

Title: **ACCREDITATION OF LEARNING FACILITATORS**

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**Controlled Disclosure****Compiled by****Andiswa Lupuzi****Manager Learning Liaison and Implementation**

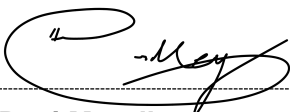
Date: 03 June 2024

**Approved by****Papi Adams****TX Manager Learning Liaison and Implementation**


Date: 03 June 2024

**Approved by****Francisca Mabuza****Middle Manager Learning and Development**

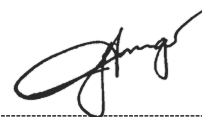
Date: 03 June 2024

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Date: 12 June 2024

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Date: 10/06/2024

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Date: 12 June 2024

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## 1. Introduction

This standard was compiled to enforce a level of consistency or uniformity to those responsible for the selection of Learning Facilitators within the technical learning environment.

## 2. Supporting clauses

### 2.1 Scope

This standard has been developed to describe the process to be followed when selecting Learning Facilitators within Eskom Distribution/Transmission technical learning environment. This applies to both internal and external learning Facilitators.

It outlines the appropriate selection criteria and serve as a foundation upon which learning Facilitators should be assessed and accredited.

#### 2.1.1 Purpose

This document was developed to ensure that Learning Facilitators are assessed following the same prescribed process and by so doing, provide assurance of the enablement of efficient and effective learning delivery for optimum staff development throughout the organisation.

#### 2.1.2 Applicability

This document shall apply to all technical Learning Facilitators in Transmission and Distribution.

## 2.2 Normative/informative references

### 2.2.1 Normative

- [1] ISO 9001, Quality Management Systems.
- [2] 32-9: Definition of Eskom documents
- [3] 32-644: Eskom documentation management standard
- [4] 474-65: Operating Manual of the Steering Committee of Wires Technologies (SCOT)
- [5] 240-70413865: Power Delivery Operating Assessments, Authorisations and Training Standard

### 2.2.2 Informative

- [6] Occupational Health and Safety Act, 1993

## 2.3 Definitions

### 2.3.1 General

Definition	Description
<b>Accreditation</b>	A form that endorses the accreditation of a Learning Facilitator
<b>Administrator</b>	A person that is trained and appointed on the National Learning Facilitators to manage operating courses and issue certificates
<b>Assessment panel</b>	The persons required to assess a prospective Learning Facilitator

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Definition	Description
<b>Initial Assessment meeting</b>	The first meeting held with the prospective Learning Facilitator to discuss the assessment process
<b>Learning Facilitator</b>	A person who conforms to the requirements of the accreditation as a Learning Facilitator to facilitate technical courses.
<b>Master Learning Facilitator</b>	A Learning Facilitator appointed in writing by Learning and Development to perform specific work
<b>Portfolio of evidence</b>	A file that contains all the evidence of qualifications, knowledge, skills and work experience the incumbent has achieved.
<b>Prospective Learning Facilitator</b>	A person who aspires to be a Learning Facilitator.
<b>Centralised Learning</b>	Learning that is coordinated and scheduled by Learning and Development.

### 2.3.2 Disclosure classification

**Controlled disclosure:** controlled disclosure to external parties (either enforced by law, or discretionary).

## 2.4 Abbreviations

Abbreviation	Description
<b>NORHVS</b>	National Operating Regulations for High Voltage Regulations Systems
<b>OU</b>	Operating Unit
<b>POE</b>	Portfolio of Evidence
<b>SCOT</b>	Steering Committee of Technology
<b>SETA</b>	Sector Education and Training Authority

## 2.5 Roles and responsibilities

### 2.5.1 Learning Delivery Manager

Learning Delivery Manager shall:

- a) Ensure that the requirements of this standard are met.
- b) Collate assessment documentation.
- c) Verify the prerequisites and give feedback to prospective Learning Facilitator.
- d) Ensure that assessments are scheduled as per negotiated dates.
- e) Support national assessment panel accreditation.
- f) Ensure that all Learning Facilitators are accredited and listed on the National Learning Facilitators Database.
- g) Ensure Learning Facilitators only facilitate courses that they are accredited for.
- h) Ensure that the Learning Facilitators whose accreditation has been revoked are not used to facilitate learning.
- i) Ensure that a non-conformance is issued to the company whose facilitator's accreditation is revoked.

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- j) Ensure that before entering into a contract the company and Learning Facilitators are accredited and listed on the National Learning Facilitators Database.
- k) Ensure Learning Administrators that administer Technical Training are trained and registered on the National Learning Facilitators Database.
- l) Address non-conformances to the requirements of this standard.
- m) In a case where the Master Facilitator belongs to line, prior arrangements for their availability shall be secured at least a month in advance.

