



SSETA- SERVICES SECTOR EDUCATION TRAINING AUTHORITY

ACCREDITATION EVALUATION REPORT

PROVIDER CONTACT DETAILS:

Registered Name of Provider: African Spirit Trading 327 (Pty) Ltd

Trading Name of Provider: Charter Academy

Satellite campuses if any: N/A

Contact Person: Cashel Harris

Tel: 011 486 1124

Fax: N/A

Cell: 072 448 8401

E-mail: cashel@charteracademy.co.za

**Physical Address: 126 Barry Hertzog Drive
Greenside
Johannesburg
2140**

**Postal Address: 126 Barry Hertzog Drive
Greenside
Johannesburg
2140**

Company registration number: 2006/025895/07

Date of Report: 06 December 2018

Provider Accreditation Number: 2352

Introduction

This is a report of an institutional and learning programme evaluation of **African Spirit Trading 327 (Pty) Ltd t/a Charter Academy** 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 **African Spirit Trading 327 (Pty) Ltd t/a Charter Academy** 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:	
Extension of Scope Evaluation:	13-14 November 2018
MOU: Programme Approval	
Monitoring Site Visit Remedial Evaluation	

3. Outcome of Evaluation:

Accreditation status awarded

Learning Programme Title	Provisional Accreditation	Full Accreditation	Accreditation Not Yet Recommended	Programme Approval Awarded (MOU Providers)
National Certificate: New Venture Creation (SMME) SAQA I.D. 49648	✓			
Further Education and Training Certificate: New Venture Creations SAQA I.D. 66249	✓			

This serves as a confirmation that **African Spirit Trading 327 (Pty) Ltd t/a Charter Academy** has been evaluated and based on the recommendations of the **SSETA- Services Sector Education Training Authority** evaluator, **African Spirit Trading 327 (Pty) Ltd t/a Charter Academy** has been awarded **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	Component	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 : New Venture Creation	Provisional Accreditation	4	154	2023/06/30				Qualification ID: 66249 Qualification Title: Further Education and Training Certificate : New Venture Creation NQF Level: 4 Credits: 149 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date of enrolment: 2024-06-30 Last date of achievement: 2027-06-30
		NQF Level 4	4	2023/06/30	Core	114600	Apply innovative thinking to the development of a small business	
		NQF Level 4	6	2023/06/30	Core	263455	Apply the principles of costing and pricing to a business venture	
		NQF Level 4	5	2023/06/30	Core	263356	Demonstrate an understanding of an entrepreneurial profile	
		NQF Level 4	5	2023/06/30	Core	263514	Demonstrate an understanding of the function of the market mechanisms in a new venture	
		NQF Level 4	6	2023/06/30	Core	120389	Explain and apply the concept, principles and	

						theories of motivation in a leadership context
	NQF Level 4	5	2023/06/30	Core	114584	Finance a new venture
	NQF Level 4	4	2023/06/30	Core	263534	Implement an action plan for a new venture
	NQF Level 4	6	2023/06/30	Core	263474	Manage finances of a new venture
	NQF Level 4	4	2023/06/30	Core	114805	Manage general administration
	NQF Level 4	5	2023/06/30	Core	13948	Negotiate an agreement or deal in an authentic work situation
	NQF Level 4	6	2023/06/30	Core	263434	Plan and manage production/operations in a new venture
	NQF Level 4	4	2023/06/30	Core	263456	Plan strategically to improve new venture performance
	NQF Level 4	8	2023/06/30	Core	114592	Produce business plans for a new venture
	NQF Level 4	5	2023/06/30	Core	114596	Research the viability of new venture ideas/opportunities
	NQF Level 5	9	2023/06/30	Core	116394	Implement and manage human resource and

						labour relations policies and acts	
		NQF Level 3	5	2023/06/30	Fundamental	119472	Accommodate audience and context needs in oral/signed communication
		NQF Level 3	5	2023/06/30	Fundamental	119457	Interpret and use information from texts
		NQF Level 3	5	2023/06/30	Fundamental	119467	Use language and communication in occupational learning programmes
		NQF Level 3	5	2023/06/30	Fundamental	119465	Write/present/sign texts for a range of communicative contexts
		NQF Level 4	6	2023/06/30	Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems
		NQF Level 4	5	2023/06/30	Fundamental	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts

		NQF Level 4	5	2023/06/30	Fundamental	119469	Read/view, analyse and respond to a variety of texts	
		NQF Level 4	4	2023/06/30	Fundamental	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	
		NQF Level 4	5	2023/06/30	Fundamental	119471	Use language and communication in occupational learning programmes	
		NQF Level 4	6	2023/06/30	Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	
		NQF Level 4	5	2023/06/30	Fundamental	119459	Write/present/sign for a wide range of contexts	
		NQF Level 3	10	2023/06/30	Elective	119671	Administer contracts for a selected new venture	
		NQF Level 3	11	2023/06/30	Elective	113836	Apply basic computer technology	

		NQF Level 3	10	2023/06/30	Elective	123258	Foster and maintain customer relations	
		NQF Level 4	4	2023/06/30	Elective	117156	Interpret basic financial statements	
		NQF Level 4	5	2023/06/30	Elective	114593	Tender to secure business for a new venture	
Name of Learning programme/Skills programme								
Awarded Accreditation status								
NQF level								
Number of Credits								
Expiry Date								
Component								
US								
US Title								
Qualification to which the learning program and unit standards are linked / contextualized								
National Certificate: New Venture Creation (SMME)	Provisional Accreditation	NQF Level 2	140	2023/06/30				Qualification ID: 49648 Qualification Title: National Certificate: New Venture Creation (SMME) NQF Level: 2 Credits: 138 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date of enrolment: 2024-06-30 Last date of achievement: 2027-06-30
		NQF Level 2	2	2023/06/30	Core	113924	Apply basic business ethics in a work environment	
		NQF Level 2	2	2023/06/30	Core	114974	Apply the basic skills of customer service	
		NQF Level 2	4	2023/06/30	Core	114959	Behave in a professional manner in a business environment	
		NQF Level 2	8	2023/06/30	Core	119666	Determine financial requirements of a new venture	

		NQF Level 2	7	2023/06/30	Core	119673	Identify and demonstrate entrepreneurial ideas and opportunities	
		NQF Level 2	8	2023/06/30	Core	119667	Identify the composition of a selected new venture's industry/sector and its procurement systems	
		NQF Level 2	8	2023/06/30	Core	119668	Manage business operations	
		NQF Level 2	10	2023/06/30	Core	119674	Manage finances for a new venture	
		NQF Level 2	7	2023/06/30	Core	119672	Manage marketing and selling processes of a new venture	
		NQF Level 2	6	2023/06/30	Core	119669	Match new venture opportunity to market needs	
		NQF Level 2	8	2023/06/30	Core	119670	Produce a business plan for a new venture	
		NQF Level 2	5	2006/02/09	Fundamental	8963	Access and use information from texts	
		NQF Level 2	3	2023/06/30	Fundamental	9009	Apply basic knowledge of statistics and probability to influence the use of data and	

							procedures in order to investigate life related problems	
		NQF Level 2	3	2023/06/30	Fundamental	7480	Demonstrate understanding of rational and irrational numbers and number systems	
		NQF Level 2	3	2023/06/30	Fundamental	9008	Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts	
		NQF Level 2	5	2006/02/09	Fundamental	8962	Maintain and adapt oral communication	
		NQF Level 2	5	2010/02/09	Fundamental	8967	Use language and communication in occupational learning programmes	
		NQF Level 2	2	2023/06/30	Fundamental	7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	

