

Application for training provider approval (South Africa) 2025

Organisation name

Introductory notes

Thank you for your interest in becoming an AT (SA) Approved training provider. In completing and submitting this form you are making a formal application for AT (SA) training provider approval. This is the contractual basis on which you agree to operate as an AT (SA) training provider and for us to regulate and support you in the delivery of AT (SA) qualifications.

By completing this form and providing personal details, you are granting permission for your details to be stored electronically by AT (SA).

Submission of this form is not a guarantee of approval. AT (SA) reserves the right not to progress your request to become an AT (SA) Approved training provider to offer AT (SA) qualifications. You must wait until AT (SA) processes your application and confirms your approval in writing before you can advertise or recruit for the qualification(s).

Guidance on the approval process

As a professional body and an awarding organisation, AT (SA) requires that its training providers deliver AT (SA) qualifications to the highest standards. Your application for approval allows AT (SA) to evaluate whether you have the necessary resources, systems, commitments and expertise to support the consistent delivery, assessment and quality assurance of our qualifications. Through such quality control processes, we ensure that the integrity and high regard for our qualifications is maintained with direct benefits to training providers and students.

Applying to AT (SA)

In order for AT (SA) to progress your application to offer its qualifications, we would be grateful if you would respond to the following in as much detail as possible, referencing any additional documentation you have included:

1. Organisational Policies

1(a) You must provide copies of your organisation's policies covering the following:

- Appeals (this must include details of how you ensure the independence of the procedure)
- Complaints
- Malpractice
- Equal opportunities and access
- IT security

- 1(b) Explain how you make sure staff and students are aware of these policies and ensure that they are being implemented.

1(c) What are your procedures for reviewing and updating training provider policies?

2. Organisation chart

2(a) You must provide an organisation chart showing responsibilities for the assessment and quality assurance of all AT (SA) qualifications. This should cover all sites where qualifications are offered at more than one location.

2(b) Who is responsible for reviewing the effectiveness of your quality assurance programme?

2(c) What arrangements do you have in place to monitor:

- the effectiveness of your quality assurance arrangements?
- your achievements as a training provider?

3. Understanding AT (SA) requirements

3(a) You must provide copies of relevant qualification certificates held by the assessors and moderators for the AT (SA) Accounting Qualifications. Please provide this information together, where appropriate, with CVs identifying relevant accounting experience.

3(b) Explain how you will keep staff up to date on AT (SA)'s requirements including standardisation of assessors.

- 3(c) How will you ensure that assessors have a consistent understanding of AT (SA) assessment requirements?

- 3(d) What criteria will you use in choosing a sample of assessments for internal moderation? How regularly will assessments be sampled?

- 3(e) Please explain how you ensure that staff will keep their accountancy knowledge up to date.

- 3(f) What are your plans to ensure that any staff who do not have the appropriate moderator or assessor award achieve them?

4. Understanding AT (SA) requirements

- 4(a) What arrangements are in place for student induction? How will you ensure that students understand what it means to be both an AT (SA) student and an AT (SA) member? This includes the requirement to register as a student member within four weeks of starting the course.

- (b) How will you make sure that students have individual learning plans and that they are regularly reviewed?

- 4(c) What systems will be in place to track individual student progress?

5. Understanding AT (SA) requirements

How have you calculated the resource needs of each of the AT (SA) qualifications you wish to offer? In your explanation, include how you have calculated the number of assessors and internal moderators required and the time allocated for assessment/internal moderation. What resources do you/will you have available for students?

6. Accommodation and equipment

- 6(a) Please explain how the accommodation and equipment used for the AT (SA) Accounting Qualification comply with the relevant legislative and regulatory

requirements. These include public and employee liability, health and safety, disability access and support as well as compliance with the regulatory requirements for IT security.



6(b) Please provide evidence of your public and employee liability cover.

7. Preventing malpractice

What steps will you take to prevent malpractice in computer-based assessments, simulated assessments and in general? If you identify malpractice, how will you deal with it?

The completed application and supporting documents should be returned to the AT(SA) within 4 weeks of the issue date.

Declaration

Please confirm that you will:

comply with requests for access to premises, records, information, students and staff by AT (SA), external verifiers or the appropriate regulatory authorities.

- assist AT (SA) in carrying out any reasonable monitoring activity.
- assist FASSET in any investigations made for the purpose of performing its functions.

I confirm the above:

Name

Signed

Position

Date

Please ensure that this application is signed by your Head of Centre/Vice Principal /Managing Director.

This application should be sent to:

Sammy Fenyane

Project Administrator

Email: SammyF@saica.co.za

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