### **2.5.2 Prospective Learning Facilitator**

A prospective Learning Facilitator shall:

- a) Ensure he/she meets all the pre-requisites for the specific course as stipulated by SCOT. The list of pre-requisites for Operating Learning Facilitation is stipulated as per Annexure J.
- b) Ensure he/she complies with all relevant learning standards and/or procedures that are governing the accreditation.
- c) Compile the POE as per Annexure H and I for all Operating Learning Facilitation.
- d) Apply for assessment as per Annex A where applicable.
- e) Submit the POE and application to Learning Delivery Manager
- f) Use the latest Eskom learning materials when facilitating training.
- g) Request for learner assessment guides.
- h) Safeguard all learner assessment guides.
- i) Only provide learning facilitation service under the company they are registered with on the National Learning Facilitators Database; no freelancing.

### **2.5.3 Learning and Development Manager**

The Learning and Development Manager shall:

- a) Ensure non-conformances to the requirements of this standard are addressed.
- b) Support national assessment panel accreditation as per Annex E after the documents have been quality checked.
- c) Appoint/withdraw Master Learning Facilitators accreditation as per Annex F.
- d) Ensure ad hoc checks on Master Learning Facilitators are done.
- e) Ensure that the Technical Learning Administrators are registered on the National Facilitators database.
- f) Ensure the National Learning Facilitators Database is updated.
- g) Support with technical evaluation criteria on potential learning delivery contracts as and when requested.

### **2.5.4 Master Learning Facilitator**

A Master Learning Facilitator shall, among others:

- a) Ensure the learning facilitator assessment process complies with the requirements of this standard.
- b) Inform the prospective Learning Facilitators about the assessment proceedings to ensure readiness for assessment.
- c) Establish and chair the assessment panel.

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- d) Negotiate assessment dates with Learning Delivery Manager.
- e) Assess prospective Learning Facilitators.
- f) Ensure that all the required documentation are correctly completed before submitting it to [facilitators@eskom.co.za](mailto:facilitators@eskom.co.za) for quality check.
- g) Submit successful Learning Facilitator`s required documents to [facilitators@eskom.co.za](mailto:facilitators@eskom.co.za) for consolidation in the National Learning Facilitator database.
- h) Provide learning support and guidance to newly appointed Learning Facilitators.
- i) Do periodic assessment on Learning Facilitators and administrators.
- j) Highlight non-conformances to the requirements of this standard to the Learning Delivery manager.
- k) Assist with investigations in the case of any irregularities.
- l) Assist with learning audits to ensure compliance with this standard.
- m) Arrange Learning facilitator interventions as and when required to inform them of new developments.

### **2.5.5 National Assessment Panel**

A national assessment panel shall:

- a) Assess prospective Learning Facilitators.
- b) Provide oral feedback to the prospective Learning Facilitator immediately.
- c) Issue assessment results to prospective Learning Facilitator as per Annex D.
- d) Recommend for accreditation.
- e) Perform the duties of the Learning Delivery Manager as per Section 2.5.1 in the case of centralised learning.

### **2.5.6 National Learning Facilitator Database administrator**

The National Learning Facilitator Database administrator shall:

- a) Be an appointed Master Learning Facilitator.
- b) Maintain the national learning facilitator database.
- c) Do quality checks on submitted prospective learning facilitator documentation.
- d) Submit Annexure E to Learning and Development Manager for approval.
- e) Upload approved documents to the National Learning Facilitator database.
- f) Notify the Learning and Development manager and the affected Master Learning Facilitator of non-conformances to the requirements of this standard.

## **2.6 Process for monitoring**

Compliance to this standard shall be done and reviewed regularly through self-assessments and audits.

## **2.7 Related/supporting documents**

Not applicable.

### 3. Requirements

#### 3.1 Prospective Learning Facilitator

A prospective Learning Facilitator shall:

- a) Comply with the requirements of this standard.
- b) Meet the minimum requirements for the specific course that they would like to facilitate.
- c) Apply for assessment as per Annexure A.
- d) Follow the approved assessment process.
- e) Undergo an assessment before being added to the National Learning Facilitators Database
- f) If found competent, ensure that he/she is listed on the National Learning Facilitators Database before facilitating Eskom approved courses.
- g) Be linked to a practical training centre that covers all aspects of the practical component of the course, where applicable.

#### 3.2 External Learning Facilitators

External Learning Facilitators shall:

- a) Comply with the requirements in 3.1
- b) Submit the POE for Learning Facilitators to the [facilitators@eskom.co.za](mailto:facilitators@eskom.co.za)
- c) Ensure that their company training administrator is compliant to Eskom requirements.
- d) Ensure Learning Facilitator assessed of shall be done presenting an Eskom arranged course to ensure that value is received from doing the assessment.
- e) External providers shall at their own cost attend the assessment wherever it is held. No additional costs to Eskom shall be incurred in the process of assessing an external Learning Facilitator.
- f) A Learning Facilitator shall be employed by the company he/she is linked to on the database and shall **provide proof of permanent appointment** by the company.
- g) External training providers must have an accredited training centre before they can be accredited.
- h) Should the Learning Facilitator change employment he/she shall submit a change of company notification to the Learning and Development Manager. No company change will be allowed within six months of previous changing of company.
- i) Before a contract is established whether nationally or regionally, the Learning Facilitators shall be listed on the National Learning Facilitators Database.
- j) Learning Facilitators shall not be assessed and added to the National Learning Facilitators Database after the contract has been awarded.
- k) For centralised learning, new external learning Facilitators shall only be added to the National Learning Facilitators database if and when approved by the relevant SCOT.

