

WHM Human Resources and Leadership Academy (Pty) Ltd
260 15th Avenue, Rietfontein
Pretoria

20 December 2018

Accreditation Status of WHM Human Resources and Leadership Academy (Pty) Ltd

In terms of Section 32 of the NQF Act 67 of 2008 read with section 26l of the SDA (2) 37 of 2008 SAQA and Quality Councils (QCs) have delegated certain quality assurance functions to SA Board for People Practices (SABPP) since 16 October 2012 also known as Quality Assurance Partner (QAP) takes this opportunity to congratulate you on your accreditation, which has been approved by the Board on 16 November 2018 for the following qualification/s

SAQA ID	Qualification Title	Credits and NQF Level	Accreditation No.	Period
93994	National Diploma: Labour Relations Practices : Dispute Resolution Learning Programme Recorded against ID: 94079	241 NQF L5	63918P175WHM	16 November 2018 - 15 May 2021
49692	National Diploma: HR Management and Practices Learning Programme Recorded against ID: 61592	249 NQF L5	63918P175WHM	16 November 2018 - 15 May 2021

Note, this letter is written whilst awaiting QCTO Processes to be finalised.

If you would any further clarity regarding this letter, do contact the writer on (011) 045-5400.

Yours Sincerely



Naren Vassan



PROVIDERS CODE OF CONDUCT

1. PREAMBLE

In terms of the Section 32 of the NQF Act 67 of 2008 read with Section 261 of the SDA (S) 37 OF 2008, SAQA and Quality Council for Trade and Occupation (QCTO) to fulfil the functions as contemplated in the SABPP QAP to perform the following functions:

- Accredit constituent providers for specific unit standards and qualifications;
- Promote quality and monitor provision among constituent providers;
- Evaluate assessment and facilitate moderation among constituent providers;
- Register constituent assessors for specified unit standards and/or qualifications;
- Take responsibility for the certification of learners and accredited providers;
- Maintain records and upload learner information to SAQA NLRD.
- Recommend new standards or qualifications/part qualification, or amendments to existing standards and qualifications, to QCTO.

The SA Board for People Practices believes in conducting business with uttermost integrity, adhering to the highest possible standards and acting with professionalism. In turn Training Providers accredited by the SABPP will accept, and adhere to this Code of Conduct.

2. ROLE OF PROVIDERS

All providers accredited with the SABPP shall conduct their business to provide education and training to the best of their ability in-line with the QAP/SAQA/QCTO criteria for the accreditation of Training Providers.

The assessment practices must be inline SAQA and QCTO Polices, however, SABPP requests that assessment must be conducted regularly followed up with written feedback to learners and respective stakeholders, reports must be generated regularly. Moderation must be conducted regularly and NOT at the end of the project. If malpractices are practices are conducted, providers accreditation will be jeopardised.

Note, the providers policies must be applied, practiced and implemented, so that your integrity is based on ethical, good and professional.



3. **INTEGRITY**

All providers shall conduct their business with the SABPP, the community and all their clients with uttermost integrity.

4. **PROFESSIONALISM**

All the providers shall conduct their business with the community and all their clients with professionalism.

5. **GOOD FAITH**

All the providers shall conduct their business with the community and all their clients with uttermost good faith.

6. **COMPLIANCE WITH THE LAW**

Due to the nature of the role of training providers, it is incumbent upon all Training Providers accredited by the SABPP to comply with all the laws of the land in particular the Skills Development Act, Skills Development Levies Act, Protection of Personal Information Act (POPI); Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Health and Safety Act and laws related to training and conducting of business in general..

7. **CONFIDENTIALITY**

During their interaction with the SABPP and the public, training providers will gain access to confidential information and /or material belonging to third parties and to this end all the training providers accredited by the SABPP shall always keep such information confidential and not be permitted to make a disclosure of such information or use it without the written consent of any affected party. Your practices must be in-line with the relevant legislation such POPI Act and others.

8. **DATA UPLOAD**

Training providers are required to upload learner(s) information when commencing (enrolment) and completion (achievements) of learning. All projects must be tracked and both SABPP/QCTO will have the right to interrogate the data.

9. **BILLING**

Training providers are obliged to make payment as per scheduled fees for the respective services rendered by the SABPP – QAP Department. No services will be rendered without payment in full.

10. **OBJECTIVES**

Training Providers shall always shall seek to:

- Provide employers, clients and learners with a highest level of quality education, training and development.
- Maintain confidentiality and integrity in the education, training and



development practice.

- Develop human potential for recognised the rights and dignities of the learners.
- Honour all learner and learnerships agreements.
- Report accurately on human resource development, credentials, experience, ability and qualifications as requested by the SABPP QAP.
- Adhere to policies, criteria and guidelines of the SABPP QAP.

11. DE-REGISTRATION

Failure to adhere to this code of conduct shall result in the withdrawal of the providers, accreditation and registration with the SABPP QAP and formal action taken by the SABPP. The following instances are regarded as serious practice of this code of conduct and may lead to de-accreditation and deregistration as an SABPP accredited training provider.

- Complaint lodged by learners or other stake holders/clients regarding the conduct or ethics of the provider.
 - Repeated none performance and /or policy and guidelines violation.
 - Willful misrepresentation by the provider on any matters relating to the business of the provider
 - Failure to comply with the audits requirements of the SABPP QAP.

12. DECLARATION BY THE PROVIDER

Providers accredited by the SABPP QAP will be required to accept, the following declaration if training is conducted offsite as well:

- that Service Level Agreements (SLA) are in-place between companies and training providers before the commencement of training,
- that the following sites, workplaces, providers and/or employers are the sites used by the Training Provider for Training and/or Assessments,
- that these learning sites have been declared FIT FOR PURPOSE by the Company,
- that you have an Offsite Policy and Checklist in place,
- that only the following learning sites listed below are used by the Training Provider

1.

259 16th Avenue, Rietfontein

2.

A. D.

I/we W4M Human Resources and Leadership Academy the undersigned declare that we have read and understood the contents of this document and are aware that any disregard of this document may result in I/we are being de-accredited and de-registered as a training providers with the SABPP QAP.

Accepted by:

HPP van Graan

Person responsible for the Training


Signature on behalf of the
Institution/Company

Date:

20/12/18

Submit signed document within 5 days of receipt.