

APPLICANT CHECKLIST			
Applicant to complete checklist. The Applicant should ensure that all FORMS are completed and all supporting documents are uploaded with the application			
DESKTOP VERIFICATION (Documents to be uploaded)	Yes	No	Verification
Application completed in full and submitted	✓		
Site Visit Confirmation Form (Form 1) completed in full and submitted	✓		
Implementation Plan (Form 2) completed and submitted	✓		
Learning Material Matrix (Form 3) completed and submitted	✓		
Programme Delivery Readiness Tool (Form 4) completed in full and submitted	✓		
Company registration (CIPC) documents uploaded	✓		
Valid Tax Compliance Pin (if exempted, provide proof of SARS Tax Exemption) uploaded	✓		
Is the center having a recent Occupational Health and Safety (OHS) Report?	✓		
Is the OHS Report uploaded?	✓		
A valid and current lease agreement uploaded (Signed, valid, authentic and current lease agreement - check if lease agreement has not expired and duration).	✓		
Proof of ownership of the premise if property not leased (Letter from Tribal Authority, Municipal Rates and Taxes)	✓		
Proof of learner enrolment for the programme applied for	✓		
PROGRAMME DELIVERY READINESS VERIFICATION			
Is the organisation having a functional organogram?	✓		
Is the organisation having a Quality Management System?	✓		
Is the organisation having sufficient, competent and qualified staff members for the qualification applied for?	✓		
Did you upload recently certified qualifications of the staff members who will be offering the qualification applied for?	✓		
Did you upload Curriculum Vitae of the staff members who will be offering the qualification applied for?	✓		
Did you upload recently certified ID Copies?	✓		
Is your center going to use the services of Non-South African facilitators with valid work permit, valid visa / passport for the qualifications applied for?		✓	
If the answer to the above is YES, did you upload the qualifications of NoN-South African facilitators with SAQA evaluation report, their work permits, valid visas and passport?		✓	
Learning material aligned to the qualifications according to the Curriculum document. Check whether the learning material is aligned and relevant to the Curriculum document and Learner Matrix.	✓		
Does the center have classrooms / lecturer halls for teaching for the programme applied for with basic amenities such as chairs, tables, chalkboard or whiteboard, sufficient lighting and ventilation.	✓		
The checklist / inventory for knowledge component (use your own template) according to the Curriculum Document needs is completed and provided.	✓		
Classroom setting complies to COVID-19 regulations.	✓		
The checklist or inventory for practical component (Training Inventory/use your own template) according to the Syllabi Document needs completed and provided./ Does the center have facilities where the simulation or practical training for the qualification applied for will be conducted?	✓		
Is there availability of fresh drinking water for students? [Not only in toilets]	✓		

DECLARATION:

I hereby declare that the information submitted is correct, and that I am authorised to submit this application on behalf of South African Public Sector Institute (Company Name)

Kerry de Jager

FULL NAME

K de Jager

SIGNATURE

CEO

DESIGNATION

12 August 2025

DATE