#### 3.3 Master Learning Facilitator

Master Learning Facilitator shall:

- a) Be a Learning Facilitator.
- b) Be a member of a relevant SCOT Committee.

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- c) Be appointed as a Master Learning Facilitator.
- d) Be listed on National Learning Facilitator Database.

### 3.4 Assessment Panel

- a) Subject matter area representative.
- b) Learning Delivery representative (for internal).
- c) Master Learning Facilitator.
- d) For external Learning Facilitators, Learning and Development shall be represented.
- e) For centralised learning the relevant SCOT shall determine the representatives.

**Note:** An additional representative can be part of assessment panel

### 3.5 Pre-selection for Assessment

- a) The initial meeting shall be held to prepare the candidate for the assessment. In the initial meeting the following shall be done:
  - 1) Follow the agenda items as outlined on Annex B.
  - 2) Complete and sign Annex B.
- b) All prospective Learning Facilitators shall be informed about the assessment proceedings to ensure readiness for assessment.

### 3.6 Assessment

- a) A prospective Learning Facilitator shall be assessed after declared ready during pre-assessment.
- b) A prospective Learning Facilitator shall be assessed as per the requirements of this standard and those of the subject area.
- c) Assessment panel shall complete and sign Annex C and D.

### 3.7 Accreditation of Learning Facilitators

- a) On successful completion of the assessment, the Learning Facilitator shall be:
  - 1) Accredited in writing as per Annex E.
  - 2) Added to the national Learning Facilitators Database.
- b) The validity of the accreditation shall be as per the requirements of the specific course.

### 3.8 Registration of Technical Learning Administrators

All Technical Learning Administrators shall be registered on the National Learning Facilitator Database as per Annexure K.

### 3.9 National Learning Facilitator Database

A National Database of accredited Learning Facilitators and Master Learning Facilitators shall

- a) be maintained.
- b) be a directory of the accredited technical Learning Facilitators and Administrators.
- c) be the repository of Learning Facilitator POE and other accreditation documents.

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### 3.10 Revoking of accreditations

- a) Accreditation shall be revoked under the following condition(s):
  - 1) Learning Facilitator is no longer required to perform learning facilitation e.g. job change or disciplinary action or resignation or changes in employment.
  - 2) Deviation/Non-adherence to the roles and responsibility as listed in section 3.2 of this standard.
- b) An enquiry shall be held within two weeks of the temporary revoking and the panel shall consist of the following persons:
  - 1) A Learning Delivery representative.
  - 2) Relevant SCOT Committee representatives or Master Learning Facilitator.
- c) If a Learning Facilitator is found guilty the minimum sanction shall be at least three months.
- d) If a Learning Facilitator is unsatisfied with the outcome of the enquiry, he/she shall follow Eskom appeal process as stipulated in section 5.

### 3.11 Re-instatement

- a) Should a Learning Facilitator need to be re-instated, the Learning Facilitator shall comply with the requirements of this standard stipulated in section 3.
- b) If re-instatement is not requested within 12 months after revoking, the person shall restart the process of becoming an accredited Learning Facilitator.

### 3.12 Learning Facilitator Accreditation Process

The assessment and accreditation of learning Facilitators shall follow the process illustrated in the flow chart in Figure 1.

