

Audit Checklist for Trainer Profile

Name of auditor/s: _____

Date of audit: _____

Objectives of Training audit on trainers internal and external:

1. Proof of Human Resource Competency:

- Medical and induction
- Curriculum vitae (CV).
- Record of Service (RoS).
- Highest Qualifications
- Identity document (ID).

2. Proof Machine Competency:

- Formal training on machine specific.
- If RPL was followed, proof must be provided of previous experience
- Learner Statement of Results (SoR) per machine

3. Proof of Education Training development (ETD) competency:

- Assessor certificate with ETDP SETA SoR
- Facilitation certificate with ETDP SETA SoR
- Moderators certificate (not compulsory)

4. Proof of MQA registration.

- Assessor registration including scope of assessment.
- Moderators registration including scope of moderation.

Please evaluate the quality of the trainers internal and external by responding Yes or No to each question below:				
		Yes	No	Comments
	Internal Employees:			
	Proof of Human Resource Competency:			
1	<ul style="list-style-type: none"> Medical and induction Curriculum vitae (CV). Record of Service (RoS). Highest Qualifications Identity document (ID) 			
2	Proof Machine Competency:			
	<ul style="list-style-type: none"> Formal training on machine specific. If RPL was followed, proof must be provided of previous experience Learner Statement of Results (SoR) per machine 			
3	Proof of Education Training development (ETD) competency:			
	<ul style="list-style-type: none"> Assessor certificate with ETDP SETA SoR Facilitation certificate with ETDP SETA SoR Moderators certificate (not compulsory) 	X		
4	Proof of MQA registration.			
	<ul style="list-style-type: none"> Assessor registration including scope of assessment. Moderators registration including scope of moderation. 	X		
			N/A	
	External Employees:			
	Company XXXXX:			
	Proof of Human Resource Competency:			
1	<ul style="list-style-type: none"> Medical and induction Curriculum vitae (CV). Record of Service (RoS). Highest Qualifications Identity document (ID) 			
2	Proof Machine Competency:			
	<ul style="list-style-type: none"> Formal training on machine specific. If RPL was followed, proof must be provided of previous experience Learner Statement of Results (SoR) per machine 			
3	Proof of Education Training development (ETD) competency:			
	<ul style="list-style-type: none"> Assessor certificate with ETDP SETA SoR 			

	<ul style="list-style-type: none"> Facilitation certificate with ETDP SETA SoR 			
	<ul style="list-style-type: none"> Moderators certificate (not compulsory) 			
4	Proof of MQA registration.			
	<ul style="list-style-type: none"> Assessor registration including scope of assessment. 			
	<ul style="list-style-type: none"> Moderators registration including scope of moderation. 			

GENERAL COMMENTS AND RECOMMENDATION:

Auditor 1

Date:

Auditor 2

Date:

