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| QCTO OCCUPATIONAL QUALIFICATION/PART-QUALIFICATION/SKILLS PROGRAMME EVALUATION CHECKLIST TEMPLATE**IN LINE WITH THE OQSF POLICY (2021) OCCUPATIONAL QUALIFICATION TYPE (NOMENCLATURE)** |
| SECTION A. QUALIFICATION DETAILSNB: COMPLETED BY THE QP |
| QUALIFICATION/PART- QUALIFICATION/SKILLS PROGRAMME | TYPE(NOMENCLATURE) | TITLE (DESCRIPTOR) | NQF LEVEL | CREDITS |
| … | … | … | … | … |
| SECTION B. QUALIFICATION DEVELOPMENT QUALITY TEAM DETAILSNB: COMPLETED BY THE QP |
| NAME, SURNAME AND CONTACT DETAILS OF QUALITY PARTNER (QP)- DEVELOPMENT | Name:… |
| Email:… |
| NAME, SURNAME AND CONTACT DETAILS OF QP OFFICIAL ASSIGNED TO THE PROJECT | Name:… |
| Email:… |
| NAME AND CONTACT DETAILS OF SUBJECT MATTER EXPERT (SME) ASSIGNED TO FACILITATE QUALIFICATION DEVELOPMENT | Name:… |
| Email:… |
| NAME OF QCTO PROJECT MANAGER ASSIGNED | … |

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| SECTION C. RECORD OF FEEDBACK, EVALUATION AND MODERATION PROCESS AND DETAILS OF EVALUATORS AND MODERATORS ASSIGNED TO IMPROVE QUALITYNB: COMPLETED BY THE QP AND QCTO |
| ITEM | **RESPONSE** | ITEM | **RESPONSE** |
| **DATE RECEIVED BY QP, FROM SME POST DEVELOPMENT**NB: COMPLETED BY THE QP | … | **DATE RETURNED TO SME BY QP**NB: COMPLETED BY THE QP | … |
| **DATE RECEIVED BY QCTO CENTRAL OFFICE/QCTO PROJECT MANAGER** (specify which)**, FROM QP**NB: COMPLETED BY THE /QP | … | **DATE OF FEEDBACK TO QP BY CENTRAL OFFICE/QCTO PROJECT MANAGER**NB: COMPLETED BY THE QP | … |
| **SME SELF – EVALUATION DATE**NB: COMPLETED BY THE QP | … | **DATE OF FEEDBACK TO SME, BY QP**NB: COMPLETED BY THE QP | … |
| **QP EVALUATION DATE**NB: COMPLETED BY THE QP | … | **TOTAL NUMBER OF QP EVALUATOR(S)** | … |
| NAME(S) OF QP EVALUATOR(S) | … |
| **QP PEER MODERATION DATE**NB: COMPLETED BY THE QP | … | **TOTAL NUMBER OF QP MODERATOR(S)** | … |
| **NAME(S) OF QP MODERATOR(S)** | … |
| **QCTO EVALUATION DATE**NB: COMPLETED BY THE QCTO | … | TOTAL NUMBER OF QCTO EVALUATOR(S) | … |
| NAME(S) OF EVALUATOR(S) | … |
| **QCTO PEER MODERATION DATE** NB: COMPLETED BY THE QCTO | … | TOTAL NUMBER OF QCTO MODERATOR(S) | … |
| NAME(S) OF MODERTOR(S) | … |
| **NAME OF QCTO COMMITTEE FOR APPROVAL** **AND DATE OF APPROVAL**NB: COMPLETED BY THE QCTO | … | DATE OF FEEDBACK OF THE OUTCOME, BY QCTO COMMITTEE (VIA QCTO PROJECT MANAGER) TO QP | … |
| **COMMENTS:**NB: COMPLETED BY SME, QP AND/OR QCTO |
| **…** |
| SECTION D1.1 QUALITY OF APPEARANCE OF QUALIFICATION/PART- QUALIFICATION/SKILLS PROGRAMME DOCUMENTNB: SECTION D IS COMPLETED BY THE SME, QP & QCTO TickCheckmarkthe applicable box |
| CRITERIA  | SME RESPONSE | QP RESPONSE | QCTO RESPONSE | COMMENTS |
|  YES | NO |  YES | NO |  YES | NO |
| D1.1.1 SECTION A, B, C IS COMPLETED  |  |  |  |  |  |  | … |
| D1.1.2 CURRENT QCTO TEMPLATE USED |  |  |  |  |  |  | … |
| D1.1.3 DOCUMENT IS EDITED |  |  |  |  |  |  | … |
| D1.1.4 ALL PRESCRIBED DOCUMENTS ARE SUBMITTED  |  |  |  |  |  |  | … |
| SECTION D1.2 ITEMS AND CRITERIA WITHIN THE CURRICULUM DOCUMENT OF QUALIFICATION/PART-QUALIFICATION/SKILLS PROGRAMME | **OUTCOME**State if:- Compliant (C) or Not Yet Compliant (NYC)- Not Applicable (N/A) |
| SME  | QP   | QCTO |
| 1.2.1 QUALIFICATION/PART-QUALIFICATION/SKILLS PROGRAMME DETAILSThe document satisfies policy requirements in each of the following aspects:Occupational Qualifications Sub-Framework; Type (Nomenclature) – [Qualification/Part-Qualification/Skills Programme Type: (Nomenclature) e.g. Advanced Occupational Certificate]; Title Descriptor; NQF Level; Credits; Organising Field and Sub-field (Not Applicable to Skills Programmes);QCTO Curriculum Code; Originator/QP – Development and QP – Assessment (Not Applicable to Skills Programmes);Replacement of Registered Occupational/Historical Qualifications/Unit Standards (US) and/or Learning Programmes (LP)/ QCTO/SETA Approved Skills Programmes | … | … | … |
| 1.2.2 RATIONALEThe document satisfies policy requirements | … | … | … |
| 1.2.3. PURPOSEThe document satisfies policy requirements | … | … | … |
| 1.2.4. ENTRY REQUIREMENTSThe document specifies all relevant and practical possibilities (within or across sub-frameworks), for entry into the Qualification/Part-Qualification/Skills Programme that satisfies requirements | … | … | … |
| 1.2.5. RECOGNITION OF PRIOR LEARNING (RPL)The document contains the suggested QCTO standard statements provided in the guideline document related to RPL for Access; RPL for Exemption and RPL for Awarding Credits, that satisfies requirements | … | … | … |
| 1.2.6. RULES OF COMBINATIONThe document contains rules of combination that satisfies policy requirements | … | … | … |
| 1.2.7 SOFT SKILLS INCLUDEDThe document contains Soft Skills that satisfies policy requirements |  |  |  |
| 1.2.8 FOUNDATIONAL LEARNINGThe document contains Foundational Learning that satisfies policy requirements/QCTO presciptions |  |  |  |
| 1.2.9. EXIT LEVEL OUTCOMES (ELO) AND ASSOCIATED ASSESSMENT CRITERIA (AAC)The document contains ELO and AAC that satisfies policy requirements | … | … | … |
| 1.2.10. INTEGRATED ASSESSMENTThe document contains the suggested QCTO standard statements provided in the guideline document related to Integrated Formative Assessment and Integrated Summative Assessment | … | … | … |
| 1.2.11. INTERNATIONAL COMPARABILITYNB: Not Applicable to Skills Programmes The document contains an introductory statement confirming whether International Comparability was conducted following Option 1 or 2; outline of content detailing International Comparability and concluding statement on International Comparability that satisfies the requirements | … | … | … |
| 1.2.12. ARTICULATION FOR QUALIFICATION/PART-QUALIFICATIONThe document for Qualifications and/or Part-Qualifications contains/indicates Articulation Possibilities for Horizontal Articulation and either Vertical or Diagonal Articulation; and provides validation of Entry Requirements. The possibility to articulate option is selected on the table provided for this. The document for Skills Programmes contains/indicates Skills programmes articulation/career path information; Possible Work Opportunities are indicated to a learner after achievement of competency in the Skills Programme and Available Learning Opportunities, that satisfies requirements  | … | … | … |
| 1.2.13. NOTESThe document contains additional legal or physical entry requirements where applicable and QCTO Accreditation Criteria and states which relevant Curriculum, reflects the requirements against which Skills Development Providers (SDP), will be accredited by providing the Curriculum Title and Curriculum Code and indicates encompassed Trades (where applicable), that satisfies requirements.  | … | … | … |
