**Overview**

The Quality Council for Trades Occupations has in terms of Section 26I (2) of the Skills Development Act (SDA) of 2008 and the Council’s delegation policy delegated the quality assurance partner (QAP) functions to the Finance and Accounting Services Sector Education and Training Authority. (FASSET). The delegation was conferred to the Public Service Sector Education and Training Authority as of 27 September 2012 and it is limited to the public service sector. The delegated functions are as follows:

The delegation expires once the qualifications delegated to the FASSET are reviewed and replaced by qualifications developed and registered on the Occupational Qualifications Framework (OQF) or until the qualifications reach their registration end date and teach out periods or when the qualifications are withdrawn by the QCTO.

**Objective**

FASSET ETQA is responsible to quality assure training providers systems, processes, procedures, training delivery, support and oversee assessments and qualifications development, in order to achieve high quality education and training in the public service sector as per the relevant legislation.

**Skills Development Providers Accreditation**

On July 1, 2022, FASSET ceased to accept applications for Skills Development Providers (SDPs) accreditation against all previously registered qualifications, since June 2023 is the expiration date of these qualifications. The deadline for enrolled learners in historical qualifications at accredited SDPs is June 30, 2024.

With all of this in mind, the emphasis is now squarely on Occupational Qualifications. In order to offer programs and qualifications that fall under the registered occupational qualifications, Skills Development Providers (SDPs) are encouraged to apply for accreditation against those registered qualifications through the Quality Council for Trades and Occupations (QCTO).

**Links for application of different QCTO Accreditation services**

* Occupational Qualifications - [Skills Development Provider (Occupational Qualifications & Part Qualifications) (microsoft.com)](https://customervoice.microsoft.com/Pages/ResponsePage.aspx?id=WYKvGtx_dkOLCRj6eXre7cQfdpB9YCFAsVRDtPf78FpUOU9aRjE4OVo1UlgwTFJJV1oxUkczVUhETS4u)
* Skills Programme - [Skills Development Provider (Occupational Skills Programmes) (microsoft.com)](https://customervoice.microsoft.com/Pages/ResponsePage.aspx?id=WYKvGtx_dkOLCRj6eXre7cQfdpB9YCFAsVRDtPf78FpUQkZNNEc1U043SzlGWTE4UU5EQjhKQU03Ui4u)

**Accreditation**

Accreditation is the certification, usually for a certain period of time of a body or an institution, as having the capacity to fulfill a particular function within the quality assurance system set up by QCTO.

FASSET stopped accepting applications for Skills Development Providers (SDPs) accreditation against all historically registered qualifications as of 01.07.2022. Please visit the [Quality Council for Trades and Occupations (QCTO)](https://www.qcto.org.za/index.html) for more information.

Accreditation is valid for a period of five years from the date on which the QCTO granted accreditation to the SDP or until the SDP is de-accredited by the QCTO.

The accreditation may be withdrawn by the QCTO if the SDP fails to perform its responsibilities as stipulated in the QCTO Accreditation Policy, and/or contravenes the provisions stipulated in the accreditation letter or act in a way that is unlawful or unbecoming of a SDP.

1. The following documents and equipments are required to get accreditation with QCTO:

**Institutional Compliance**

* CIPC registration documents or proof of establishment (PTY, CC, NGO, NPO, Public Institution)
* Latest Tax Compliance Status (TCS)
* Proof of Financial Stability
* Valid Occupational Health and Safety (OHS) audit report issued by an authorised person
* Proof of premises
* Signed Workplace MoU or QCTO Affidavit
* Curriculum Vitae (CV) of Facilitators/Assessors and certified copies of ID and Qualification certificates (plus work permits for all foreign personnel)
* Signed Employment Contracts or SLAs for each Facilitator including the job description/responsibilities of the facilitator in relation to the SDP

**Programme Delivery Readiness**

* Annexure E (Form 1): Implementation Plan/ Programme Delivery Strategy
* Annexure G (Form 2): Learning Material Matrix
* Annexure H (Form 3): Learning Matters
* Annexure J (Form 4): Signed Declaration
* Learning material for all modules that is aligned to the Curriculum document requirements.
* Sufficient, qualified staff for all modules as per the requirements in the Curriculum document
* Checklist of resources/Training Inventory for the knowledge component
* Checklist of resources/Training Inventory for the practical component
* Equipment required for the Trade as per the NAMB checklist (Trade qualifications only)
* Classrooms/venues with basic amenities such as chairs, tables, chalkboard or whiteboard, sufficient lighting,
* and ventilation for face-to-face delivery
* Facilities where the simulation or practical training for the qualification will be conducted
* A learner placement strategy for the workplace component as well as a logbook aligned to the Curriculum document
* Career pathway mapped and defined to learners (e.g. career pathway map or diagram for the occupational qualification; vertical and horizontal articulation)
* Learner support services, before, during, and after the training intervention
* Learner Management Information System (LMIS)

