



## **CRITERIA AND GUIDELINES**

**ON ACCREDITATION OF SKILLS  
DEVELOPMENT PROVIDERS (SDPs)  
AND ASSESSMENT CENTRES (ACs)**



## CRITERIA AND GUIDELINES IN CONTEXT

This document aims to outline the criteria and guidelines for the accreditation of SDPs and ACs for Occupational Qualifications, Part Qualifications, Skills Programme and Nated 190/1 (N4-N6). The objective is to ensure that the accreditation system is simplified for all stakeholders concerned.

### **ACCREDITATION PROCESS FOR OCCUPATIONAL/PART QUALIFICATIONS AND SKILLS PROGRAMME**

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#### **STEP 1 – Application Process**

The application process for accreditation commences with the completion of online application forms. The online application forms link can be found on the QCTO website ([www.qcto.org.za](http://www.qcto.org.za))

Once the application has been submitted online, the prospective Skills development provider (SDP) will receive:

1. An automated acknowledgement of receipt response
2. A link to upload compliance documents which will be sent to the applicant within the following calendar month of applications, as applications are downloaded at the beginning of every month.

Once the SDP has uploaded all legal requirements the application process will proceed to **Step 2**.

#### **STEP 2 – Desktop Evaluation (Phase 1)**

The Desktop Evaluation entails verifying the legal standing of the SDP applicant with regard to the following:

1. CIPC registration documents or proof of establishment (PTY, CC, NGO, NPO, CET, Public Institution).
2. The latest Tax Compliance Status (TCS). State entities like government school, departments, universities, TVET, and CET colleges are exempted from the above tax compliance requirement.
3. Curriculum Vitae (CV) of Facilitators / Assessors and certified copies of ID and Qualification certificates. Details of foreign personnel accompanied by their valid work permits authorizing them to work within the Republic of South Africa according to the Immigration Act 13 of 2002. NB. facilitators or assessors must be qualified for the qualification they intend to facilitate or assess i.e., they must possess a comparable qualification or higher as stipulated in the curriculum.
4. Proof of financial stability (Financial Statement – For Institutions operating for more than a year; Business Plan- For Institutions operating for less than a year).
5. A valid Occupational Health and Safety (OHS) audit report issued by an authorised person.
6. Proof of ownership of the premise (Letter from Tribal Authority, Municipal Rates and Taxes) or a

lease agreement of the training premises.

7. Signed Workplace MoU (It must clearly define the deliverables according to workplace component of the qualification as specified on the Curriculum document)

Should the SDP fail to meet the requirements above, the QCTO will request further information or reject the application and once the SDP has met all the requirements as stated above, the application process will proceed to **Step 3**.

### **STEP 3 – Programme Delivery readiness (Site Visit – Phase 2)**

The site visit will only be conducted provided the SDP has fully completed and submitted the following:

1. Site Visit Confirmation (**Form 1**)
2. QCTO COVID 19 Checklist (**Form 2**)
3. Programme Implementation Plan (**Form 3**)
4. Learning Material Matrix (**Form 4**)
5. Evaluation Tool for Programme Delivery Readiness (**Form 5**)
6. QCTO Accreditation Application Checklist (**Form 6**)

The site visit will take place either on a **virtual platform or physical** depending on the availability of resources. No SDP/s should be considered for site visit if the SDP/s is/are not part of the approved site visit schedule.

For all site visits conducted on a virtual platform the following should be in place:

1. Reliable network
2. Sufficient internet connectivity
3. Documents presented on an electronic format only
4. All virtual sessions will be recorded for QCTO references.

### **Site Visit Cancellation**

1. SDPs are allowed to cancel the site visit seven working days prior to the confirmed appointment.
2. Failure to cancel the scheduled site visit in writing and lack of preparation may result in the application being declined where applicant will be required to reapply.
3. Failure to cancel the scheduled site visit in writing and lack of preparation may result in all associated cost being recovered from the applicant.

**The SDP should meet the following minimum requirements for Programme Delivery Readiness (Site Visit):**

1. Registered as required by the South African law (Proof that a company is a Close Corporation/NGO/CET/NPO/Public Institution, provide registration number).
2. The latest Tax Compliance Status (TCS). State entities like government school, departments, universities, TVET, and CET colleges are exempted from the above tax compliance requirement.
3. A lease agreement (Signed, valid, authentic and current lease agreement - check the lease agreement duration and if it has not expired / Proof of ownership of the premise (Letter from Tribal Authority, Municipal Rates and Taxes) Proof of ownership of the premise (Letter from Tribal Authority, Municipal Rates and Taxes)
4. The checklist for knowledge component (Training Inventory list/use your own template) according to the Curriculum Document needs). Equipment will be checked against the list provided by the SDP.
5. The checklist for practical component (Training Inventory list/use your own template) according to the Curriculum Document). Equipment/machinery will be checked against the list provided by the SDP.
6. The Institution already accredited by the QCTO for Occupational and Part Qualification/Nated Report 190/1 or Skills programmes. (Check if there is learner uptake on these Qualification/s if no learner uptake the SDP must provide reasons why the institution is extending its scope.
7. Physical Resources (Check if the venue/building is conducive for teaching and learning, as well as the quantity of training rooms/capacity).
8. Learning material aligned to the qualification/s applied for according to the curriculum document
9. Detailed and functional (Training) organogram of the institution.
10. Implementation of effective quality assurance processes by management. (Provide control measures e.g. A Checklist for the implementation of the QMS)
11. Sufficient and competent qualified personnel (Foreign qualifications accompanied by SAQA evaluation report - Recently certified copies not later than six months). Valid Work Permit, Valid Visa/Passport.
12. Learner Management Information System (LMIS) (Computer & Internet Facilities).
13. Relevant policies to govern the management.
14. Occupational Health and Safety (OHS) adherence as per the programme criteria and requirements.
15. Signed Workplace MoU (It must clearly define the deliverables according to workplace component of the qualification as specified on the Curriculum document and must contain the contact person and contact details of the workplace).

