



ETD Practitioner Toolkits

Toolkit 1: QMS Toolkit for the Training Provider

PURPOSE OF THE TOOLKIT

The purpose of this toolkit is to provide the Training Provider with a detailed Quality Management System for the strategic development and management of the training institution for the provision of quality services related to training and development interventions.

This toolkit has been designed and developed by Khulisane Academy as an aid and time saver for the ETD practitioner. Templates are easy to edit in a word format. Your order number will become part of your access to further updates which will be available on a regular basis.

TOOLKIT CONTENT

Included in this electronic toolkit is the following policies, procedures and templates:

- Management policy and procedures
- Quality Reports policy and procedures
- Document Control template
- Financial management policy and procedures
- Course Administration policy and procedures and templates
- Human Resources policy and procedures
- Marketing policy and procedures
- Training and Development policy and procedures and templates
- Learner entry and guidance policy and procedures
- Management of Assessment policy and procedures and templates
- Management of Moderation policy and procedures and templates
- Management of RPL policy and procedures and templates
- Occupational Health & Safety policy and procedures

WHO WILL BENEFIT FROM THIS TOOLKIT?

- SETA Accredited Training Providers
- New Training Providers
- Workplaces who wish to obtain approval as training sites

HOW DO I GET ONE?

Complete an order form send to you via email or place your order on our website. Wait for the invoice. Make payment and allow us two weeks for delivery or pick up.

PRICE

- R17 100.00 (incl. VAT)
- R150 to deliver per address