



**Chartered Secretaries Southern Africa**

*Good governance across the Board – Accounting with Accountability*  
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**WORKPLACE PROVIDER ACCREDITATION APPLICATION FORM**

**INSTRUCTIONS:**

*Only fill in the non-shaded areas on this form. The shaded areas and FassetQA checklists will be used by Fasset during their evaluation of your application and during site visits. Please ensure that your application meets the criteria specified in the FassetQA checklists.*

Please ensure that all the annexures are completed. You are allowed to include additional annexures if you want to provide more information on your organisation. Please refer to such additional annexures in the application form.

*Please note:*

*If during the course of the evaluation, further information is required, the applicant has a maximum of six months in which to provide the requested information. Thereafter, the full application will need to be re-submitted.*

**Provider name:** \_\_\_\_\_

**QUALIFICATIONS INCLUDED IN THIS APPLICATION**

Qualification ID	Qualification Name I	FassetQA comments

**SECTION A  
ORGANISATION INFORMATION**

<b>A.1 Organisation details</b>		
A.1.1	Organisation's name	
A.1.2	Trading name (If different from above)	
A.1.3	Physical address	
A.1.4	Postal address	
A.1.5	Telephone number	
A.1.6	Fax number	
A.1.7	The nature of your business	
A.1.8 Business classification (Please select the subsector that best describes the business activities of your organisation. If your organisation does not fall within one of the subsectors on the list, please select "other")	Education and training	
	Investment entities and trusts and company secretary services	
	Stockbroking and financial markets	
	Development organisations	
	Accounting, bookkeeping , auditing and tax services	
	Debt collection	
	Business and management consulting services	
	Activities auxiliary to financial services	
	SARS and government departments	
	Other	
	<b>Province (tick all relevant</b>	<b>Number of branches/training sites (per province)</b>
A.1.9 Geographical distribution (Please indicate the number of branches or training sites in each province. Include only those training sites where the programmes included in this application will be offered.	Eastern Cape	
	Free State	
	Gauteng	
	KwaZulu-Natal	
	Limpopo	
	Mpumalanga	
	North West Province	
	Northern Cape	
Western Cape		
<b>FassetQA comments</b>		
<b>A.2 Contact details</b>	Please provide details of the person(s) directly responsible for the accreditation application of the organisation.	
<b>Primary contact</b>		
A.2.1 Title		
A.2.2 First name		
A.2.3 Middle name		

A.2.4 Surname	
A.2.5 Initials	
A.2.6 Position	
A.2.7 Postal address	
A.2.8 Physical address	
A.2.9 Telephone number	
A.2.10 Cell phone number	
A.2.11 Fax number	
A.2.12 E-mail address	
A.2.13 Preferred method of communication	
<b>Secondary contact</b>	
A.2.14 Title	
A.2.15 First Name	
A.2.16 Surname	
A.2.17 Initials	
A.2.18 Position	
A.2.19 Telephone number	
A.2.20 Cell phone number	
A.2.21 Fax number	
A.2.22 E-mail address	
<b>FassetQA comments</b>	

<b>A.3 Registration as legal entity *</b>	<b>Information satisfactory</b>	<b>Annexures complete</b>	<b>FassetQA comments</b>
A.3.1 Legal nature of entity (Pty; cc, etc.)			
A.3.2 Registration number (where applicable)			
A.3.3 Registration year (where applicable)			
A.3.4 Years trading			

\* Please supply documentary proof of your organisation's legal status as Annexure A3.

The following are the types of documents that are required:

- Letter of authority (trust)
- CK1 or CK2 (for a Closed Corporation)
- Certificate of confirmation (for a company)

<b>A.4 SARS registration and income tax</b>	<b>Information satisfactory</b>	<b>Annexures complete</b>	<b>FassetQA comments</b>
A.4.1 Income tax registration number			
A.4.2 VAT registration number			
A.4.3 SDL number			

<b>A.5 Professional registration</b> Is your organisation registered with any professional council or association?*	Tick	Information satisfactory	Annexures complete	FassetQA comments
Yes				
No, registration is not required				
No, although registration is required				
If you are registered or required to register, with which council or professional body/bodies?				

\* If you are registered, please provide documentary proof of your registration as Annexure A5.