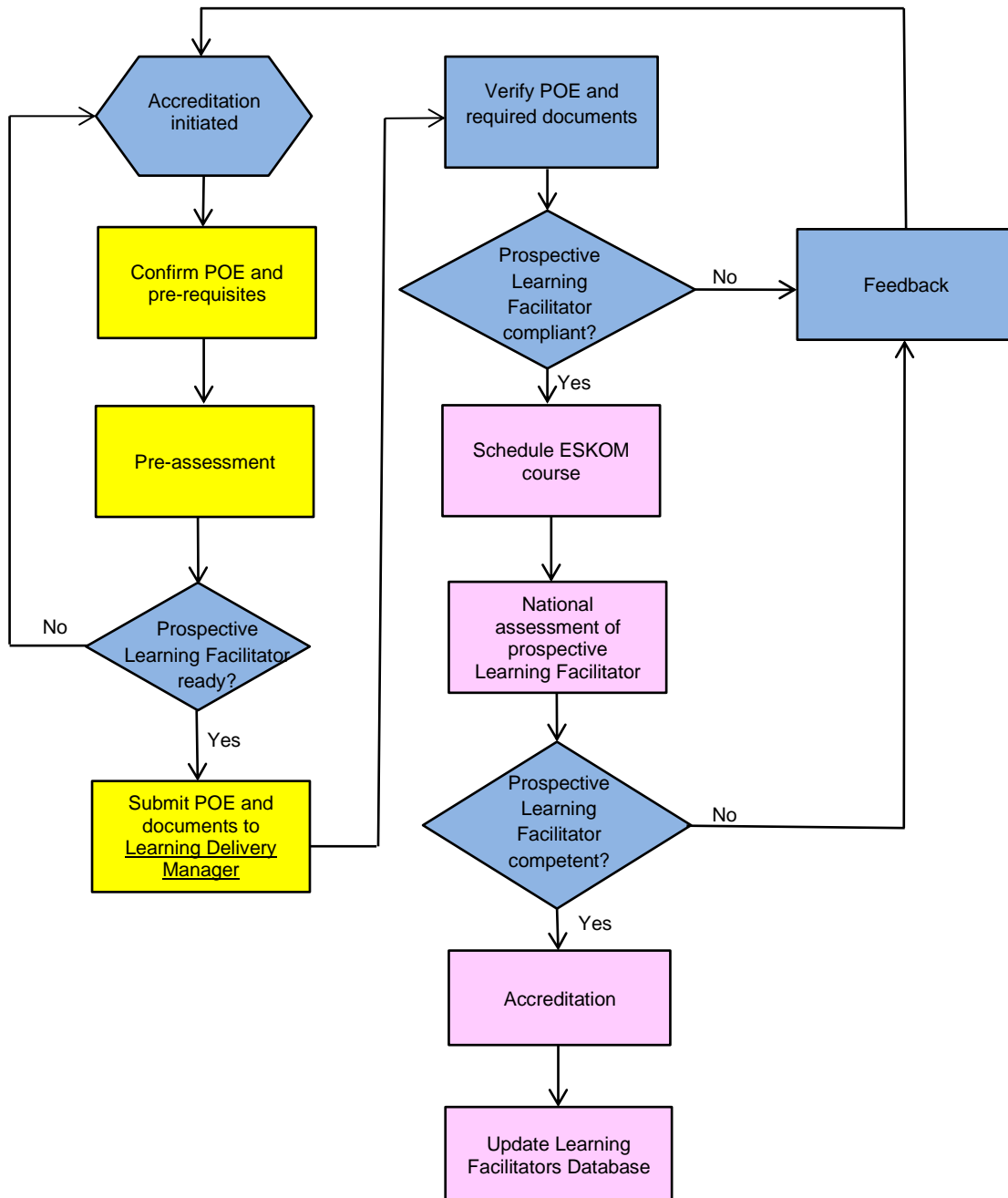


Figure 1: Learning Facilitator Accreditation Process

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#### 4. Time frame for Implementation

All prospective Learning Facilitators shall be assessed according to this standard immediately after publishing. All current Learning Facilitators shall be given six months to comply with this standard after publishing.

#### 5. Appeal Process

A prospective Learning Facilitator shall

- a) Complete an appeal form as per Annexure L
- b) Lodge his/her appeal in writing to the Learning Delivery or Learning and Development Manager within five working days of receipt of the assessment results.
- c) The-prospective Learning Facilitator shall clearly specify his/her grounds of appeal.
- d) Submit all relevant evidence documentation together with the assessment appeal.

**Note:** Appeal will only be considered on the submitted documents

#### 6. Authorization

This document has been seen and accepted by:

Name and surname	Designation
Francisca Mabuza	Middle Manager Learning and Development
Ravi Moodley	Senior Manager Learning and Development
Mfundi Songo	Distribution SCOT Chairperson
Papi Adams	Learning Liaison and Implementation Manager
Siyanda Qumana	Transmission Technical Training Study Committee Chairperson

#### 7. Revisions

Date	Rev	Compiler	Remarks
March 2024	Draft 1.1	Andiswa Lupuzi	Changed some responsibilities from national to local management.
Sept 2021	1	Enos Matjie	Re-wrote document to cater for new National Facilitators Database and training requirements. New Document number.

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Date	Rev	Compiler	Remarks
March 2011	2	N Kgomo	<ol style="list-style-type: none"> <li>1. Change Annex B, C, D, E and F to Forms.</li> <li>2. Changed Evaluation sheets Annex B and C.</li> <li>3. Updated the abbreviations.</li> <li>4. Added Be competent in Learning Facilitation and accredited by relevant SETA.</li> <li>5. Added IARC can be invited to be part of the panel by the HRDP.1</li> <li>6. Added In a case where learners are used to evaluate the Facilitator, the HRDP shall ensure that a standby Authorised Facilitator is available in case the Evaluation has to be stopped because of non-compliance.</li> <li>7. Remove When necessary. Remove If a region does not have HRDP then IARC will form part of the panel or IARC can be invited to be part of the panel by the HRDP.</li> <li>8. HRDP to train and assess Facilitators.</li> <li>9. Training process flowchart and responsibilities table added.</li> <li>10. Added Annex D Application for evaluation.</li> <li>11. Added Annex E Letter of appointment.</li> <li>12. Added Annex F Authorisation of Technical Trainer or Facilitator.</li> <li>13. Replace the LV Live Work with LV Training.</li> </ol>
Oct 2008	1	N Kgomo	Document 34-174 New Evaluation Annex for evaluation Panel. New Evaluation for Checking classroom delivery.

