

# Qualifications/Part-Qualifications/Skills Programmes Development Schedule

## 1. Occupation/specialisations detail

Occupation OFO Code Specialisation Anticipated date of completion of qualification development process

…

## 2. Quality Partner information

|  |  |
| --- | --- |
| QUALITY PARTNER DETAILS | |
| NAME OF QUALITY PARTNER | … |
| ADDRESS | … |
| WEBSITE | … |

## 3. Subject Matter Expert (SME) facilitating the development of a qualification and or part qualification

The following person is/will be contracted by the Quality Partner to facilitate the development of an occupational qualifications and or part qualifications:

|  |  |
| --- | --- |
| APPOINTED SUBJECT MATTER EXPERT (SME) DETAILS | |
| NAME AND SURNAME | … |
| IDENTITY NUMBER | … |
| ADDRESS | … |
| EMAIL ADDRESS | … |
| CELL NUMBER |  |
| SIGNATURE OF SME | … |
| DATE | … |

## 4. Qualification Development Planned Time Lines

Activities due date:

1. Establish a database of expert practitioners (people qualified in that occupation and can include assessors, educationalists, work place practitioners etc) or determine a process of linking various databases to obtain nominations for working group members

…

2. First 2 / 3 day working group meeting of expert practitioners to develop occupational profiles and points of external assessment.

…

3. Send out occupational profile and points of external assessment with recommended AQP for each, for verification to all identified expert practitioners (narrow consultation)

…

4. Prepare progress report on process and inputs received on the occupational profile and how it was dealt with and submit to QCTO (including participation list)

…

5. Arrange working group meetings of expert practitioners (work place practitioners) to develop the work experience module specifications (including the statement of work experience)

…

6. Arrange working group meetings of expert practitioners to develop the practical skills module specifications (including internal assessment guidelines)

…

7. Arrange working group meeting of educationalists to develop

the subject specifications (including internal assessment specifications)

…

8. Send out occupational curriculum for verification to all identified constituencies (broader consultation)

…

9. Prepare report on process and inputs received and how it was dealt with and submit to QCTO (including participation list)

…

10. Arrange working group meeting of expert practitioners and assessment quality partner representatives to develop the assessment specifications for the external assessment of the qualifications and or part qualifications

…

11. Capture curriculum and assessment specifications, verify correctness of information and qualification details and submit to QCTO

…

12. Prepare the qualification process report and submit to QCTO

…

13. Prepare a development close out report to the QCTO on: · Challenges experienced · Actual qualification development facilitator costs · Logistical costs · Administration costs · Verification costs

…

## 5. Quality Partner Officer Details

|  |  |
| --- | --- |
| RESPONSIBLE OFFICIAL DETAILS | |
| NAME AND SURNAME | … |
| DESIGNATION | … |
| EMAIL ADDRESS | … |
| CELL NUMBER |  |
| SIGNATURE OF OFFICIAL | … |
| DATE | … |