



# **QCTO Certification Policy**

**Approved**

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## List of acronyms

AQP	Assessment Quality Partner
DQP	Development Quality Partner
FLC	Foundational Learning Competence
NAMB	National Artisan Moderation Body
NLRD	National Learners' Records Database
NQF	National Qualifications Framework
QCTO	Quality Council for Trades and Occupations

## Glossary

Achievement	The recognition granted to a learner when all required learning outcomes have been successfully demonstrated.
Assessment	The process of collecting evidence of learners' work to measure and make judgements about the competence or non-competence of specified NQF registered occupational qualifications and part qualifications.
Assessment centre	A centre accredited by the QCTO for the purpose of conducting external integrated summative assessments for specified NQF registered occupational qualifications and 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 occupational qualifications and part qualifications.
Certificate	A document issued by the QCTO for an attainment of a occupational qualification or part qualification registered on the NQF.
Development Quality Partner (DQP)	A body delegated by the QCTO to manage, coordinate and fund the process of developing specific occupational qualifications and part qualifications (including the associated curricula and assessment specifications).
External integrated summative assessment	A component of the assessment process and refers to the culmination of the summative process when learners are subjected to a final sitting at the end of the learning cycle for an integrated externally conducted assessment.
Foundational Learning Competence	A part-qualification consisting of two learning areas namely, Communication and Mathematical Literacy,
Internal formative Assessment	On-going assessments, reviews, and observations which would be a range of formal and informal assessment procedures applied during the learning process in order to modify teaching and learning activities and to improve learners' attainment;
Integrated External Summative Assessment	A nationally standardised assessment of learning against an occupational qualification, part qualification.

Learner	An individual who is participating in a learning programme with the purpose of achieving an occupational qualification or part qualification.
Monitoring	A continuous process of review of quality that can be conducted internally and or externally to recommend quality improvements.
National Learners' Records Database (NLRD)	The electronic management information system that facilitates the management of the NQF.
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 summative assessment.
Part qualification	An assessed unit of learning with a clearly defined purpose that is registered as part of a qualification on the NQF.
Quality Assurance	The process of ensuring that standards and procedures are adhered to and that delivered products or services meet performance requirements according to the QCTO requirements.
Statement of results	A document issued by the AQP or accredited skills development provider for modules of occupational qualifications registered on the NQF.
Verification	The process managed by the relevant body for externally verifying (checking) the authenticity of processes to confirm or overturn the findings.

## **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. The QCTO is responsible for the development, maintenance and quality assurance of qualifications within its sub-Framework.

An integral and critical component of the QCTO's quality assurance system is the issuing of certificates to learners who have demonstrated competence against occupational qualifications and part qualifications registered on the National Qualifications Framework (NQF).

The QCTO will work closely with Assessment Quality Partners (AQPs) who will recommend certification of learners to the QCTO.

### **1. Purpose**

This policy outlines the criteria applied by the QCTO for the issuing of certificates, the uploading of learner data to the National Learners' Records Database (NLRD) and the re-issue of certificates.

### **2. Legislative and regulatory framework**

In terms of the Skills Development Act, 1998 (Act 97 of 1998), the QCTO may certificate learners for the achievement of occupational qualifications.

This policy and criteria is based on the QCTO Policy on Delegation of Qualification Design and Assessment to Development Quality Partners (DQPs) and Assessment Quality Partners (AQPs).

### **3. Audience and applicability**

This policy applies to delegated AQPs and covers the issuing of certificates for learners who have been found competent through an external integrated summative assessment.

AQPs will recommend to the QCTO the certification of learners for occupational qualifications or part qualifications within their scope. The QCTO will forward the issued certificates to the relevant AQP for distribution to the learners.

#### **4. Responsibility of the AQP**

4.1 The relevant AQP must:

- a) request certification for competent learners within 14 days after receiving the assessment results;
- b) verify learner information and details;
- c) verify qualification or part qualification information;
- d) submit information electronically to the QCTO in the prescribed format;
- e) distribute issued certificates to learners;
- f) keep records of all assessment results; and
- g) establish processes for requesting the re-issue of certificates.

4.2 The AQP for the Foundational Learning Competence (FLC) will issue statements of results to competent learners.

4.3 The National Artisan Moderation Body (NAMB) will recommend the certification of all trades currently recorded on the NLRD but without associated occupational qualifications.

#### **5. Responsibility of the QCTO**

5.1 The QCTO will:

- a) issue certificates within 21 days after receipt of verified learner achievement information from the relevant AQP;
- b) distribute certificates to the relevant AQP once certificates have been issued;
- c) upload learner achievement data to the NLRD according to the NLRD load specifications; and
- d) re-issue certificates on request of the relevant AQP.

5.2 The QCTO will not issue certificates for the FLC.

5.3 The QCTO may verify learner results and information.

## **6. Types of certificates**

6.1 The QCTO will issue two types of certificates:

- a) Occupational Certificates: for learners who have proven competence against occupational qualifications or part qualifications, but excluding occupational qualifications for listed trades.
- b) Trade Certificates: for trades recorded on the NLRD but without associated occupational qualifications.

## **7. Complaints**

7.1 The QCTO will investigate complaints about fraudulent certificates.

## **8. Quality assurance and monitoring of policy implementation**

8.1 The QCTO will monitor the AQP in terms of this policy.

8.2 The QCTO will review the Certification Policy at least every three years.