

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

Registered Name of Skills Development Provider	DaySeven Training (Pty) Ltd	
Company Registration No.	2016/039096/07	
Accreditation No.	12497	
Contact Person	Patrick Ooro	
Contact Details	Tel: 0871505619 Cell: 0645449636	Tel: 0871505619 Cell: 0645449636
	Email: training@dayseventraining.co.za	
Physical Address	32 Northern View, 90 Douglas Drive, Douglasdale	
Postal Code	2191	
Province	Gauteng	
Accreditation End Date	As in accordance with the learner enrolment end date of the qualification.	
Services SETA Project Reference Number		
Report Date		

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	
Remedial	
Extension of Scope	

3. Outcome of Evaluation:

Learning Programme	Online Learning Delivery Recommended	Online Learning Delivery Not Yet Recommended
Further Education and Training Certificate: Business Administration Services NQF Level 4	Recommended	
Further Education and Training Certificate: Generic Management NQF Level 4	Recommended	
Further Education and Training Certificate: Marketing NQF Level 4	Recommended	
Further Education and Training Certificate: New Venture Creation NQF Level 4	Recommended	
Further Education and Training Certificate: Project Management NQF Level 4	Recommended	
National Certificate: Business Administration Services NQF Level 3	Recommended	
National Certificate: Generic Management NQF Level 5	Recommended	
National Certificate: Management NQF Level 3	Recommended	
National Certificate: New Venture Creation (SMME) NQF Level 2	Recommended	

4. Online Learning Mode of Delivery

Description	
<p>Name and description of the online learning mode of delivery.</p>	<p>online learning portal that has been running for the past 2 year. The portal can be found at http://lms.dayseventraining.co.za</p> <p>The portal combines the following aspects in order to deliver quality training: SETA accredited material, Videos, Task/Assessments/Activities, Chat groups, Workshops and Online Virtual Instructor-led (Facilitator – Learner engagement)</p>
<p>Has the Training Provider made arrangements for all learners to gain access to the online learning mode of delivery? Explain.</p>	<p>The platform is readily available to all learners</p> <p>Additionally, DaySeven Training’s existing clients have been made aware of the necessary requirements and have committed to providing them in order for online learning to take place.</p> <p>SDP must name those requirements for authenticity of what information the evaluator is evaluating.</p>

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	✓		
	Online learner, guidance and support procedures	✓		
	Online assessment procedures	✓		
	Online moderation procedures	✓		
	Online assessment appeal procedures	✓		
	Quality assurance of learner achievements (QALA) procedures	✓		
	Confidentiality	✓		
Online special needs access	✓			
Learning Programme Delivery	List of SSETA <u>approved</u> learning programmes for which online learning approval is sought:			
	SAQA Qualification ID & LP or Unit Standard IDs and linked qualification	1. Further Education and Training Certificate: Business Administration Services (67465)		
		2. National Certificate: Management (83946)		
		3. Further Education and Training Certificate: Generic Management (57712)		
		4. Further Education and Training Certificate: Project Management (50080)		
		5. Further Education and Training Certificate: New Venture Creation (66249)		
		6. National Certificate: New Venture Creation (SMME) (49648)		
		7. National Certificate: Generic Management (59201) LP60269		
		8. Further Education and Training Certificate: Marketing (67464) LP59276		
		9. Further Education and Training Certificate: Business Administration Services (61595)		
Online Facilitation - the following detailed information/procedures are available and adequate:				
	Y	N	Comments	
Learning pathway	✓			
How the attendance register will be documented	✓			
Facilitator role, responsibilities and procedures that will be followed	✓			
Facilitator guidelines / delivery structure aligned to outcomes and notional hours	✓			

Learner's access to learning material including assessments	✓		
How assessments will be conducted (formative, summative & FISA)	✓		
Appeals and disputes	✓		
Facilitator reporting	✓		
Online Assessment and Moderation - the following detailed procedures are in place and adequate:			
	Y	N	Comments
Planning of assessment	✓		
Preparation of the learner before assessment	✓		
Procedures followed during assessment	✓		
Feedback to the learner and third parties after the assessment	✓		
Re-assessment strategy	✓		
Internal moderation	✓		
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 	✓		
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	✓		
Learner CV, ID, Matric Certificate, other related certificates	✓		
All required learner documentary evidence for activities, summative and workplace application.	✓		
Learner review of the assessment process	✓		
Learner re-assessment plan	✓		
Learner feedback report	✓		
Learner assessment appeal	✓		
Internal moderation	✓		

	Provision for learner, assessor and moderator authentication (signature) and dates after each summative assessment task/activity	✓		
	External Moderation: How will the electronic online Learner's PoE be made available individually as an e-portfolio.	✓		

General Comments:

6. Areas for Remediation:

Short-term requirements:

Description of Remediation	Comment (Evaluator)

Long-term requirements:

Description of Remediation	Comment (Evaluator)

7. Areas still to be remediated:

Short-term requirements:

Description of Remediation	Comment (Evaluator)

Long-term requirements:

Description of Remediation	Comment (Evaluator)

Name of Evaluator: Stephen Radebe




Signature:

Date: 22/05/2020

Executive Manager: Andile Sipengane

Signature:



Date: 29 May 2020



Chief Executive Officer: Amanda Buzo-Gqoboka

Signature: 29 MAY 2020

Date:

8. Conditions/ Conclusion

- I. DaySeven Training (Pty) Ltd is hereby **Approved for online training delivery using** Online Virtual Instructor-led **as the mode of delivery**, for the learning programmes as detailed in the report above.
- I. All gaps identified in the report above will need to be addressed by the timeframes established by the **Services SETA**.
- II. All conditions met in the report above will need to be maintained and improved in order to meet the requirements for **online training delivery**.
- III. 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 DaySeven Training (Pty) Ltd on their achievement.

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

Name of SSETA Staff member:

Position:
E-mail Address: