



SSETA- SERVICES SECTOR EDUCATION TRAINING AUTHORITY

ACCREDITATION EVALUATION REPORT

PROVIDER CONTACT DETAILS:

Registered Name of Provider: ExcelGrow Group Holdings (Pty) Ltd

Trading Name of Provider: N/A

Satellite campuses if any: N/A

Contact Person: Christo Botha

Tel: 016 4234293

Fax: N/A

Cell: 082 8788319

E-mail: Christo@excelgrow.co.za

Physical Address: 8 Myrtle Street
Three Rivers
Vereeniging

Postal Address: 8 Myrtle Street
Three Rivers
Vereeniging

Company registration number: 2015/086303/07

Accreditation Number: 12155

Date of Report: 29 November 2017v

Introduction

This is a report of an institutional and learning programme evaluation of **ExcelGrow Group Holdings (Pty) Ltd** undertaken by the **SSETA- Services Sector Education Training Authority**.

The principal purpose of this evaluation report is to provide feedback on the extent to which **ExcelGrow Group Holdings (Pty) Ltd** is effectively providing quality education and training to learners within the context of the National Qualifications Framework and against the **SSETA- Services Sector Education Training Authority** accreditation criteria.

1. Method & Evaluation process followed:

The accreditation process has 3 phases:

Step 1: Application form by Provider

The provider completed the Online Application for Accreditation form as part of the accreditation process. The application form served as a guide for **SSETA- Services Sector Education Training Authority** appointed evaluators as to what exists at the provider's site at the time of its application for accreditation.

Step 2: Desktop Evaluation

Evaluators appointed by **SSETA- Services Sector Education Training Authority** conducted the evaluation through desktop, which took place at **SSETA – Services Sector Education Training Authority**, as per **SSETA- Services Sector Education Training Authority** criteria.

Step 3: Outcome of the evaluation

The outcome of evaluation of the application for accreditation is communicated to the provider only once the evaluator's recommendations have been verified and ratified by **SSETA- Services Sector Education Training Authority** Accreditations division.

Glossary of abbreviations used in this report:

SAQA- South African Qualifications Authority
QCTO- Quality Council for Trades and Occupations
SSETA- Services Sector Education Training Authority
SETA- Sector Education Training Authority

PA- Programme approval
NYR- Not yet recommended
MoU- Memorandum of Understanding

US- Unit Standard
SO- Specific outcome
AC – Assessment criteria
CCFO's- Critical cross-field outcomes
EEK's- Essential embedded knowledge

RPL- Recognition of Prior Learning

2. Type of Submission:

First time evaluation:	
Remedial Evaluation:	x
Extension of Scope Evaluation:	
MOU: Programme Approval	
Monitoring Site Visit Remedial Evaluation	

3. Outcome of Evaluation:**4. Accreditation status awarded**

Learning Programme Title	Provisional Accreditation	Full Accreditation	Accreditation Not Yet Recommended	Programme Approval Awarded (MOU Providers)
Qualification Title: Further Education and Training Certificate: Generic Management SAQA I.D. 57712 LP 74630	x			
Qualification Title: General Education	x			

and Training Certificate: Business Practice SAQA I.D. 61755				
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This serves as a confirmation that **ExcelGrow Group Holdings (Pty) Ltd** has been evaluated and based on the recommendations of the **SSETA- Services Sector Education Training Authority** evaluator, **ExcelGrow Group Holdings (Pty) Ltd** has been awarded a **Provisional Accreditation status** as a provider for the delivery of the following learning programmes:

Name of Learning programme/Skills programme	Awarded Accreditation status	NQF level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to Learning programme		Qualification to which the learning program and unit standards are linked / contextualized
					US	US Title	
Further Education and Training Certificate: Generic Management	Programme Approval	NQF Level 04	150	2018-06-30			Qualification Title: Further Education and Training Certificate: Generic Management SAQA I.D. 57712 LP 74630 NQF Level: NQF Level 04 Credits: 150 Registration start date: 2015-07-01 Registration end date: 2018-06-30 Last date for enrolment: 2019-06-30 Last date for achievement: 2022-06-30
		NQF Level 04	12	2018-06-30	242824	Apply leadership concepts in a work context	
		NQF Level 04	5	2018-06-30	242815	Apply the organisation's code of conduct in a work environment	

