Reporting Policy

a. Purpose

The purpose of this document is to describe the requirements for reporting internally within the organization, funders, Stakeholders and to the SETA ETQA applied by **KHINIMAMBA TRAINING AND RESOURCE CENTRE**.

b. Scope

The scope of this policy covers the reporting systems to be followed by all staff members including facilitators, assessors and moderators which are essential to be able to meet the ETDP SETA **ETQA** reporting requirements.

c. References

South African Qualification Authority Criteria and Guidelines for Providers, 2001.

d. Definition

None

e. Policy – Reporting Policy

KHANIMAMBA TRAINING AND RESOURCE CENTRE shall uses reporting management system which complies with ETDP-SETA's ETQA reporting requirements and complies with the National Learner Record Database Specifications. It is imperative that the organization demonstrate to have a system and facilities maintains and updates detailed information about past, present and potential learners that can be enrolled in the organization.

Facilitators will produce a report after completion of learning program facilitation. The Report will include and analysis of learner evaluation of the facilitation and programme content as well as the facilities used for learning with regard to being conductive to learning.

Assessment reports (including formative, summative and practical or experiential) will be produced and submitted immediately after learners were assessed.

Moderation reports will be produced by moderators who did not asses the learner.

KHANIMAMBA TRAINING AND RESOURCE CENTRE will report ETDP SETA's ETQA as required in accordance to reporting requirements.

Signed at: _____on this _____ day of _____2025

_____   _____
Management signature   Board of director's Representative Signature