

HEAD OFFICE
ETDP SETA House
2 - 6 New Street
Gandhi Square
South Marshalltown
Johannesburg CBD
Private Bag X105
Melville, 2109
Tel:(011) 372 3300

EASTERN CAPE
Waverley Office Park
3 - 33 Philip Frame Road
Chiselhurst
East London, 5200
Tel: (043) 726 8314
Fax: (043) 726 8302

FREE STATE
Sanlam Building
163 Nelson Mandela Dr
Bloemfontein, 9300
Tel: (051) 430 5072
Fax: (051) 430 5080

GAUTENG
ETDP SETA House
2 - 6 New Street
Gandhi Square
South Marshalltown
Johannesburg CBD
Tel: (011) 403 1301/2/3/6
Fax: (086) 614 8781

KWAZULU-NATAL
Durban Bay House
333 Anton Lembede Street
12th Floor, Suite 1203
Durban, 4001
Tel: (031) 304 5930
Fax: (031) 301 9313

LIMPOPO
Kwane Chambers
29 Hans van Rensburg Str
Office No: 01
Polokwane, 0700
Tel: (015) 295 9303
Fax: (015) 295 9301

MPUMALANGA
Streak Office Park
6 Streak Street
Block B, 1st Floor
Nelspruit, 1201
Tel: (087) 352 7108
Fax: (013) 752 2917

NORTHERN CAPE
Bobby's Walk Building
6A Long Street
Kimberley, 8300
Tel: (053) 832 0051/ 2
Fax: (053) 832 0047

NORTH WEST
Sparkling Office Park
78 Retief Cnr Peter
Mokaba Street
Potchefstroom, 2531
Tel: (018) 294 5280
Fax: (018) 294 5719

WESTERN CAPE
Sunbel Building
2 Old Paarl Road
Office 205, 2nd Floor
Belville, 7530
Tel: (021) 946 4022
Fax: (021) 946 4043

Education, Training and Development Practices Sector Education and Training Authority

ETDP SETA House
2-6 New Street
Gandhi Square
South Marshalltown
JOHANNESBURG

Haley Gillman
Business Optimization Training Institute
97 Greenlands Crescent
Sunningdale
JOHANNESBURG

Tel: 0726304789
Email address: Haley@gillman.co.za

Dear Haley Gillman

CONFIRMATION OF SKILLS DEVELOPMENT PROVIDER PROGRAMME APPROVAL

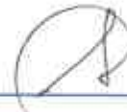
In accordance with the delegation from the Quality Council for Trades and Occupations (QCTO) as prescribed by the Skills Development Amendment Act (Act No 37 of 2008) and the National Qualifications Framework Act (Act No 67 of 2008), the ETDP SETA hereby confers a Programme Approval status to **Business Optimization Training Institute**.

The programme approval status is in line with your Quality Assurance Body accreditation or until the South African Qualifications Authority (SAQA) qualification/s or unit standard/s last achievement date, or whichever expires first.

Programme Approval credentials detailed hereunder as follows:

Quality Assurance Body	The Media, Information and Communication Technologies Sector Education and Training Authority.
Programme Approval Number	ETDPS011639
Programme Approval Start Date	23 March 2023
Programme Approval End Date	30 June 2024

The Programme Approval scope of **Business Optimization Training Institute** is listed in the next page of this Programme Approval notification letter.



The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

QUALIFICATIONS ACCREDITATION SCOPE

Qualification ID No	Qualifications		Mode of Learning Programme Delivery			Qualification Registration Details		
	Qualification Title, NQF Level and Credits	Face-to-Face	Online	Distance	Blended	Start Date	End Date	Last Achievement Date
50334	National Certificate: Occupationally Directed Education Training and Development Practices; Level 5; 120 credits	x	-	-	-	2018-07-01	2023-06-30	2027-06-30
ELECTIVE UNIT STANDARDS								
Unit Standard ID No.	Unit Standard Title, NQF Level and Credits							
10294	Identify and respond to learners with special needs and barriers to learning. Level 5. Credits 10							
110506	Demonstrate and apply knowledge and understanding of the basic components and fundamental skills of effective communication; Level 4; 4 Credits							
115755	Design and develop outcomes-based assessments; Level 6; 10 credits							
115759	Conduct moderation of outcomes-based assessments; Level 6; 10 credits							
123394	Develop outcomes-based learning programmes; Level 5; Credits 10							
123400	Evaluate and promote education training and development (ETD) providers, services and products for organisational use; Level 6; 5 Credits.							
15217	Develop an organisational training and development plan; Level 5; 6 credits							
15218	Conduct an analysis to determine outcomes of learning for skills development and other purposes; Level 6; 4 credits							
15232	Coordinate planned skills development interventions in an organisation; Level 5; 6 Credits.							
252041	Promote a learning culture in an organisation; Level 5; 5 Credits.							

