

Training at alternative venues not accredited by the QCTO

I trust you are well.

It is important to note that the QCTO recognizes the growing trend of mobile training units and the ability for training to take place at different venues. If an accredited Skills Development Provider (SDP) intends to provide training at a location other than their usual accredited address, they must apply online on the following link ([Request to Temporarily Train at a Physical Address different from the Accredited Address \(microsoft.com\)](#)) one month prior to the event taking place. The SDP will be requested also to provide the QCTO with specific details and supporting documents about the alternate location in support of their application:

- SDP or AC name and address;
- Copy of the Accreditation Letter for the qualification, part-qualification, or skills programme to be trained;
- Name and address of the new venue;
- Contact person at the new venue;
- Expected training period and expected start date;
- Proof of Funding
- Valid OHS Report of the new venue; and
- Total number of learners to be trained.

Please remember the following: Permission is granted only for projects lasting 12 months or less. If the project will last longer, the institution must apply for full accreditation at an alternative venue.

Training at the new venue can only begin after receiving written permission from the QCTO. The QCTO does not backdate permission letters. Failure to follow this process may result in immediate de-accreditation of the SDP.