The site visit audit report shall be recommended to the QCTO accreditation Committee for consideration and approval. Thereafter the formal outcome will be issued to the applicant.

The accreditation is valid for five years from the date the QCTO grants accreditation.

Accreditation of the SDP may be withdrawn at any time by the QCTO if the SDP fails to perform its responsibilities as stipulated in the QCTO Accreditation Policy.

At no point should an SDP applicant advertise qualifications applied for before a final accreditation outcome has been issued by the QCTO.

All accreditation applications for any qualification or skills programme must have a physical address within the Republic of South Africa in line with the Domicile Act No 3 of 1992, even if the entire qualification or skills programme can be offered virtually. QCTO accredits a site and any change of address requires the SDP to submit a new application and a site visit must be conducted on the new premises before any movement can take place. The QCTO issues accreditation for a specific physical address, and hence multiple applications must be submitted, should accreditation be required for different physical addresses.

Accredited institutions that seeks to amend their company name should be accompanied by the following documents:

1. CIPC document (with proof of change)
2. New lease agreement/proof of ownership
3. Tax Compliance Pin in new company's name
4. Existing accreditation letter

Any misrepresentation of documents submitted to the QCTO will result in the accreditation application to be denied or if accredited, revoked.

## **Appeals**

Should the applicant feel that there is a need to appeal the outcome:

1. An appeal can be sent to this email: [accreditation@qcto.org.za](mailto:accreditation@qcto.org.za) and
2. It will be evaluated using the same minimum evaluation requirements and criteria.

The QCTO's objective is to process all accreditation applications within 90 working days in line with the QCTO Annual Performance Plan (APP), of which counting will be commenced once all the required supporting documents are submitted to the QCTO (Step 2).

### **STEP 1 – Application Process**

The application process for accreditation commences with the completion of online application forms. The online application forms link can be found on the QCTO website ([www.qcto.org.za](http://www.qcto.org.za))

Once the application has been submitted online, the prospective Skills development provider (SDP) will receive:

1. An automated acknowledgement of receipt response
2. A link to upload compliance documents which will be sent to the applicant within the following calendar month of applications, as applications are downloaded at the beginning of every month.
3. Pro forma Invoice (A non – refundable desktop evaluation fee of R2000.00 is payable to the QCTO for all Nated 190/1 (N4 – N6) accreditation application).

Once the SDP has uploaded all legal requirements the application process will proceed to **Step 2**.

### **STEP 2 – Desktop Evaluation (Phase 1)**

The Desktop Evaluation entails verifying the legal standing of the SDP applicant:

1. CIPC registration documents or proof of establishment (PTY, CC, NGO, NPO, CET, Public Institution).
2. The latest Tax Compliance Status (TCS). State entities like government school, departments, universities, TVET, and CET colleges are exempted from the above tax compliance requirement.
3. Curriculum Vitae (CV) of Facilitators / Assessors and certified copies of ID copies and Qualifications. Details of foreign personnel accompanied by their valid work permits authorizing them to work within the Republic of South Africa according to the Immigration Act 13 of 2002. NB. facilitators or assessors must be qualified for the qualification they intend to facilitate or assess i.e., they must possess a comparable qualification or higher as stipulated in the curriculum.
4. Proof of financial stability (Financial Statement – For Institutions operating for more than a year; Business Plan- For Institutions operating for less than a year).
5. A valid Occupational Health and Safety (OHS) audit report issued by an authorised person.
6. Proof of ownership of the premise (Letter from Tribal Authority, Municipal Rates and Taxes) or a lease agreement of the training premises.

A R2000.00 fee per Nated Programme (e.g Financial Management N4-N6) is payable to the QCTO once a pro-forma invoice has been sent to the SDP.

### **STEP 3 – Programme Delivery readiness (Site Visit – Phase 2)**

The site visit will only be conducted provided the SDP has fully completed and submitted the following:

1. Site Visit Confirmation (Form1)
2. QCTO COVID 19 Checklist (Form 2)
3. Evaluation Tool for Programme Delivery Readiness (Form 5)
4. QCTO Accreditation Application Checklist (Form 6)
5. Proof of Payment

For all site visits conducted on a virtual platform the following should be in place:

1. Reliable network
2. Sufficient internet connectivity
3. Documents presented on an electronic format only
4. All virtual sessions will be recorded for QCTO references.

#### **Site Visit Cancellation**

1. SDPs are allowed to cancel the site visit seven working days prior to the confirmed appointment.
2. Failure to cancel the scheduled site visit in writing and lack of preparation may result in the application being declined where applicant will be required to reapply.
3. Failure to cancel the scheduled site visit in writing and lack of preparation may result in all associated cost being recovered from the applicant.

The SDP should meet the following minimum requirements:

1. CIPC registration documents or proof of establishment (PTY, CC, NGO, NPO, CET, Public Institution).
2. The latest Tax Compliance Status (TCS). State entities like government school, departments, universities, TVET, and CET colleges are exempted from the above tax compliance requirement.
3. Proof of ownership of the premise (Letter from Tribal Authority, Municipal Rates and Taxes) or a lease agreement of the training premises.
4. The checklist for knowledge component (Training Inventory list/use your own template) according to the Syllabi Document needs. Equipment will be checked against the list provided by the SDP.
5. The Institution already accredited by the QCTO for Occupational and Part Qualification/Nated Report 190/1 or Skills programmes. (Check if there is learner uptake on these Qualification/s if no learner uptake the SDP must provide reasons why the institution is extending its scope.

6. Detailed and functional (Training) organogram of the institution.
7. Implementation of effective quality assurance processes by management. (Provide control measures e.g. A Checklist for the implementation of the QMS)
8. Sufficient and competent qualified personnel (Foreign qualifications accompanied by SAQA evaluation report - Recently certified copies not later than six months). Valid Work Permit, Valid Visa/Passport.
9. Learner Management Information System (LMIS) (Computer & Internet Facilities).
10. Relevant policies to govern the management.
11. Occupational Health and Safety (OHS) adherence as per the programme criteria and requirements.

The site visit audit report shall be recommended to the QCTO accreditation Committee for consideration and approval. Thereafter the formal outcome will be issued to the applicant.

The accreditation is valid for five years from the date the QCTO grants accreditation.

Accreditation of the SDP may be withdrawn at any time by the QCTO if the SDP fails to perform its responsibilities as stipulated in the QCTO Accreditation Policy.

At no point should an SDP applicant advertise qualifications applied for before a final accreditation outcome has been issued by the QCTO.

All accreditation applications for any qualification or skills programme must have a physical address within the Republic of South Africa in line with the Domicile Act No 3 of 1992, even if the entire qualification or skills programme can be offered virtually. QCTO accredits a site and any change of address requires the SDP to submit a new application and a site visit must be conducted on the new premises before any movement can take place. The QCTO issues accreditation for a specific physical address, and hence multiple applications must be submitted, should accreditation be required for different physical addresses.

Accredited institutions that seek to amend their company name should be accompanied by the following documents:

1. CIPC document (with proof of change)
2. New lease agreement/proof of ownership
3. Tax Compliance Pin in new company's name
4. Existing accreditation letter

Any misrepresentation of documents submitted to the QCTO will result in the accreditation application to be denied or if accredited, revoked.



## Appeals

Should the applicant feel that there is a need to appeal the outcome:

1. An appeal can be sent to this email: [accreditation@qcto.org.za](mailto:accreditation@qcto.org.za) and
2. It will be evaluated using the same minimum evaluation requirements and criteria.

The QCTO's objective is to process all accreditation applications within 90 working days in line with the QCTO Annual Performance Plan (APP), of which counting will be commenced once all the required supporting documents are submitted to the QCTO (**Step 2**).

## **ACCREDITATION PROCESS FOR ASSESSMENT CENTRE (AC)**

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### **STEP 1 – Application Process**

The application process for accreditation commences with the completion of online application forms. The online application forms link can be found on the QCTO website ([www.qcto.org.za](http://www.qcto.org.za))

Once the application is submitted online the prospective AC details will be sent to the relevant Assessment Quality Partner (AQP) for processing.

### **STEP 2 – Application Evaluation**

The AQP will receive and process the AC application and conduct site visits and thereafter sends a recommendation to the QCTO for further processing.

The site visit audit report shall be recommended to the QCTO accreditation Committee for consideration and approval. Thereafter the formal outcome will be issued to the applicant.

The QCTO's objective is to process all ACs recommendations received from AQPs within 30 working days.

The accreditation is valid for five years from the date the QCTO grants accreditation.

Accreditation of the AC may be withdrawn at any time by the QCTO if the AC fails to perform its responsibilities as stipulated in the QCTO Accreditation Policy.

At no point should an AC applicant advertise qualifications applied for before a final accreditation outcome has been issued by the QCTO.

Any misrepresentation of documents submitted to the QCTO will result in the accreditation application to be denied or if accredited, revoked.

### **General Accreditation Matters**

- The QCTO deals directly with the applicant and does not promote the use of intermediary institutions or individuals/agents/consultants.
- During site verification the consultant must declare their role.
- Information provided by SDP must strictly relate to the SDP and not the consultant.
- Consultants should not participate on an actual site verification.
- The QCTO does not endorse or provide any learning material for registered occupational and skills programme.