| 1.2.14. ASSOCIATED QUALIFICATION(S)/PART-QUALIFICATION(S) The document contains a completed table to indicate SAQA qual ID, qualification type, qualification descriptor, NQF level and credits of associated Qualification(s)/Part – Qualifications where applicable, that satisfies requirements | … | … | … |
| SECTION D2.1 QUALITY OF APPEARANCE OF CURRICULUM DOCUMENTNB: SECTION D IS COMPLETED BY THE SME, QP & QCTO TickCheckmarkthe applicable box |
| CRITERIA  | SME RESPONSE | QP RESPONSE | QCTO RESPONSE | COMMENTS |
|  YES | NO |  YES | NO |  YES | NO |
| D2.1.1 SECTION 1, 2, 3 IS COMPLETED AND 4 IS COMPLETED WHERE APPLICABLE  |  |  |  |  |  |  | … |
| D2.1.2 CURRENT QCTO TEMPLATE USED |  |  |  |  |  |  | … |
| D2.1.3 DOCUMENT IS EDITED |  |  |  |  |  |  | … |
| SECTION D2.2 ITEMS AND CRITERIA WITHIN THE QUALIFICATION DOCUMENT | **OUTCOME**State if:- Compliant (C) or Not Yet Compliant (NYC)- Not Applicable (N/A) |
| SME  | QP   | QCTO |
| SECTION 1: CURRICULUM SUMMARY  |  |  |  |
| 2.2.1 Occupational informationThe document contains occupational information that satisfies policy requirements  |  |  |  |
| 2.2.2 Curriculum information The document contains curriculum information that satisfies policy requirements |  |  |  |
| 2.2.3 Curriculum structure The document contains curriculum structure that satisfies policy requirements |  |  |  |
| 2.2.4 Entry requirements satisfies requirementsThe document included entry requirements that satisfies policy requirements |  |  |  |
| 2.2.5 RPL satisfies requirementsThe document includes the QCTO standard statement  |  |  |  |
| 2.2.6 Quality Partner for Assessment is indicated in the table with all details The document satisfies policy requirements |  |  |  |
| 2.2.7 List of Qualification(s)/Part- Qualification(s)/Skills Programmes related to the Curriculum The document satisfies policy requirements |  |  |  |
| SECTION 2: OCCUPATIONAL/SPECIALISATION/PART-QUALIFICATION/SKILLS PROGRAMME PROFILE |  |  |  |
| 2.2.8 Purpose The document includes the purpose which satisfies policy requirements |  |  |  |
| 2.2.9 Tasks linked to ELO The document contains ELO linked to tasks that satisfies policy requirements |  |  |  |
| 2.2.10 Occupational Task Details  The document contains occupational task details that satisfies policy requirements |  |  |  |
| SECTION 3: CURRICULUM COMPONENT SPECIFICATIONS |  |  |  |
| 2.2.11 Knowledge Module SpecificationThe document satisfies policy requirements |  |  |  |
| 2.2.12 Practical Skill ModuleThe document satisfies policy requirements |  |  |  |
| 2.2.13 Work Experience ModuleThe document satisfies policy requirements |  |  |  |
| 2.2.14 Possible Sequencing and IntegrationThe document satisfies policy requirements |  |  |  |
| SECTION 4: STATEMENT OF WORK EXPERIENCE The document satisfies policy requirements (where applicable)  |  |  |  |
| SECTION F. AUTHORISATION |
| ROLE | NAME AND SURNAME | DESIGNATION | **SIGNATURE AND****DATE** |
| 1. SUBJECT MATTER EXPERT (SME) | … | … | … |
| 2. QUALITY PARTNER REPRESENTATIVE  | … | … | … |
| 3.QCTO PROJECT MANAGER | … | … | … |
| 4.QCTO QUALIFICATIONS DOMAIN EXPERT | … | … | … |