



WORKSHOP INVITATION

4 February 2008

Dear Provider (Training Manager)

Once again the Transport Education and Training Authority (TETA) cordially invites you or your representative to attend the provider workshop that will take place in your province on one of the dates between the 10-14 March 2008(See the attached schedule for a convenient date near you or in your province).

The focus of the meeting will be on quality promotion for both provisionally and fully accredited providers and how to improve and maintain on both status on a continual basis as per TETA accreditation criteria.

PROGRAMME

8:30 for 9h00 – 13:00

1. Welcome & Introduction
2. Opening Remarks
3. Presentations
 - TETA Scope
 - Certification procedure
 - Extension of accreditation scope
 - Realignment and extension of Assessors Scope
 - Programme approval
 - Uploading of learner data
 - Internal and External Moderation
 - Lead providers and Sub-contracted providers
 - RPL policy
 - Trade Test Centres and Trade Test Officers
4. Question Time(Panel)
5. Vote of thanks

NOTE:

- 1. Please note that the venue will only be communicated to those members who have confirmed attendance.*
- 2. Travel and/or accommodation will be at own costs.*

RSVP: On or before 16H30, 27th February 2008.

(Fax the attached reply slip OR send an email to Mandisai@teta.org.za / kate@teta.org.za)

For more information you are welcome to call Mandisa at: **(011) 781-1280 OR**
Kate at **0784567835**

Yours Sincerely

Melissa Erra
ETQA Manager

REPLY SLIP – PROVIDER WORKSHOPS

ATT: Mandisa

FAX: (011) 504-9252

E-MAIL: mandisaj@teta.org.za / kate@teta.org.za

The following people will be attending the workshops (Please complete all the information required in **A** and **B** below):

A

Name + Surname	Provider Name + the Province where you will be attending	Contact details	Dietary Requirements (indicate if : Vegetarian Halaal or Kosher)
1.		Tel: Fax: Email: Cell :	
2.			

B

We request that you list below the questions/concerns you might be having regarding the ETQA Unit / accreditation issues:

Problems/Difficulties	Suggestions and Solutions for improvements
1.	
2.	
3.	

PROVIDER WORKHOP SCHEDULE 10-14 MARCH 2008

Province	Date	Responsible practitioners per province	Practitioners
Gauteng	10 March 2008	ALL ETQA Practitioners	ETQA Practitioners
Kwazulu- Natal	12 March 2008	Shantal	ETQA Practitioners
Free State	12 March 2008	Nokubonga	ETQA Practitioners
Western Cape	13 March 2008	Andre	ETQA Practitioners
Eastern Cape	11 March 2008	Andre	ETQA Practitioners
Limpopo	11 March 2008	Famanda	ETQA Practitioners
Mpumalanga	12 March 2008	Nkosinathi	ETQA Practitioners
North West	13 March 2008	Kate	ETQA Practitioners
Northern Cape	14 March 2008	Winter	ETQA Practitioners