		NQF Level 04	5	2018-06-30	242816	Conduct a structured meeting	
		NQF Level 04	10	2018-06-30	242822	Employ a systematic approach to achieving objectives	
		NQF Level 04	6	2018-06-30	242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	
		NQF Level 04	6	2018-06-30	242810	Manage Expenditure against a budget	
		NQF Level 04	5	2018-06-30	242829	Monitor the level of service to a range of customers	
		NQF Level 04	10	2018-06-30	242819	Motivate and Build a Team	
		NQF Level 04	5	2018-06-30	242811	Prioritise time and work for self and team	
		NQF Level 04	8	2018-06-30	242817	Solve problems, make decisions and implement solutions	

		NQF Level 03	5	2018-06-30	119472	Accommodate audience and context needs in oral/signed communication	
		NQF Level 03	5	2018-06-30	119457	Interpret and use information from texts	
		NQF Level 03	5	2018-06-30	119467	Use language and communication in occupational learning programmes	
		NQF Level 03	5	2018-06-30	119465	Write/present/sign texts for a range of communicative contexts	
		NQF Level 04	6	2018-06-30	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	
		NQF Level 04	5	2018-06-30	119462	Engage in sustained oral/signed communication and	

						evaluate spoken/signed texts	
		NQF Level 04	5	2018-06-30	119469	Read/view, analyse and respond to a variety of texts	
		NQF Level 04	4	2018-06-30	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	
		NQF Level 04	6	2018-06-30	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	
		NQF Level 04	5	2018-06-30	12153	Use the writing process to compose texts required in the business environment	
		NQF Level 04	5	2018-06-30	119459	Write/present/sign for a wide range of contexts	
		NQF Level 04	5	2018-06-30	242818 Elective	Describe the relationship of junior	

						management to other roles	
		NQF Level 03	4	2018-06-30	242812 Elective	Induct a member into a team	
		NQF Level 03	6	2018-06-30	242814 Elective	Identify and explain the core and support functions of an organisation	
		NQF Level 04	8	2018-06-30	11473 Elective	Manage individual and team performance	

Name of Learning programme/Skills programme	Awarded Accreditation status	NQF level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to Learning programme		Qualification to which the learning program and unit standards are linked / contextualized
					US	US Title	
General Education and Training Certificate: Business Practice	Programme Approval	NQF Level 01	121	2018-06-30			Qualification Title: General Education and Training Certificate: Business Practice SAQA I.D. 61755 NQF Level: NQF Level 01 Credits: 121 Registration start date: 2015-07-01 Registration end date: 2018-06-30 Last date for enrolment: 2019-06-30 Last date for achievement: 2022-06-30
		NQF Level 01	7	2018-06-30	14444	Demonstrate an understanding of a general business plan and adapt it to a selected business idea	
		NQF Level 01	4	2018-06-30	13999	Demonstrate an understanding of basic accounting practices	

		NQF Level 01	2	2018-06-30	10006	Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities	
		NQF Level 01	4	2018-06-30	9357	Develop and use keyboard skills to enter text	
		NQF Level 01	4	2018-06-30	13994	Identify and discuss different types of business and their legal implications	
		NQF Level 01	3	2018-06-30	10007	Identify, analyse and select business opportunities	
		NQF Level 01	8	2018-06-30	243189	Manage personal finances	
		NQF Level 01	3	2018-06-30	117867	Managing files in a Graphical User Interface (GUI) environment	
		NQF Level 01	3	2018-06-30	116932	Operate a personal computer system	
		NQF Level 01	3	2018-06-30	15091	Plan to manage one`s time	

		NQF Level 01	6	2008-02-06	110082	Understand the impact of customer service on a business	
		NQF Level 01	4	2010-11-20	117902	Use generic functions in a Graphical User Interface (GUI)-environment	
		NQF Level 01	5	2018-06-30	119373	Describe and represent objects in terms of shape, space and measurement	
		NQF Level 01	6	2018-06-30	119368	Describe, interpret and represent mathematical patterns, functions and algebra in different contexts	
		NQF Level 01	6	2018-06-30	119635	Engage in a range of speaking/signing and listening interactions for a variety of purposes	
		NQF Level 01	5	2018-06-30	119631	Explore and use a variety of strategies to learn	
		NQF Level 01	4	2018-06-30	110083	Process, analyse and communicate numerical data	
		NQF Level 01	6	2018-06-30	119640	Read/view and respond to a range of text types	

		NQF Level 01	4	2018-06-30	119362	Work with numbers; operations with numbers and relationships between numbers	
		NQF Level 01	6	2018-06-30	119636	Write/Sign for a variety of different purposes	
		NQF Level 01	3	2018-06-30	116933 Elective	Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations	
		NQF Level 01	4	2018-06-30	116938 Elective	Use a Graphical User Interface (GUI)-based word processor to create and edit documents	
		NQF Level 02	3	2018-06-30	117925 Elective	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	
		NQF Level 02	2	2018-06-30	116935 Elective	Enhance, edit and organise electronic messages using a	