HEAD OFFICE
 1 DP SETA House
 - 6 New Street
 2 Grand Square
 3 North Marshalltown
 4 Johannesburg CBD
 5 Private Bag X105
 6 Hillside, 2109
 7 Tel: (011) 372 3300

WESTERN CAPE
 1 Overley Office Park
 2 - 33 Philip Frame Road
 3 Brixton, 7951
 4 Tel: (021) 726 8314
 5 Fax: (021) 726 8302

FREE STATE
 1 Ndlam Building
 2 13 Nelson Mandela Dr
 3 Makhanda, 6001
 4 Tel: (051) 430 5072
 5 Fax: (051) 430 5080

AUTENG
 1 DP SETA House
 2 - 6 New Street
 3 Indhi Square
 4 North Marshalltown
 5 Johannesburg CBD
 6 Tel: (011) 403 1301/2/3/6
 7 Fax: (086) 614 8781

MAZULU-NATAL
 1 Urban Bay House
 2 3 Anton Lembede Street
 3 1st Floor, Suite 1203
 4 Durban, 4001
 5 Tel: (031) 304 5930
 6 Fax: (031) 301 9313

MPHOFEN
 1 1st Floor
 2 - 1st Floor
 3 - 1st Floor
 4 - 1st Floor
 5 - 1st Floor
 6 - 1st Floor
 7 - 1st Floor
 8 - 1st Floor
 9 - 1st Floor
 10 - 1st Floor
 11 - 1st Floor
 12 - 1st Floor
 13 - 1st Floor
 14 - 1st Floor
 15 - 1st Floor
 16 - 1st Floor
 17 - 1st Floor
 18 - 1st Floor
 19 - 1st Floor
 20 - 1st Floor
 21 - 1st Floor
 22 - 1st Floor
 23 - 1st Floor
 24 - 1st Floor
 25 - 1st Floor
 26 - 1st Floor
 27 - 1st Floor
 28 - 1st Floor
 29 - 1st Floor
 30 - 1st Floor
 31 - 1st Floor
 32 - 1st Floor
 33 - 1st Floor
 34 - 1st Floor
 35 - 1st Floor
 36 - 1st Floor
 37 - 1st Floor
 38 - 1st Floor
 39 - 1st Floor
 40 - 1st Floor
 41 - 1st Floor
 42 - 1st Floor
 43 - 1st Floor
 44 - 1st Floor
 45 - 1st Floor
 46 - 1st Floor
 47 - 1st Floor
 48 - 1st Floor
 49 - 1st Floor
 50 - 1st Floor
 51 - 1st Floor
 52 - 1st Floor
 53 - 1st Floor
 54 - 1st Floor
 55 - 1st Floor
 56 - 1st Floor
 57 - 1st Floor
 58 - 1st Floor
 59 - 1st Floor
 60 - 1st Floor
 61 - 1st Floor
 62 - 1st Floor
 63 - 1st Floor
 64 - 1st Floor
 65 - 1st Floor
 66 - 1st Floor
 67 - 1st Floor
 68 - 1st Floor
 69 - 1st Floor
 70 - 1st Floor
 71 - 1st Floor
 72 - 1st Floor
 73 - 1st Floor
 74 - 1st Floor
 75 - 1st Floor
 76 - 1st Floor
 77 - 1st Floor
 78 - 1st Floor
 79 - 1st Floor
 80 - 1st Floor
 81 - 1st Floor
 82 - 1st Floor
 83 - 1st Floor
 84 - 1st Floor
 85 - 1st Floor
 86 - 1st Floor
 87 - 1st Floor
 88 - 1st Floor
 89 - 1st Floor
 90 - 1st Floor
 91 - 1st Floor
 92 - 1st Floor
 93 - 1st Floor
 94 - 1st Floor
 95 - 1st Floor
 96 - 1st Floor
 97 - 1st Floor
 98 - 1st Floor
 99 - 1st Floor
 100 - 1st Floor

