



QCTO Policy on Accreditation of Skills Development Providers

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List of acronyms

AA	Accreditation Agent
AQP	Assessment Quality Partner
CEO	Chief Executive Officer
EISA	External Integrated Summative Assessment
NQF	National Qualifications Framework
OQSF	Occupational Qualifications Sub-framework
QCTO	Quality Council for Trades and Occupations
SDA	Skills Development Act
SDP	Skills Development Provider

Glossary

Accreditation	The certification, usually for a particular period, of a body or an institution as having the capacity to fulfil a particular function in the quality assurance system
Accreditation scope	The list of knowledge and practical skill modules for which a body is accredited to provide learning and internal assessment.
Amendment of scope	This refers to reducing the number of qualifications in the accreditation scope of skills development provider
Assessment	The process of collecting evidence of a learners' achievement to measure and make judgments about the competence or non-competence of specified occupational qualifications or part qualifications
Assessment Quality Partner (AQP)	A body delegated by the QCTO to manage and coordinate the external integrated summative assessments of specified NQF registered trades and occupational qualifications or part qualifications and part qualifications.
Audit	An examination of records or financial accounts to check their accuracy.
Extension of Scope	This refers to addition of qualifications in the accreditation scope of skills development provider

Occupational Qualification	A qualification associated with a trade, occupation or profession, resulting from work-based learning, developed and quality assured under the auspices of the QCTO and consisting of the knowledge, practical skills and work experience standards and requires an external integrated summative assessment.
Skills Development Provider (SDP)	A legal entity accredited by the QCTO to offer occupational qualifications or part qualifications registered under the Occupational Qualifications Sub Framework

Preamble

The Quality Council for Trades and Occupations (QCTO) was established in 2010 in terms of section 26G of the Skills Development Act, of 1998 as a juristic person. It was listed as a public entity in Government Gazette No 33900 of 31 December 2010 effective from 1 April 2010 to establish the Sub-framework for Trades and Occupations. It is responsible for the development, maintenance and quality assurance of standards and qualifications within its sub-framework.

Accreditation of Skills Development Providers is an integral and critical component of the QCTO's quality assurance system with regards to the provision of learning and internal assessments that prepares learners for External Integrated Summative Assessment (EISA).

Occupational qualifications or part qualifications comprise three components: knowledge, practical and work experience learning. Each occupational qualification or part qualification has an associated occupational curriculum, downloadable from the QCTO website, to guide implementation.

Only Skills Development Providers accredited by the QCTO are authorised to deliver occupational qualifications registered on the OQSF.

The QCTO will review this Policy on Skills Development Provider Accreditation on annual basis.

1. Purpose

This policy outlines the requirements for the accreditation of Skills Development Providers (SDPs) who wish to offer occupational qualifications or part qualifications that are registered on the Occupational Qualifications Sub-framework (OQSF).

2. Legislative and regulatory framework

This policy is informed by the following pieces of legislation and policies:

- 2.1 National Qualifications Framework (NQF) Act of 2008;
- 2.2 Skills Development Act (SDA), 1998 (Act 97 of 1998);
- 2.3 Occupational Qualifications Sub-framework Policy (OQSF).

3. Audience and applicability

This policy applies to anybody who applies for accreditation as a Skills Development Provider to offer occupational qualifications or part qualifications registered on the OQSF.

4. Accreditation fees

The QCTO charges accreditation fees which covers the following:

- a) Processing and Evaluation of SDP application for accreditation
- b) Site visit for Programme Delivery Readiness

The accreditation fees charged by the QCTO are determined by the Council from time to time.

5. Responsibilities of accredited Skills Development Providers

5.1 An accredited SDP must, in respect of the occupational qualification or part qualification for which it is accredited:

- a) develop or source and maintain appropriate or relevant learner support materials for the relevant curriculum components;

- b) provide occupational learning as specified in the relevant curriculum document;
- c) have competent human resources, financial and physical resources to provide learning and internal assessments relevant to the curriculum document
- d) conduct internal assessment, as specified in the relevant curriculum document of each occupational qualification and part qualification;
- e) internally moderate at least 25% of internal assessment
- f) issue statements of results to learners for components completed to enable competent learners to register for the external integrated summative assessment in the form and manner required by the QCTO;
- g) report on the performance of learners in the form and manner required by the QCTO;
- h) adhere to any monitoring and evaluation activities as prescribed by the QCTO;
- i) keep learner information and performance records in a manner that complies with QCTO requirements ; and
- j) enrol learners for the external assessment in the form and manner required by the AQP.
- k) Renew accreditation with the QCTO if so require. Failure to renew accreditation will result in the accreditation lapsing and the SDP will be de-accredited.

6. Responsibilities of the QCTO

6.1 The QCTO will evaluate and verify the information on the SDP's application for accreditation;

6.2 The QCTO will make a decision as to whether to accredit the SDP.

6.3. The turnaround time to accredit SDPs will be:

- An average of 90 working days after receiving the application for occupational qualifications;
- An average of 40 working days after receiving the application for recorded trades and NATED report 190/1 (N4 – N6 programmes) Part Qualifications.