						Graphical User Interface (GUI)-based messaging application	
		NQF Level 02	4	2018-06-30	116931 Elective	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	
		NQF Level 02	5	2018-06-30	117924 Elective	Use a Graphical User Interface (GUI)-based word processor to format documents	
		NQF Level 02	2	2018-06-30	116945 Elective	Use electronic mail to send and receive messages	
		NQF Level 01	4	2018-06-30	12537 Elective	Identify personal values and ethics in the workplace	
		NQF Level 01	3	2018-06-30	13176 Elective	Describe and discuss basic issues relating to the nature of business, the stakeholders in a business and business profitability	
		NQF Level 01	3	2018-06-30	10009 Elective	Demonstrate the ability to start and run a business and adapt to a changing business environment	

Staff Details:

List of Facilitators	Learning Programmes Delivered by Facilitator	Qualifications and Experience
Hendrik Johannes Vorster	SAQA ID 61755 SAQA ID 57712 LP 74630	-A signed service level agreement has been provided between the skills development provider and the facilitator. -A CV has been provided. -Certified copies of qualifications have been provided. -A certified copy of an identity document has been provided. The identity number is indicated as 6608015043080
Leon Joubert	SAQA ID 61755 SAQA ID 57712 LP 74630	-A signed service level agreement has been provided between the skills development provider and the facilitator. -A certified copy of an identity document has been provided. The identity number is indicated as 7502205043084 -A CV has been provided. -Certified copies of qualifications have been provided.
Jakobus Hendrik Vlok	SAQA ID 61755 SAQA ID 57712 LP 74630	-A signed service level agreement has been provided between the skills development provider and the facilitator. -A certified copy of an identity document has been provided. The identity number is indicated as 6006195008082 -Certified copies of qualifications must be provided. -A CV must be provided.
Magdalena Theunsiena Vorster	SAQA ID 61755 SAQA ID 57712 LP 74630	-A signed service level agreement has been provided between the skills development provider and the facilitator. -A certified copy of an identity document has been provided. The identity number is indicated as 6006195008082 --Certified copies of qualifications have been provided. -A CV must be provided.
List Constituent Assessors	Unit Standards/ Qualifications the Assessor is assessing	Qualifications and Experience
Ingrid Bernadette van Heerden	SAQA ID 61755 SAQA ID 57712 LP 74630	-A signed service level agreement has been provided between the skills development provider and the assessor.

		-Assessor registration is in place and is valid until 31 March 2018. -A certified copy of an identity document has been provided. The identity number is indicated as 7509150013087. -Certified copies of qualifications have been provided. -A CV must be provided.
List Constituent Moderators	Unit Standards/Qualifications the Moderator is moderating	Qualifications and Experience
Andrea Jane Kellett	SAQA ID 61755 SAQA ID 57712 LP 74630	-A signed service level agreement between the skills development provider and the moderator must be provided. -Moderator registration is in place and is valid until 31 March 2018. --A certified copy of an identity document has been provided. The identity number is indicated as 7610220258080. -Certified copies of qualifications have been provided. -A CV has been provided.

8 Core criteria

Criteria	Comments
1. Policy statement: The organization's aims, objectives and purposes are spelt out	1. Extension of scope
2. QMS: Outline procedures that implement quality management	2. Extension of scope
3. Review mechanisms: Outline the ways in which the implementation of policies would be monitored	3. Extension of scope

4. Programme delivery: Outline how learning programmes would be developed, delivered and evaluated	<u>Qualification</u> Further Education and Training Certificate: Generic Management SAQA ID 57712 LP • Curriculum document-Is in place but it must be amended to indicate the overall design and delivery methodology of the learning programme. • Alignment Matrix-An alignment matrix has not been provided for all the unit standards. An example of this relates to unit standards: 119457 and 242811. The learning programme can only be validated once an alignment matrix has been provided for all the unit standards. • Rules of the Qualification- Can only be validated once an alignment matrix, has been provided for all the unit standards. • Exit Level Outcomes- Can only be validated once an alignment matrix, has been provided for all the unit standards. • Learner Guide- Can only be validated once an alignment matrix, has been provided for all the unit standards. • Facilitator Guide- Can only be validated once an alignment matrix, has been provided for all the unit standards. • Notional hour matrix- Can only be validated once an alignment matrix, has been provided for all the unit standards. • Formative Assessment- Can only be validated once an alignment matrix, has been provided for all the unit standards. • Summative Assessment- Can only be validated once an alignment matrix, has been provided for all the unit standards. • Assessment Guide- Can only be validated once an alignment matrix, has been provided for all the unit standards. • Final Integrated Summative Assessment (If Applicable) – Can only be validated once an alignment matrix, has been provided for all the unit standards. • Learner POE guide- Can only be validated once an alignment matrix, has been provided for all the unit standards. • Moderator Guide- Can only be validated once an alignment matrix, has been provided for all the unit standards. • Internal Moderation Report-Must be provided. The learning material has been developed by Innovative Capacity Building Solutions cc. A service level agreement between the skills development provider and the service provider has been provided.
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4. Programme delivery: Outline how learning programmes would be developed, delivered and evaluated	<u>Qualification</u> Qualification Title: General Education and Training Certificate: Business Practice SAQA I.D. 61755 • Curriculum document-In place • Alignment Matrix- In place • Rules of the Qualification-In place • Exit Level Outcomes- Not applicable. The curriculum document indicates that the design methodology of the learning programme, is singular unit standards based. • Learner Guide – In place. • Facilitator Guide- In place but must be provided for SAQA ID 15091. • Notional hour matrix- In place. • Formative Assessment- In place • Summative Assessment- In place • Assessment Guide- In place • Final Integrated Summative Assessment In place • Learner POE guide- In place • Moderator Guide- In place • Internal Moderation Report (for the learning programme) – Must be provided. • The learning material has been developed by Innovative Capacity Building Solutions cc. A service level agreement between the skills development provider and the service provider has been provided.
5. Staff policies: Outline policies and procedures for staff selection, appraisal and development	
6. Learner policies: Policies and procedures for the selection of learners are outlined, and learners are given guidance and support	Extension of scope
7. Assessment policies: Outline policies and procedures for forms of assessments that are used and how they are managed	Extension of scope

8. Management system and policies: Indicate the financial, administrative and physical structures and resources of the organization, as well as procedures of accountability within the organization	-A company registration document has been provided for ExcelGrow Group Holdings Pty Ltd with the registration number of 2015/086303/07. -A current tax clearance certificate has been provided, which is valid until 2018/05/11. The tax clearance certificate number is 0700/2/2017/A000952466.
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General Comments:	

Areas for Remediation:

First time evaluation Report:	
Remedial Evaluation Report:	x
Extension of Scope Evaluation Report:	
MOU: Programme Approval Report	
Monitoring Site Visit Remedial Evaluation Report	

Short-term requirement:

Description of Remediation	Comment (Evaluator)
Staff Details	Jakobus Hendrik Vlok-Facilitator -Certified copies of qualifications must be provided. -A CV must be provided. Magdalena Theunsiena Vorster-Facilitator -A CV must be provided Ingrid Bernadette van Heerden-Assessor -A CV must be provided.

	Remedial Comment:2017/10/10 Areas of Remediation are addressed
4. Programme delivery: Outline how learning programmes would be developed, delivered and evaluated	Qualification Further Education and Training Certificate: Generic Management SAQA ID 57712 LP • Curriculum document-Is in place but it must be amended to indicate the overall design and delivery methodology of the learning programme. • Alignment Matrix-An alignment matrix has not been provided for all the unit standards. An example of this relates to unit standards: 119457 and 242811. The learning programme can only be validated once an alignment matrix has been provided for all the unit standards. • Rules of the Qualification- Can only be validated once an alignment matrix, has been provided for all the unit standards. • Exit Level Outcomes- Can only be validated once an alignment matrix, has been provided for all the unit standards. • Learner Guide- Can only be validated once an alignment matrix, has been provided for all the unit standards. • Facilitator Guide- Can only be validated once an alignment matrix, has been provided for all the unit standards. • Notional hour matrix- Can only be validated once an alignment matrix, has been provided for all the unit standards. • Formative Assessment- Can only be validated once an alignment matrix, has been provided for all the unit standards. • Summative Assessment- Can only be validated once an alignment matrix, has been provided for all the unit standards. • Assessment Guide- Can only be validated once an alignment matrix, has been provided for all the unit standards. • Final Integrated Summative Assessment (If Applicable) – Can only be validated once an alignment matrix, has been provided for all the unit standards. • Learner POE guide- Can only be validated once an alignment matrix, has been provided for all the unit standards. • Moderator Guide- Can only be validated once an alignment matrix, has been provided for all the unit standards. • Internal Moderation Report-Must be provided.

