Becoming a SAIBA Accredited Training Service Provider (ATSP)

saiba
SOUTHERN AFRICAN INSTITUTE
FOR BUSINESS ACCOUNTANTS

Thank you for your interest in becoming a SAIBA Accredited Training Service Provider. This guide contains all the information you need to know about the process and the approval criteria.

Policy Amendments

These policies are amended from time to time to provide for developments within the profession and the education system. Please make sure you have the most updated version by downloading the relevant policies at www.saiba.org.za.

Introduction

SAIBA's accreditation process was introduced to mitigate the risks and assert better governance over the training experiences and outcomes. The goal of the program is to ensure training consistency in delivery and content so that all SAIBA members have access to the highest quality training available in the market.

Though accreditation, we are aligning with industry best practices in process, content and training delivery. Plus, accreditation instils confidence in the training offerings among members, recognizing course materials are robust, trainers train to the highest standards, and that Accredited Training Service Provider products and services have been assessed to ensure consistent, high-quality outcomes.

The process to become an Accredited Training Service Provider of SAIBA is a key feature of quality assurance arrangements. The purpose of this process is to enable partners to demonstrate that they can comply with these requirements.

Why become an Accredited Training Service Provider?

Upon accreditation all SAIBA Accredited Training Service Providers:
- Are awarded a SAIBA ATSP Certificate
- Are listed on SAIBA's website
- Training courses are marketed to SAIBA members and the SAIBA database of over 30,000 contacts.

The Process

1. Submit your application form, which will include a self-evaluation report as the initial part of the accreditation process
   The accreditation process is strictly confidential.
2. Review of the application, course materials and/or trainers will be done by SAIBA Educational Committee (EDCOM). SAIBA reserves the right to conduct an approval visit as part of the application process and reserves the right to decline an application without specifying the reason.
3. Upon approval, SAIBA will issue a Certificate and list you as an Accredited entity on our website.
4. The certification is valid for 2 years. Approval as an Accredited Training Service Provider will be renewed following successful completion of the re-assessment exercise.

5. All courses should adhere to SAIBA Continuing Professional Development (CPD) policies and CPD Standards available on SAIBA's website.
6. Clarification on any aspect of the accreditation process and outcome may be obtained by contacting SAIBA (saiba@saiba.org.za).

The Principles

The principles governing the relationship between SAIBA and the providers are the following:

- The primary objective of the accreditation process is to recognise and underpin an institution's commitment to providing a high-quality learning experience in a safe and supportive environment, and to continuing quality enhancement of that experience.
- Ensuring that procedures and processes are contextualised and meet the South African conditions.
- Training material should comply with SAIBA's Continuous Professional Development (CPD) Policy and CPD Standards.
- The accreditation process will include review of both the content and the process for obtaining a certificate.
- After successful completion of the application process, ATSP's should continue to cooperate fully with SAIBA in the monitoring of learning content.
- Training material or program content and delivery should ensure that participants are able to perform inquiries and critical analysis, think independently, apply logical thinking to abstract problems, and develop appropriate written and oral communication and interpersonal skills.
- Training material should provide a clear path to completion. The program should demonstrate the learning objectives to be achieved and provide content (webinar, slides, guides, information) to achieve the objectives. The program should provide evidence that the objectives have been achieved and provide for a mechanism of review.
- Providers will notify SAIBA immediately of any change in circumstances which may affect their standard of training.
- Bring to the attention of SAIBA any changes or factors that may affect the provider's continued accreditation.
- We recognise that customers are constantly seeking best value from their training budgets, and it's crucial that our training partners are able to tailor programmes to meet these business requirements.
- Cooperate fully with the SAIBA in the monitoring activities in respect of the accreditation requirements and shall be willing to subject itself to inspection visits by the SAIBA or any individual or organisation appointed by SAIBA for that purpose, even after the successful accreditation.