## 8. Development team

The following people were involved in the development of this document:

- Andre van Heerden
- Thabisile Hleza
- Enos Matjie
- Frans Maritz
- Johan Pieterse
- Henrietta Smith
- Braam Korff
- Martin Erasmus


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- Sepeng Mahlase
- Steven Banda
- Simiso Mdluli

## **9. Acknowledgements**


Not applicable.

**Annex A – Application for Assessment**

	<b>Prospective Learning Facilitator Application</b>	
<b>NAME:</b>		
<b>UNIQUE &amp; ID NUMBER:</b>		
<b>WORKSTATION:</b>		
<b>OU / GRID:</b>		
<b>CONTACT NUMBER:</b>		
<b>APPLIED DATE:</b>		
<b>COURSE APPLIED:</b>		
<b>PRE-REQUISITE CHECK LIST</b> (circle what is applicable)		
	<b>Comment</b>	
Facilitation certificate (Group learning facilitation)		
Assessor certificate		
Relevant Train-the-Trainer session		
Comply with the requirements of the learning standard(s) of the subject to be facilitated		
Proof of learning on the specific subject (POE)		
<b>SPECIAL CONSIDERATIONS</b>		
<p><b>REQUESTOR:</b></p> <p><b>Name:</b> _____ <b>Signature:</b> _____</p> <p><b>Date:</b> _____</p>		

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**Annex B – Initial Meeting Agenda**

		<b>Initial Meeting Agenda</b>	
<b>Venue:</b>			
<b>Date:</b>			
<b>Time:</b>			
	Yes	No & Remarks	
1. Welcome			
2. Assessment Process			
3. Assessment Panel			
4. Applicable documents			
5. Dispute and appeal procedure			
6. Assessment methods and tools			
7. Special Needs			
8. Portfolio of evidence			
9. Assessment plan			
10. Closure			
	Name	Signature	
<b>Assessor:</b>			
<b>Prospective Learning Facilitator:</b>			
<b>Subject Area Representative:</b>			

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**Annex C – Prospective Learning Facilitator Assessment**

	<h2 style="margin: 0;">Prospective Learning Facilitator Assessment</h2>
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**NAME:** .....

**UNIQUE NUMBER / ID NUMBER:** .....

**DESIGNATION:** .....

**WORKSTATION/ADDRESS:** .....

**DATE:** .....

**COURSE PRESENTED:** .....

**ASSESSMENT PANEL:**

1. .... Unique Number .....
2. .... Unique Number .....
3. .... Unique Number .....
4. .... Unique Number .....

CRITERIA	RESULTS		COMMENTS
	Acceptable	Not Acceptable	
<b>1. FACILITATION PREPARATION</b>			<b>Comments</b>
1.1 Arrive early (at least 15 min.)			
1.2 Learning equipment i.e., digital projector, etc., tested prior the presentation.			
1.3 Lesson plan/framework in place			
1.4 Sufficient documentation at hand i.e., Modules, other hand-outs, etc.			
1.5 Is the venue conducive to specific learning i.e., layout, no outside noise			
1.6 Backup of the presentation			
1.7 Is the facilitator well prepared in terms of knowing the presentation, facilitator notes, etc.			

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2. FACILITATION SKILLS	Acceptable	Not Acceptable	Comments
2.1 First impressions i.e., appearance, learning style, attitude, enthusiasm, motivating ability, gaining attention, etc.			
2.2 Introduction - him/herself			
2.3 Objective setting			
2.4 Learning preferences identified and addressed			
2.5 Explanation of assessment procedure			
2.6 Key learning points were identified appropriate			
2.7 Techniques: <ul style="list-style-type: none"> <li>• Association of ideas</li> <li>• Whole- parts - whole</li> <li>• Logical sequence</li> <li>• Repetition / Reinforcement</li> <li>• Feedback</li> <li>• Control and discipline</li> <li>• properly timed and spaced</li> </ul>			
2.8 Language usage appropriate for audience understanding <ul style="list-style-type: none"> <li>• Language proficiency</li> </ul>			
2.9 Questioning technique: <ul style="list-style-type: none"> <li>* logic, clear and well-aimed</li> <li>* reaction to questions and answers</li> </ul>			
2.10 White board/flip chart work (neat and legible use of models)			
2.11 Effective use of learning aids i.e., use of models, samples, examples, audio visual equipment etc. Use of open-ended questions to determine understanding of subject			
2.12 Feedback i.e., issues he/she should go and research/find out			
2.13 Eye contact with learners			
2.14 Body language or mannerism			
2.15 Involving all the learners (encouraging participation from the introvert learners)			
3. SUBJECT KNOWLEDGE	Acceptable	Not Acceptable	Comments
3.1 Technically correct: (Installation, Operation, Commissioning; Fault Finding, Repairs, etc.)			
3.2 Interpretation of Regulations, Standard, Procedure, Work Instruction etc. (Any additional hand-out)			

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3.3	Relating to practice (practical examples)			
3.4	Use of relevant case studies			
<b>4. ADMINISTRATION</b>		<b>Acceptable</b>	<b>Not Acceptable</b>	<b>Comments</b>
4.1	Knowledge of pre course admin process i.e., scheduled on the current learner management system			
4.2	Knowledge of post course admin process i.e., wrap-up the current learner management system, forwarding of documentation to Line Manager etc.			

