

11 July 2024

BUSINESS OPTIMISATION TRAINING INSTITUTE (PTY) LTD

97 Greenlands Crescent Sunningdale and Gardenview
Sunningdale and Gardenview
33 Bradford
2047

Contact email: hayley.gillman@boti.co.za

Enquiries: Ms. Dikeledi Molema

Dear Sir/Madam

CONFIRMATION OF ACCREDITATION FOR BUSINESS OPTIMISATION TRAINING INSTITUTE (PTY) LTD:
ACCREDITATION NUMBER: ACC/2016/07/0045

In terms of the ETQA Regulations No: R 1127 of 1998 of the SAQA Act 58 of 1995, the MICT SETA is granted the responsibility to accredit and quality assure constituent education and training providers that deliver education and training that falls within the primary focus of the MICT SETA.

Government gazette dated 3 June 2024, Gazette No 50742, makes provision for Skills Development Providers to enrol learners on legacy programmes that do not have registered occupational qualifications replacements.

Therefore, accreditation for the qualifications mentioned below has been granted with the expiry date of **30 June 2025**.

ID	QUALIFICATION(S) TITLE	NQF LEVEL	CREDITS
61591	National Certificate: Information Technology: End User Computing	Level 3	130

The approved delivery site herein listed and attached in the final report is confirmed.

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The MICT SETA ETQA must be immediately notified of any changes with respect to the facilitator(s), assessor (s), moderator(s) and delivery site(s) and the respective contact details.

The terms of conditions of the extension include:

1. All learners must be enrolled either on or before 30 June 2025.
2. Learners enrolled by an SDP post the enrolment end will not be eligible for exit verification.
3. Should an SDP have learners in enrolment prior to the enrolment end date, their accreditation will automatically be extended to accommodate the “teach out” period.
4. The “teach-out” period is in line with the qualification achievement end date noted to the 30 June 2029.
5. The SDP must ensure that exit verification requests are made no later than 01 March 2029. This will provision for the exit verification process to unfold and close-out prior to the achievement end date.

Yours sincerely



NATALIE NELSON
Senior Manager: ETQA



MATOME MADIBANA
Chief Executive Officer

TERMS AND CONDITIONS FOR ACCREDITATION

The purpose

The purpose of these terms and conditions is to exercise control and regulate the operation of all MICT SETA training providers during the period of accreditation and to ensure that they comply and keep meeting all the MICT SETA requirements in line with its policies, the **Education and Training Quality Assurance (ETQA) Regulations R1127 of 1998** and the **SAQA Act of 1995** and all other policies and procedures as dictated from time to time by MICT SETA ETQA. This is applicable to training providers who accredited by MICT SETA for historically registered qualifications or unit standards as well as training providers who are accredited by the QCTO for occupational qualifications whereby the MICT SETA has been delegated the role of Quality Partner.

Scope

Your application for accreditation shall be subject to the terms and conditions mentions herein below. Knowledge and understanding of these terms and conditions is critical for the maintenance of the status awarded to your organisation. These terms and conditions are a binding agreement between your organisation and MICT SETA.

All accredited education and training providers are bound to meet all the stipulated terms and conditions for accreditation during the accreditation period and are expected to sign these terms and conditions before they get their letter of accreditation. It is expected of all providers to comply with all the stated terms and conditions to maintain their status of accreditation.

It is important to note that compliance with all these terms and conditions, the regular monitoring visits and audit visits will determine the continued accreditation status.

These terms and conditions must be signed by the authorised person and returned to the MICT SETA offices within 14 days of receipt.

In the event of a training provider failing to comply with the terms and conditions outlined below, the MICT SETA has the right to withhold your accreditation status, and in the case of occupational programmes, make recommendations to QCTO regarding the accreditation status.



As an Accredited Education and Training Providers you agree in writing to the following:

1. That you will provide MICT SETA with quarterly progress reports around learner progress and their achievements.
2. That you will submit learner registration details to the MICT SETA as and when learners become registered.
3. That you will conduct internal assessments both formative and summative, internal moderation and that you will submit the moderation reports to MICT SETA once this process has been finalized.
4. That you will not misuse your accreditation status by offering training on unaccredited training courses, rather than what you have been accredited for.
5. That you will provide MICT SETA ETQA with all the information in terms of the applicability and the implementability of the registered unit standards and /or qualifications for which you are accredited for to inform the review of existing unit standards and /or qualifications or the generation of the new ones.
6. Every letter and certificate of accreditation has an expiry date and is valid until the last day of accreditation shown and that you will comply with this stipulated period of accreditation and not pretend to be accredited when the status has expired.
7. That you will supply MICT SETA ETQA with the required information in line with MICT SETA monitoring procedures.
8. That you will provide evidence of registration in terms of applicable relevant legislation as an education and training provider once this process has been formalized by the National Department of Education.
9. That you will amend your learning programme, should unit standards /qualifications on which the learning programme/s are based, be reviewed.
10. That you will comply with the full monitoring visits to be conducted by the MICT SETA on a regular basis.
11. That you will comply with any unannounced visit by MICT SETA in cases where irregularities, complaints and rigging of the accreditation and quality assurance system by the accredited providers have been reported by members of the public.
12. That you will comply with a full audit and review of your accreditation by the MICT SETA during the period of accreditation as an education and training provider.
13. That you will comply with the reporting requirements of the MICT SETA which include informing MICT SETA ETQA of:

13.1. Changes in personnel and organizational information

e.g. Change of address; Change of offices/training facilities etc.

13.2. Changing of its legal name.

HQ



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- 13.3. Changing of type or form of company
 - 13.4. Adding new qualifications
 - 13.5. Adding a new site of delivery
 - 13.6. Relocating a site of delivery
 - 13.7. Discontinuing a site of delivery
 - 13.8. New policies and Policy Reviews
 - 13.9. Learner Information
 - 13.10. Learner Progress.
14. That you will be responsible for the uploading of the Learner achievements to the MICT SETA Learner Management System. Training for this activity will be offered by MICT SETA free of charge.
15. That you will agree to perform any functions assigned to you by the MICT SETA which fall within your mandate as an education and training provider and which are in the interest of the MICT sector.
16. That you will first obtain authorization from the MICT SETA before you could use the MICT SETA Logo in marketing yourself, certificating your learners or for any other education and training activity.
17. That you will not misrepresent the accreditation status awarded to you by the MICT SETA with reference to the public by means of verbal communication, advertisements, and general publications or on their manual and certificates.

DECLARATION BY TRAINING PROVIDER

I, Hayley Nadia Gillman representing Business Optimization Training Institute in my capacity

as Chief Executive Officer have read the terms and conditions for accreditation and agree to be bound by them.

Hayley Gillman

Signature/Authorised

Signature

Jan 22 2025 16:05 SAST

Date:



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