



Evidence Control Policy

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	<i>Quality Controlled by:</i>	Ravin Rughoonandan	<i>Document Version:</i>	2019.01
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	<i>Approved By:</i>	Pragasen Moodley		

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1. Change Control

Version	Author of Change	Date	Details of Change
2019.01	Gerhard van der Berg	July 2019	Creation of Assessment policy.

2. Record of Approvals

Level*	Committee Name	Date
1	Ravin Rughoonandan (Content Design Manager)	July 2019
2	Pragasen Moodley (Director, Learning Services AME)	July 2019
3	Candice Govender (Legal Director, AME)	July 2019
4	Pieter Bensch (Executive Vice President, AME)	July 2019

* Level of approval

Evidence Control Policy

3. Statement

This policy are addressing the actions taken regarding the receiving, recording and filing of delegate evidence submitted. This includes the general policy and a step-by-step procedure for submitting; collecting; storing and transporting.

4. Procedures

All learners will request the certification through Sage University and complete the assessment online:

Transcript: Gerhard Van Der Berg

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The moderation process will be completed on Sage University and all evidence is stored under the learner profile:

Transcript History

Started by Gerhard van der Berg (1089822) on 11/6/2017 3:40:41 PM
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* Time Zone: (UTC+02:00) Harare, Pretoria

5. Record keeping

All learner's information will be kept on the online LMS for a period of 5 years before deleted.

6. Contacts

Should you have any questions about the content of this policy please contact the training department via email: Training.Za@sage.com.