



SSETA- SERVICES SECTOR EDUCATION TRAINING AUTHORITY

ACCREDITATION EVALUATION REPORT

PROVIDER CONTACT DETAILS:

Registered Name of Provider: Imsimbi Training (Pty) Ltd

Trading Name of Provider: Same as above

Satellite campuses if any: N/A

Contact Person: David Sadie

Tel: 082 607 1554

Cell: 082 607 1554

E-mail: david@imsimbi.co.za

**Physical Address: 114, 3rd Avenue
Fairland
2030**

**Postal Address: P.O. Box 731617
Fairland
2030
Gauteng**

Company registration number: 2012/011910/07

Date of Report: 13 September 2018

Provider Accreditation Number: 2147

Introduction

This is a report of an institutional and learning programme evaluation of **Imsimbi Training (Pty) Ltd** 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 **Imsimbi Training (Pty) Ltd** 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:	17-18 July 2018
MOU: Programme Approval	
Monitoring Site Visit Remedial Evaluation	

3. Outcome of Evaluation:

Accreditation status awarded

Learning Programme Title	Provisional Accreditation	Full Accreditation	Accreditation Not Yet Recommended	Programme Approval Awarded (MOU Providers)
Further Education and Training Certificate: Generic Management SAQA I.D. 57712 LP 74630	✓			

This serves as a confirmation that **Imsimbi Training (Pty) Ltd** has been evaluated and based on the recommendations of the **SSETA-Services Sector Education Training Authority** evaluator, **Imsimbi Training (Pty) Ltd** has been awarded **Provisional Accreditation** 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	Component	Unit Standards / Qualification aligned to Learning programme		Qualification to which the learning program and unit standards are linked / contextualized
						US	US Title	
Further Education and Training Certificate: Generic Management	Provisional Accreditation	4	150	2023/06/30				Qualification ID: 57712 LP74630 Qualification Title: Further Education and Training Certificate: Generic Management NQF Level: 4 Credits: 150 Registration start date:2018-07-01 Registration end date: 20123-06-30 Last date of enrolment: 2024-06-30 Last date for achievement: 2027-06-30
		NQF Level 4	12	2023/06/30	Core	242824	Apply leadership concepts in a work context	
		NQF Level 4	5	2023/06/30	Core	242815	Apply the organisation's code of conduct in a work environment	
		NQF Level 4	5	2023/06/30	Core	242816	Conduct a structured meeting	
		NQF Level 4	10	2023/06/30	Core	242822	Employ a systematic approach to achieving objectives	

		NQF Level 4	6	2023/06/30	Core	242821	Identify responsibilities of a team leader in ensuring that organisational standards are met
		NQF Level 4	6	2023/06/30	Core	242810	Manage Expenditure against a budget
		NQF Level 4	5	2023/06/30	Core	242829	Monitor the level of service to a range of customers
		NQF Level 4	10	2023/06/30	Core	242819	Motivate and Build a Team
		NQF Level 4	5	2023/06/30	Core	242811	Prioritise time and work for self and team
		NQF Level 4	8	2023/06/30	Core	242817	Solve problems, make decisions and implement solutions
		NQF Level 3	5	2023/06/30	Fundamental	119472	Accommodate audience and context needs in oral/signed communication

		NQF Level 3	5	2023/06/30	Fundamental	119457	Interpret and use information from texts	
		NQF Level 3	5	2023/06/30	Fundamental	119467	Use language and communication in occupational learning programmes	
		NQF Level 3	5	2023/06/30	Fundamental	119465	Write/present/sign texts for a range of communicative contexts	
		NQF Level 4	6	2023/06/30	Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	
		NQF Level 4	5	2023/06/30	Fundamental	119462	Engage in sustained oral/signed communication and evaluate	

							spoken/signed texts	
		NQF Level 4	5	2023/06/30	Fundamental	119469	Read/view, analyse and respond to a variety of texts	
		NQF Level 4	4	2023/06/30	Fundamental	9016	Represent analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	
		NQF Level 4	6	2023/06/30	Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	
		NQF Level 4	5	2023/06/30	Fundamental	12153	Use the writing process to compose texts required in the business environment	

		NQF Level 4	5	2023/06/30	Fundamental	119459	Write/present/sign for a wide range of contexts	
		NQF Level 3	4	2023/06/30	Elective	242812	Induct a member into a team	
		NQF Level 3	6	2023/06/30	Elective	242814	Identify and explain the core and support functions of an organisation	
		NQF Level 3	4	2023/06/30	Elective	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	
		NQF Level 4	8	2023/06/30	Elective	11473	Manage individual and team performance	

Staff Details:

List of Facilitators	Learning Programmes Delivered by Facilitator	Qualifications and Experience
Peter Sadie 6101275147080	Further Education and Training Certificate: Generic Management SAQA I.D. 57712 LP 74630	The following documents were verified and found compliant: <ul style="list-style-type: none"> • Director of the Company • C.V. • Certified I.D. Copy • Certified copies of qualifications
List Constituent Assessors	Unit Standards/ Qualifications the Assessor is assessing	Qualifications and Experience
Peter Sadie 6101275147080	Further Education and Training Certificate: Generic Management SAQA I.D. 57712 LP 74630	The following documents were verified and found compliant: <ul style="list-style-type: none"> • Proof of Constituent Registration Report as Assessor/Moderator with SSETA valid until 31 March 2020 • Service Level Agreement signed by both parties • C.V. • Certified I.D. Copy • Certified copies of qualifications
List Constituent Moderators	Unit Standards/ Qualifications the Moderator is moderating	Qualifications and Experience
Tlhoki Mofokeng 6602165650083	Further Education and Training Certificate: Generic Management SAQA I.D. 57712 LP 74630	The following documents were verified and found compliant: <ul style="list-style-type: none"> • Proof of Constituent Registration Report as Assessor/Moderator with SSETA valid until 31 March 2020 • Service Level Agreement signed by both parties • C.V. • Certified I.D. Copy • Certified copies of qualifications