	Remedial Comment:2017/10/10 Areas of Remediation are addressed The learning material has been externally developed. A service level agreement is in place between the skills development provider and Innovative Capacity Building Solutions T/A Capacity Builder.
4. Programme delivery: Outline how learning programmes would be developed, delivered and evaluated	Qualification Qualification Title: General Education and Training Certificate: Business Practice SAQA I.D. 61755 Facilitator Guide- In place but must be provided for SAQA ID 15091. Internal Moderation Report (for the learning programme) – Must be provided. Remedial Comment:2017/10/10 Areas of Remediation are addressed

Long term requirement/recommendation N/A

Description of Remediation	Comment (Evaluator)

Areas still to be remediated: N/A

Short-term requirement:

Description of Remediation	Comment (Evaluator)

Long term requirement/recommendation: N/A

Description / or Quality Indicator	Comment (Evaluator)
N/A	

History of Provider Accreditation:

Learning Programme against accreditation	Accreditation Status	US	NQF	Credit	US Expiry Date
N/A					

Name of Evaluator (Fatima Bhayat)
Date: 10 October 2017

Name of the Manager: Nozipho Zondo
Date: 08 November 2017



5. Conclusion

- a. **ExcelGrow Group Holdings (Pty) Ltd** has been awarded a **Provisional Accreditation** status, valid until **31 March 2020**.
- b. All conditions met in the report above will need to be maintained and improved in order to meet the requirements for accreditation.
- c. You would be required to comply with the reporting procedures of **SSETA- Services Sector Education Training Authority**.
- d. 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, **SSETA- Services Sector Education Training Authority** congratulates **ExcelGrow Group Holdings (Pty) Ltd** on their achievement.

Kind regards



Andiswa Yokwe
QMD: Accreditation
andisway@serviceseta.org.za

The Services SETA (Sector Education & Training Authority)
 15 Sherborne Road, Parktown, Gauteng, 2193,
 P.O. Box 3322, Houghton, 2041
 Email: customercare@serviceseta.org.za,
 Website: www.serviceseta.org.za
 Tel: 011 276 9600, Fax: 011 276 9623



Date: 29 November 2017

Christo Botha

8 Myrtle Street

Three Rivers

Vereeniging

Tel: 016 4234293

E-mail: Christo@excelgrow.co.za

Dear Christo Botha

Services SETA Accreditation No: 12155

**RE - Accreditation of Provider – ExcelGrow Group Holdings (Pty) Ltd – Company
 Registration Number 2015/086303/07**

This serves as confirmation that **ExcelGrow Group Holdings (Pty) Ltd** accreditation no. **12155** has been **awarded Provisional Accreditation** valid until **31 March 2020**, as a Provider of Education and Training for the delivery of the following learning programme/s:

Name of Learning / Skills Programme	NQF Level	Number of Credits	Expiry Date	Unit Standards aligned to / Learning programme		Qualification to which the learning program and unit standards are linked / contextualized
				Qual. / US ID	Title	
Qualification Title: General Education and Training Certificate: Business Practice	NQF Level 01	121	2018-06-30			Qualification Title: General Education and Training Certificate: Business Practice SAQA I.D. 61755 NQF Level: NQF Level 01 Credits: 121 Registration start date: 2015-07-01 Registration end date: 2018-06-30 Last date for enrolment: 2019-06-30

						Last date for achievement: 2022-06-30
Further Education and Training Certificate: Generic Management SAQA I.D. 57712 LP 74630	4	150	2018-06-30			Qualification Title: Further Education and Training Certificate: Generic Management SAQA I.D. 57712 LP 74630 NQF Level: NQF Level 04 Credits: 150 Registration start date: 2015-07-01 Registration end date: 2018-06-30 Last date for enrolment: 2019-06-30 Last date for achievement: 2022-06-30

A comprehensive report in terms of the evaluation of your application for accreditation will be sent to you. Where there are any recommendations and requirements stipulated please ensure that you provide the **SSETA- Services Sector Education Training Authority** with the required information as per the stipulations.

Your accreditation number must be utilised by **ExcelGrow Group Holdings (Pty) Ltd** only and may not be used by any other Skills Development Provider.

As an accredited Skills Development Provider you are required to:

1. Complete and submit the attached code of conduct to SSETA within 7 working days of receipt of this letter.
2. Submit learner enrolments to SSETA within 21 days of the commencement of the approved training intervention.
3. Conduct training, assessment and moderation.
4. Upload learner achievements in order for external moderation to be conducted by the SSETA.

Skills Development Provider monitoring site visits will continue to be scheduled in accordance with quality assurance standards and practice.

Finally the Services SETA wishes to congratulate **ExcelGrow Group Holdings (Pty) Ltd** on this achievement and is looking forward to a long association.

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

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Nozipho Zondo', is positioned above the printed name.

Nozipho Zondo
Manager: QMD
(Pre-Accreditation and Qualifications)
E-mail: noziz@serviceseta.org.za