**Management of the Institution**

* Organogram of the institution
* Policies to govern the management of the institution including:
  + Governance and Finance
  + Human Resources
  + Training (Teaching and Learning)
  + Assessment
  + Certification
  + Appeals
  + Occupational Health and Safety
  + COVID 19 Policy
  + Refund Policy

**Assessment Centres Accreditation**

Assessment and certification of learners enrolled in occupational qualifications occurs through a new process known as External Integrated Summative Assessment (EISA). EISA is conducted through accredited Assessment Centres. Assessment Centre accreditation is occupational qualification specific. This means that SDPs and other entities wishing to be accredited as assessment centres should apply for each occupational qualification they wish to assess.

The process for Assessment Centre accreditation is similar to that of SDP accreditation. Entities wishing to apply for accreditation as Assessment Centres should visit the website of the [Quality Council for Trades and Occupations (QCTO)](https://www.qcto.org.za/index.html) and apply for accreditation.

**Subject Matter Experts Database Registration**

Implementation of occupational qualifications is supported by Subject Matter Experts (Facilitators, Assessors, Moderators, and workplace Mentors) in respect of Skills Development Providers. Subject Matter Experts have to ensure that they meet the requirements of each occupational qualification they are involved with. For this reason, the FASSET is compiling a database of Subject Matter Experts for each of the sector’s registered occupational qualifications.

Assessment Centres require the support of Assessors and Invigilators. These must also meet the requirements for registration on the database of Subject Matter Experts. Prospective SMEs must consult the curriculum document of each occupational qualification they wish to be involved with before applying for the registration on the database. Subject Matter Experts are encouraged to apply for registration by sending an e-mail to: [Esther.morake@fasset.org.za](mailto:Esther.morake@fasset.org.za).

**External Integrated Summative Assessment (EISA)**

Assessment for leaners enrolled in occupational qualifications is facilitated through an External Integrated Summative Assessment (EISA). SDPs will conduct an Internal Assessment for learners, whereafter they will issue the learners with Statement of Results (SoR). The SoRs should reflect achievement by learners against the three components of an occupational qualification, i.e., Knowledge, Practical Experience, and Workplace Experience.

EISA’s are conducted through accredited Assessment Centres. Registration for EISA can be requested by the SDP or by the individual leaner. FASSET will publish a calendar or dates for the scheduling of EISAs for all the occupational qualifications with learners in the system.

**Workplace Approval**

One of the most important aspects of occupational qualifications is access to a relevant and approved workplace. For this reason, all SDPs wishing to apply for accreditation need to have strong partnerships with employers who will provide their learners with access to workplace experience. For this reason, SDPs are encouraged to work with and, where appropriate, assist employers with their application for registration an as approved workplaces for occupational qualifications. This will provide a win-win situation, as SDPs in our sector are more experienced in and understand the FASSET process. Entities wishing to be included in the database of approved workplaces should send an e-mail to: [Esther.morake@fasset.org.za](mailto:Esther.morake@fasset.org.za).

**External Moderation Process**

FASSET has been delegated the responsibility to carry out the quality assurance functions including promoting quality learning by the QCTO in accordance with the provisions of the QCTO Delegation Policy read with Section 26I (2) of the Skills Development Amendment Act No.67 of 2008. In line with the said delegation, FASSET as a Quality Partner (QP) is mandated to oversee and develop policy on the conduct of external moderation for historical and part qualifications.

**Policies**

* QCTO Policy on Accreditation of Skills Development Providers
* QCTO Policy on Accreditation of Assessment Centres
* QCTO Certification Policy
* Policy on Delegation to DQPs and AQPs
* Occupational Qualifications Development Facilitator Manual
* How to Apply for the Development of Occupational Qualifications
* Foundational Learning Competence Information Booklet
* DQP and Potential DQP Process Manual
* Curriculum and Assessment Policy
* AQP Criteria and Guidelines