



47 van Buuren Road, Bedfordview 2007  
P O Box 1964, Bedfordview 2008  
Telephone (011) 456 8579, Facsimile (011) 450 4948  
Email [info@lgseta.org.za](mailto:info@lgseta.org.za) - Website [www.lgseta.org.za](http://www.lgseta.org.za)

Institute of Business Management of Southern Africa (PTY) LTD.

Private Bag X03

Langebaan

7357

For attention: D Stuart

**Notification of Program Approval with the LGSeta**

Enclosed herewith please find your company's status with the LGSeta

**The accreditation status with the LGSeta include:**

A. Your company's accreditation number with LGSETA	<b>LGRS-1050-130729</b>
B. Your company's unique identifier with the LGSeta <i>(The above identifier must be referenced during provider data loads)</i>	<b>585-01404-12</b>
C. Your ETQA ID with the LGSeta	<b>585</b>
D. LGSeta ETQA decision number	<b>LGRS-li.su510130621</b>
E. Accreditation period from	<b>21-Jun-13</b>
To	<b>30-Dec-16</b>
F. Your record was last updated on	<b>01-Jul-14</b>

**LGSETA's responsibility during the accreditation period:**

- A. The LGSETA will conduct monitoring and evaluation visit on an annual basis to ensure that the organization continuously complies with the legislative requirements for accreditation and consistently promotes good quality teaching, learning and assessment within its period of accreditation.



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- B. The seta will send a self-evaluation tool to providers on an annual basis to identify provider's needs and this will help the seta to conduct relevant capacity building to providers.
- C. A yearly customer survey will be conducted and providers will be given feedback of the survey.

**The Provider's responsibility during the accreditation period:**

- A. The training provider's must ensure that the learning programme/s is/are updated and meets the necessary requirements.
- B. Training providers must re-apply for learning programme approval timeously and ensure that it is in line with the replacement Qualification(s)/Unit Standard(s). If any
- C. The Provider must apply for reaccreditation 6 months prior to expiry date of accreditation.
- D. In addition, it is the training provider's responsibility to request for a verification audit once assessments and moderation of learner achievements have been conducted. Please contact the LGSETA ETQA on 011 456 8579 to arrange for the verification visit.
- E. The Provider must apply for the use of the LGseta logo, applications to be addressed to [lazaruss@lgseta.co.za](mailto:lazaruss@lgseta.co.za).
- F. Providers are not allowed to use the Seta logos without the permission of the seta.

The LGSETA would like to congratulate you on this achievement and your commitment to ensuring quality education is delivered to learners.

Yours sincerely

**Pumla Mkele**  
**ETQA Manager**  
**[pumlam@lgseta.co.za](mailto:pumlam@lgseta.co.za)**



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**Your organization's accreditation status are specifically associated with the following:**

**Registered assessor/s linked to your organisation**

Identifier	Surname	Name	Registration	
			From	To
1	LGRS-A1305-191	Stuart Daleen	5/29/2013	5/28/2016
2	LGRS-A1305-221	Last Anita	5/29/2013	5/28/2016

**Registered moderator/s linked to your organisation**

Identifier	Last Name	Name	Registration	
			From	To
1	Mod597AniLa1213	Last Anita	10/30/2013	10/29/2016
2	Mod597DalSt1213	Stuart Daleen	10/30/2013	10/29/2016

**Unit Standard/s linked to your organisation**

Unit Standard ID	Title	Provision date	
		From	To
1	123458 Administer accounting and budgeting for input into municipal financial resource management <i>ETQA approval number:</i> LGRS-US-585-0-130621	6/24/2013	6/23/2016
2	123455 Develop and utilise municipal administrative procedures and principles to manage records within a municipal information system <i>ETQA approval number:</i> LGRS-US-585-0-140220	2/20/2014	12/30/2016
3	15234 Apply efficient time management to the work of a department/division/section <i>ETQA approval number:</i> LGRS-US-585-0-140220	2/20/2014	12/30/2016
4	110531 Plan, organise and control the day-to-day administration of an office support function <i>ETQA approval number:</i> LGRS-US-585-0-140220	2/20/2014	12/30/2016
5	110504 Identify and explain the roles and functions as well as the inter-linkages between different departments in a municipality <i>ETQA approval number:</i> LGRS-US-585-0-140220	2/20/2014	12/30/2016



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6	110023	Present information in report format	2/20/2014	12/30/2016
		<b>ETQA approval number:</b> LGRS-US-585-0-140220		
7	242813	Explain the contribution made by own area of responsibility to the overall organisational strategy	2/20/2014	12/30/2016
		<b>ETQA approval number:</b> LGRS-US-585-0-140220		
8	123457	Compile revenue and cost analyses in the context of multi-year revenue and expenditure management in municipalities	2/20/2014	12/30/2016
		<b>ETQA approval number:</b> LGRS-US-585-0-140220		
9	120385	Apply a range of project management tools and techniques	6/21/2013	6/20/2016
		<b>ETQA approval number:</b> LGRS-US-585-0-140603		
10	123456	Participate in employee health, safety and security administration at the workplace	6/21/2013	12/30/2016
		<b>ETQA approval number:</b> LGRS-US-585-0-150216		