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SETQAA – SERVICES EDUCATION & TRAINING QUALITY ASSURANCE AUTHORITY

ACCREDITATION EVALUATION REPORT

PROVIDER CONTACT DETAILS:

Registered Name of Provider:	Imsimbi Training (Pty) Ltd
Trading Name of Provider:	Imsibi Training
Satellite campuses if any:	None
Contact person:	David Sadie
Tel:	011 6782443
Fax:	011 6786496
Cell:	0826071554
E-mail:	david@imsibi.co.za
Physical Address:	114 Third Avenue Fairland 2030
Postal Address:	P.O Box 731617 Fairland 2030
Company registration number:	2012/011910/07

Date of Report: 14 April 2016
Accreditation no: 2147

Introduction

This is a report of an institutional and learning programme evaluation of **Imsimbi Training (Pty) Ltd t/a Imsibi Training** undertaken by the Services Education and Training Quality Assurance Authority (SETQAA).

The principal purpose of this evaluation report is to provide feedback on the extent to which **Imsimbi Training (Pty) Ltd t/a Imsibi Training** is effectively providing quality education and training to learners within the context of the National Qualifications Framework and against the SETQAA 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 SETQAA appointed evaluators as to what exists at the provider's site at the time of its application for accreditation.

Step 2: Site Visit

Evaluators appointed by SETQAA conducted the evaluation through the Site Visit, which took place at the provider's site, as per SETQAA 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 SETQAA 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
ETQA- Education Training Quality Assurance Division of the SETA

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:	x
MOU: Programme Approval	
Monitoring Site Visit Remedial Evaluation	

3. Outcome of Evaluation:

Accreditation status awarded

Provisional Accreditation	Full Accreditation	Accreditation/Programme Approval Not Yet Recommended	Programme Approval Awarded (MOU Providers)
X			

This serves as a confirmation that **Imsimbi Training (Pty) Ltd t/a Imsibi training** has been evaluated and based on the recommendations of the SETQAA evaluator; **Imsimbi Training (Pty) Ltd t/a Imsibi Training** has been awarded **Provisional Accreditation** status as a provider for the delivery of the following learning programme:

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: Project Management	Provisional Accreditation	5	120	2018-06-30	58395	National Certificate: Project Management	Qualification ID: 58395 Qualification Title: National Certificate: Project Management Credits: 120 Level: 05 Registration start date: 2015-07-01 Registration end date 2018-06-30 Last Date for Enrolment: 2019-06-30 Last Date for Achievement: 2022-06-30
		5	12	2018-06-30	243813	Develop a project cost management plan for a simple to moderately complex project	
		5	7	2018-06-30	243811	Determine the work required to accomplish the objectives and organise the scope of a	

						simple to moderately complex project
	5	8	2018-06-30	243824		Develop an integrated Project Management plan for a simple to moderately complex project
	5	12	2018-06-30	243820		Develop an optimised work and resource schedule for a simple to moderately complex project
	5	6	2018-06-30	243980		Manage risks on a simple to moderately complex project
	5	12	2018-06-30	243815		Manage stakeholder relations on a project
	5	12	2018-06-30	243812		Monitor and control the execution of the project management plan for a simple to moderately complex project
	5	5	2018-06-30	115823		Gather and manage information for decision-making
	5	5	2018-06-30	115789		Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts

		5	5	2018-06-30	115790	Write and present for a wide range of purposes, audiences and contexts	
		5	14	2018-06-30	243814	Establish a project or project phase and its processes for a simple to moderately complex project	
		5	15	2018-06-30	119350	Apply accounting principles and procedures in the preparation of reports and decision making	
		5	8	2018-06-30	119342	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	
		5	8	2018-06-30	243819	Coordinate the closure of a simple to moderately complex project	

Staff Details:

List of Facilitators	Learning Programmes Delivered by Facilitator	Qualifications and Experience
Walter Donaldson- ID-5311085201081	Qualification Id: 58395	<ul style="list-style-type: none"> • Copy of CV in place • Certified copy of ID in place • There is an SLA in place between Walter Donaldson-5311085201081 and the skills provider-Imsimbi Training
List Constituent Assessor	Unit Standards/ Qualifications the Assessor is assessing	Qualifications and Experience
Gideon De Jager Id: 6812275129080	Qualification Id: 58395	<ul style="list-style-type: none"> • Copy of CV in place • Certified copy of ID in place • Copy of SSETA Constituent Assessor registration in place- Id: 6812275129080 • There is an SLA in place between Gideon De Jager and the skills provider-Imsimbi Training
List Constituent Moderator	Unit Standards/ Qualifications the Moderator is moderating	Qualifications and Experience
Dr Dennis Mark Laxton ID-6303035091083	Qualification Id: 58395	<ul style="list-style-type: none"> • Copy of CV in place • Certified copy of ID in place • Copy of SSETA Constituent Assessor and Moderator re-registration in place ID-6303035091083 <p>There is an SLA in place between Dr Dennis Mark Laxton and the skills provider-Imsimbi Training</p>

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8 Core criteria

Criteria	Comments
1. Policy statement: The organization's aims, objectives and purposes are spelt out	<ul style="list-style-type: none">• EOS
2. QMS: Outline procedures that implement quality management	<ul style="list-style-type: none">• EOS
3. Review mechanisms: Outline the ways in which the implementation of policies would be monitored	Review will take place annually and will include policies and procedures.