Comments:

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**Annex D – Prospective Learning Facilitator Assessment Results**

	<h2 style="margin: 0;">Prospective Learning Facilitator Assessment Results</h2>
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**Name:** .....

**Unique Number / Id Number:** .....

**Course Facilitated:** .....

**Date:** .....

**Assessment Result:**                      **Recommended / NOT recommended.**

*(Note: Delete which is not applicable)*

Element	Competent	Not yet Competent
1. Facilitation preparation		
2. Facilitation skills		
3. Subject knowledge		
4. Administration		

Reasons / Comments for not recommending accreditation:

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.....

**ASSESSMENT PANEL:**


1.....Signature.....Unique Number .....

2.....Signature.....Unique Number .....

3.....Signature.....Unique Number .....

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**Annex E – Learning Facilitator Accreditation Letter**

		<b>Learning Facilitator Accreditation Letter</b>	
<b>Name:</b>			
<b>Unique/ID number:</b>			
<b>Email Address:</b>			
<b>Telephone Number:</b>			
<b>Workstation:</b>		<b>OU/Grid:</b>	
<b>If contractor, please specify company:</b>		<b>Assessment Date:</b>	
<p>The above Learning Facilitator was assessed in terms of 240-153275542 Accreditation of Learning Facilitators Standard, while presenting the following learning interventions:</p>			
<p><b>Remarks:</b></p>			
	<b>Accredited by:</b>	<b>Supported by:</b>	
<b>Name:</b>			
<b>Signature:</b>			
<b>Designation:</b>			
<b>Date:</b>			

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**Annex F – Master Learning Facilitator Appointment**



**Master Learning Facilitator Appointment**

This is to Certify that \_\_\_\_\_  
(Names and surname in block letters)

Unique & ID No \_\_\_\_\_

is appointed as Master Learning Facilitator in terms of 240-153275542 Accreditation of Learning Facilitators Standard, to preside on the following learning intervention/s:

- a) .....
- b) .....
- c).....

**Duties and responsibilities:**

- a) Be a member of a relevant SCOT Study Committee.
- b) Ensure the development of quality learning materials.
- c) Facilitate Train-the-Trainer interventions where required.
- d) Assess and accredit prospective Learning Facilitators.
- e) Provision of learning support to newly appointed Learning Facilitators for these programs.

**APPOINTED BY:**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Unique Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ACCEPTED BY:**

Name: \_\_\_\_\_ Unique Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WITHDRAWN BY:**


Name: \_\_\_\_\_ U/N: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reason for withdrawal: \_\_\_\_\_

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**Annex G – Pre-requisites for Accreditation of a Learning Facilitator**

		<b>Pre-requisites for Accreditation of a Learning Facilitator</b>	
<b>Course Name</b>			
<b>Course Description</b>			
<b>SAP LSO Number</b>			
<b>SCOT Committee</b>			
<b>Learning &amp; Development Representative</b>		<b>Unique Number</b>	
<b>Designation</b>		<b>Email Address</b>	
<b>Contact Number</b>			
<b>Documents that shall be submitted for uploading on the National Learning Facilitator Database</b>			
<b>Document 1</b>	<b>Completed Learning Facilitator portfolio of evidence (Where applicable)</b>		
<b>Document 2</b>	<b>Copy of course certificate</b>		
<b>Document 3</b>			
<b>Document 4</b>			
<b>Prerequisite 1</b>			
<b>Prerequisite 2</b>			
<b>Prerequisite 3</b>			
<b>Prerequisite 4</b>			

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## Annex H– POE Cover Page for Operating Learning Facilitator Accreditation

PORTFOLIO OF EVIDENCE FOR OPERATING FACILITATOR ACCREDITATION	
Identity Number	
Employee Number (If Eskom)	
Full name/s and Surname	
Facilitator Address	
Facilitator Cell Number	
Facilitator Office Number	
Facilitator E-mail Address	
Region	
Employment status	
Company Name	
Workstation	
Company Address	
Company Owner	
Company Telephone Number	
Company E Mail Address	
Signature	

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**Annex I– POE Content for Operating Learning Facilitator Accreditation**

DESCRIPTION		YES	NO
1	Curriculum Vitae		
2	Certified copy of ID		
3	Certified copies of Highest Education /Qualification		
4	Copies of ESKOM course certificates		
5	Assessor Statement of Results		
6	Facilitation statement of Results		

