

The Services SETA (Sector Education & Training Authority)
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SERVICES SETA ONLINE LEARNING EVALUATION REPORT

Registered Name of Skills Development Provider	Leading Edge Business Solutions Pty Ltd	
Company Registration No.	1999/028024/07	
Accreditation No.	10262	
Contact Person	Kerrin Badham	
Contact Details	Tel: 011656423	Cell: 0717823921
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Physical Address	Portion 14/407 Zevenfontien JR Fourways Johannesburg	
Postal Code	2191	
Province	Gauteng	
Accreditation End Date	2023-06-30	
Services SETA Project Reference Number	Not Applicable	
Report Date	15 March 2022	

1. Scope of Evaluation:

The scope of the following evaluation only includes the evaluation of the accredited Training Provider's **online mode of training delivery, that is intended to replace the classroom face to face training during the COVID-19 lockdown period.**

2. Type of Application:

First time	x
Remedial	
Extension of Scope	

3. Outcome of Evaluation:

Learning Programme	Online Learning Delivery Recommended	Online Learning Delivery Not Yet Recommended
SAQA ID: 59201 LP: 60269 – National Certificate: Generic Management:	x	

4. Online Learning Mode of Delivery

Description	
Name and description of the online learning mode of delivery.	<ul style="list-style-type: none"> Facilitation is via webinar (Zoom, Teams or Google Meet) linking the delegates to log to our Moodle LMS system to access their Learner guide and POE's.
Has the Training Provider made arrangements for all learners to gain access to the online learning mode of delivery? Explain.	<ul style="list-style-type: none"> Training is done via our LMS system, Facilitation is via webinar (Zoom, Teams or Google Meet) which has been detailed on our delivery policy and procedure.

5. Evaluation of Supporting documents

Criteria	Comments			
Quality Management System	Is there is an Online Learning Policy that clearly indicates that the following procedures in place and are adequate?			
		Y	N	Comments
	Online facilitation procedures	X		Face-to-face and online facilitation sessions are planned.
	Online learner, guidance and support procedures	X		In place.
	Online assessment procedures	X		In place
	Online moderation procedures	X		In place
	Online assessment appeal procedures	X		In place
	Quality assurance of learner achievements (QALA) procedures	X		In place
	Confidentiality	X		In place
Online special needs access	X		In place	
Learning Programme Delivery	Online Facilitation - the following detailed information/procedures are available and adequate:			
		Y	N	Comments
	Learning pathway	X		In place
	How the attendance register will be documented	X		In place.
	Facilitator role, responsibilities and procedures that will be followed	X		In place
	Facilitator guidelines / delivery structure aligned to outcomes and notional hours	X		In place
	Learner's access to learning material including assessments	X		In place.
	How assessments will be conducted (formative, summative & FISA)	X		In place
	Appeals and disputes	X		In place
	Facilitator reporting	X		In place
	Online Assessment and Moderation - the following detailed procedures are in place and adequate:			
		Y	N	Comments
	Planning of assessment	X		In place
	Preparation of the learner before assessment	X		In place
	Procedures followed during assessment	X		In place

	Feedback to the learner and third parties after the assessment	X		In place
	Re-assessment strategy	X		In place
	Internal moderation	X		In place
	Internal moderation report template that includes: <ul style="list-style-type: none"> • Moderation plan/scope • Template for complete list of learners and indication of moderated portfolios • Moderation review • Post-moderation 	X		In place
Online Learner Portfolio of Evidence - detailed information on how the following will be presented is available and adequate:				
		Y	N	Comments
	Learner preparation and assessment preparation declarations, declaration of authenticity, assessor declaration	X		In place
	Learner CV, ID, Matric Certificate, other related certificates	X		In place
	All required learner documentary evidence for activities, summative and workplace application.	X		In place
	Learner review of the assessment process	X		In place
	Learner re-assessment plan	X		In place
	Learner feedback report	X		In place
	Learner assessment appeal	X		In place
	Internal moderation	X		In place
	Provision for learner, assessor and moderator authentication (signature) and dates after each summative assessment task/activity	X		In place
	External Moderation: How will the electronic online Learner's PoE be made available individually as an e-portfolio.	X		In place.

General Comments:**Conditions/ Conclusion**

- I. **Leading Edge Business Solutions Pty Ltd** is hereby **Approved for online training as the mode of delivery within the scope of this evaluation** and for the learning programmes as detailed in the report above.
- I. All conditions met in the report above will need to be maintained and improved in order to meet the requirements for **online training delivery**.
- II. A Monitoring Site Visit will be conducted at least once during your period of accreditation, and you will be contacted prior to the visit.

Finally, **Services SETA** congratulates **Leading Edge Business Solutions Pty Ltd** on their achievement.

Should you require any further information do not hesitate to contact the Services SETA.

Yours Sincerely,



Palesa Cele: Evaluator

Date: 11 March 2022



Lindelani Masithi
Manager: Accreditation and CAM

Date: 16 March 2022