

Pre-Requisites and Required Documents for WSQ Organisational Accreditation Application (For In-House Only)

S/No.	Pre-requisite	Specific Requirement	Evidence
1.	Legal Entity	<ul style="list-style-type: none"> - Organisation is registered with appropriate registration and/or regulatory bodies - Has a local operation 	<ul style="list-style-type: none"> - ACRA business profile - Any other relevant registration certificates from the registration and/or regulatory bodies.
2.	Defined Roles and Responsibilities	<ul style="list-style-type: none"> - Organisation assigns duties and responsibilities to meet the needs and expectations of its stakeholders, leading towards quality CET delivery 	<ul style="list-style-type: none"> - Organisation chart showing the management team and WSQ staff - Write-up of individual duties and responsibilities for all WSQ staff - Mins of meeting on the duties and responsibilities of the management team and/or WSQ staff
3.	Sufficient Line-up of Adult Educators	<ul style="list-style-type: none"> - Sufficient line-up of qualified trainers, assessors who are subject matter experts with significant number having Workplace Trainer Programme (WTP) or equivalent[#] - At least 1 master trainer* must attain full ACTA or equivalent by 1 Oct 2013[#]. - At least 1 developer* must attain full ACTA or equivalent by 1 Oct 2013[#]. <p>[#]Details on phased-in approach to refer to the hyperlink *Can be the same person</p>	<ul style="list-style-type: none"> - Letters of completion of Workplace Trainer Programme (WTP) - Certificates of Advanced Certificate in Training and Assessment (ACTA) or equivalent of the adult educators - Recognised technical certification/qualification relevant to identified field - CVs of the adult educators