



TRANSPORT AND EDUCATION TRAINING AUTHORITY
SELF FORM LEARNING PROGRAMME EVALUATION PROVIDER
(SECONDARY ACCREDITATION)

Document Title	Self Assessment Form	Document and Rev No:	ETQAWD003-1
Department	ETQA	Effective date	1 July 2008
Approved		1 st Issue Date	November 2003

NAME OF PROVIDER: _____

DATE SUBMITTED: _____

RECEIVED BY: _____

ACCREDITATION REFERENCE No.: _____



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QMS Procedures Manual - Section
Key Business Process Procedures (See relevant sections 1 – 4 of this document)

Conforming Requirements	Evidence Guidelines	Y	N	Comments
1. Learning Programme Development and Provisioning Procedure	1. Development			
	a. Ability to obtain Learning Programme			
	b. Process for Revision of Material			
	c. Contractual Agreements			
	d. Approval of Learning Programme/Material by an ETQA Appointed SME.			
	e. Must be Outcomes based format			
	f. Methodology for the Design and Development of Learning Material			
	2. Provisioning			
	a. Piloting of Learning Material			
	b. Assessment Guides			
c. CV's for ETD Practitioners/ Facilitators – Match to relevant unit standards/to learning material/ability to draw up assessment guides				
d. Facilitator Code of Conduct/Deliverables				
e. Learner/Facilitator Ratio/s				



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	3. Revision of Learning Material a. Process to review and effect changes to Learning Programme/ Material as and when required			
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Conforming Requirements	Evidence Guidelines	Y	N	Comments
2. Physical Resources	1. Appropriate facilities and equipment to the Learning Programme			
	2. Compatibility of Learning tools/equipment to Industry			
	3. Contractual agreements (where facilities and equipment are rented)			
	4. Maintenance Procedure/ Schedules/ Agreements			
3. Management of Assessment	1. Procedure to include:			
	a. Principles of Assessment			
	b. Learner readiness for Assessment			
	c. Planning Process			
	d. Preparation of Learners			
	e. Conduct the Assessment			
	f. Feedback to the Learner			
	g. Access control/ security, reporting			
2. Assessment Approach:				
a. Panel Assessment				



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	b. Assessor SME			
	c. Other			
	3. Internal Moderation:			
	a. Verification of Assessment Outcomes			
	b. Planning Process for Internal Moderation			
	c. Design of Assessment tool and instrument			
	d. Internal Moderation Process			
	e. Compilation of Internal Moderation Reports			
	f. Registration of Moderators			
	g. Liaison with External Moderators			
	4. Appeals:			
	Appeal Process for Assessments and RPL			
	5. RPL:			
	Procedure for RPL Processes			



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4. Management of on the Job Training	4.1 Procedure to include:			
	a. Guidance of Learners towards on-job training (induction)			
	4.2. Support of Learners during learning (practical)			
	5.3 Ensure that Coaches and Mentors are available on-job			
	5.4 Management of Workplace Assessment			
	5.5 Liaison between On-job Training and Place of Learning			
	5.6 Logbook System			
	5.7 Structure of on-job learning			
	5.8 Work Place Assessors			

5. Certification	1. Documented Policies & Procedures available? (central record)			
	2. Template available?			
	3. Security measures available to prevent fraud and illegal issuing?			