

DQP: OCCUPATIONAL QUALIFICATIONS DEVELOPMENT GUIDELINES

QCTO QUALIFICATION DEVELOPMENT PROCESS UNPACKED – COMMUNICATION ON STANDARDISED PROCESSES

DIRECTORATE: OCCUPATIONAL QUALIFICATIONS DEVELOPMENT (OQD)

**A. APPLICATION STAGE**

	Process	Evidence
1.	<p><b>Applicant</b> completes an application form and sends it to the QCTO</p> <p><b>QCTO</b> acknowledges an application within 5 working days of receipt</p>	<p>QCTO receives completed application form.</p> <p>QCTO generates an acknowledgement of receipt letter and sends it to the Applicant and copies the relevant QCTO Cluster Manager.</p>
2.	<p><b>QCTO</b> Cluster Manager communicates with the Applicant within 30 days of receipt of an acknowledgement letter.</p>	<p>QCTO Cluster Manager collates the necessary information required in processing the application. Cluster Manager communicates with the applicant.</p> <p>NB: Prioritisation of applications is taken into considerations as part of processing the applications received.</p>

		<p>Prioritised applications list is compiled and presented to the Occupational Qualifications Committee on a quarterly bases for consideration. Prioritised Applications List is presented to Council for consideration and noting.</p>
3.	<p><b>QCTO meets with Applicant to clarify the implications of the application</b></p> <p><b>Potential DQP/ SETA and QCTO Official prepare for the appropriate mechanism to take the process forward</b></p>	<p><b>Options available</b></p> <p><b>1. Alignment process</b>          In a case where historically registered qualification/s is/are being reviewed – attention should be given to the repackaging processes ensuring that alignment process is done seamlessly while ensuring that the additional required elements are woven in appropriately.</p> <p>The turnaround time for this process is expected to improve the time it takes to review and align the qualification to meet the QCTO model requirements.</p> <hr/> <p><b>2. Normal Development Process</b></p> <p><b>Pre-scoping meeting conducted</b></p> <ul style="list-style-type: none"> <li>- Pre scoping document is generated and consulted with the applicant.</li> </ul>

		<ul style="list-style-type: none"> <li>- Any gaps in the document are filled as the part of preparations for the scoping meeting – e.g. a list of stakeholders to be involved is updated.</li> <li>- All amendments to the document are done in consultation with the applicant/ broader group of stakeholders where necessary</li> </ul> <p><b>Preparations for scoping meeting</b></p> <ul style="list-style-type: none"> <li>- Potential DQP communicates with QCTO Official on a date for scoping meeting.</li> <li>- Stakeholders are invited to the scoping meeting. QCTO Official Agenda for the scoping meeting is sent out to stakeholders.</li> <li>- Pre scoping document is distributed to all stakeholders as part of the preparations for the scoping meeting.</li> </ul>
4.	<p><b>Potential DQP</b> – hosts scoping meeting</p> <p><b>QCTO Official</b> conducts the scoping meeting with broader stakeholders</p>	<p>Scoping meeting is conducted. The meeting confirms parameters of the application request as outlined in the pre scoping document (any gaps in the document are filled and confirmed )</p> <p>Agreement is reached during scoping meeting on taking the qualifications development process forward.</p>

		<p>DQP identified and confirmed by stakeholders.</p> <p>Potential AQP identification where possible is considered where possible</p> <p>Participants to Working Groups are nominated and confirmed</p> <p>Stakeholders/ constituencies to participate in the qualification development process are identified</p> <p>Each of the above-mentioned stakeholders/ constituencies must identify experts in the occupation within their specific sector or organisation</p>
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**B. DELEGATION STAGE & QUALIFICATION DEVELOPMENT**

1.	<p>An allowance of 30 days from date of scoping meeting must be given to enable the signing of the SLA</p> <p><b>NB: Qualification development process</b></p>	<p>Finalisation of Working Group participants by Potential DQP where applicable</p> <p>Establish a system for communicating with stakeholders – Potential DQP has an obligation to involve and communicate with all relevant stakeholders identified and agreed to at the scoping meeting</p>
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	<p><b>may not proceed without an SLA being in place and signed by both the QCTO and the DQP.</b></p>	<p><b>Delegation SLA Process</b></p> <ul style="list-style-type: none"> <li>- QCTO Cluster Manager prepares pre populated SLA within 7 working days of scoping meeting.</li> <li>- QCTO Cluster Manager sends prepopulated SLA to DQP for completion and signing. The communicate from Cluster Manager to the Potential DQP must include highlights of what is expected from the DQP when completing the SLA and returning it to the QCTO.</li> </ul> <p>The DQP has 15 working days from receipt of pre populated SLA to complete it and send it back to the QCTO</p> <p>QCTO will acknowledge receipt of the completed SLA within 5 working days and assigns it to the relevant Cluster Manager for processing.</p> <p>A signed SLA is returned to the DQP within 3 days of signing by the QCTO. QCTO scans the signed SLA and emails it to the DQP. One original version of the OFO is filed by the QCTO and the second original version of the SLA is sent to the DQP usually via a courier service.</p>
2.	<p><b>DQP executes it delegated function</b></p>	<p><b>2.1 Occupational Profiling</b>          The main tasks to be undertaken are:</p>

