



# APPLICATION FORM FOR SABPP HIGHER EDUCATION QUALIFICATION ENDORSEMENT ON HUMAN RESOURCES

## 1. APPLICATION PROCESS

Step	Description
<b>Step 1:</b>	Submit the SABPP Application for ENDORSEMENT (2 years period) of learning event/product/service approval. This form can be obtained by emailing a request to Naren Vassan at <a href="mailto:naren@sabpp.co.za">naren@sabpp.co.za</a>
<b>Step 2:</b>	The applicant will receive a notification: "Application receipt". The SABPP will have 14 working days to complete the endorsement process.
<b>Step 3:</b>	The Head: Learning and Quality Assurances will review the application and request for supporting evidence (refer step 4) followed by a formal site-visit. A formal quotation will be covering assessing/evaluation and logistics will be sent
<b>Step 4:</b>	<p>Approval of the endorsement will be assessed against the following criteria which must be provided on a flash-drive and supporting text books.</p> <ul style="list-style-type: none"> <li>• The curriculum and related reading material and referencing of content.</li> <li>• The credential of learner support in the form of lecturers, tutors and supervisors relevant to the Human Resources qualification.</li> <li>• Learner Enrolment Policy.</li> <li>• Set of recent Exam Papers with Memorandums per module/subject.</li> <li>• Alignment of curriculum to the SABPP National HR Standards and Competency Model. (refer pg. 6)</li> <li>• The professional reputation and credibility of the applicant must be found to be in line with the SABPP values (respect/integrity/responsibility/expertise). If the applicant has a negative reputation in the market, then SABPP will decline the application.</li> <li>• Followed by a formal site visit by the panellist.</li> </ul> <p><b>Payment must be made within 5 working days of application submitted.</b></p>
<b>Step 5:</b>	The Chairperson of Higher Education Committee will approve or not approve the endorsement based on the criteria above.
<b>Step 6:</b>	<p>If approved, the Head: Learning and Quality Assurances will forward the formal letter and request proof of payment. The applicant will be forwarded the following for signature:</p> <ul style="list-style-type: none"> <li>• Qualification Endorsement Agreement</li> <li>• Qualification Endorsement Policy</li> <li>• Policy on the use of the SABPP logo</li> </ul>
<b>Step 7:</b>	Once approved the endorsement and provider details and relevant information will be placed on the SABPP's website.
<b>Step 8:</b>	<p>The applicant can place the <b>SABPP logo on their marketing material in compliance with the Policy on the use of the SABPP logo</b>. The logo will be forwarded to the applicant by the SABPP's Marketing Manager.</p> <p>The required process must be followed. The "marketing material" must be signed-off by the Head Learning and Quality Assurances and the Marketing Manager.</p> <p><b>Note:</b> The use of logo must be approved by all stakeholders. Abuse of logo, name(s) and false pretences will be dealt by law.</p>

<b>Step 9:</b>	The endorsement and renewal will be monitored on a annual basis at a fee of R 4500.00 plus logistical cost and monitored in compliance to the: <ul style="list-style-type: none"> <li>Criteria stated in step 4 and 6 above.</li> </ul>
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## 2. APPLICANT DETAILS

<b>Registered name</b>	
<b>Trading name</b>	
<b>Email address/addresses</b>	
<b>Physical address</b>	
<b>Postal address</b>	
<b>Website (where applicable)</b>	
<b>Legal status</b>	<input type="checkbox"/> Registered Company or Closed Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> NGO (Not for Gain Organisation) <input type="checkbox"/> Statutory Body <input type="checkbox"/> Other: _____
<b>Tax number</b>	
<b>VAT number</b>	
<b>TAX Clearance Certificate</b>	<b>Have you submitted the TAX CLEARANCE CERTIFICATE?</b>
<b>SABPP Professional Registration number and Related professional number</b>	
<b>Nature of core business (Eg: Education, Consulting; Wellness Provider etc.)</b>	

## 3. APPLICANT'S CONTACT DETAILS

Please provide the contact details of a director with whom the SABPP will liaise with. The director will be the person held liable for all agreements and payments with the SABPP.

	Main Contact Person	Alternative Contact Person
<b>Name</b>		

<b>Designation</b>		
<b>SABPP Professional registration no.</b>		
<b>Telephone/Cellphone</b>		
<b>Email address</b>		
<b>Status of position</b> (Full-time, Employee, Fixed term contract, Consultant, etc.)		

**4. The description of qualification (can be duplicated if more than qualification)**

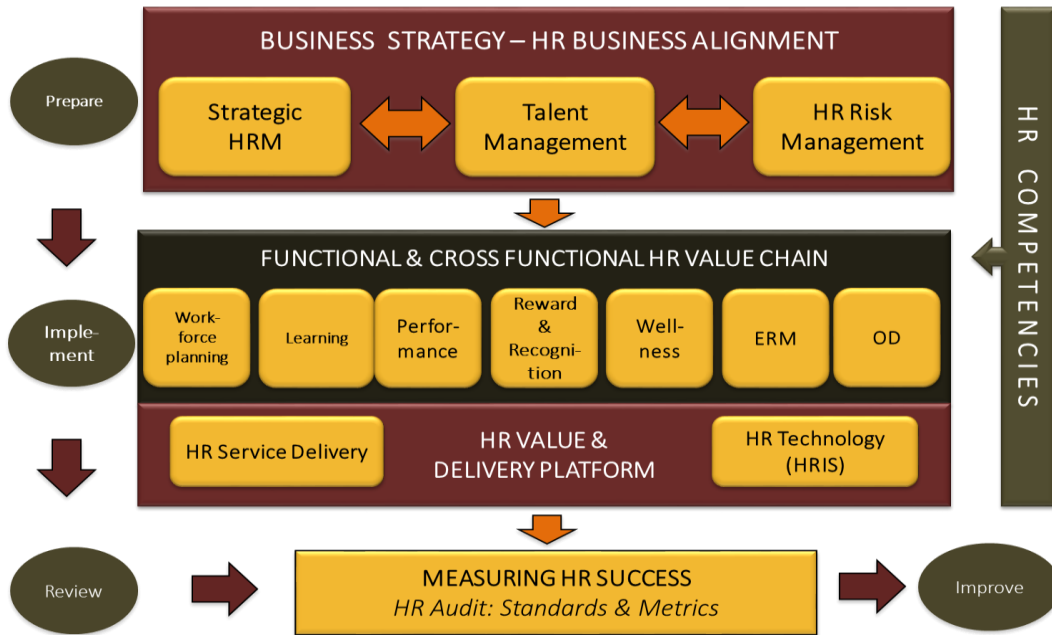
#	Description of qualification (s)
1.	<p><b>Submission of qualification information:</b></p> <p><b>Title:</b> _____</p> <p><b>SAQA ID No.:</b> _____</p> <p><b>NQF Level No.:</b> _____</p> <p><b>Credits:</b> _____</p> <p><b>Abstract:</b> A description of the purpose of the qualification (not exceeding one short paragraph).</p> <p><b>Learning outcome per Module:</b> (detailed outline)</p> <p><b>Text Books / reading material</b> List and supply</p> <p><b>List of lectures and CV</b> List the academic lectures and details CV's</p> <p><b>Competence /Category</b> List / State the area/range HR Standards and HR Competency areas to be covered. Refer Page 6</p> <p><b>Alignment Matrix</b> Table reflecting topics / reading content / type of assessment method.</p> <p><b>Assessment:</b> What type of assessment is applied per module (assignment, project, examination, dissertation, presentation, work related project, etc.)</p>



## ANNEXURE A: GLOSSARY OF TERMS

Term	Description
<b>Qualification</b>	This qualification is primarily vocational or industry related/oriented. It emphasises selected general principles together with more specific procedures and their application and/or technology transfer. The qualification provides students with a sound knowledge base in a particular field or discipline and the ability to apply their knowledge and skills to particular career or professional contexts, while equipping them to undertake more specialised and intensive learning.
<b>Endorsement</b>	A written or a public statement declaring the virtues and recommending the use of a product.
<b>HR Competences</b>	The 14 HR competencies of the SABPP HR Competency Model.
<b>HR Standards</b>	The 13 HR Standards elements of the SABPP HR System Standards Model.

## SABPP HR SYSTEM STANDARDS MODEL



## SOUTH AFRICAN HR COMPETENCY MODEL

