

### Year Cycle Dates Plan 2025/2026

1. Items that can be submitted by Quality Partners (QP) during window periods using appropriate templates found on <https://www.qcto.org.za/for-quality-partners.html> are:

<p><b>1. Applications – Submission email address: <a href="mailto:qualifications@qcto.org.za">qualifications@qcto.org.za</a></b></p>	<p><b>2. Training of Subject Matter Experts (SMEs) Facilitator for Qualifications, Part Qualifications or Skills Programmes Development -Submission email address: <a href="mailto:qualifications@qcto.org.za">qualifications@qcto.org.za</a></b></p>
<p>a) Application Form for development (realignment/review/new development) of Occupational Qualification(s), Part Qualification(s) and Skills Programme(s);</p> <p>b) Applications for the registration of learnership/s against registered qualifications or part qualifications by Department of Higher Education and Training.</p>	<p>a) The QCTO offers training for SME Facilitators as capacitation to enable them to participate in the development of Qualifications, Part Qualifications and Skills Programmes:</p> <p>b) Quality Partners (QPs) are to submit names of SME to be trained as SME Facilitators, the submissions should be sent to <a href="mailto:qualifications@qcto.org.za">qualifications@qcto.org.za</a></p> <p>NB: QPs officials are encouraged to attend the training on SME Facilitators</p>
<p><b>3. Development Reports - Submission email address: <a href="mailto:qualifications@qcto.org.za">qualifications@qcto.org.za</a></b></p>	<p><b>4. Submission of Final Doc or Products – NB products that are submitted to Qualifications Domain (<a href="mailto:qualifications@qcto.org.za">qualifications@qcto.org.za</a>) with specific items for submission to Assessment Domain (<a href="mailto:Assessments@qcto.org.za">Assessments@qcto.org.za</a>)</b></p>
<p>a) Qualification(s), Part Qualification(s) and Skills Programme(s) Development Reports inclusive of necessary attachments:</p> <ol style="list-style-type: none"> <li>Scoping Report,</li> <li>Profiling Report,</li> <li>Curriculum Specifications Development Report,</li> <li>Qualifications Assessment Specifications (QAS) + Qualification Assessment Specification</li> </ol>	<p>a) Submission of Qualification(s) &amp; or Part Qualification(s) &amp; or Skills Programme(s) for evaluation includes:</p> <ol style="list-style-type: none"> <li>Qualification Doc,</li> <li>Part Qualification Doc,</li> <li>Skills Programme Doc (Inclusive of FISA Standard) <i>NB – Submission to Qualifications Domain and Assessment Domain</i></li> <li>Curriculum Doc with Accreditation Checklist</li> </ol>

<b>3. Development Reports - Submission email address:</b> <a href="mailto:qualifications@qcto.org.za">qualifications@qcto.org.za</a>	<b>4. Submission of Final Doc or Products – NB products that are submitted to Qualifications Domain (<a href="mailto:qualifications@qtco.org.za">qualifications@qtco.org.za</a>) with specific items for submission to Assessment Domain (<a href="mailto:Assessments@qcto.org.za">Assessments@qcto.org.za</a>)</b>
Addendum (QASA) Report/ Skills Programme FISA Standard Approval Report, v. Qualification/ Part Qualification Document Report, Skills Programme Document vi. Final Verification Report.	v. Qualification/ Part Qualification Assessment Specification (QAS) Doc vi. Qualification/ Part Qualification Assessment Specification Addendum (QASA) Doc ( <i>NB -The QASA Document is CONFIDENTIAL and must only be submitted to the email address <a href="mailto:Assessments@qcto.org.za">Assessments@qcto.org.za</a></i> ) vii. Completed Evaluation Checklist for each Qualification, Part Qualification, or Skills Programme. b) Resubmission of SAQA Returned Qualification(s), Part Qualification(s) which have been remediated and ready for re-evaluation and moderation.

**2. Submission cycles and processing window plan:**

Date Cycle	Submission Dates		Evaluation and Moderation	Monthly Internal qualifications Committee (IQC) Meeting date	Publication for Public Comments for 21 days (Government Gazette Notice)	Qualifications recommended to SAQA for Registration
	Window Opens	Window Closes				
<b>Cycle 1 2025/26</b>	01 April 2025	15 April 2025	April/May 2025	26 May 2025	June 2025	July / August 2025
<b>Cycle 2 2025/26</b>	02 May 2025	15 May 2025	May/June 2025	11 June 2025	July 2025	August / September 2025
<b>Cycle 3 2025/26</b>	02 June 2025	17 June 2025	June/July 2025	11 July 2025	August 2025	September/ October 2025
<b>Cycle 4 2025/26</b>	01 July 2025	15 July 2025	July/August 2025	13 August 2025	September 2025	October/ November 2025

<b>Cycle 5 2025/26</b>	01 August 2025	15 August 2025	August/September 2025	17 September 2025	October 2025	November/December 2025
<b>Cycle 6 2025/26</b>	01 September 2025	15 September 2025	September/October 2025	17 October 2025	November 2025	December 2025/ January -2026
<b>Cycle 7 2025/26</b>	01 October 2025	15 October 2025	October/November 2025	14 November 2025	January 2026	February /March 2026
<b>Cycle 8 2025/26</b>	03 November 2025	17 November 2025	November/December 2025	January 2026	February 2026	March/April 2026
<b>Cycle 9 2025/26</b>	06 January 2026	20 January 2026	January 2026/ February 2026	February 2026	March 2026	April /May 2026
<b>Cycle 10 2025/26</b>	03 February 2026	17 February 2026	February/ March 2026	March 2026	April 2026	May/June 2026
<b>Cycle 11 2025/26</b>	02 March 2026	14 March 2026	March/April 2026	April 2026	May 2026	June/ July 2026

**3. QCTO training schedule for Subject Matter Experts (SMEs) Facilitators on the development of Occupational Qualifications, Part Qualifications and Skills Programmes:**

<b>Submission window for SMEs to participate in training sessions organised by QCTO</b>		<b>Dates for SME Facilitators Training organised by QCTO</b> <i>NB: Dates are subject to change, Invitation links sent via email</i>
<b>Window Opens</b>	<b>Window Closes</b>	
01 July 2025	15 July 2025	23 July 2025
01 August 2025	15 August 2025	20 August 2025
01 September 2025	15 September 2025	29 September 2025
01 October 2025	15 October 2025	22 October 2025
03 November 2025	17 November 2025	24-26 November 2025 (physical session, at a venue still to be confirmed)
01 December 2025	10 December 2025	22 January 2026
03 February 2026	17 February 2026	26 February 2026
02 March 2026	14 March 2026	23-25 March 2026 (physical session, at a venue still to be confirmed)

01 April 2026	15 April 2026	28 April 2026
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