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## Annex J – List of Pre-Requisites for Operating Learning Facilitator Accreditation

No	SAP LSO No	Course Code	Course Title	Pre-Requisites
1	D50198586	HVA 01	High Voltage Environment and Regulations Awareness	a) Accreditation as an ORHVS Facilitator
2	D50192461	ELW 001	Supervision in Electrical Hazardous Areas	a) ORHVS Awareness HVA 01 b) Pre-Task planning & Risk Assessment PRE 002 c) 90% ESKOM certificate for Supervision in Electrical Hazardous Areas ELW 001 d) Shall have been authorised up to 132 KV (only new facilitators)
3	D49981031	OL2 02	Equipotential Earthing Level 2	a) ORHVS Awareness HVA 01 b) Pre-Task planning & Risk Assessment PRE 002 c) 90% ESKOM certificate for Equipotential Earthing Level 2 OL2 02 d) Shall have been authorised up to 132 KV (only new facilitators)

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No	SAP LSO No	Course Code	Course Title	Pre-Requisites
4	D50210280 D50210281 D50210453	HVO 1 HVO 2 HVO 4	ORHVS Access and Supervision ORHVS Responsible Person ORHVS Appointed Operator	<ul style="list-style-type: none"> <li>a) Accredited Facilitator for Supervision in Electrical Hazardous Areas ELW 001</li> <li>b) Accredited Facilitator for Equipotential Earthing Level 2 OL2 02</li> <li>c) Accredited as a Facilitator for Pre task planning and Risk assessment</li> <li>d) Shall have been authorised up to 132 KV (only new facilitators)</li> <li>e) 90% ESKOM certificate for ORHVS HVO 01, HVO 02, HVO 04</li> <li>f) Relevant Electrical Qualification</li> </ul>
5	D50709110	OL4 002	PTO&W and PTS	<ul style="list-style-type: none"> <li>a) Shall have been authorised before for PTO&amp;W and PTS</li> <li>b) 90% ESKOM certificate for PTO&amp;W and PTS</li> <li>c) Accredited as a Facilitator for ORHVS HVO 01, HVO 02, HVO 04 (ESKOM facilitators Only)</li> </ul>
6	D49979898	MVLM 001	Medium Voltage Line Inspection	<ul style="list-style-type: none"> <li>a) MV Line Construction</li> <li>b) 90% MV Line Inspection ESKOM certificate</li> </ul>
7		MVLM 002	Wood Pole Testing and Inspection	<ul style="list-style-type: none"> <li>a) Shall be accredited as a facilitator for line construction.</li> <li>b) 90% ESKOM certificate for Wood Pole Testing and Inspection MVLM 002.</li> <li>c) Linked to a practical training centre that covers all aspects for testing of wood poles.</li> </ul>

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No	SAP LSO No	Course Code	Course Title	Pre-Requisites
8	D49990090 D49990097	ESTO 012 EPTO 021	Basic Power System Protection STO Basic Power System Protection PTO	a) Relevant Electrical Qualification b) ORHVS HVO 01, HVO 02, HVO 04 c) 90% ESKOM certificate for Basic Power System Protection STO ESTO 012 and PTO EPTO 021 (ESKOM facilitators Only)
9	D50199480	L4E11  L4E12	Operate on Medium voltage networks (11kV-44KV) Operate on High voltage networks (66kV-132KV)	a) 90% ESKOM certificate for Operating on Medium voltage networks (11kV-44KV) b) 90% ESKOM certificate for Operating on Medium voltage networks (66kV-132KV) c) Basic Power System Protection STO ESTO 012 and PTO EPTO 021 d) Shall have been authorised up to 132 KV (ESKOM facilitators Only)
10	D49995802	ELW 010	Earth Electrode Resistance Testing (Lines)	a) Relevant Electrical Qualification b) 90% ESKOM certificate for Earth Electrode Resistance Testing (Lines) ELW 010
11	D50198629		Phasing 110V to 132kV	a) 90% ESKOM certificate for Phasing 110V to 132kV b) Shall have been authorised for phasing c) Accredited as a Facilitator for ORHVS HVO 01, HVO 02, HVO 04 (ESKOM facilitators Only)
12	D49996861	ELW 006	MV/LV Crimping and Connectors	a) 90% ESKOM certificate for MV/LV Crimping and Connectors ELW 006
13	D50198974	ELW ----	MV/HV 100 Ton Crimping ELW	a) LV Line Construction b) Accredited as a Facilitator for MV/LV Crimping and Connectors ELW 006
14	D50731203	LVM 001	Low Voltage (LV) Network Inspection and Maintenance	a) Low Voltage Line Construction ELW 011 b) 90% LV Line Inspection ESKOM certificate