Key Performance Indicators used during Accreditation Review Process

Accreditations, Awards, Experience and Qualifications	It is preferred that Accredited Training Partners have more than 5 years' experience in Education and Learning. Accreditations, Awards and Qualifications will contribute to a positive outcome.
Governance and Management	Governance and management policies and processes should promote the provider's own responsibility in maintaining and improving on a quality culture and ethical business practices. Management should cooperate fully with the SAIBA in the monitoring activities in respect of the accreditation requirements and bring to the attention of SAIBA any changes or factors that may affect the provider's continued accreditation. Commit itself to continuous improvement by conducting self-evaluations and analysis to feed into quality cycle.
Learning, Instructional Techniques and Resources	The delivery of the education and training programmes may take a variety of forms including contact, distance, mixed mode, self-directed and on-the-job and can take place through a variety of mediums.
Quality Assurance and Enhancement	This should include, but is not restricted to, how you ensure that teaching materials are fit for purpose, the maintenance and security of candidate records, support for tutors and provision for unexpected absence of teaching staff. SAIBA will look for a clear policy statement with regard to continuous improvement and why quality assurance is important.

	Policies and procedures should apply to all staff, whether employed by the organisation on a permanent or freelance basis and should be reviewed and updated regularly.
	Course evaluation policy and procedures should be provided to indicate methods used to evaluate each course and each tutor. SAIBA will expect to see a clear commitment to continuous improvement, and details of how the information captured is used to make improvements for the benefit of participants.
	Complaints' policy and procedures should be provided that should include how you deal with complaints about courses and/or tutors. It should include timescales for response, method of responding, escalation and appeals procedures, and methods of redress if required.
Presenters, Tutors or Trainers	Policies and Procedures regarding Presenter, Tutor and Trainer's recruitment should be provided and should detail how you ensure they have appropriate subject knowledge, commercial experience and tutoring skills.
	Presenter, Tutor and Trainer's CVs should include, as a minimum, details of all relevant work experience, qualifications achieved, professional memberships, examples of CPD activities undertaken.
	Presenter, Tutor and Trainer monitoring and appraisal policies and procedures should be provided to indicate how you manage staff performance and ensure up to date subject knowledge.
	SAIBA has a strong commitment to Continuing Professional Development and expects the same from ATSP's. The policy should apply to all staff and should include details of how CPD is monitored, and how opportunities are made available to staff.
Reporting	Should be in a position to report on all CPD activities as required. (Applicable to programmes not hosted on SAIBA's Learner Management System.)
Security	Provide Cyber security arrangements that are in place to protect information gathered and stored electronically in line with relevant legislation. This should include, but is not restricted to, candidates' personal details, assignments, communication between tutors and candidates etc. (Applicable to programmes not hosted on SAIBA's Learner Management System.)

Removal of Accreditation

Accreditation may be withdrawn by SAIBA at any time if:
● The institution does not continue to meet the Accreditation Criteria or fails to meet the requirements.
● The institution fails to disclose malpractice.
● SAIBA receives significant substantiated complaints from participants or stakeholders regarding the practice of the institution and, after investigation, it is seen that the institution is not meeting the Accreditation Criteria.
● The institution is making false claims or misrepresenting itself in its publications (including its website)
● There is a change in the control of the institution which has an impact on the operations and structure of the organisation, including a relocation or addition of premises. Institutions must inform SAIBA immediately of any changes.
● Payment for SAIBA services is not received in accordance with the prescribed payment terms.

The above list is not exhaustive, and SAIBA reserves the right to remove Accreditation if it feels that standards are not being upheld or there is a risk to the integrity and/or reputation of SAIBA.

Accreditation Fees

Application fee: R3,500.00
Annual Renewal fee: R1,500.00

SAIBA reserves the right to waive the application fee.

Institutions are expected to pay all fees and expenses associated with their application for accreditation on receipt of the invoice and before the final outcome of the application is released.

Application Form

Complete the Application Form and submit a pdf and Excel copy as per the link provided on the website.