REQUIREMENTS FOR PROVIDER ACCREDITATION - THEORY OR WORKPLACE

1. APPROVAL OF PROVIDERS

Are you interested in being accredited as a:
Theory training provider (classroom-based and/or correspondence) or **Yes/No**
Workplace provider (learnership practical on-the-job training) **Yes/No**

How did you hear about the ICB? _____
_____

All organisations intending to offer ICB's qualifications and learnerships are required to first be accredited by our Institute, to offer them.

Applications for accreditation will be considered by the ICB upon receipt of all 3 of the following items:

1. the correctly and fully completed accreditation application form,

2. all required supporting documentation and

3. *th*e fee, as stipulated in the application.

    For provider fees also refer to our **Prospectus** (www.icb.org.za)

Missing documentation:
Within 2 weeks of the above three items being received, the ICB shall advise the prospective provider if any of the supporting documentation is missing, and they need to submit such documents within 2 weeks. **Important to note please** that should this deadline not be met, the application will default to "declined" and the fee forfeited. Should a prospective provider want to resubmit after the deadline they shall be required to:
* get approval in writing from the ICB of a new deadline (no longer than 1 month)
* pay a late penalty fee of R750

All documentation received:
Once the above is *all* received, the information will be assessed and the provider will be given feedback within 1 month as follows:
* If the application meets the ICB criteria, a site monitoring visit will be arranged as advised below.
* If the application does not meet the ICB criteria, we will request additional documentation/information. Provider has 1 month to submit this.
* The second submission will again be reviewed by the ICB within 2 weeks and either approved or deemed unsuccessful.
    o Should it be unsuccessful, and the provider wishes to submit additional or late information to be reconsidered, a complete new file will have to be submitted with a re-submission fee of R1500.
    o Should it be approved i.e. ICB is satisfied that the desktop evaluation has met the required criteria, we will schedule a site monitoring visit to evaluate the available resources and premises for suitability, within 1 month.
* One opportunity will be given to remedy any findings arising out of the site monitoring visit, within 1 month.
* Final outcome will be advised in writing.

Approved or unsuccessful:
- Even if the application is deemed unsuccessful, the application fee is non-refundable.
- Providers may appeal against the outcome of the application, in writing to the Academic Board, within 1 month of the outcome.
- Annual accreditation renewal fee is payable in January of each calendar year.
- Providers that are approved will be allocated a unique Registration Number and receive an Accreditation Certificate.

Types of Providers:
- Theory Training providers – provide tuition towards the theory assessments in accordance with the outcomes of each learning area of the qualifications e.g. Universities, TVET colleges, Private Providers
- Workplace Training Providers - provide practical experience in the workplace for learnerships e.g. Employers/Companies
- Both Theory and Workplace Provider - provide tuition as well as practical experience within their own organisation towards the practical component of the learnership. This type of provider will be required to comply with the requirements for both a theory and a workplace training provider.

2. REQUIREMENTS OF THEORY TRAINING PROVIDERS
Providers are responsible for:
- Providing qualified personnel to offer tuition and guidance to learners studying for ICB's qualifications
- Providing assessment facilities for learners for the ICB assessed assessments
- Ensuring staff training and development programmes are available for all personnel involved in the training and administration of learners
- Providing required administrative procedures to ensure the delivery of the programmes and qualifications
- Where appropriate, providing Computer and Information Technology facilities and other appropriate learning resources
- Ensuring that learners are registered with ICB
- Ensuring that learners are registered for the theory assessments in accordance with the relevant ICB policies and procedures
- Security of assessment papers before and after assessment
- Invigilation of assessments by person/s independent of person facilitating learners
- Dispatching completed Portfolios of Evidence to the ICB for assessment in accordance with the prescribed timetable

3. REQUIREMENTS OF WORKPLACE TRAINING PROVIDERS
Providers are responsible for:
- Confirming that a theory provider has been appointed for the qualification.
- Managing all aspects of the practical component in line with ICB's Learnership Policy and Procedure
- Providing appropriate resources (human, facilities, equipment, information) to facilitate the practical component and completion of the prescribed Portfolio of Evidence
- Providing practical experience towards the outcomes of each of the prescribed learning areas
- Submitting the completed workplace Portfolio of Evidence to the ICB for assessment

4.OVERVIEW OF DOCUMENTS REQUIRED BY THEORY AND WORKPLACE PROVIDERS

The theory training provider is to submit the following documents with the application.The workplace training provider does the same, however the documents marked with an asterisk may be viewed during the initial monitoring visit.

LIST OF ANNEXURE'S

Description of requirements	Theory	Workplace
ICB Learnership Policy and Procedure	N/A	
ICB Quality Monitoring Visit- Policy, Procedure and Forms		
ICB Provider Standard Operating Procedures Agreement		N/A
ICB Examination Policy		N/A
ICB Assessment Invigilation and Irregularity Policy		N/A
ICB Provider Portal User Registration form		N/A
ICB Tutorial – Provider Portal Procedures		N/A
ICB Curriculum Statements		N/A
Proof of Accreditation fee		
Lists of additional sites		
Proof of ownership of sites or lease agreement/s		At site visit
List of facilitators		N/A
Copies of CV of the facilitators (including the qualifications and proof of qualifications)		N/A
Proof of legal status		
CIPC Certificate CM29		
Proof of ID Directors/Members/Trustees(if no CM29)		
Proof of registration with another ETQA or QAP		
Extension of scope letter	N/A	
Organisation flowchart/ organogram		
Proof of registration with DHET		N/A
Staff Recruitment and selection policy		*
Staff Performance Management System		*
Staff Disciplinary Policy		*
Staff Grievance Policy		*
Learners Disciplinary Policy		*
Learners Grievance Policy		*
Occupational Health and Safety Regulations		
Letter advising why no Occupational Health & Safety (OHS)		
Proof of payment of Skills Development Levy (SDL)		
Application to register for SDL/PAYE		
SARS declaration – Exempt from SDL		

Financial Viability : Theory Providers
    1. Audited Financial Statements
    2. 3 months bank statements in the name of the		

entity Should the business be starting up or the above do not support financial viability we shall require: 1. Business Plan – 2 years and/or 2. Budget and/or 3. Cash Flow Forecast and/or 4. A bank guarantee (if requested)		N/A
Financial Viability : Workplace Providers 1. Audited Financial Statements and/or 2. 3 months bank statements in the name of the entity and/or 3. Confirmation of proof of funds allocated for the learnership	N/A	
Tax Clearance Certificate		
List of facilities for learners		
List of other facilities for learners Learner induction programme Other forms of learner support Training of Mentors Provisions made to encourage learners re: Ethics	N/A	
Management of ICB assessments		
Organisation's Learnership administration/implementation policy	N/A	

5. LEGISLATION
Providers will at all times meet the requirements of current legislation and regulations. Providers who are non-South African citizens will need to provide a valid work permit or proof of residency.

6. MONITORING
An ICB representative will visit providers. The ICB Representative will focus on confirming that the accredited providers will and are continuing to operate in accordance with the information provided in their Application for Accreditation and that good standards exist.

7. COPYRIGHT
Any documentation, including but not limited to, assessments, materials, portfolios and policies which the copyright, including design right and all other rights, are vested in the ICB shall not be reproduced, disseminated or used either for the purposes of developing any further materials or any other purposes whatsoever without the written permission of the ICB.

8. APPLICATION FORMS
The ICB will provide the Application for Accreditation upon acceptance (below) of these "Requirements for Provider Accreditation."

NAME: _____ COMPANY NAME: _____

DATE: _____ SIGNATURE: _____