QCTO
Quality Council for Trades & Occupations



IMPLEMENTATION OF OCCUPATIONAL QUALIFICATIONS BY ACCREDITED SKILLS DEVELOPMENT PROVIDERS (SDPs)

Quick Guide



FOCUS OF SDP

The **QCTO** would like all **SDPs** to display characteristics such as:

- QUALITY AND EXCELLENCE
- CUSTOMER FOCUS (LEARNERS)
- LEADERSHIP
- BEING RESULTS ORIENTED
- INNOVATION AND IMPROVEMENT
- QUALITY HUMAN RESOURCE MANAGEMENT AS PER REQUIREMENTS IN CURRICULUM
- TRAINING RELEVANT TO THE WORLD OF WORK
- EFFECTIVE PARTNERSHIPS WITH INDUSTRY

ASSESSMENT

Use of **Formative & Internal** Summative Assessments:

- Formative assessment is used to facilitate learning while internal summative assessments are formally recorded results per module for the **SoR**
- Internal formative assessments are set according to the Assessment Criteria - these standards are used to guide learning and assess learner achievement and / or evaluate competence
- Internal Summative assessment is conducted at the end of a module or integration of modules to evaluate learning taking place



PLANNING FOR IMPLEMENTATION

SDPs must have the following in place:

- Effective management, human resources, systems, processes and required physical resources
- Innovative approach in facilitating occupational standards – bringing the world of work to the classroom
- Measures to ensure equal opportunity in the selection, admission, support and internal assessments of learners
- Implementation Plan for the Occupational Qualification
- SDPs must submit learners' enrolments and achievements in the format and manner prescribed by **QCTO** within **21 days** of learner enrolments
- Issuing of **Statement of Results** (SOR) upon successful completion of all modules of all components
- Appropriate management of learner information and records

ACCREDITED **SDPS** WITH ENROLLED LEARNERS ARE MONITORED BY THE **QCTO**



INTERNAL ASSESSMENT

Any format may be used for Internal Summative Assessments by the **SDP**:

- Workplace tasks (e.g. case studies)
- Briefs
- Practical Demonstrations
- Assignments/Tests
- Projects, etc.

Internal QA processes must be in place by the **SDP** to ensure these assessments are fit for purpose

EXTERNAL ASSESSMENT

- External assessments are managed and conducted by Quality Partners – a national standard is set.
- Only learners that have enrolled and registered with the **QCTO** may sit for the EISA
- Submission of **SoR** to **QCTO** prior to **EISA**
- This is a competency based final assessment
- Approval of Results and Certification by the **QCTO**



DELIVERY OF OCCUPATIONAL QUALIFICATION

The focus point of delivery should be the imparting of occupational standards for that particular qualification:

- IDEALLY THE THREE COMPONENTS **(K/P/WP)** SHOULD BE OFFERED IN AN INTEGRATED MANNER IN THE FORM OF WORK PROJECTS
- **FACILITATION** AND **ASSESSMENT** MUST BE LINKED TO INDUSTRY WORKPLACE APPLICATION
- **ENSURE ASSESSMENT** OF ALL OUTCOMES/ ASSESSMENT CRITERIA
- **EVALUATE** EVIDENCE, **PROVIDE** FEEDBACK AND **RECORD**

FINAL ASSESSMENTS

EISA

The **External Integrated Summative Assessment (EISA)** is the final assessment managed and conducted by the Quality Partner/Assessment Quality Partner; it is used to assess all learners nationally. In the **EISA** the learner proves his/her competence against the Exit Level Outcomes of the Qualificatino. Learners qualify for entry into **EISA** via a **Statement of Results (SoR)** issued by the **SDP** or the institution used in the **RPL** route.

The **EISA** is conducted for a particular qualification or part qualification at accredited assessment or trade test centres.

EISA Benefits Industry/Employers – by ensuring that learners will be competent workers as they would have had to demonstrate competencies in in work related tasks or scenarios during the **EISA**.

FISA

A decentralised **Final Supervised Assessment** takes place for historically registered qualifications (in addition to the current PoE practice), as well as for **QCTO** Skills Programmes

*Approval of learner achievement is granted once all requirements set by the **QCTO** are met by the **Quality Partner**. Should these not be met, the **QCTO** reserves the right not to approve the outcomes of learner achievement (or part of it)*



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