|  |  |
| --- | --- |
|  |  **APPLICANT CHECKLIST**  |
|  | **Applicant to complete checklist. The Applicant should ensure that all FORMS are completed and all supporting documents are uploaded with the application** |
| **DESKTOP VERIFICATION (Documents to be uploaded)** | **Yes** | **No** | **Verification** |
| Application completed in full and submitted  |  |  |  |
| Site Visit Confirmation Form (Form 1) completed in full and submitted |  |  |  |
| Implementation Plan (Form 2) completed and submitted |  |  |  |
| Learning Material Matrix (Form 3) completed and submitted |  |  |  |
| Programme Delivery Readiness Tool (Form 4) completed in full and submitted  |  |  |  |
| Company registration (CIPC) documents uploaded |  |  |  |
| Valid Tax Compliance Pin (if exempted, provide proof of SARS Tax Exemption) uploaded |  |  |  |
| Is the center having a recent Occupational Health and Safety (OHS) Report? |  |  |  |
| Is the OHS Report uploaded? |  |  |  |
| A valid and current lease agreement uploaded (Signed, valid, authentic and current lease agreement - check if lease agreement has not expired and duration).  |  |  |  |
| Proof of ownership of the premise if property not leased (Letter from Tribal Authority, Municipal Rates and Taxes) |  |  |  |
| Proof of learner enrolment for the programme applied for  |  |  |  |
| **PROGRAMME DELIVERY READINESS VERIFICATION** |  |  |  |
| Is the organisation having a functional organogram? |  |  |  |
| Is the organisation having a Quality Management System? |  |  |  |
| Is the organisation having sufficient, competent and qualified staff members for the qualification applied for? |  |  |  |
| Did you upload recently certified qualifications of the staff members who will be offering the qualification applied for? |  |  |  |
| Did you upload Curriculum Vitae of the staff members who will be offering the qualification applied for? |  |  |  |
| Did you upload recently certified ID Copies? |  |  |  |
| Is your center going to use the services of Non-South African facilitators with valid work permit, valid visa / passport for the qualifications applied for? |  |  |  |
| If the answer to the above is YES, did you upload the qualifications of NoN-South African facilitators with SAQA evaluation report, their work permits, valid visas and passport? |  |  |  |
| Learning material aligned to the qualifications according to the Curriculum document. Check whether the learning material is aligned and relevant to the Curriculum document and Learner Matrix. |  |  |  |
| Does the center have classrooms / lecturer halls for teaching for the programme applied for with basic amenities such as chairs, tables, chalkboard or whiteboard, sufficient lighting and ventilation.  |  |  |  |
| The checklist / inventory for knowledge component (use your own template) according to the Curriculum Document needs is completed and provided. |  |  |  |
| Classroom setting complies to COVID-19 regulations.  |  |  |  |
| The checklist or inventory for practical component (Training Inventory/use your own template) according to the Syllabi Document needs completed and provided./ Does the center have facilities where the simulation or practical training for the qualification applied for will be conducted? |  |  |  |
| Is there availability of fresh drinking water for students? [Not only in toilets] |  |  |  |

**DECLARATION:**

I hereby declare that the information submitted is correct, and that I am authorised to submit this application on behalf of ………………………………………………………………..………. (Company Name)

|  |
| --- |
| **FULL NAME** |
| **SIGNATURE** |
| **DESIGNATION**  |

|  |
| --- |
|  |
| **DATE** |