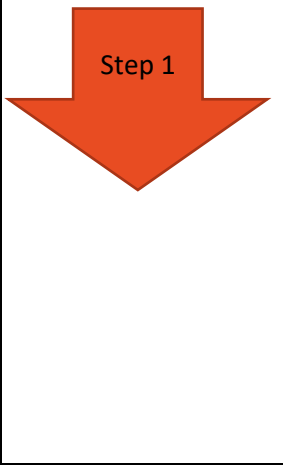
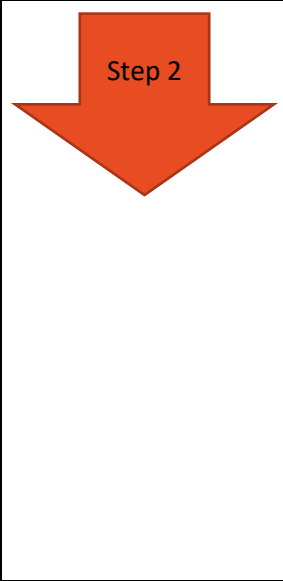
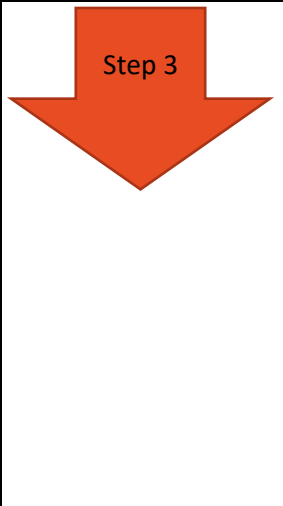
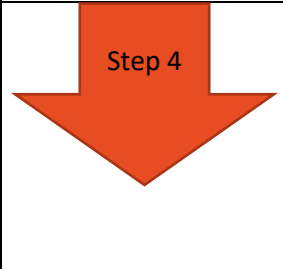






QCTO PROCESS FOR SKILLS PROGRAMMES

	<ul style="list-style-type: none"> • SDP must have valid accreditation for the skills programme. • SDPs must ensure all requirements are in place for quality provisioning as per the Skills Programme Curriculum Document (available on www.qcto.org.za). • SDPs must ensure that there is a generic documented process or guidelines in place for the Administration and Conduct of the Final Integrated Supervised Assessment for Skills Programmes. • Implementation/Management of all components of the QCTO Skills Programme is conducted by the SDP.
	<ul style="list-style-type: none"> • Enrol learners with the QCTO, in the required format, within 5 days of starting training/RPL process (Learner Enrolment spread sheet, Tab 2, and Tab 3: A – AK), as per the Learner Data Load Specifications for Skills Programmes*. • FISA dates are set by the SDP, and captured on the learner enrolment spread sheet when submitting the spread sheet of learner enrolments to the QCTO to SPLearnerEnrolments@qcto.org.za within 5 days of starting. • Failure to do Step 2 within 5 days will result in non-compliance for quality assurance monitoring and registration of learners for the FISA (Final Integrated Supervised Assessment).
	<ul style="list-style-type: none"> • Formal recording of all summative assessments for each module (if Knowledge and Application modules are integrated in a summative assessment, same results are recorded for each module). • Application modules may be in the form of practicals, demonstrations, work experience, simulation etc. • Formal recording of above as well as evidence thereof, must be available for QCTO quality assurance monitoring visits, amongst other quality assurance requirements such as learner enrolments, practitioner credentials, SDP Skills Programme implementation practices, record keeping, standard of continuous assessment, as well as general administration practices.
	<ul style="list-style-type: none"> • Upon successful completion of QCTO quality assurance monitoring for the implementation of the skills programme: • Learners may sit for the FISA which is decentralized at each SDP. It is a final integrated supervised assessment that is developed, moderated, managed and conducted by each accredited SDP in accordance with the assessment standards in the Skills Programme document,

	and the SDP's own documented process or guidelines which clearly indicates internal quality assurance processes and verification of recorded results.
	<ul style="list-style-type: none"> • FISA is administered by the accredited SDP. • The facilitator, as the Subject Matter Expert (SME), may be the assessor. • These final assessments must be moderated by a different SME to the assessor. • SDP must ensure accurate recording of final FISA results as per completed rubric per learner. • Evidence of final product, i.e. completed learner rubrics as well as photograph(s) of final product, must be digitally stored for each FISA conducted (YYYYMMDD Name of Learner).
	<ul style="list-style-type: none"> • Final results* are recorded on the learner enrolment spread sheet (Columns AL to AN on 3rd tab). • The final recorded results must also be checked by the moderator. • Completion of required FISA QA Verification Report by the SDP.
	<ul style="list-style-type: none"> • Final results are submitted to the QCTO for approval. • The completed learners enrolment spread sheet, FISA QA Verification Report and a copy of the FISA instrument and rubric/marking guideline used must be emailed to SPResults@qcto.org.za within 21 days of the date of the FISA. • QCTO conducts approval of results within 21 days of receipt and may request selected learners' evidence (as per Step 5) to be submitted during this period. • QCTO reserves the right NOT to approve learner results if timelines as indicated in Step 2 and 7 are <i>not adhered to</i>, as well as standard of FISA not met. • QCTO certifies competent learners within 21 days of certification recommended per cohort of learners.
	<p>For further information on learner enrolments:</p> <ul style="list-style-type: none"> • SPLearnerEnrolments@qcto.org.za <p>For further information on assessments:</p> <ul style="list-style-type: none"> • Assessments@qcto.org.za <p>Or ask for any of our Assessment Staff members when contacting: 012 003 1800</p>

**Should the process for learner enrolments transition to on-line enrolments, such process would be published.*