

4 Minimum Requirements for ISOE's

For a Service Provider to become an ISOE, he/she must be an existing accredited Provider with ESETA and shall be selected, identified based on the following criteria:

4.1 ISOE's must demonstrate that they are or can become an **industry-centered institute of training of excellence;**

	Yes	No
Can provide a QMS track record		
Being a trainer for 1 year or more against QMS		
Comment:		

4.2 ISOE's must demonstrate that they have commitment to excellence innovation and practices to support this;

	Yes	No
Can provide track records		
Provide letters of reference		
Comment:		

4.3 Identified on the basis of demonstrated capacity and engagement with the sector to date and can engage in improving quality, relevance and uptake of learners to meet the demand for sectoral skills;

	Yes	No
Has communication with stakeholders in the industry		
Comment:		

4.4 Recognised as providing training against occupational needs, preferably in areas identified as scarce and critical skills;

	Yes	No
Skills plans against that of ESETA		
Comment:		

4.5 Have the ability to deliver critical occupational skills that are linked to relevant economic drivers or learning programmes that will produce skilled people who can make a positive contribution to the South African economy globally;

	Yes	No
Have competent staff		
Comment:		

4.6 Can deliver programmes against various levels in the specified occupation and not only a single level qualification;

	Yes	No
Registered skills programmes		
Comment:		

4.7 Have a placement strategy and mechanisms to track learners and report on learner placements or promotions;

	Yes	No
Has completed survey on learner placements or promotions		
If no comment:		

4.8 Is an accredited provider of education and training programmes, as well as have approval for specific programmes or qualifications;

	Yes	No
Has registered skills programs (ref: clause no.3)		
If no comment:		

4.9 Co-operates with ESETA and employers or employer bodies, demonstrates the potential to function as a hub in operation with established partnerships and to network with other centres of excellence in support of transformation in the country (i.e. equity, partnerships with emerging providers, CBO's, NGO's, co-operatives and rural).

	Yes	No
Produce MoU or MoA		
If no comment:		

4.10 Practices good corporate governance, and complies with all relevant legislation, i.e. Skills Development Act, SAQA Act, Occupational Health & Safety Act, Employment Equity Act, Basic Conditions of Employment, Labour Relations Act.

	Yes	No
Can provide audited financial statements		
Display all relevant Acts		
If no comment:		

4.11 Demonstrates proof of implementation of a Quality Management System (QMS) including evidence of progress made towards earning a recognized QMS certification or accreditation from i.e. SABS ISO 9001:2000 pertaining to their own quality management system.

	Yes	No
QMS is linked to ISO 9000 requirements		
If no comment:		

4.12 Having an efficient reporting, administrative, technological, communication, operational performance and a functional financial system in place;

	Yes	No
Oganogram available		
Minutes of previous managements meeting available		
Procedures and work instructions available		
Functional finance system in place		
If no comment:		

4.13 Engage with ISOE's in the energy and water sectors through public or private partnerships or other mechanism that may become available.

	Yes	No
Have proof of interaction with other ISOE's		
If no comment:		

4.14 Designing, developing, delivering and reporting on in specific sectoral and occupational areas where scarce and critical skills have been identified;

	Yes	No
Work Skills Plan & Sector Skills Plans available		
If no comment:		

4.15 Simulating workplace application scenarios and work practices to ensure that successful learners have seamless transition into jobs where possible;

	Yes	No
Link Assessment process & reports		
If no comment:		

4.16 Providing access to technologically advanced equipment in support of their training and development provision;

	Yes	No
Have access		

4.17 Providing access to emerging best practice in training, and related to specific occupations as well as with regional and international training institutes and research bodies;

	Yes	No
Have track records		
If no comment:		

4.18 Delivering training that meets industrial demands in terms of relevance and quality;

	Yes	No
Reference letter		
Provide fundamental		
If no comment:		

4.19 Co-operating and acknowledge employers or employer bodies at the implementation level in a way which ensures a high intake and placement rate of learners;

	Yes	No
Service Level Agreements		
Provide stats		
If no comment:		

4.20 Annual application for funding must be completed before the end of February each year;

	Yes	No
Refers to clause 10.4.6		
Display all relevant Acts		
If no comment:		

Final comment	Yes	No
Not yet ISOE accredited		
Provisional ISOE accreditation		
Full ISOE accreditation		
Have you applied for accreditation from any other SETA/ETQA		
Multi site provider		
If yes which SETA		