8 Core criteria

Criteria	Comments
1. Policy statement: The organization's aims, objectives and purposes are spelt out	Primary SETA: Services SETA Accreditation Number: 2147 Accreditation Expiry Date: 31 March 2020 EOS
2. QMS: Outline procedures that implement quality management	EOS
3. Review mechanisms: Outline the ways in which the implementation of policies would be monitored	EOS

4. Programme delivery: Outline how learning programmes would be developed, delivered and evaluated

Qualification

Qualification ID: 57712 LP74630
 Qualification Title: Further Education and Training
 Certificate: Generic Management
 NQF Level: 4
 Credits: 150
 Registration start date:2018-07-01
 Registration end date: 20123-06-30
 Last date of enrolment: 2024-06-30
 Last date for achievement: 2027-06-30

Qualification Rule--The provider has developed all the Core and Fundamental Unit Standards. The total number of credits for the Electives developed is equal to thirty (30). Therefore the provider has met the qualification rules.

The provider has developed the learning material for a Second Language in Afrikaans.

The Learning Material-- Learning material was purchased from **I.Q. Skills Academy** and the training provider (**Imsimbi Training (Pty) Ltd**) has been granted the end-user rights to allow for the use of, implementation and customisation of the materials for their own application as required

Curriculum document --Is in place and satisfactory.
 Alignment Matrix—In place
 Exit Level Outcomes—In place.
 Learner Guide –Is available
 Facilitator Guide--In place
 Notional hour matrix- In place
 Formative Assessment—In place
 Summative Assessment—In place
 Assessment guide—In place
 Final Integrated Summative Assessment – In place
 Learner POE guide—In place
 Moderator Guide—In place
 Internal Moderation Report—In place

5. Staff policies: Outline policies and procedures for staff selection, appraisal and development	Staff selection, appraisal, and development in place
6. Learner policies: Policies and procedures for the selection of learners are outlined, and learners are given guidance and support	Learner entry, guidance and support in place
7. Assessment policies: Outline policies and procedures for forms of assessments that are used and how they are managed	Assessment, moderation and appeals in place. Moderation sample noted as 25%
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	Tax Clearance Certificate is valid until 2019/04/26 EOS

General Comments:	The provider has satisfied the accreditation requirements.
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History of Provider Accreditation:

Learning Programme against accreditation	Accreditation Status	SAQA I.D.	NQF	Credit	US Expiry Date
National Certificate: Generic Management	Provisional Accreditation	59201 LP 60269	5	162	2023/06/30
Further Education and Training Certificate: Business Administration Services	Provisional Accreditation	61595 LP 35928	4	140	2021/06/30
National Certificate: Project Management	Provisional Accreditation	58395	5	120	2023/06/30

Name of Evaluator: Buyiselwa Gelese
Date: 18 July 2018

Name of Manager: Tumelo Ngwako
Date: 13 September 2018



Signature:



4. Conclusion

- I) **Imsimbi Training (Pty) Ltd** has been awarded **Provisional Accreditation** status on the listed programmes as set out above at this stage until **31 March 2020**.
- II) All conditions met in the report above will need to be maintained and improved in order to meet the requirements for accreditation.
- III) You would be required to comply with the reporting procedures of **SSETA- Services Sector Education Training Authority**.
- IV) 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 **Imsimbi Training (Pty) Ltd** on their achievement.

Name of SSETA Staff member: Ntombi Ndlovu
Position: Office
E-mail Address: Ntombin@serviceseta.org.za



The Services SETA (Sector Education & Training Authority)
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 Website: www.serviceseta.org.za
 Tel: 011 276 9600, Fax: 011 276 9623



13 September 2018
 Imsimbi Training (Pty) Ltd
 114, 3rd Avenue, Fairland, 2030
 Tel: 082 607 1554
 E-mail: david@imsimbi.co.za

Dear David Sadie

Services SETA Accreditation No: 2147

RE - Accreditation of Provider – Imsimbi Training (Pty) Ltd – 2012/011910/07

As per the delegation from the Quality Council for Trades and Occupations in terms of the NQF Act (Act No.67 of 2008) and Skill Development Act, 1998 (Act No. 97 of 1998, as amended), this letter serves to confirm that **Imsimbi Training (Pty) Ltd** is accredited as a skills development provider for the following:

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	
Further Education and Training Certificate: Generic Management	4	150	2023/06/30			Qualification ID: 57712 LP74630 Qualification Title: Further Education and Training Certificate: Generic Management NQF Level: 4 Credits: 150 Registration start date:2018-07-01 Registration end date: 20123-06-30 Last date of enrolment: 2024-06-30 Last date for achievement: 2027-06-30

Period of Accreditation: It is valid until 31 March 2020.

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 **Imsimbi Training (Pty) Ltd** 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.

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 **Imsimbi Training (Pty) Ltd** 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



Tumelo Ngwako

Manager: QMD: Accreditations

E-mail: TumeloN@serviceseta.org.za