PUMALANGA
 1 1st Floor
 2 1st Floor
 3 1st Floor
 4 1st Floor
 5 1st Floor
 6 1st Floor
 7 1st Floor
 8 1st Floor
 9 1st Floor
 10 1st Floor
 11 1st Floor
 12 1st Floor
 13 1st Floor
 14 1st Floor
 15 1st Floor
 16 1st Floor
 17 1st Floor
 18 1st Floor
 19 1st Floor
 20 1st Floor
 21 1st Floor
 22 1st Floor
 23 1st Floor
 24 1st Floor
 25 1st Floor
 26 1st Floor
 27 1st Floor
 28 1st Floor
 29 1st Floor
 30 1st Floor
 31 1st Floor
 32 1st Floor
 33 1st Floor
 34 1st Floor
 35 1st Floor
 36 1st Floor
 37 1st Floor
 38 1st Floor
 39 1st Floor
 40 1st Floor
 41 1st Floor
 42 1st Floor
 43 1st Floor
 44 1st Floor
 45 1st Floor
 46 1st Floor
 47 1st Floor
 48 1st Floor
 49 1st Floor
 50 1st Floor
 51 1st Floor
 52 1st Floor
 53 1st Floor
 54 1st Floor
 55 1st Floor
 56 1st Floor
 57 1st Floor
 58 1st Floor
 59 1st Floor
 60 1st Floor
 61 1st Floor
 62 1st Floor
 63 1st Floor
 64 1st Floor
 65 1st Floor
 66 1st Floor
 67 1st Floor
 68 1st Floor
 69 1st Floor
 70 1st Floor
 71 1st Floor
 72 1st Floor
 73 1st Floor
 74 1st Floor
 75 1st Floor
 76 1st Floor
 77 1st Floor
 78 1st Floor
 79 1st Floor
 80 1st Floor
 81 1st Floor
 82 1st Floor
 83 1st Floor
 84 1st Floor
 85 1st Floor
 86 1st Floor
 87 1st Floor
 88 1st Floor
 89 1st Floor
 90 1st Floor
 91 1st Floor
 92 1st Floor
 93 1st Floor
 94 1st Floor
 95 1st Floor
 96 1st Floor
 97 1st Floor
 98 1st Floor
 99 1st Floor
 100 1st Floor

SOUTH AFRICA
 1 1st Floor
 2 1st Floor
 3 1st Floor
 4 1st Floor
 5 1st Floor
 6 1st Floor
 7 1st Floor
 8 1st Floor
 9 1st Floor
 10 1st Floor
 11 1st Floor
 12 1st Floor
 13 1st Floor
 14 1st Floor
 15 1st Floor
 16 1st Floor
 17 1st Floor
 18 1st Floor
 19 1st Floor
 20 1st Floor
 21 1st Floor
 22 1st Floor
 23 1st Floor
 24 1st Floor
 25 1st Floor
 26 1st Floor
 27 1st Floor
 28 1st Floor
 29 1st Floor
 30 1st Floor
 31 1st Floor
 32 1st Floor
 33 1st Floor
 34 1st Floor
 35 1st Floor
 36 1st Floor
 37 1st Floor
 38 1st Floor
 39 1st Floor
 40 1st Floor
 41 1st Floor
 42 1st Floor
 43 1st Floor
 44 1st Floor
 45 1st Floor
 46 1st Floor
 47 1st Floor
 48 1st Floor
 49 1st Floor
 50 1st Floor
 51 1st Floor
 52 1st Floor
 53 1st Floor
 54 1st Floor
 55 1st Floor
 56 1st Floor
 57 1st Floor
 58 1st Floor
 59 1st Floor
 60 1st Floor
 61 1st Floor
 62 1st Floor
 63 1st Floor
 64 1st Floor
 65 1st Floor
 66 1st Floor
 67 1st Floor
 68 1st Floor
 69 1st Floor
 70 1st Floor
 71 1st Floor
 72 1st Floor
 73 1st Floor
 74 1st Floor
 75 1st Floor
 76 1st Floor
 77 1st Floor
 78 1st Floor
 79 1st Floor
 80 1st Floor
 81 1st Floor
 82 1st Floor
 83 1st Floor
 84 1st Floor
 85 1st Floor
 86 1st Floor
 87 1st Floor
 88 1st Floor
 89 1st Floor
 90 1st Floor
 91 1st Floor
 92 1st Floor
 93 1st Floor
 94 1st Floor
 95 1st Floor
 96 1st Floor
 97 1st Floor
 98 1st Floor
 99 1st Floor
 100 1st Floor

It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful.

