

## GLOSSARY OF TERMS AS USED IN THIS DOCUMENT

**Development Quality Partner** means a body delegated by the QCTO to manage the process of developing specific occupational qualifications, curricula and assessment specifications;

**Learner qualifications development facilitator** means a qualifications development facilitator in training;

**NQF Act** means the National Qualifications Framework Act, 2008 (Act No. 67 of 2008)

**Occupational qualification** means a qualification associated with a trade, occupation or profession, resulting from work-based learning and consisting of knowledge unit standards, practical unit standards and work experience unit standards as defined in the Skills Development Act and has an external summative assessment;

**Occupational Qualifications Framework (OQF)** means the sub-framework for trades and occupations contemplated in Section 4 of the NQF Act;

**Organizing framework for occupations (OFO)** means a skill-based coded classification system, which aims to encompass all occupations in South Africa, used as a tool to collect, analyse and report on occupational information;

**Part qualification** means an assessed unit of learning that is registered on the NQF as a part qualification;

**Qualification Development Facilitator (QDF)** means a person registered on the QCTO database to facilitate the development of an occupational qualification, in accordance with QCTO occupational curriculum development process;

**Qualification Sub-framework for Trades and Occupations** means the sub-framework on which occupational qualifications are registered. This sub-framework forms part of a single integrated NQF system as contemplated in Chapter 2 of the NQF Act;

**QCTO** means the Quality Council for Trades and Occupations established in terms of section 26G of the Skills Development Act, 1998 (Act No. 97 of 1998);

**SAQA** means the South African Qualifications Authority contemplated in Chapter 4 of the NQF Act, 2008 (Act No.67 of 2008);;

**SDA** means the Skills Development Act, 1998 (Act No. 97 of 1998);

**SLA** means Service Level Agreement as defined in the QCTO Policy on Delegation of Qualifications Design and Assessment to Development Quality Partners (DQPs) and Assessment Quality Partners (AQPs).

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## **1. POLICY STATEMENT**

- 1.1 The purpose of this policy is to outline the functions of and requirements for Qualification Development Facilitators.
- 1.2 This policy shall apply to those aspiring to register as Qualification Development Facilitators (QDFs) as well as to those already registered as QDFs.

## **2. OBJECTIVES OF THE QDF POLICY**

- 2.1 This policy formalizes the work of Qualification Development Facilitators (QDFs) and aligns it to the overall objectives and other policies of the QCTO.
- 2.2 This policy aims to ensure that through the QDFs role quality qualifications are designed.

## **3. PRINCIPLES FOR QDF**

- 3.1 QDFs and learner QDFs must commit to honouring the principles to which the QCTO itself is committed as listed below:
  - (a) Innovation and excellence;
  - (b) Empowerment and recognition;
  - (c) Respect and dignity;
  - (d) Ethics and integrity;
  - (e) Ownership and accountability;
  - (f) Authenticity;
- 3.2 QDFs and learner QDFs must signal this commitment by signing a Code of Conduct, attached to as Annexure A.
- 3.3 The enhancement of equity is a fundamental principle of the QCTO and will be actively promoted.

## **4. LEGISLATIVE AND REGULATORY FRAMEWORK**

- 4.1 The Policy on QDFs is developed and guided by the following:
  - (a) National Qualifications Framework Act (Act 67 of 2008);
  - (b) Skills Development Act (Act 97 of 1998 as amended in 2008);
  - (c) The sub framework for Trades and Occupations, (once approved by the Minister of Higher Education and Training);

- (d) The QCTO Curriculum and Assessment Policy;
- (e) The QCTO Policy on Delegation of Qualifications Design and Assessment to DQPs and AQPs;

## 5. FUNCTIONS OF A QUALIFICATION DEVELOPMENT FACILITATOR

5.1 The Qualification Development Facilitator (QDF ) may in accordance with QCTO model:

- (a) Facilitate the process of obtaining an agreement on the occupational qualification scope.

5.2 The Qualification Development Facilitator (QDF ) must in accordance with QCTO model:

- (a) Facilitate the development of occupational qualifications using QCTO qualification development processes leading to the development of an occupational profile; knowledge, practical and work experience curricula and assessment specifications ;
- (b) Conduct occupationally relevant research to enhance the quality of the occupational qualification developed;
- (c) Capture inputs developed under (a) onto the prescribed QCTO qualifications development IT system;
- (d) Deliver, in the QCTO format, the following four documents per occupational qualification to the DQP:
  - i. Qualification document;
  - ii. Curriculum document;
  - iii. Assessment specifications document;
  - iv. Process report;
- (e) Train and mentor learner Qualification Development Facilitator/s on the occupational qualification development process, if assigned to by the QCTO through an SLA with the DQP.

## **6. CRITERIA FOR THE EVALUATION OF APPLICATIONS TO REGISTER AS A QUALIFICATION DEVELOPMENT FACILITATOR**

- 6.1 The criteria for evaluation of applications to register as Qualification Development Facilitator are :
- (a) An applicant must have participated as a learner Qualification Development Facilitator appointed through the SLA process;
  - (b) An applicant must have successfully completed QCTO's training for Qualification Development Facilitators;
  - (c) An applicant as a learner QDF must have developed all documents as stipulated under 5.2(d) and the said documents must have been accepted by QCTO as meeting the required standards;
  - (d) An applicant learner QDF must have a recommendation for registration from the mentor QDF.

## **7. APPLICATION FOR REGISTRATION AS A QUALIFICATION DEVELOPMENT FACILITATOR**

- 7.1 A person applying to be registered as a Qualification Development Facilitator must submit a completed application form (Attached hereto as Annexure B) to the QCTO.
- 7.2 Upon receipt of all required documentation specified in the registration criteria, the QCTO will evaluate the application:
- 7.2.1 If approved, the applicant will proceed to registration.
  - 7.2.2 If not approved, the QCTO must provide reasons for its decision in writing.
- 7.3 Where a candidate is not approved , they may:
- 7.3.1 re-apply once they have facilitated a further qualification development process as a learner.
  - 7.3.2 appeal to the QCTO Appeals Committee if they believe the evaluation was not fair.

## **8. REGISTRATION OF QUALIFICATION DEVELOPMENT FACILITATOR**

- 8.1 Qualification Development Facilitators approved by the QCTO must sign the QCTO Code of Conduct attached hereto as Annexure A.

- 8.2 The QCTO will register approved Qualification Development Facilitators onto the QCTO database on receipt of a signed code of conduct.
- 8.3 Registered QDFs will be required to remain up to date with changes to the QCTO facilitation model effected over time.

## **9. CHARGING OF FEES BY THE QCTO**

- 9.1 The QCTO may charge fees for :
  - (a) registration of qualifications development facilitators;
  - (b) any other fees as the QCTO, after consultation, determines.

## **10. DE-REGISTRATION OF QUALIFICATION DEVELOPMENT FACILITATOR**

- 10.1 The QCTO may terminate the registration of a Qualification Development Facilitator (QDF) on reasonable grounds including on the grounds that a QDF:
  - (a) has breached the Code of Conduct;
  - (b) has failed to adhere to QCTO quality standards despite remedial intervention.

## **11. DISPUTE RESOLUTION**

- 11.1 In the event of a dispute arising out of this policy, the parties must endeavor to negotiate in good faith with a view to settling the dispute amicably.
- 11.2 If the negotiations fail, the dispute must be referred to the QCTO Appeals Committee for resolution.
- 11.3 The QCTO Appeals Committee may determine any additional procedure needed to adjudicate the dispute in a fair manner and communicate these procedures to the parties.
- 11.4 The decision arrived at as a result of QCTO Appeals Committee determination is final.

## **12. TRANSITIONAL PERIOD**

- 12.1 The QCTO reserves the right to waive certain conditions during the transitional period to enable implementation of this policy.



## **THE CODE OF CONDUCT FOR THE QUALIFICATION DEVELOPMENT FACILITATORS**

We, the undersigned, hereby commit ourselves to abide by the QCTO's Code of Conduct in relation to all our work. The Code of Conduct to which we agree is as follows:

- 1.1 promoting the objectives of the NQF
- 1.2 dealing fairly, professionally and equitably with stakeholders whilst accelerating the redress of past unfair discrimination.
- 1.3 consulting with all relevant stakeholders that have an interest in the development and assessment of occupational qualifications and sharing of best practice.
- 1.4 executing our responsibilities and accountabilities timeously and with due regard to the accountability to our constituents that we are committed to serve.
- 1.5 seeking at all times to create a positive environment for the development and assessment process and respect the historical diversity of learners' cultural, linguistic and educational backgrounds.
- 1.6 declaring conflict of interest that infringe on the execution of our delegated responsibilities.
- 1.7 recusing ourselves from any decision-making process which may result in improper personal gain that will impact negatively on the values cherished by the QCTO.
- 1.8 recognising the public's rights of access to information, excluding information that is specifically protected by the law.
- 1.9 acting in a manner that will respect, promote and protect the goodwill and reputation of occupational qualification family.



1.10 reporting all relevant information about best practices and irregularities in the development and assessment process of which we become aware.

Signed at this place ..... on this ..... day of ..... 20...

Full name of QDF : .....

Signature of QDF: .....

As witnessed on behalf of the QCTO by:

Full name of the QCTO representative: .....

Position in the QCTO: .....

Signature: .....

Date: .....



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## APPLICATION FORM TO REGISTER AS QUALIFICATION DEVELOPMENT FACILITATOR (QDF)

### 1. General Information

Surname:	First Name/s:
Identity Number:	

Postal Address:	Residential Address:
Cell Number:	
Telephone Number (including dialling code):	
Fax Number:	
e-mail address:	

## 2. Equity Information

Race:	(Please tick the applicable)	
	Asian	<input type="checkbox"/>
	Black	<input type="checkbox"/>
	Coloured	<input type="checkbox"/>
	White	<input type="checkbox"/>

Gender:
Disability:

## 3. Information on QDF Training

Name of Development Quality Partner that appointed you as a learner QDF :	Name of mentor QDF who was assigned to you:
Occupational qualification developed as part of your training (including qualification number):	Date when the occupational qualification was submitted to the QCTO:
Did you successfully complete training? Yes <input type="checkbox"/> No <input type="checkbox"/>	Duration of appointment as a learner QDF:
Attach motivation for your registration from your mentor QDF. Motivation attached? Yes <input type="checkbox"/> No <input type="checkbox"/>	Attach your CV. CV attached? Yes <input type="checkbox"/> No <input type="checkbox"/>

4. Declaration

I -----(full names)hereby apply for Registration as a Qualification Development Facilitator, I undertake to abide by all the provisions of the QCTO Qualification Development Facilitator Policy including the Code of Conduct. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Signed at ..... on this ..... day of ..... 20....

Signature of Applicant QDF .....