessment form, and unit standard alignment matrix format.

Learning Programmes submitted to TETA for evaluation prior to January 2009 awaiting evaluation will be dealt with as per the new policy, i.e. it will be returned to the Provider.

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If returned, and a letter indicates that no self assessment form was submitted, the Provider will be required to submit it within 10 working days to TETA's ETQA Learning Programme Coordinator, Madge van Greunen. Failure to do so will result in the Accreditation / Extension of Scope application being closed due to lack of evidence.

Providers are requested to nominate one person from their company to attend the training. The nominated person will be required to complete and submit the attached application form to Madge van Greunen by close of business on 16 February 2009, by faxing it to fax no. 011 504 9252,, and would therefore have to meet the requirements on the application form.

Please note that failure to nominate a suitable person will result in exclusion from the training project, and the Provider will be required to train such an individual.

Please also note that once a person has been nominated, he/she must attend the training, must submit a Portfolio of Evidence, and must be declared competent, or the company that nominated the person would have to reimburse TETA for the cost of their training.

A Quality Assurance front desk has been opened in the Randburg, Cape Province and Kwa-Zulu Natal areas to deal with all queries and applications on receipt. Should you have any concerns / queries / applications / submissions, you are welcome to come through for immediate support and feedback.

Please contact the TETA ETQA Unit at (011) 781-1280 for more information.

Kind regards



**MELISSA ERRA**  
**ETQA MANAGER**