<b>A.6 Current provider accreditation status</b>	
<b>A.6.1 Previous accreditation</b>	
Has another INSTITUTE accredited you, or are you in the process of applying for accreditation from another ETQA?	Yes*
	No

\*If **YES**, please attach proof as Annexure A.6.1 of:

- the name of the accrediting body/professional institute
- the date of accreditation, or the date of application for accreditation.

<b>FassetQA checklist</b>	Tick	FassetQA comments
Proof of accreditation is sufficient (if applicable)		

<b>A.7 Organisation structure</b>		FassetQA checklist
How many people does your organisation employ?		
Please attach in Annexure A.7 an organogram/organisational flowchart of your organisation. Ensure that the organogram clearly indicates:	The various operational units of the organisation	
	Staff complements of each unit	
	Geographical distribution of operational units	
	The positions of people who will take direct responsibility for the training and mentorship of learners.	
	where learners will be placed	
	the number of learners that you intend to place in each location/operational unit	
	the lines of reporting that learners will follow	

<b>FassetQA checklist</b>	Tick	FassetQA comments
Organisation size is clear		
Trainers/facilitators are identified		
Assessors and moderators are identified	n/a	These will be appointed by the Institute
Mentors are identified (if applicable)		
Contracts are attached (if applicable)		

**SECTION B  
HUMAN RESOURCES PRACTICES**

**B.1 Recruitment and selection**

Briefly describe the staff recruitment and selection procedures followed by your organisation. If you have a recruitment and/or selection policy, attach a copy as Annexure B.1.

Description: Recruitment and selection procedures

<i>FassetQA checklist</i>	Tick	FassetQA comments
Recruitment and selection procedures are fair and transparent		
Selection procedures are in line with Labour Relations Act (e.g. use of psychometric testing and medical examinations)		

**B.2 Performance management**

Please provide in the space below a short description of the key elements of your performance management system. Attach as Annexure B.2 supporting documentation e.g. examples of job descriptions, key performance areas.

Description: Performance management system

<b><i>FassetQA checklist</i></b>	<b>Tick</b>	<b>FassetQA comments</b>
The organisation has mechanisms for the timeous identification of under-performance		
The performance management system allows for timeous identification and communication of underperformance and for remedial action		
The performance management mechanisms are clearly communicated to learners and are utilised on a regular basis		

**B.3 Disciplinary procedure**

Describe how disciplinary actions are handled in your organisation. If you have a disciplinary procedure, please attach it as Annexure B.3.

Description: Disciplinary actions

<b>FassetQA checklist</b>	<b>Tick</b>	<b>FassetQA comments</b>
The organisation has clear and fair mechanisms to deal with disciplinary issues		
These are clearly communicated to staff.		
Disciplinary mechanisms are clearly communicated to learners (check induction programme)		

**B.4 Grievance procedure**

Describe how staff grievances are handled in your organisation. If you have a grievance procedure, please attach it as Annexure B.4.

Description: Grievances

<b>FassetQA checklist</b>	<b>Tick</b>	<b>FassetQA comments</b>
The organisation has clear and fair mechanisms to deal with grievances		
These are clearly communicated to staff.		
Grievance procedures are clearly communicated to learners (check induction programme)		

**B.5 Skills development of internal human resources**

Does your organisation have an **approved** Workplace Skills Plan for the current year?

Yes	
No	
Don't pay SDL	

If you have submitted a Workplace Skills Plan to **any** SETA, please attach the letter from the SETA confirming **approval** in Annexure B.5.

**OR**

In the event that you have not completed a Workplace Skills Plan but are paying the Skills Development Levy, please **submit** the relevant Workplace Skills Plan to Fasset or the relevant SETA as soon as possible as it is a requirement to demonstrate an **approved** Workplace Skills Plan before the accreditation process may be finalised. Please attach a copy of the letter confirming submission of the Workplace Skills Plan in Annexure B.5, and consequently please submit a letter from the SETA/Fasset confirming **approval** of the Workplace Skills Plan as soon as possible to Fasset's QA department.

**OR**

If your organisation is exempt from paying the Skills Development Levy, please provide proof (letter from SARS) as Annexure B.5.