6.4 The QCTO will place on its website criteria and guidelines for the accreditation of Skills Development Providers;

6.5 The QCTO will maintain and make available from the website a database of accredited Skills Development Providers;

6.6 If accreditation is withdrawn, the QCTO will inform the SDP. The details of the de-accredited SDP will not be removed but will be reflected as de-accredited SDP from the QCTO database.

6.7 The QCTO may delegate accreditation function to anybody capable of performing the accreditation function and such body will be called an Accrediting Agent (AA). This is in accordance with the SD Act 97 of 1998, chapter 26 section (1)(e).

7. Accreditation requirements for Skills Development Providers

The QCTO will accredit an entity or institution as an SDP for a specific occupational qualification or part qualification provided the following requirements are complied with:

7.1 Institutional Compliance, referred to as Phase I of Accreditation

The entity or institution must:

- a) be a juristic person registered or established in terms of South African law;
- b) have a valid tax clearance certificate issued by the South African Revenue Service, if applicable;
- c) prove financial sustainability to offer training services;
- d) have sufficient human resources to perform the functions of an SDP;

- e) have a learner support policy, assessment policy as well as occupational health and safety policy; and
- f) demonstrate that it has administrative resources for managing learner information.

7.2 For programme delivery readiness, referred to as Phase II of Accreditation

The entity or institution must:

- a) provide evidence of suitably qualified personnel to facilitate learning and internal assessment as specified in the curriculum;
- b) be in possession of or have access to the required physical resources required as reflected in curriculum document of the occupational qualification or part qualification where training/facilitation will take place;
- c) provide evidence of learning material, internal assessment guidelines ; as well as internal moderation guidelines for the delivery of knowledge and practical components for the occupational qualification or part qualification applied for;
- d) Must have a learner placement strategy in relation for the programme/s of the occupational qualification or part qualification applied for;
- e) Provide evidence of compliance with relevant standards for occupational health and safety for the occupational qualification or part qualification applied for as applicable; and
- g) provide evidence of systems to manage learning and track learner performance

8. Misrepresentation of information

SDP have a responsibility to provide accurate information to the QCTO. Any misrepresentation will be regarded as an offence. The QCTO reserves the right to take a decision at its own discretion to deal with any misrepresentation.

9. Duration of accreditation

9.1 Accreditation of the SDP is valid:

- a) for a period of 5 years from the date the QCTO grants accreditation or until the end date of registration of the qualification (whichever comes first); or
- b) until the SDP is de-accredited in terms of Section 11 of this policy.

10. Change of scope for accreditation

10.1 Extension and amendment of scope

10.1.1 The QCTO may award an extension of scope to a SDP if the Phase I of Accreditation as stipulated at 7.1 is met, and the SDP meets the requirements of Phase II of Accreditation for the occupational qualification or part qualification applied for as stipulated at 7.2; 10.1.2 The QCTO may amend the scope of accreditation awarded to the SDP based on the monitoring visits to the SDP that prove failure to comply or a request from the SDP to remove occupational qualifications or part qualifications from its scope of accreditation;

10.2 In all cases of a change of scope of an SDP, the QCTO will inform the SDP

11. Withdrawal of accreditation of Skills Development Providers

11.1 Accreditation of an SDP may be withdrawn by the QCTO based on monitoring visits where audits were conducted and findings were raised and investigation conducted and found noncompliance or misconduct which provides reasonable grounds for such withdrawal.

Reasonable grounds may include, but are not limited to:

- a) failure to comply with specified accreditation criteria;

- b) inability to perform its functions adequately;
- c) failure to conduct training over the stipulated period;
- d) failure or refusal to comply with the QCTO reporting requirements including but not limited to:
 - i) inaccurate statements of results;
 - ii) poor record keeping; and
 - iii) poor internal moderation.

Upon audit findings, the QCTO may at its discretion reduce the scope of accreditation or rescind the accreditation awarded.

11.2 If the SDP fails to renew its accreditation well before it expires, the SDP will be declared unaccredited and will stop operating on the expiry date showing on the accreditation letter/certificate. The SDP will have to re-lodge the accreditation request in a normal way done any applicant applying for accreditation.

11.3 The SDP may appeal the decision to withdraw accreditation as per section 12 of this policy.

12. Handling disputes and appeals

12.1 In the event of a dispute arising between the QCTO and the SDP, all parties must endeavour to negotiate in good faith with a view to settling the dispute amicably.

12.2 The aggrieved SDP must notify the QCTO in writing within 7 working days of an accreditation decision dispute. The aggrieved should forward the letter to the CEO of the QCTO.

12.3 If the negotiations fail, the dispute must be referred to the QCTO Appeals Committee for resolution.

13. Monitoring of SDPs

13.1 The QCTO will monitor SDPs for compliance and the performance in terms of this policy.

13.2 The QCTO may conduct an audit of an SDP's performance from time to time or if the public raised concern about the provider.

14 Re- accreditation of SDPs

14.1 At the beginning of fifth year of accreditation an SDP must apply for re-accreditation if so required.

14.2 QCTO will conduct performance audit prior before awarding the re-accreditation.