<p>4. Programme delivery: Outline how learning programmes would be developed, delivered and evaluated</p>	<p>Qualification ID: 58395 Qualification Title National Certificate: National Certificate: Project Management</p> <p>The learning material was developed externally. An agreement is in place between Imsimbi Training (Pty) Ltd t/a Imsibi Training and Ekhaya Skills Development. The agreement gives Imsimbi Training (Pty) Ltd t/a Imsibi Training, permission to train on learning material developed by Ekhaya Skills Development and invoice has been produced.</p> <p>Curriculum document - The curriculum document is in place which includes the purpose of the learning programme, learning assumed to be in place, the target audience, entry level, the design methodology used, the delivery methodology to be used, and the kinds of assessment strategy.</p> <p>Rules of the Qualification- The rules of the qualification are in place and checked to ensure that the correct core and fundamentals have been used and in addition to that, the provider has included electives that are aligned against the qualification with the correct credit value as per minimum requirements noted in the qualification rules.</p> <p>Exit Level Outcomes-The exit level outcome alignment confirmed and there is an alignment matrix as well as a final integrated summative assessment.</p> <p>Alignment matrix- in place and is aligned to the full qualification, facilitation methodology and the assessments to the unit standard's specific outcome, assessment criteria, and critical cross-field outcomes, the range statements, and essential embedded knowledge.</p> <p>Notional Hour matrix-in place and is presented in hours and converted to days for ease of reference for each U/S in the qualification</p> <p>Learner Guide-in place,</p> <p>Facilitator Guide – in place and covers instructions to facilitators, detailed training plans. The training plans have day planners with activities and delivery noted, even at medium level.</p> <p>Formative Assessment- in place Summative Assessment- in place Assessment Guide- in place Learners POE guide- in place, Moderator Guide - in place Learner Work Book - in place</p>
<p>5. Staff policies: Outline policies and procedures for staff selection, appraisal and development</p>	<ul style="list-style-type: none"> • EOS
<p>6. Learner policies: Policies and procedures for the selection of learners are outlined, and learners are given guidance and support</p>	<ul style="list-style-type: none"> • EOS

7. Assessment policies: Outline policies and procedures for forms of assessments that are used and how they are managed	<ul style="list-style-type: none"> An assessment and moderation policy is in place. It is noted in the moderation policy that 25% of portfolios of evidence will be moderated
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"> The company registration number is noted as 2012/011910/07 A valid tax clearance certificate was provided with certificate number 0088/2015/0007147417 until 2016-05-20 A Business plan in place. The provider has provided financial statement letter ending 28 February 2015 Moore Brothers & Associates with practice number 2012/011910/07 are the Auditors for Imsimbi Training (Pty) Ltd t/a Imsimbi The provider has a valid cheque Account with Nedbank The physical resource policy indicates that training will take place in-house. Business Plan with SWOT provided The provider has Public liability insurance with Mutual & Feral Inc Insurance with the following Policy number 622232446222199663

General Comments:	

Areas addressed in Remediation:

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

Short-term requirement:

Description of Remediation	Comment (Evaluator)

Long term requirement/recommendation N/A

Description of Remediation	Comment (Evaluator)

Areas still to be remediated:

Short-term requirement: N/A

Description / or Quality Indicator	Comment (Evaluator)

Long term requirement/recommendation N/A

Description / or Quality Indicator	Comment (Evaluator)

History of Provider Accreditation:

Learning Programme against accreditation	Accreditation Status	US	NQF	Credit	US Expiry Date

Name of Evaluator: Daniel Mocwagole

Name of Manager: Nozipho Zondo

Date: 12 February 2016

Date: 31 March 2016

Signature:



Signature:



4. Conclusion

- a. **Imsimbi Training (Pty) Ltd t/a Imsibi training** has been awarded **Provisional Accreditation** valid until **31 March 2018**.
- b. You would be required to comply with the reporting procedures of SSETA- Services Sector Education Training Authority.
- c. A Monitoring Site Visit will be conducted at least once during your period of accreditation, and you will be contacted prior to the visit.
- d. Finally, SSETA- Services Sector Education Training Authority congratulates **Imsimbi Training (Pty) Ltd t/a Imsibi training** on their achievement.

Kind regards



Andiswa Yokwe

QMD: Accreditation

andisway@serviceseta.org.za