		NQF Level 2	5	2023/06/30	Fundamental	9007	Work with a range of patterns and functions and solve problems	
		NQF Level 2	5	2006/02/09	Fundamental	8964	Write for a defined context	
		NQF Level 2	5	2023/06/30	Elective	13932	Prepare and process documents for financial and banking processes	
		NQF Level 3	4	2023/06/30	Elective	13930	Monitor and control the receiving and satisfaction of visitors	
		NQF Level 3	10	2023/06/30	Elective	119671	Administer contracts for a selected new venture	
		NQF Level 3	4	2023/06/30	Elective	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub—sector, own organization and a specific workplace	
		NQF Level 3	3	2023/06/30	Elective	13929	Co-ordinate meetings, minor events and travel arrangements	

		NQF Level 3	8	2023/06/30	Elective	119712	Tender for business or work in a selected new venture	

Staff Details:

List of Facilitators	Learning Programmes Delivered by Facilitator	Qualifications and Experience
Sharon Charmaine Konig 6310160164080	National Certificate: New Venture Creation (SMME) SAQA I.D. 49648 Further Education and Training Certificate: New Venture Creations SAQA I.D. 66249	The following documents were verified and found compliant: <ul style="list-style-type: none"> • Proof of Constituent Registration Report as Assessor/Moderator with SSETA valid until 31 March 2020 • Signed Service Level Agreements by both parties • C.V. • Certified I.D. Copy • Certified copies of qualifications
List Constituent Assessors	Unit Standards/ Qualifications the Assessor is assessing	Qualifications and Experience
Sharon Charmaine Konig 6310160164080	National Certificate: New Venture Creation (SMME) SAQA I.D. 49648 Further Education and Training Certificate: New Venture Creations SAQA I.D. 66249	The following documents were verified and found compliant: <ul style="list-style-type: none"> • Proof of Constituent Registration Report as Assessor/Moderator with SSETA valid until 31 March 2020 • Signed Service Level Agreements by both parties • C.V. • Certified I.D. Copy • Certified copies of qualifications
List Constituent Moderators	Unit Standards/ Qualifications the Moderator is moderating	Qualifications and Experience
Dumisani Callistus Zwane 5910145207085	National Certificate: New Venture Creation (SMME) SAQA I.D. 49648 Further Education and Training Certificate: New Venture Creations SAQA I.D. 66249	The following documents were verified and found compliant: <ul style="list-style-type: none"> • Proof of Constituent Registration Report as Assessor/Moderator with SSETA valid until 31 March 2020 • Signed Service Level Agreements by both parties • C.V. • Certified I.D. Copy • Certified copies of qualifications

8 Core criteria

Criteria	Comments
1. Policy statement: The organization's aims, objectives and purposes are spelt out	Primary SETA: Services SETA Accreditation Number: 2352 Accreditation Expiry Date: 20 March 2020 Extension of Scope
2. QMS: Outline procedures that implement quality management	Extension of Scope
3. Review mechanisms: Outline the ways in which the implementation of policies would be monitored	Extension of Scope
4. Programme delivery: Outline how learning programmes would be developed, delivered and evaluated	<p><u>Qualification</u> Qualification ID: 66249 Qualification Title: Further Education and Training Certificate : New Venture Creation NQF Level: 4 Credits: 149 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date of enrolment: 2024-06-30 Last date of achievement: 2027-06-30</p> <p>Qualification Rule--The provider has developed all the Core and Fundamental Unit Standards. The total number of credits for the Electives developed is equal to forty (40). Therefore the provider has met the qualification rules.</p> <p>The Learning Material-- Learning material was developed by Services SETA. The Second Language material has to be developed by the provider.</p> <p>Curriculum document --Is in place and satisfactory. Alignment Matrix—In place Exit Level Outcomes—In place. Learner Guide –Is available Facilitator Guide--In place 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</p>