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No	SAP LSO No	Course Code	Course Title	Pre-Requisites
15	D49932769	LVOP 001	Operate on Low Voltage (LV) networks	<ul style="list-style-type: none"> <li>a) 90% ESKOM certificate for Operate on Low Voltage (LV) networks LVOP 001</li> <li>b) Accredited as a Facilitator for Low Voltage (LV) Operating regulations LVOR 001</li> <li>c) Accredited as a Facilitator Pre-Task planning &amp; Risk Assessment PRE 002 (b)</li> <li>d) Working at Heights</li> <li>e) Ladder safety</li> <li>f) Accredited as a Facilitator Supervision in Electrical Hazardous areas (ELW 001)</li> <li>g) Linked to a practical training centre that covers all aspects of Operate on Low Voltage (LV) networks</li> <li>h) Shall have been authorised as a Low Voltage Operator</li> </ul> <p>(External training providers must have an accredited training centre before they can be accredited)</p>
16	D49997436	LVOR 001	LV Operating Regulations	<ul style="list-style-type: none"> <li>a) Valid 90% ESKOM certificate for LV Operating Regulations LVOR 001</li> <li>b) Relevant Electrical Qualification</li> <li>c) Supervision in Electrical Hazardous areas (ELW 001)</li> <li>d) Accredited as a Facilitator Pre-Task planning &amp; Risk Assessment PRE 002 (b)</li> <li>e) Shall have been LV Authorised</li> </ul>
17	D50261885	OTO 006g	Split Metering	<ul style="list-style-type: none"> <li>a) Accredited as a Facilitator for Operate on low voltage (LV) networks LVOP 001</li> <li>b) Accredited as a Facilitator for LV Operating Regulations LVOR 001</li> <li>c) 90% ESKOM certificate for Pre-Paid Metering OTO 006g</li> </ul>
18	D49932770	L3E 06	Performing Work on Energised (LV) networks	<ul style="list-style-type: none"> <li>a) LV Line Construction ELW 011</li> <li>b) Accredited as a Facilitator for Operate on low voltage (LV) networks LVOP 001</li> <li>c) Accredited as a Facilitator for LV Operating Regulations LVOR 001</li> </ul>

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No	SAP LSO No	Course Code	Course Title	Pre-Requisites
				<ul style="list-style-type: none"> <li>d) Accredited as a Facilitator for Pre-Paid and Split Metering OTO 006 g</li> <li>e) 90% ESKOM certificate for Performing Work on Energized (LV) networks L3E 06</li> <li>f) Shall have been authorised for Performing Work on Energised (LV) networks</li> <li>g) Linked to an accredited practical training centre that covers all aspects of Performing Work on Energised (LV) networks</li> </ul> <p>(External training providers must have their own accredited training centre before they can be accredited)</p>
19	D50199760	SSM 001 SSM 010  SSM 007	Inspect and Clean Substation Yards Substation Inspection  Maintain Substation Earthing System	<ul style="list-style-type: none"> <li>a) 90% ESKOM certificate for Inspect and Clean Substation Yards &amp; Substation Inspection</li> <li>b) 90% ESKOM certificate for Maintain Substation Earthing System</li> <li>c) Shall have been Authorised for 132KV  (ESKOM Facilitators Only)</li> </ul>

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**Annex K- Technical Learning Administrator Registration Form**



**Technical Learning Administrator Registration**

This is to Certify that \_\_\_\_\_  
(Names and surname in block letters)

Unique & ID No \_\_\_\_\_ Company Name \_\_\_\_\_

has been trained as a Technical Learning Administrator in terms of 240-70413865 Power Delivery Operating Assessments, Authorisations and Training Standard and registered to perform the duties as listed below:

- a) Confirm that all prerequisites are met before learners are booked on courses.
- b) Ensure that the learner management system reflects all learners attending courses prior to course start date.
- c) Ensure that the Learning Facilitator's name and course venue is captured on learner management system prior to course start date.
- d) Ensure all required documentation is in place before a certificate is issued.
- e) Ensure that all courses are followed up on the learner management system and learner's results captured accurately.
- f) Issue certificates to learners that are declared competent and inform line management where learners are found not to be competent.
- g) Ensure that all required information is captured on certificates in accordance with 240-70413865.

	<b>Registered by:</b>
<b>Name:</b>	
<b>Signature:</b>	
<b>Designation:</b>	
<b>Date:</b>	


Acknowledged By: .....(Name)..... (Signature)

Date: .....

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**Annex L– Facilitator Accreditation Appeal Form**

	<b>Facilitator Accreditation Appeal Form</b>
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Name \_\_\_\_\_ Surname \_\_\_\_\_

Department \_\_\_\_\_ Business Unit/Company Name \_\_\_\_\_

Division \_\_\_\_\_ Grade \_\_\_\_\_

Unique Number/ID Number \_\_\_\_\_

**Nature of Appeal:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Detailed description of Appeal:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please submit form to next level of management**

**Aggrieved Facilitator**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Learning Delivery / Learning and Development Manager**

Signature \_\_\_\_\_ NAME (Print) \_\_\_\_\_

Unique number \_\_\_\_\_ Date \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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