

# **LEARNING PROGRAMME GUIDELINES**



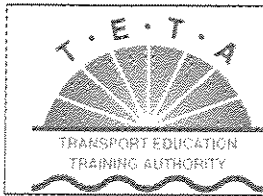


**TRANSPORT AND EDUCATION TRAINING AUTHORITY**

**LEARNING PROGRAMME GUIDELINES**

**TETA ETQA LEARNING PROGRAMME GUIDELINES**

<b>TETA ETQA LEARNING PROGRAMME GUIDELINES</b>	<b>Page Number</b>
Introduction	3
1. Criteria for the submission of a Learning Programme	3
2. Holistic Approach	4
3. Documents to be Submitted on Application for Programme Approval	4
4. Process	5
5. Conclusion	5



## Introduction

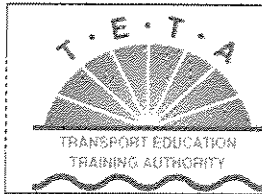
The end result of learning taking place should be that the learners are declared competent against the outcomes stated in the relevant unit standards. The learners will receive credits that will be recorded on the National Learner Record Database and receive certificates. In order to achieve this, a provider must, besides meeting other TETA criteria, be able to develop or acquire appropriate learning material for the respective programme which must be aligned to the associated unit standard.

This self-assessment form is a tool to assess the standard of your own material.

### 1. Criteria for the submission of a Learning Programme

The Learning Programme must consist of a minimum of the following compulsory components (normally separate books), namely:

- 1.1 A Facilitators Guide that will provide the facilitator on how the programme will be delivered, what aids to use and what time tables should be followed. Other areas that might be included are introduction notes and general instructions.
- 1.2 A unit standard/ learning programme alignment document that indicates where in the learning programme each specific outcome and its assessment criteria, as well as the Essential Embedded Knowledge elements are addressed. (Refer to Alignment & Evidence Matrix document as provided by TETA).
- 1.3 A learner guide with relevant information to cover the specific outcomes, essential embedded knowledge and cross-field outcomes. Appropriate exercises, projects, self-tests, group exercises and role-plays can be included or put in a separate workbook.
- 1.4 An Assessment Guide is of utmost importance. This is a guide to the assessor on how to evaluate the learner's competence against the specified outcomes.
- 1.5 An evidence locator grid that indicates where evidence for each of the specific outcomes and their associated assessment criteria can be found, as well evidence for each the essential embedded knowledge components. (Refer to Alignment & Evidence Matrix document as provided by TETA).



- 1.6 Model answers and assessor guidelines to assist the assessors in judging the evidence that has been collected.

## 2. Holistic Approach

The evaluation of the learning material is only part of the approval process. The provider must also be able to supply evidence of the following:

- 2.1 Are there sufficient trainers/facilitators who are suitably qualified and have sufficient experience to provide the training?
- 2.2 Are there sufficient qualified and registered assessors to do the learner assessments?
- 2.3 Are there suitable facilities to provide the training?
- 2.4 If required, is the appropriate equipment available.

In the initial accreditation process the above will be covered by the site visits. However, the above must be determined during any application for the extension to the initial accreditation.

## 3. Documents to be Submitted on Application for Programme Approval.

The following must be submitted on application:

- 3.1 Completed and signed Learning Programme Self Assessment form (attached).
- 3.2 Completed and signed Unit Standard Alignment & Evidence Matrix document (attached)
- 3.3 TETA Accreditation Application Form.
- 3.4 Names of trainers/facilitators for the programmes with concise CV's
- 3.5 Names of assessors to be utilised for the programme with proof of competence and or registration.



#### 4. Process

- 4.1 Original documents outlined above to be submitted to TETA by hand or post.
- 4.2 If delivered by hand, an acknowledgement of receipt will be given. If no one is available to acknowledge receipt or if submission is delivered by any other means, then an acknowledgement of receipt will be issued within 5 working days.
- 4.3 An assessment of the submission will be conducted by TETA ETQA personnel, and the provider will be notified of the outcome.
- 4.4 If found to meet requirements, it will be submitted to the TETA Quality Assurance Committee for approval. If not, it will be referred back to the provider.
- 4.5 The TETA MIS will be updated accordingly.

#### 5. Conclusion

It is hoped that through this process, a higher quality of training will be achieved with both the learner and the provider benefiting from an improved system

