



Transport Education Training Authority

*Driven by Vision*

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## APPLICATION FOR WORKPLACE OR SITE APPROVAL TRAINING

### Company Details

Organisation Name			
Skills levy reg No			
SETA registered with			
Levy paying		Yes	No
New Application		Extension of scope/range	
Registration No			
Core Business			
Site Physical Address			
Site Name / reference			
GPS Coordinates			
Postal address			
Head Office Physical Address			
Tel no			
Fax no			
Contact person			
Position			
Tel no			
e-mail			

**Workplace Approval History:**

Previously approved as a workplace?	Yes		No	
Approval by which SETA				
Range of approval for trade training (List Trades, including learnerships, internships and cadetships aligned )				
Workplace approval number				
Workplace approval period				
Workplace approval evidence to be attached: Not previously approved				

**Workplace approval considered for:**

Trade/ Qualification Title	OFO Code SAQA ID	Number of learners	Mentor / learner ratio

**Details of the Workplace Mentors/coaches for:**

Surname & First Name	Generic Qualifications	ETD Training on Mentoring/ coaching	Area of specialisation for the programme (SME)

**Providers Accreditation Status (If applicable):**

Criteria	Yes	No	Comments
Accreditation status & Expiry (Full accreditation/ Provisional accreditation/ etc.)			
Validation of Accreditation scope against Implementation plan (identify gaps if any)			

**Workplace Readiness:**

Criteria	Yes	No	Comments
Availability of a workplace plan/list of tasks to be completed in the workplace as aligned to the unit standards training on for the learnerships/ etc.			
Availability of a logbook to record all tasks completed by the learners in the workplace (note: attached supporting workplace evidence as per tasks).			
Ensure that a minimum of : *6 months practical must be logged (Logbook) by learners on learnerships *18 months practical must be logged (Logbook) by learners on trades.			

***(Mark with X in the appropriate box and provide comments)***

Criteria	Yes	No	Comments
Workplace audit conducted (See attached audit checklist.) <b><i>NB: only applicable for trades</i></b>			
<b>Criteria (Applicable to all)</b>			
1. Identified a committed staff member to maintain records of workplace learning including logbooks.			

2. Declaration from employer indicating commitment of compliance to relevant legislation applicable to the trades/ qualifications/learnerships.(e.g disposing of used lubricants)			
2.1 Letter of commitment from the workplace for the duration of the workplace learning required for trades/qualifications/learnerships			
3. All required tools and equipment available to cover the scope of the workplace component of the trade/s or qualifications/learnership workplace approval is applied for.			
4. Access to material and consumables applicable to the structured workplace learning in the trades or qualifications/ learnerships workplace approval is applied for. e.g Professional Driving i.e Cars Trades i.e relevant training equipment.			
5. Structured implementation plan indicating timeframes.			
6. Suitably qualified (Red Seal Certificate or Qualifications) mentors for trades/qualifications/learnerships workplace approval are applied for.			
7. OHS Procedures available/ displayed?			
7.1 OHS committee minutes/ tasks allocated?			
7.2 Safety signs visible?			
7.3 Emergency exits designated?			
7.5 First aid kits available?			
7.6 Fire extinguishers available? Not expired.			
7.7 Emergency evacuation plan displayed?			
7.8 Safety representative appointed?			
8. Copy of the self-evaluation checklist per trade provided. <b>NB: Only applicable to trades</b>			
9. Workplace layout and working environment is safe and conducive to effective workplace learning.			



Comments:	
_____	
_____	
_____	
_____	
Name	
Signature	
Date	DD/MM/CCYY

**Workplace Authorized person:**

Comments:	
_____	
_____	
_____	
_____	
Name	
Signature	
Date	DD/MM/CCYY

**Capturing and Issuing of Workplace approval letters:**

Workplace Approval Number			
Uploaded on to database		Yes	No
Name			
Administrator Signature		Date	DD/MM/CCYY