



# QCTO

Quality Council for Trades & Occupations



## Key FAQs for Skills Development Providers (SDPs)

## 1. What process do I need to follow to become an accredited Skills Development Provider (SDP)?

You need to complete an online application on the QCTO website, submit the required documentation and undergo a site visit to demonstrate compliance with the accreditation criteria. Successful applicants receive accreditation that is valid for five years. (For detailed steps, refer to the QCTO Road to Success booklet.)



## 2. What documents do I need to provide for accreditation?



You are required to provide proof of registration as an institution (e.g. a CIPC registration certificate), a health and safety audit report, a signed workplace MoU, the CVs and certified copies of qualifications for facilitators and/or assessors, proof of physical and human resources, and a detailed implementation plan.

## 3. How do I report learner enrolments for occupational qualifications with the QCTO?

All accredited SDPs with enrolled learners must submit their learner enrolment details to the QCTO within 21 days of the implementation of the curriculum for full and part-qualifications to: [Learnerenrolments@qcto.org.za](mailto:Learnerenrolments@qcto.org.za). For skills programmes, enrolment details should be submitted within five days of implementation to: [SPLearnerEnrolments@qcto.org.za](mailto:SPLearnerEnrolments@qcto.org.za) for quality-assurance purposes. Proper record-keeping and reporting are essential.

## 4. What is the External Integrated Summative Assessment (EISA)?

The EISA is the final assessment for occupational qualifications and part-qualifications designed to determine learners' competence against the Exit Level Outcomes (ELOs) of a qualification. Learners must be found to be competent in the EISA to be awarded an Occupational Qualification Certificate. The EISA is developed, managed and conducted by the Quality Partners in accordance with the standards approved by the QCTO.



## 5. What is the Final Integrated Supervised Assessment (FISA)?



The FISA is the final assessment for QCTO-approved skills programmes to determine learners' competence against the ELOs of a particular skills programme. Learners found to be competent in the FISA are awarded a QCTO Skills Programme Certificate. The FISA is decentralised; it is developed, managed and conducted by the accredited SDPs in accordance with the standard approved by the QCTO.

## 6. How do I know when the EISA is held?

SDPs can find the EISA plan on the QCTO website, which indicates the date of the EISA for the relevant qualification and the closing dates for learner registration to write the EISA. No late registrations will be allowed for the EISA.



## 7. Can I extend the scope of my accreditation to offer additional qualifications?

Yes, through the same online application process. You need to demonstrate learner uptake or provide valid reasons for the extension.

## 8. Are walk-ins allowed at SDP capacitation workshops?

Accreditation is valid for five years, after which re-accreditation is required.

## 9. Where can I find learning materials for occupational qualifications?

The QCTO does not provide learning materials but instead requires SDPs to have comprehensive materials that are aligned with the curriculum document. Providers are responsible for developing suitable learning materials. Providers can also approach the relevant SETA for the standardised learning material for qualifications that have developed material.



## 10. How long is QCTO accreditation valid for?

Accreditation is valid for five years, after which re-accreditation is required.

## 11. What support does the QCTO provide to SDPs?

The QCTO offers capacitation workshops, guideline documents and ongoing quality-assurance monitoring.



## 12. How can I stay informed about upcoming QCTO workshops and updates?

You can stay updated by regularly visiting the QCTO website and following the QCTO's official social media channels. Invitations and workshop details are also sent directly to accredited SDPs via email.

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