



SERVICE SETA ACCREDITATION EVALUATION REPORT

PROVIDER CONTACT DETAILS:

Registered Name of Provider : Valambya Education and Training Centre

Trading Name of Provider : Valambya Education and Training Centre

Satellite campuses if any : None

Contact Person : Richman Ngobeni

Tel : 0795316234

Fax : None

Cell : 0795316234

E-mail : info@vetc.co.za

Physical Address : Office No 6 Beysan Building
: 8A Voortrekker Street
: Nelspruit
: 1200

Postal Address : Office No 6 Beysan Building
: 8A Voortrekker Street
: Nelspruit
: 1200

Company registration number : 2016/048868/07

Date of Report: 25 July 2018

Provider Accreditation Number: 12724

Introduction

This is a report of an institutional and learning programme evaluation of **Valambya Education and Training Centre** undertaken by the **SSETA- Services Sector Education Training Authority**.

The principal purpose of this evaluation report is to provide feedback on the extent to which **Valambya Education and Training Centre** is effectively providing quality education and training to learners within the context of the National Qualifications Framework and against the **SSETA- Services Sector Education Training Authority** accreditation criteria.

1. Method & Evaluation process followed:

The accreditation process has 3 phases:

Step 1: Application form by Provider

The provider completed the Online Application for Accreditation form as part of the accreditation process. The application form served as a guide for **SSETA- Services Sector Education Training Authority** appointed evaluators as to what exists at the provider's site at the time of its application for accreditation.

Step 2: Desktop Evaluation

Evaluators appointed by **SSETA- Services Sector Education Training Authority** conducted the evaluation through desktop, which took place at **SSETA – Services Sector Education Training Authority**, as per **SSETA- Services Sector Education Training Authority** criteria.

Step 3: Outcome of the evaluation

The outcome of evaluation of the application for accreditation is communicated to the provider only once the evaluator's recommendations have been verified and ratified by **SSETA- Services Sector Education Training Authority** Accreditations division.

Glossary of abbreviations used in this report:

SAQA- South African Qualifications Authority
QCTO- Quality Council for Trades and Occupations
SSETA- Services Sector Education Training Authority
SETA- Sector Education Training Authority
PA- Programme approval
NYR- Not yet recommended
MoU- Memorandum of Understanding
US- Unit Standard
SO- Specific outcome
AC – Assessment criteria
CCFO's- Critical cross-field outcomes
EEK's- Essential embedded knowledge
RPL- Recognition of Prior Learning

2. Type of Submission:

First time evaluation:	
Remedial Evaluation:	
Extension of Scope Evaluation:	
MOU: Programme Approval	X
Monitoring Site Visit Remedial Evaluation	

3. Outcome of Evaluation:**4. Accreditation status awarded**

Learning Programme Title	Provisional Accreditation	Full Accreditation	Not Yet Recommended	Programme Approval Awarded (MOU Providers)
Qual: 49648: National Certificate: New Venture Creation (SMME)				X
Qual: 66249: Further Education and Training Certificate: New Venture Creation				X

This serves as a confirmation that **Valambya Education and Training Centre** has been evaluated and based on the recommendations of the **SSETA- Services Sector Education Training Authority** evaluator, **Valambya Education and Training Centre** has been awarded **Programme Approval** status as a provider for the delivery of the following learning programmes:

Name of Learning programme/Skills programme	Awarded Accreditation status	NQF level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to Learning programme		Qualification to which the learning program and unit standards are linked / contextualized
					US	US Title	
National Certificate: New Venture Creation (SMME)	Programme Approval	NQF level 2	138	2023-06-30			Qualification Title: National Certificate: New Venture Creation (SMME) SAQA I.D: 49648 NQF Level: 02 Credits: 138 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date for enrolment: 2024-06-30 Last date for achievement: 2027-06-30
		NQF Level 02	2	2023-06-30	113924 (core)	Apply basic business ethics in a work environment	49648
		NQF Level 02	2	2023-06-30	114974 (core)	Apply the basic skills of customer service	49648
		NQF Level 02	4	2023-06-30	114959 (core)	Behave in a professional manner in a business environment	49648
		NQF Level 02	8	2023-06-30	119666 (core)	Determine financial requirements of a new venture	49648

		NQF Level 02	7	2023-06-30	119673 (core)	Identify and demonstrate entrepreneurial ideas and opportunities	49648
		NQF Level 02	8	2023-06-30	119667 (core)	Identify the composition of a selected new venture's industry/sector and its systems	49648
		NQF Level 02	8	2023-06-30	119668 (core)	Manage business operations	49648
		NQF Level 02	10	2023-06-30	119674 (core)	Manage finances for a new venture	49648
		NQF Level 02	7	2023-06-30	119672 (core)	Manage marketing and selling processes of a new venture	49648
		NQF Level 02	6	2023-06-30	119669 (core)	Match new venture opportunity to market needs	49648
		NQF Level 02	8	2023-06-30	119670 (core)	Produce a business plan for a new venture	49648
		NQF Level 02	5	2006-02-09	8963 (Fund)	Access and use information from texts	49648
		NQF Level 02	3	2023-06-30	9009 (Fund)	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	49648
		NQF Level 02	3	2023-06-30	7480 (Fund)	Demonstrate understanding of rational	49648

						and irrational numbers and number systems	
		NQF Level 02	3	2023-06-30	9008 (Fund)	Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts	49648
		NQF Level 02	3	2006-02-09 (expired)	8962 (Fund)	Maintain and adapt oral communication	49648
		NQF Level 02	5	2010-02-09 (expired)	8967 (Fund)	Use language and communication in occupational learning programmes	49648
		NQF Level 02	2	2023-06-30	7469 (Fund)	Use mathematics to investigate and monitor the financial aspects of personal and community life	49648
		NQF Level 02	5	2023-06-30	9007 (Fund)	Work with a range of patterns and functions and solve problems	49648
		NQF Level 02	5	2006-02-09 (expired)	8964 (Fund)	Write for a defined context	49648
		NQF Level 03	5	2023-06-30	13912 (Elect)	Apply knowledge of self and team in order to develop a plan to enhance team performance	49648

		NQF Level 03	5	2023-06-30	117837 (Elect)	Assemble, install and dismantle exhibition stands	49648
		NQF Level 02	4	2023-06-30	14341 (Elect)	Keep informed about current affairs related to one`s own industry	49648
		NQF Level 02	4	2023-06-30	14340 (Elect)	Maintain an existing information system in a business environment	49648
		NQF Level 03	10	2023-06-30	119671 (Elect)	Administer contracts for a selected new venture	49648
		NQF Level 03	4	2023-06-30	119713 (Elect)	Apply basic HR principles in a new venture	49648
		NQF Level 02	2	2023-06-30	14346 (Elect)	Process numerical and text data in a business environment	49648
Further Education and Training Certificate: New Venture Creation	Programme Approval	NQF Level 04	149	2023-06-30			Qualification Title: Further Education and training certificate: New Venture Creation SAQA I.D: 66249 NQF Level: 04 Credits: 149 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date for enrolment: 2024-06-30 Last date for achievement: 2027-06-30

		NQF Level 04	4	2023-06-30	114600 (Core)	Apply innovative thinking to the development of a small business	66249
		NQF Level 04	6	2023-06-30	263455 (Core)	Apply the principles of costing and pricing to a business venture	66249
		NQF Level 04	5	2023-06-30	263356 (Core)	Demonstrate an understanding of an entrepreneurial profile	66249
		NQF Level 04	5	2023-06-30	263514 (Core)	Demonstrate an understanding of the function of the market mechanisms in a new venture	66249
		NQF Level 04	6	2023-06-30	120389 (Core)	Explain and apply the concept, principles and theories of motivation in a leadership context	66249
		NQF Level 04	5	2023-06-30	114584 (Core)	Finance a new venture	66249
		NQF Level 04	4	2023-06-30	263534 (Core)	Implement an action plan for a new venture	66249
		NQF Level 04	6	2023-06-30	263474 (Core)	Manage finances of a new venture	66249
		NQF Level 04	4	2023-06-30	114805 (Core)	Manage general administration	66249
		NQF Level 04	5	2023-06-30	13948 (Core)	Negotiate an agreement or deal in an authentic work situation	66249
		NQF Level 04	6	2023-06-30	263434 (Core)	Plan and manage production/operations in a new venture	66249

		NQF Level 04	4	2023-06-30	263456 (Core)	Plan strategically to improve new venture performance	66249
		NQF Level 04	8	2023-06-30	114592 (Core)	Produce business plans for a new venture	66249
		NQF Level 04	5	2023-06-30	114596 (Core)	Research the viability of new venture ideas/opportunities	66249
		Level TBA: Pre-2009 was L5	9	2023-06-30	116394 (Core)	Implement and manage human resource and labour relations policies and acts	66249
		NQF Level 03	5	2023-06-30	119472 (Fund)	Accommodate audience and context needs in oral/signed communication	66249
		NQF Level 03	5	2023-06-30	119457 (Fund)	Interpret and use information from texts	66249
		NQF Level 03	5	2023-06-30	119467 (Fund)	Use language and communication in occupational learning programmes	66249
		NQF Level 03	5	2023-06-30	119465 (Fund)	Write/present/sign texts for a range of communicative contexts	66249
		NQF Level 04	6	2023-06-30	9015 (Fund)	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	66249

		NQF Level 04	5	2023-06-30	119462 (Fund)	Engage in sustained oral/signed communication and evaluate spoken/signed texts	66249
		NQF Level 04	5	2023-06-30	119469 (Fund)	Read/view, analyse and respond to a variety of texts	66249
		NQF Level 04	4	2023-06-30	9016 (Fund)	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	66249
		NQF Level 04	5	2023-06-30	119471 (Fund)	Use language and communication in occupational learning programmes	66249
		NQF Level 04	6	2023-06-30	7468 (Fund)	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	66249
		NQF Level 04	5	2023-06-30	119459 (Fund)	Write/present/sign for a wide range of contexts	66249
		NQF Level 04	4	2023-06-30	117156 (Elect)	Interpret basic financial statements	66249
		Level TBA: Pre-2009 was L5	6	2023-06-30	115857 (Elect)	Explain marketing for SMMEs	66249
		NQF Level 04	8	2023-06-30	13952 (Elect)	Demonstrate basic understanding of the	66249

						Primary labour legislation that impacts on a business unit	
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Staff Details:

List of Facilitators	Learning Programmes Delivered by Facilitator	Qualifications and Experience
Sikhosana Sheperd	Qual I.D 66249 Qual I.D 49648	ID: As detailed in the constituency report Qualifications: As detailed in the constituency report CV: As detailed in the constituency report Work Experience: As detailed in the constituency report SLA: Provided and signed by both parties
Reuben Aphane	Qual I.D 66249 Qual I.D 49648	ID: As detailed in the constituency report Qualifications: As detailed in the constituency report CV: As detailed in the constituency report Work Experience: As detailed in the constituency report SLA: Provided and signed by both parties
List Constituent Assessors	Unit Standards/ Qualifications the Assessor is assessing	Qualifications and Experience
Sikhosana Sheperd	Qual I.D 66249 Qual I.D 49648	ID: As detailed in the constituency report Qualifications: As detailed in the constituency report CV: As detailed in the constituency report Work Experience: As detailed in the constituency report SLA: Provided and signed by both parties Constituency Report: Provided, registration valid until 2020-03-31
Reuben Aphane	Qual I.D 66249 Qual I.D 49648	ID: As detailed in the constituency report Qualifications: As detailed in the constituency report CV: As detailed in the constituency report Work Experience: As detailed in the constituency report SLA: Provided and signed by both parties Constituency Report: Provided, registration valid until 2020-03-31
List Constituent Moderators	Unit Standards/ Qualifications the Moderator is moderating	Qualifications and Experience
Colly Shilubane	Qual I.D 66249 Qual I.D 49648	ID: As detailed in the constituency report Qualifications: As detailed in the constituency report CV: As detailed in the constituency report

		Work Experience: As detailed in the constituency report SLA: Provided and signed by both parties Constituency Report: Provided, registration valid until 2020-03-31
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8 Core criteria

Criteria	Comments
1. Policy statement: The organization's aims, objectives and purposes are spelt out	<p>Primary SETA: PSETA</p> <p>Accreditation Number: P21/1216/MP754</p> <p>Accreditation Expiry Date: 2020/03/31</p> <p>Vision: To be the most preferred brand and people development consultancy.</p> <p>Mission: To provide brand and people development programmes for small and medium sized businesses, delivering growth through exceptional, experiential and outcomes-based solutions.</p> <p>Organogram: Not provided</p>
2. QMS: Outline procedures that implement quality management	<p>Quality Management System in place with the following policies and procedures in place:</p> <ul style="list-style-type: none"> • Learning Programme, Development, Delivery and Evaluation-Policy and Procedure • Learner Entry, Guidance and Support Policy and Procedure • Course Delivery Policy and Procedure • Language Policy • Offsite Delivery Policy and Procedure • Work Site Management Policy and Procedure • Pre-assessment Policy and Procedure • Assessment Policy and Procedure • Re-assessment Policy and Procedure • Appeals and disputes Policy and Procedure • Grievance and Disciplinary Policy and Procedure • Certification Policy and Procedure • Staff Selection, Appraisal and Development Policy and Procedure • Moderation Policy and Procedure • Second language Policy • CAT Policy <p>1. The Quality Management System was signed into being by Reuben Aphane on the 14 September 2016.</p> <p>2. The next review date is on September 2018</p>
3. Review mechanisms: Outline the ways in which the implementation of policies would be monitored	<p>The internal Quality Management System review programme will include:</p> <ul style="list-style-type: none"> • Review will take place annually and will include policies and procedures as well as material • The QMS Committee is in place. • No minutes provided • Version 01 noted as a current version

<p>4. Programme delivery: Outline how learning programmes would be developed, delivered and evaluated</p>	<p>Qualification: National Certificate: New Venture Creation (SMME) SAQA ID 49648</p> <ol style="list-style-type: none"> 1. Curriculum document: Signed a declaration letter that they will receive learning material from SSETA 2. Alignment Matrix: Signed a declaration letter that they will receive learning material from SSETA 3. Rules of the Qualification: The rules of the qualifications have been met. Provider applied for 138 credits whereas the minimum required was 138 credits. In addition, the electives selected amounted to 34 credits whereas the required credits were 32 4. Exit Level Outcomes: Signed a declaration letter that they will receive learning material from SSETA 5. Learner Guide: Signed a declaration letter that they will receive learning material from SSETA 6. Facilitator Guide: Signed a declaration letter that they will receive learning material from SSETA 7. Notional hour matrix: Signed declaration letter that they will receive learning material from SSETA Signed a declaration letter that they will receive learning material from SSETA 8. Formative Assessment: Signed a declaration letter that they will receive learning material from SSETA 9. Summative Assessment: Signed a declaration letter that they will receive learning material from SSETA 10. Final Integrated Summative Assessment: Signed a declaration letter that they will receive learning material from SSETA Assessment Guide: Signed a declaration letter that they will receive learning material from SSETA 11. Learner POE Guide: Signed a declaration letter that they will receive learning material from SSETA 12. Moderator Guide: Signed a declaration letter that they will receive learning material from SSETA 13. Internal Moderation Report: Signed a declaration letter that they will receive learning material from SSETA 14. Source of Learning Material: Signed a declaration letter that they will receive learning material from SSETA
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	<p>Qualification Further Education and Training Certificate: New Venture Creation SAQA I.D 66249</p> <ol style="list-style-type: none"> Curriculum document: Signed a declaration letter that they will receive learning material from SSETA Alignment Matrix- Signed a declaration letter that they will receive learning material from SSETA Rules of the Qualification: The rules of the qualifications have been met. Provider applied for 156 credits whereas the minimum required was 149 credits. In addition, the electives selected amounted to 26 credits whereas the required credits were 11 Exit Level Outcomes: Signed a declaration letter that they will receive learning material from SSETA Learner Guide: Not provided Facilitator: Signed a declaration letter that they will receive learning material from SSETA Notional hour matrix: Signed a declaration letter that they will receive learning material from SSETA Formative Assessment: Signed a declaration letter that they will receive learning material from SSETA Summative Assessment: Signed a declaration letter that they will receive learning material from SSETA Final Integrated Summative Assessment: Signed a declaration letter that they will receive learning material from SSETA Assessment Guide Signed a declaration letter that they will receive learning material from SSETA Learner POE guide: Signed a declaration letter that they will receive learning material from SSETA Moderator Guide: Signed a declaration letter that they will receive learning material from SSETA Internal Moderation Report: Signed a declaration letter that they will receive learning material from SSETA <p>Source of Learning Material: Signed a declaration letter that they will receive learning material from SSETA</p>
5. Staff policies: Outline policies and procedures for staff selection, appraisal and development	<p>The Provider has suitable Human Resource policies and procedures in place and indicates the following:</p> <ul style="list-style-type: none"> Staff selection, appraisal and development.
6. Learner policies: Policies and procedures for the selection of learners are outlined, and learners are given guidance and support	<p>The Provider has in place a design, development, delivery and evaluation policy and procedure and covers:</p> <ul style="list-style-type: none"> Learner Entry, Guidance and Support

7. Assessment policies: Outline policies and procedures for forms of assessments that are used and how they are managed	<p>The Provider has an Assessment policy in place and includes:</p> <ul style="list-style-type: none"> • Assessment • Moderation • Appeals • Moderation sample noted as 25% on page 90 of the QMS
8. Management system and policies: Indicate the financial, administrative and physical structures and resources of the organization, as well as procedures of accountability within the organization	<ol style="list-style-type: none"> 1. CIPC Document: Provided for Valambya Education and Training Centre with the registration number 2016 / 048868 / 07 2. Tax Clearance Certificate: Provided with the tax clearance certificate number 07 00/12017/ A000879208 valid until 10 April 2018. 3. Business Plan: Not Provided 4. Confirmation of Bank: Provided 5. Audited Financial statements: Not Provided 6. Auditor Details: Not Provided 7. Training Venue: Not Provided 8. Public Liability Insurance: Provided 9. Occupational Health And Safety Audit Report: Provided

General Comments:	

Areas Addressed in Remediation:

First time evaluation Report:	
Remedial Evaluation Report:	
Extension of Scope Evaluation Report:	
MOU: Programme Approval Report	X
Monitoring Site Visit Remedial Evaluation Report	

Short-term requirement:

Description of Remediation	Comment (Evaluator)

Long term requirement/recommendation

Description of Remediation	Comment (Evaluator)

Areas still to be remediated:**Short-term requirement:**

Description / or Quality Indicator	Comment (Evaluator)

Long term requirement/recommendation

Description / or Quality Indicator	Comment (Evaluator)
Management system and policies	<p>The following long term documents must still be provided:</p> <ul style="list-style-type: none"> • Business Plan • Training Venue • Audited Financial statements • Auditor Details

History of Provider Accreditation:

Learning Programme against accreditation	Accreditation Status	US	NQF	Credit	US Expiry Date
N/A					

5. Conclusion

- Valambya Education and Training Centre** has been awarded Programme Approval status, valid until **31 March 2020**.
- All conditions met in the report above will need to be maintained and improved in order to meet the requirements for accreditation.
- Areas of remediation stipulated above must be addressed and submitted to **SSETA-Services Sector Education Training Authority** by the 25 September 2018.
- You would be required to comply with the reporting procedures of **SSETA-Services Sector Education Training Authority**.
- A Monitoring Site Visit will be conducted at least once during your period of accreditation, and you will be contacted prior to the visit.

Finally, **SSETA- Services Sector Education Training Authority** congratulates **Valambya Education and Training Centre** on their achievement.

Name of Evaluator: Nonjabulo Mononela



Date: 13 June 2018

Manager: Tumelo Ngwako



Date: 25 July 2018



Date: 25 July 2018

Richman Ngobeni

Office No6 Beyson Building
 8A Voortrekker Street
 Nelspruit
 1200

Tel: 0795316234
 E-mail: info@vetc.co.za

Dear Richman Ngobeni

Services SETA Accreditation No: 12724

RE - Accreditation of Provider – Valambya Education and Training Centre –2016/048868/07

This serves as confirmation that **Valambya Education and Training Centre** accreditation no. 12724 has been **awarded Programme Approval** valid until **31 March 2020** as a Provider of Education and Training for the delivery of the following learning programme/s:

Name of Learning / Skills Programme	NQF Level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to Learning programme		Qualification to which the learning program and unit standards are linked / contextualized
				Qual. / US ID	Title	
National Certificate: New Venture Creation (SMME)	02	138	2023-06-30			Qualification Title: National Certificate: New Venture Creation (SMME) SAQA I.D: 49648 NQF Level: 02 Credits: 138 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date for enrolment: 2024-06-30 Last date for achievement: 2027-06-30

Further Education and Training Certificate: New Venture Creation	04	149	2023-06-30			Qualification Title: Further Education and Training Certificate: New Venture Creation SAQA I.D: 66249 NQF Level: 04 Credits: 149 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date for enrolment: 2024-06-30 Last date for achievement: 2027-06-30
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A comprehensive report in terms of the evaluation of your application for accreditation will be sent to you. Where there are any recommendations and requirements stipulated please ensure that you provide the **SSETA- Services Sector Education Training Authority** with the required information as per the stipulations.

Your accreditation number must be utilised by **Valambya Education and Training Centre** only and may not be used by any other Skills Development Provider.

As an accredited Skills Development Provider you are required to:

1. Complete and submit the attached code of conduct to SSETA within 7 working days of receipt of this letter.
2. Submit learner enrolments to SSETA within 21 days of the commencement of the approved training intervention.
3. Conduct training, assessment and moderation.
4. Upload learner achievements in order for external moderation to be conducted by the SSETA.

Valambya Education and Training Centre programme approval status is subject to the continued accreditation of the SDP by their Primary ETQA. Learners may not be enrolled if the Accreditation by their Primary ETQA has expired, however the Provider will be allowed to exit learners that are already in the system.

Skills Development Provider monitoring site visits will continue to be scheduled in accordance with quality assurance standards and practice.

Finally the Services SETA wishes to congratulate **Valambya Education and Training Centre** on this achievement and is looking forward to a long association.

Should you require any further information do not hesitate to contact the Services SETA.

Yours sincerely,



Accreditation Manager: Tumelo Ngwako

011 276 9732

tumelon@serviceseta.org.za