

Become an AT (SA) Approved Training Provider

Expression of interest

Expression of interest form

Key information

Organisation name

Name of Principal/CEO

Address

Address line 2

Address line 3

Town

Post code

Telephone number

Fax number

Email address

Website address

Company registration number and where registered (If a registered LTD company)

Value Added Tax (VAT) number

Skills Development Levy (SDL) number

Details of registration with the Department of Higher Education and Training (DHET)

Do you have training provider approval from any other awarding body/professional organisation/FASSET? ☐ Yes ☐ No

If so please state below {AT (SA) may check with other awarding organisations}

Have you ever been declined approval by another awarding organisation (if you answer yes, please provide their name below)? ☐ Yes ☐ No

Name

Have you previously been an AT (SA) training provider under a different name? ☐ Yes ☐ No

If so please provide us with the name, address and dates during which you were previously approved.

Name

Address

Address line 2

Address line 3

Town

Post code

Start and end dates

Are you in partnership/connected with any other organisations delivering AT (SA) qualifications? (Please list names below)

What is the nature of the relationship with the partner organisation?

Main contact details {person responsible for managing the delivery of AT (SA) qualifications}

Name

Job title

Telephone number

Email address

Business Development contact details

Name

Job title

Telephone number

Email address

Finance contact details

Name

Job title

Telephone number

Email address

You may be required to supply AT (SA) with your most recent financial statements. AT (SA) may need to conduct a credit check on your organisation. This will be requested as necessary.

Assessment delivery

Please provide the address where teaching/assessments will take place

Address line 1

Address line 2

Address line 3

Town

Post code

Assessments contact

The person responsible for administration of computer based assessments – this person must not be an AT (SA) lecturer, assessor, moderator or the main contact person.

Name

Telephone number

Email address

Assessor details (please copy and paste for additional assessor details)

Name of AT (SA)
Assessor

Is the assessor already
registered with AT
(SA)?

Yes
☐

No
☐

If so, please supply
AT (SA) ID number

If you are
working/have worked
at other AT (SA)
training providers,
please provide the
name and contact
number

If not registered with AT (SA) please provide us with the following details and copies of the assessor and accounting qualification certificates:

Telephone number

Email address

Qualifications
(Please give details of
relevant assessors'
qualifications)

Accounting
experience
(A brief outline of
relevant accounting
assessment)

experience and
qualifications held)

*Please see Appendix one for Lecturer, assessor or moderator document

Internal Moderator details (please copy and paste for additional moderator details)

Name of Internal
Moderator

Is the Internal
Moderator already
registered with AT
(SA)?

Yes

☐

No

☐

If so please supply
their AT (SA) ID
number

If you are
working/have worked
at other AT (SA)
training providers,
please give their name

If not registered with AT (SA) please provide us with the following details and copies of your internal moderation and accounting qualification certificates:

Telephone number

Email address

Qualifications
(Please give details of
relevant internal
moderator
qualifications.)

Accounting
experience
(A brief outline of
relevant accounting

assessment
experience and
qualifications held)

*Please see Appendix one for Lecturer, assessor or moderator document

Delivering AT (SA) qualifications

Please tick the appropriate box which best describes your organisation:

- | | | | |
|--|--------------------------|-----------------------------|--------------------------|
| TVET College | ☐ | School | ☐ |
| Higher Education
College/University | ☐ | Employer in-house training | ☐ |
| Professional Body | ☐ | Commercial training company | ☐ |

Other (please specify)

Which qualification(s) would you like to offer?

Certificate: Accounting Technician
(NQF 3)

☐

Certificate: Local Government /
Public Sector Accounting (NQF 3)

☐

Further Education and Training
Certificate: Accounting Technician
(NQF 4)

☐

Further Education and Training
Certificate: Local Government
/Public Sector Accounting (NQF 4)

☐

Level 5 Certificate: Accounting
(NQF 5)

☐

Proposed start date of offering AT (SA)
qualifications

Which type of study method(s) will you be offering?

Full-time

☐

Part-time

☐

Distance learning

☐

Other (Please specify)

☐

Further information

Funding – please outline how your AT (SA) courses will be funded.

Student cohort – who is your target market? Please tell us what market research you have done to support this.

How many students do you anticipate registering for AT (SA) qualifications?

Year one
 Year two
 Year three

Marketing AT (SA) – please outline below how you as a training provider will market your AT (SA) courses.
(Include publicity campaigns, student recruitment strategy, local area expertise and any employer links)

Thank you for completing this expression of interest to become an approved AT (SA) training provider. Please remember to keep a copy of this form for your reference.

If you have any enquiries about this *Expression of interest* form, please contact the Programme Development team using the details below.

AT (SA)
Sammy Fenyane
Tel: +27 (0) 11 621 6970
E Mail: SammyF@saica.co.za

AT (SA)
Marda Tennis
Cell: 078 939 6914
E Mail: mardatennis@gmail.com

What happens next?

You are required to submit the completed Expression of Interest 3 (weeks) after first issue by AT(SA).

AT (SA) will evaluate your Expression of Interest and decide whether to progress your interest to the application stage.

If you progress to the next stage, you will be asked to complete an application form, only applications that meet AT (SA)'s criteria will be approved.

Name	
Job title	
Signed	
Date	

APPENDIX ONE

Become an AT (SA) lecturer, assessor or moderator

By teaching AT (SA) qualifications you can pass on the skills and knowledge that you've gained through your work and professional studies.

Becoming an AT (SA) lecturer

To become an AT (SA) lecturer it is best to identify the approved AT (SA) training providers nearest to you and discuss your CV with them, each individual centre has its own criteria surrounding the qualifications you need to be an AT (SA) lecturer. To do this, go to the 'Find a training provider' area on the AT (SA) website to identify providers in your area and contact them directly.

Become an AT (SA) assessor / moderator

- To become an AT (SA) assessor you must hold an accounting qualification at least one level higher than that which you will be assessing. Other relevant, significant accounting experience will also be considered on an individual basis.

You must also:

- hold the Assessor Unit Standard Conduct Outcomes-Based Assessment qualification / programme with certification from ETDP SETA.
- hold the Moderator Unit Standard award Conduct Moderation of Outcomes-Based Assessments qualification / / programme with certification from ETDP SETA.
- ensure knowledge and skills remain current through continuing professional development

Approval should be sought from SammyF@saica.co.za before any new member of staff begins to assess on AT (SA) programmes. Further registration from FASSET will also be required.

AT (SA) may consider applications from staff wishing to assess the non-accountancy specific learning areas who do not hold the above but have relevant qualifications and/or significant accounting experience.

The non – accountancy specific areas are:

- Computerised accounting (CMPA)
- Working effectively in accounting and finance (WEAF)
- Spreadsheets software (SPSW)
- Internal controls and accounting systems (ICAS)