



ETQA
PROGRAMME APPROVAL
PRE-EVALUATION CHECKLIST

(to be completed by HWSETA Provincial Officials)

Programme approval documents	Y	N	Comment
1. <i>Is the programme approval letter from the primary ETQA submitted?</i>			
2. <i>Is the programme approval application form fully completed and signed?</i>			
3. <i>Are all sections completed?</i>			
4. <i>Are qualifications applied for relevant and current?</i>			
5. <i>Are the skills programmes applied for compliant?</i>			
6. <i>Are skills programme unit standards current?</i>			
7. <i>Is the Code of conduct form signed?</i>			
8. <i>Are the company Directors appearing on the CK document's CVs submitted?</i>			
9. <i>Are all the company Directors having the sector qualifications and experience?</i>			
10. <i>Are Assessors and Moderators names and registration numbers reflected?</i>			
11. <i>If not yet registered, are Assessors and Moderators</i>			

<i>application documents submitted? (Refer to Assessor/Moderator application pre-evaluation checklist)</i>			
<i>12. Are training materials aligned to the qualification/s and or skills programme/s applied for submitted?</i>			
<i>13. Is the rollout plan submitted?</i>			
<i>14. 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>16.2 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>			

Acknowledgement comments:

Signatures:

(Provincial Officer)

Date: _____

(Provincial Manager)

Date: _____

(Provincial Administrator)

Date: _____