<p>4. Programme delivery: Outline how learning programmes would be developed, delivered and evaluated</p>	<p><u>Qualification</u> Qualification ID: 49648 Qualification Title: National Certificate: New Venture Creation (SMME) NQF Level: 2 Credits: 138 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date of enrolment: 2024-06-30 Last date of achievement: 2027-06-30</p> <p>Qualification Rule--The provider has developed all the Core and Fundamental Unit Standards. The total number of credits for the Electives developed is equal to thirty four (34). Therefore the provider has met the qualification rules.</p> <p>The Learning Material-- Learning material was developed by Services SETA.</p> <p>Curriculum document --Is in place and satisfactory. Alignment Matrix—In place Exit Level Outcomes—In place. Learner Guide –Is available Facilitator Guide--In place 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</p>
<p>5. Staff policies: Outline policies and procedures for staff selection, appraisal and development</p>	<p>Extension of Scope</p>
<p>6. Learner policies: Policies and procedures for the selection of learners are outlined, and learners are given guidance and support</p>	<p>Extension of Scope</p>
<p>7. Assessment policies: Outline policies and procedures for forms of assessments that are used and how they are managed</p>	<p>Assessment, moderation and appeals in place. Moderation sample noted as 25%</p>
<p>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</p>	<p>Extension of Scope</p> <p>The Tax Clearance Certificate is valid until 2019/09/10.</p> <p>.</p>

General Comments:

The provider has satisfied the accreditation requirements.

History of Provider Accreditation:

Learning Programme against accreditation	Accreditation Status	SAQA I.D.	NQ F	Credit	US Expiry Date
Further Education and Training Certificate: Real Estate	Provisional Accreditation	59097	4	150	2023/06/30
National Certificate: Real Estate	Provisional Accreditation	20188	5	135	2023/06/30

4. Conclusion

- I) **African Spirit Trading 327 (Pty) Ltd t/a Charter Academy** has been awarded **Provisional Accreditation** status on the listed programmes as set out above at this stage until **31 March 2020**.
- II) All conditions met in the report above will need to be maintained and improved in order to meet the requirements for accreditation.
- III) You would be required to comply with the reporting procedures of **SSETA- Services Sector Education Training Authority**.
- IV) 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 **African Spirit Trading 327 (Pty) Ltd t/a Charter Academy** on their achievement.

Name of Evaluator: Buyiselwa Gelese
Date: 14 November 2018

Name of Manager: Tumelo Ngwako
Date: 06 December 2018

Signature:




Name of SSETA Staff member: Ntombi Ndlovu
Position: Officer
E-mail Address: Ntombin@serviceseta.org.za



06 December 2018

African Spirit Trading 327 (Pty) Ltd t/a Charter Academy

126 Barry Hertzog Drive, Greenside, Johannesburg

Tel: 011 486 1124/ 072 448 8401

E-mail: cashel@charteracademy.co.za

Dear Cashel Harris

Services SETA Accreditation No: 2352

RE-Accreditation of Provider- African Spirit Trading 327 (Pty) Ltd t/a Charter Academy -2006/025895/07

As per the delegation from the Quality Council for Trades and Occupations in terms of the NQF Act (Act No.67 of 2008) and Skill Development Act, 1998 (Act No. 97 of 1998, as amended), this letter serves to confirm that **African Spirit Trading 327 (Pty) Ltd t/a Charter Academy** is accredited as a skills development provider for the following:

Name of Learning / Skills Programme	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
				Qual. / US ID	Title	
Further Education and Training Certificate : New Venture Creation	4	149	2023/06/30	66249	Further Education and Training Certificate : New Venture Creation	Qualification ID: 66249 Qualification Title: Further Education and Training Certificate : New Venture Creation NQF Level: 4 Credits: 149 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date of enrolment: 2024-06-30 Last date of achievement: 2027-06-30
National Certificate: New Venture Creation (SMME)	2	138	2023/06/30	49648	National Certificate :New Venture Creation	Qualification ID: 49648 Qualification Title: National Certificate: New Venture Creation (SMME) NQF Level: 2 Credits: 138 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date of enrolment: 2024-06-30 Last date of achievement: 2027-06-30

Period: 31 March 2020

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 **African Spirit Trading 327 (Pty) Ltd t/a Charter Academy** 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 **African Spirit Trading 327 (Pty) Ltd t/a Charter Academy** 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



Tumelo Ngwako

Manager: QMD: Accreditations

E-mail: TumeloN@serviceseta.org.za