<b>FassetQA checklist</b>	<b>Tick</b>	<b>FassetQA comments</b>
The organisation has submitted a WSP		
The WSP has been approved by the relevant SETA		
If the organisation is exempt from the SDL, proof has been provided		

**SECTION C  
OCCUPATIONAL HEALTH AND SAFETY**

In Annexure C1 please provide proof that your organisation complies with health and safety legislation and regulations.

<b>FassetQA checklist</b>	<b>Tick</b>	<b>FassetQA comments</b>
<b>Organisation has provided one or more of the following:</b>		
Health and safety certificate		
Health and safety policy		
Proof of appointment of health and safety representatives		
Proof of functioning of health and safety committee		
Health and safety checklist		
Other		

**SECTION D**

**QUALITY MANAGEMENT**

Every workplace provider seeking accreditation with the Institute **MUST** demonstrate that quality education, training, development and assessment will be provided by the provider. The provider must demonstrate on paper and in practice the specific policies and procedures currently in place at the provider to ensure that quality education, training, development and assessment will take place. These policies and procedures will be verified by the Institute's Accreditation Manager during the site-visit.

**D.1 Learnership(s) offered**

Please specify the learnership(s) that you intend to offer and the number of learners that you intend to train per annum on each learnership.

NAME OF LEARNERSHIP	LEARNERSHIP REGISTRATION NUMBER	NUMBER OF LEARNERS

<i>FassetQA checklist</i>	Tick	FassetQA comments
Learnerships are correctly specified		
Learnerships fall within Fasset's scope		
Organisation has the capacity to accommodate the number of learners planned		

**D.2 Theoretical training**

Describe how you plan to train the learner on the theoretical components of the learnership (e.g. in-house training, accredited tuition provider)

Description

<i>FassetQA checklist</i>	Tick	FassetQA comments
Arrangements with training provider are in place		
Training provider(s) is/are accredited for the qualification(s)		

### D.3 Learning Outcomes to be assessed in the workplace

In Annexure D.3 please specify the learning outcomes that will be assessed in the workplace. Indicate whether your organisation will be able to provide training in each of the learning outcomes. If you are not able to provide training in a particular outcome, describe what measures you have taken to ensure that the learner will be trained in the outcome. (Reference: Learner Portfolio requirements)

<i>FassetQA checklist</i>	Tick	FassetQA comments
Organisation can provide training in all the outcomes		
Alternative arrangements are sufficient		

### D.4 Financial resources

What steps have been taken to ensure that your organisation has sufficient funding to deliver the learnership effectively? Attach relevant documentation as Annexure D.4 (e.g. training budget, minutes of a Board meeting allocating funds to learnerships, a letter from your organisation's management indicating the amount allocated to learnerships).

<i>FassetQA checklist</i>	Tick	FassetQA comments
Sufficient financial resources have been allocated to the learnership		

### D.5 Work facilities

Describe the work facilities that will be available to each learner (e.g. work stations, computers etc.)

<i>FassetQA checklist</i>	Tick	FassetQA comments
Work facilities are sufficient for this particular learnership		

**D.6 Other training or support facilities**

Describe any other training/support facilities that will be available to the learners in the workplace (e.g. library, internet access etc.)

**FassetQA comments**

**D.7 Learnership coordinator**

Provide the details of the person who will be overall responsible for the management of learnerships in your organisation

Name	
Position	
Highest qualification	
Physical location	
Telephone number	
Cellphone number	
Fax number	
<b>FassetQA comments</b>	

<b>FassetQA checklist</b>	<b>Tick</b>	<b>FassetQA comments</b>
There is a designated person who will take responsibility for the internal management of the learnership		

**D.8 Supervisors/Mentors**

In Annexure D.8 please provide details about each person who will act as a mentor/supervisor for learners. Provide the following details:

Name	
Position	
Highest qualification	
Years of experience in the relevant field (e.g. company secretary)	
Years of experience in the organisation	

<b>FassetQA checklist</b>	<b>Tick</b>	<b>FassetQA comments</b>
There is a sufficient number of mentors/supervisors for the number of learners		
Mentors/supervisors are sufficiently qualified and experienced? (Check individual information)		

**D.9 Mentorship training**

Describe the provision made by your organisation for the training of mentors (specifically for their mentorship roles).

<b>FassetQA checklist</b>	<b>Tick</b>	<b>FassetQA comments</b>
Organisation has made provision for the training of mentors/supervisors		

**D.10 Learner support**

Insert your learner induction programme as Annexure D.10

Describe any other forms of learner support provided by your organisation (e.g. nature and frequency of mentorship, attendance of other training programmes etc.)

<b>FassetQA checklist</b>	<b>Tick</b>	<b>FassetQA comments</b>
The organisation has an induction programme that provides for		
General orientation to the organisation (Structure, lines of communication and reporting, business practices, organisational values and culture, work hours and work arrangements etc.)		
General orientation with regard to own job		
Orientation with regard to the performance management system		
Disciplinary and grievance procedures		
Occupational health and safety issues		
The learnership itself (arrangements with training provider, time off to study, mentorship, assessments etc.)		

**D.11 Code of conduct**

What provision is made by your organisation to ensure that learners adhere to industry or professional ethical codes of conduct?

<b>FassetQA checklist</b>	<b>Tick</b>	<b>FassetQA comments</b>
The organisation ensures that learners are familiar with and adhere to the professional code of conduct		

**D12 Learner Assessment and Moderation**

Learner assessment is carried out on a formative basis by the mentor appointed by the company for this purposes and on a summative basis by assessors and moderators appointed by Chartered Secretaries Southern Africa.

**D.13 Recording and administration**

In Annexure D.10 insert your learnership administration policy.

<b>FassetQA checklist</b>	<b>Tick</b>	<b>FassetQA comments</b>
The organisation has a learnership administration policy that provides for		
Responsibilities with regard to learnership administration		
Content of individual learner files		
Where will learner records be kept		
Access to learner files		
Confidentiality of information		
Communication of information to relevant stakeholders		
Updating of learner files		
Backup procedures for electronic learner information		
Submission of learner information to the Institute		

**LIST OF ANNEXURES**

	Checklist
Annexure A3. Documentary proof of your organisation's legal status	
Annexure A4 SARS tax clearance certificate	
Annexure A5 Documentary proof of your registration with a professional body (where applicable)	
Annexure A6 Proof of accreditation with accrediting body	
Annexure A7 Organogram	
Annexure B1 Recruitment and Selection policy	
Annexure B.2 Performance management: supporting documentation e.g. examples of job descriptions, key performance areas.	
Annexure B.3 Staff Disciplinary Procedure	
Annexure B.4 Staff Grievance Procedure	
Annexure B5 Workplace Skills Plan – approval letter/SDL exemption letter	
Annexure C1 Compliance with occupational health and safety legislation and regulations	
Annexure D.3 Learning outcomes that will be assessed in the workplace	
Annexure D.4 (e.g. training budget, minutes of a Board meeting allocating funds to learnerships, a letter from your organisation's management indicating the amount allocated to learnerships).	
Annexure D.8 Mentorship details	
Annexure D.10 Learner Induction programme	
Annexure D.13 Learnership administration policy	

**These annexures are compulsory and must be included in each application**



**ACCREDITATION REPORT: FOR FASSETQA USE ONLY**

	FASSET QA Check
Annexure A3. Documentary proof of your organisation's legal status	
Annexure A4 SARS tax clearance certificate	
Annexure A5 Documentary proof of your registration with a professional body (where applicable)	
Annexure A6 Proof of accreditation with accrediting body	
Annexure A7 Organogram	
Annexure B1 Recruitment and Selection policy	
Annexure B.2 Performance management: supporting documentation e.g. examples of job descriptions, key performance areas.	
Annexure B.3 Staff Disciplinary Procedure	
Annexure B.4 Staff Grievance Procedure	
Annexure B5 Workplace Skills Plan – approval letter/SDL exemption letter	
Annexure C1 Compliance with occupational health and safety legislation and regulations	
Annexure D.3 Learning outcomes that will be assessed in the workplace	
Annexure D.4 (e.g. training budget, minutes of a Board meeting allocating funds to learnerships, a letter from your organisation's management indicating the amount allocated to learnerships).	
Annexure D.8 Mentorship details	
Annexure D.10 Learner Induction programme	
Annexure D.13 Learnership administration policy	
Accreditation status granted	
<b>SIGNATURE: FASSETQA OFFICER</b>	