		<ul style="list-style-type: none"> <li>• Manage development of an occupational profile and verification thereof</li> <li>• <del>Manage verification on the body to assume role of AQP</del></li> <li>• Manage the identification of an AQP - DQPs must first explore possibilities of linking the AQP identification to the existing appointed AQPs. QCTO Occupational Quality Assessment Unit must be informed when the AQP identification is taking place. This improvement is in a bid to prevent proliferation of AQPs and to embrace a possible clustering model. Identified AQP/s will be expected to make a presentation to the QCTO on their readiness to assume the delegated function before the appointment is confirmed.</li> <li>• DQP prepare a Progress Report and sends it to the QCTO</li> </ul> <p>QDF and Learner QDF facilitate the development of an occupational profile through the involvement of CEPs</p> <p>DQP provides logistical &amp; admin support</p> <p><b>2.2 Development of module specifications for the occupational curriculum</b></p> <ul style="list-style-type: none"> <li>• Knowledge</li> <li>• Practical Skills</li> <li>• Work Experience</li> </ul>
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**NB:** AQP must be involved in the process

The Development of module specifications for the occupational curriculum is led by QDF and Learner QDF through an involvement of a Working Group of CEP members

### **2.3 Development of external assessment specifications**

- The development of external assessment specifications is led by QDF and Learner QDF through the involvement of a Working Group of CEP members.
- The AQP must take ownership of the development of the external assessment specifications.
- The AQP is responsible for the content and sign off of the external assessment specifications.

### **2.4 Verification Process**

- DQP manages the verification process for both the curriculum as well as external assessment specifications

		<p>NB: Final verification meeting must be attended by QCTO Official</p> <hr/> <p><b>2.5 Qualification submitted to the QCTO for evaluation</b></p> <p>NB: QCTO Submission requirements for qualifications for evaluation.</p> <p>The DQP must secure necessary sign off and submit the outcome thereof of qualification development for evaluation by QCTO.</p> <p>The following documents must be submitted for evaluation by the QCTO:</p> <ol style="list-style-type: none"> <li>1. Qualification document</li> <li>2. Curriculum document</li> <li>3. External Assessment Specifications document</li> <li>4. Process Report</li> </ol>
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**C. QUALIFICATION EVALUATION BY QCTO**

3.	<b>QCTO Evaluates the submitted qualification</b>	Qualification submission due dates are communicated by the QCTO yearly.
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	<ul style="list-style-type: none"> <li>• The qualification documentation will be evaluated within 12 working days from the date the submission was acknowledged by the QCTO.</li> <li>• DQP needs to respond within 12 working days with feedback</li> </ul>	<p>DQPs are welcome to submit any time before the submission due date.</p> <p>Upon receipt of the qualification submission the QCTO will acknowledge receipt within 5 working days</p> <p><u>Evaluation Process</u></p> <ol style="list-style-type: none"> <li>a) QCTO Cluster Manager requests for the download of the qualification to be evaluated.</li> <li>b) QCTO Central data Office downloads the qualification submission for evaluation and sends it to the Cluster Manager concerned.</li> <li>c) QCTO Cluster Manager evaluates the qualifications and sends feedback to the DQP and cc QDF using a prescribed evaluation template.</li> <li>d) DQP re-submit qualification for re-evaluation (DQP Representative sends a notification (to the QCTO Cluster Manager) regarding the readiness of the re-submission for re-evaluation by the QCTO.</li> <li>e) Resubmission is acknowledged by the QCTO Cluster Manager concerned via email.</li> <li>f) QCTO Cluster Manager request for the download of the qualification to be re-evaluated.</li> <li>g) QCTO Central data Office downloads the qualification re-submission and sends it to the Cluster Manager concerned.</li> </ol>
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		<ul style="list-style-type: none"> <li>h) QCTO Cluster Manager re-evaluates the submission and sends feedback to the DQP and cc QDF using a prescribed evaluation template indicated that the evaluated qualification is still to be subjected to a moderation process.</li> <li>i) Qualification Moderation Session is conducted</li> <li>j) QCTO Cluster Manager gives feedback on the outcome of the Moderation process and indication of when the qualification will be tabled to the Occupational Qualifications Committee if all requirements are met.</li> <li>k) Qualification is tabled at the Occupational Qualifications Committee for consideration by the Committee.</li> <li>l) If the qualification is approved by the Occupational Qualifications Committee, QCTO Publishes a Notice on the Government Gazette for a minimum of 21days.</li> <li>m) If qualification is not approved by the Occupational Qualifications Committee feedback is provided to the DQP and cc QDF for attention. The process goes back to process step (d).</li> <li>n) Inputs received from public comments will be considered by the QCTO. Those If there are public that require DQP attention the QCTO will be forward such comments to the DQP accordingly and cc QDF.</li> <li>o) Occupational Qualifications Committee tables qualifications that are recommended for registration for Council's approval</li> <li>p) QCTO quarterly submits to SAQA qualifications that are approved by Council for recommendation for registration.</li> </ul>
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**D. QUALIFICATION REGISTRATION BY SAQA**

4.	<p><b>SAQA Evaluates the submitted qualification for registration on the NQF</b></p>	<p>SAQA' processes the qualification for registration on the NQF.</p> <p>SAQA sends evaluation feedback to the QCTO</p> <p>SAQA sends a letter to QCTO once a qualification is registered</p> <p>QCTO sends a letter to DQP informing them that the qualification has been registered (refer example in A9).</p>
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