Website: www.etdpseta.org.za - e-mail: info@etdpseta.org.za - Anti Corruption Hotline: 0800 204 937
 E-mail: etdpseta@tip-offs.com

HEAD OFFICE
ETDP SETA House
2 - 6 New Street
Gandhi Square
South Marshalltown
Johannesburg CBD
Private Bag X105
Melville, 2109
Tel: (011) 372 3300

EASTERN CAPE
Waverley Office Park
3 - 33 Philip Frame Road
Chiselhurst
East London, 5200
Tel: (043) 726 8314
Fax: (043) 726 8302

FREE STATE
Sanlam Building
163 Nelson Mandela Dr
Bloemfontein, 9300
Tel: (051) 430 5072
Fax: (051) 430 5080

GAUTENG
ETDP SETA House
2 - 6 New Street
Gandhi Square
South Marshalltown
Johannesburg CBD
Tel: (011) 403 1301/2/3/6
Fax: (086) 614 8781

KWAZULU-NATAL
Durban Bay House
333 Anton Lembede Street
12th Floor, Suite 1203
Durban, 4001
Tel: (031) 304 5930
Fax: (031) 301 9313

LIMPOPO
Kwane Chambers
29 Hans van Rensburg Str
Office No: 01
Polokwane, 0700
Tel: (015) 295 9303
Fax: (015) 295 9301

MPUMALANGA
Streak Office Park
6 Streak Street
Block B, 1st Floor
Nelspruit, 1201
Tel: (087) 352 7108
Fax: (013) 752 2917

NORTHERN CAPE
Bobby's Walk Building
6A Long Street
Kimberley, 8300
Tel: (053) 832 0051/ 2
Fax: (053) 832 0047

NORTH WEST
Sparkling Office Park
78 Retief Cnr Peter
Mokaba Street
Potchefstroom, 2531
Tel: (018) 294 5280
Fax: (018) 294 5719

WESTERN CAPE
Sunbel Building
2 Old Paarl Road
Office 205, 2nd Floor
Belville, 7530
Tel: (021) 946 4022
Fax: (021) 946 4043

PROGRAMME APPROVAL CONDITIONS FOR BUSINESS OPTIMIZATION TRAINING INSTITUTE

The programme approval conditions hereunder shall apply to **Business Optimization Training Institute** for the duration of the accreditation term.

1. The ETDP SETA should not be brought into any disrepute by the activities and/ or actions of your Institution during the accreditation term. Therefore, your Institution must abide with the ETDP SETA Quality Assurance Policies and Procedures.
2. Any training intervention conducted outside your institution's scope of accreditation will be regarded as a breach of accreditation condition. As a Skills Development Provider, it is imperative that quality training interventions are conducted against your Institution's accreditation scope and the national standards and quality assurance requirements.
3. During the accreditation term, your Institution must enroll learners before the commencement of a training intervention, conduct assessments, participate in external moderation visits by the ETDP SETA, implement and review its Quality Management System.
4. The learning programme delivery period will take on the lifespan of the unit standard, qualification or the accreditation duration of your Institution or whichever date comes first. Therefore, it is your Institution's responsibility to ensure that the learning materials are updated and meet the necessary quality assurance requirements.
5. Your Institution is responsible for the submission of a re-accreditation application, which must be made to the ETDP SETA at least one (01) year before the expiry date of the accreditation term.
6. Furthermore, your institution is disallowed to use the ETDP SETA name and logo without a written permission from the ETDP SETA.
7. In the event of non-compliance against any of the programme approval conditions and the ETDP SETA Quality Assurance Policy and Procedure shall lead de-accreditation procedures on your Institution.

Yours sincerely



Ms Nombulelo Nxesi
Chief Executive Officer

14/04/23

The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful