



ETQA

EXTENSION OF SCOPE APPLICATION

PRE-EVALUATION CHECKLIST

(to be completed by HWSETA Provincial Officials)

Extension of scope application documents	Y	N	Comment
<i>1. Is the extension of scope application form fully completed and signed?</i>			
<i>2. Are all sections completed?</i>			
<i>3. Are qualifications applied for relevant and current?</i>			
<i>4. Are the skills programmes applied for compliant?</i>			
<i>5. Are skills programme unit standards current?</i>			
<i>6. Is the Code of conduct form signed?</i>			
<i>7. Are the company Directors appearing on the CK document's CVs submitted?</i>			
<i>8. Are the company Directors having the relevant qualifications and experience for the qualification/s and or skills programme/s applied for?</i>			
<i>9. Are Assessors and Moderators names and registration numbers reflected?</i>			
<i>10. If not yet registered, are Assessors and Moderators application documents submitted? (Refer to Assessor/Moderator application pre-evaluation</i>			

<i>checklist)</i>			
<i>11. Are training materials aligned to the qualification/s and or skills programme/s applied for submitted?</i>			
<i>12. Is the rollout plan submitted?</i>			
<i>13. Are the following training materials components submitted? (for each unit standard)</i>			
<i>16.1 Learner guide/s?</i>			
<i>16.2 Assessment guide/s?</i>			
<i>16.3 Facilitator guide?</i>			
<i>16.4 Moderator Guide?</i>			
<i>16.5 Workplace Guide?</i>			
<i>16.6 Roll-out plan (where applicable)</i>			
<i>16.7 Learner Workbook</i>			
<i>17. Are relevant training aids listed and available on site? (To be verified during monitoring visits)</i>			

Acknowledgement comments:

Signatures:

(Provincial Officer)

Date: _____

(Provincial Manager)

Date: _____

(Provincial Administrator)

Date: _____