

The Services SETA (Sector Education & Training Authority)
15 Sherborne Road, Parktown, Gauteng, 2193,
P O Box 3322, Houghton, 2041
Email: customercare@serviceseta.org.za,
Website: www.serviceseta.org.za
Tel: 011 276 9600, Fax: 011 276 9623



SSETA- SERVICES SECTOR EDUCATION TRAINING AUTHORITY

ACCREDITATION EVALUATION REPORT

PROVIDER CONTACT DETAILS:

Registered Name of Provider: Business Optimization Training Institute (Pty) Ltd

Trading Name of Provider: Boti

Satellite campuses if any:

Contact Person: Hayley Gillman

Tel: 0118828853

Cell: 0726304789

E-mail: hayley.gillman@boti.co.za

Physical Address: 97 Greenlands Crescent, Sunningdale, Johannesburg

Postal Address: 97 Greenlands Crescent, Sunningdale, Johannesburg

Company registration number: 2017/286086/07

Date of Report: 15 May 2023

Provider Recommendation Number: 12582

Introduction

This is a report of an institutional and learning programme evaluation of **Business Optimization Training Institute (Pty) Ltd t/a BOTI** 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 **Business Optimization Training Institute (Pty) Ltd t/a BOTI** 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:	X 10 May 2023
Extension of Scope Evaluation:	x
MOU: Programme Approval	x

3. Outcome of Evaluation:

Learning Programme Title	Provisional Accreditation	Full Accreditation	Accreditation Not Yet Recommended	Programme Approval Awarded (MOU Providers)
Apply the principles and concepts of emotional intelligence to the management of self and others SAQA ID 252031				X

This serves as a confirmation that **Business Optimization Training Institute (Pty) Ltd t/a BOTI** has been evaluated and based on the recommendations of the **SSETA- Services Sector Education Training Authority** evaluator, **Business Optimization Training Institute (Pty) Ltd t/a BOTI** has been awarded a **Programme Approval 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	
Apply the principles and concepts of emotional intelligence to the management of self and others	PA	Level 5	4	2023-06-30	252031	Apply the principles and concepts of emotional intelligence to the management of self and others	Qualification Title: National Certificate: Generic Management SAQA I.D. 59201 LP 60269 NQF Level: 5 Credits: 162 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date for enrolment: 2024-06-30 Last date for achievement: 2027-06-30

Staff Details:

List of Facilitators	Learning Programmes Delivered by Facilitator	Qualifications and Experience
Joiline Gorlova	SAQA ID 252031	<ul style="list-style-type: none"> - A certified copy of an identity document must be provided. - A CV must be provided. - Certified copies of qualifications must be provided. - Proof of an employment relationship between the individual and the Skills development provider must be provided
List Constituent Assessors	Unit Standards/ Qualifications the Assessor is assessing	Qualifications and Experience
Marie-Therese Portolan	SAQA ID 252031	<ul style="list-style-type: none"> -Proof of registration as an assessor, must be provided - Proof of an employment relationship between the individual and the Skills development provider has been provided
List Constituent Moderators	Unit Standards/ Qualifications the Moderator is moderating	Qualifications and Experience
Wendy Glenda Shuttleworth	SAQA ID 252031	<ul style="list-style-type: none"> Proof of registration as a moderator must be provided. -Proof of an employment relationship between the skills development provider and the individual has been provided.

8 Core criteria

Criteria	Comments
1. Policy statement: The organization's aims, objectives and purposes are spelt out	Primary SETA: MICT SETA -Proof of accreditation is contained in the MOU Programme approval application form.
2. QMS: Outline procedures that implement quality management	MOU Application
3. Review mechanisms: Outline the ways in which the implementation of policies would be monitored	MOU Application
4. Programme delivery: Outline how learning programmes would be developed, delivered and evaluated	Apply the principles and concepts of emotional intelligence to the management of self and others SAQA I.D. 252031 <ol style="list-style-type: none"> 1. Curriculum document-In Place 2. Alignment Matrix- In Place 3. Learner Guide - In Place 4. Facilitator Guide- In Place 5. Notional hour matrix- In Place 6. Assessment Guide- In Place 7. Formative Assessment- In Place 8. Summative Assessment- In Place 9. Learner POE guide- In Place 10. Moderator Guide- In Place 11. Internal / Pre Moderation Report- In Place 12. Proof and confirmation must be provided with regard to whether the learning material was internally developed or purchased.
5. Staff policies: Outline policies and procedures for staff selection, appraisal and development	MOU Application

<p>6. Learner policies: Policies and procedures for the selection of learners are outlined, and learners are given guidance and support</p>	<p>MOU Application</p>
<p>7. Assessment policies: Outline policies and procedures for forms of assessments that are used and how they are managed</p>	<p>MOU Application</p>
<p>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</p>	<p>-Proof of company registration for Business Optimization Training Institute (Pty) Ltd, with the registration number of 2003/030368/23, has been provided. -. A valid SARS tax compliance document must be provided.</p>

<p>General Comments:</p>	

Areas for Remediation Addressed

Short-term requirement:

<p>Description of Remediation</p>	<p>Comment (Ealuator)</p>
<p>ETD Staff</p>	<p>Joiline Gorlova- Facilitator - A certified copy of an identity document must be provided. - A CV must be provided. - Certified copies of qualifications must be provided. - Proof of an employment relationship between the individual and the Skills development provider must be provided.</p> <p>Marie-Therese Portolan-Assessor & Facilitator</p>

	<p>-Valid proof of registration as an assessor, must be provided.</p> <p>Wendy Glenda Shuttleworth-Moderator -Valid Proof of registration as a moderator must be provided.</p> <p>Remedial Comment: 10 May 2023 The above areas for remediation have been addressed.</p>
<p>4. Programme delivery: Outline how learning programmes would be developed, delivered and evaluated</p>	<p>Apply the principles and concepts of emotional intelligence to the management of self and others SAQA I.D. 252031</p> <ul style="list-style-type: none"> • Curriculum document-In Place • Alignment Matrix- In Place • Learner Guide - In Place • Facilitator Guide- In Place • Notional hour matrix- In Place • Assessment Guide- In Place • Formative Assessment- In Place • Summative Assessment- In Place • Learner POE guide- In Place • Moderator Guide- In Place • Internal / Pre-Moderation Report- In Place • Proof and confirmation must be provided with regard to whether the learning material was internally developed or purchased. <p>MOU EOS Application</p>
<p>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</p>	<p>- . A valid SARS tax compliance document must be provided.</p> <p>-MOU Application</p>

Long term requirement/recommendation

Description of Remediation	Comment (Evaluator)

History of Provider Accreditation: refer to the LMIS

Learning Programme against accreditation	Accreditati on Status	US	NQF	Credit	US Expiry Date

Conclusion

- I) **Business Optimization Training Institute (Pty) Ltd t/a BOTI is Recommended for Programme Approval status** as a skills development provider.
- II) Providers must comply with all applicable current and future statutory requirements for accreditation.
- III) 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 the Services SETA wishes to congratulate **Business Optimization Training Institute (Pty) Ltd t/a BOTI** on this achievement and is looking forward to a long association.

Should you require any further information do not hesitate to contact Services SETA.

Yours Sincerely,



Pradeshini Poovan: Evaluator

Date: 10 May 2023



**Lindelani Masithi
Manager: Accreditation and CAM**

Date: 15 May 2023

