



Policy on Delegation to DQPs and AQPs





Policy on Delegation of Qualification Design and
Assessment to Development Quality Partners (DQPS)
and Assessment Quality Partners (AQPS)

Glossary of terms as used in this document

Accredited skills development provider means a provider of occupational learning accredited by the QCTO;

Assessment centre means a centre accredited by the QCTO for the purpose of conducting external summative assessments for specified registered occupational qualifications;

Assessment Quality Partner means a body delegated by the QCTO to develop assessment instruments and manage external summative assessment of specific occupational qualifications;

Assessment site means any site selected as suitable to conduct the external summative assessment for a specified occupational qualification or qualifications where the relevant qualification assessment specifications do not require the use of an accredited assessment centre;

Assessor means a person registered by an Assessment Quality Partner for the purposes of conducting external assessment for occupational qualifications;

Community of expert practitioners (CEPs) means a group of people qualified in the relevant occupation with a minimum of at least 5 years minimum number of current relevant years of experience in that particular occupation or are recognised by the practitioners of the occupation as experts;

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

DHET refers to the Department of Higher Education and Training;

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

National artisan moderating body (NAMB) means the body established as per section 26A of the Skills Development Act (Act 97 of 1998);

National occupational pathway framework (NOPF) means a management tool for the QCTO to ensure that qualifications are not developed in isolation, but in a manner to facilitate progression pathways for learners between related occupational qualifications at different levels on the NQF;

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 as 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;

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);

Qualification development facilitator means a person registered by the QCTO to facilitate the development of occupational qualifications;

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;

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);

SETA means a Sector Education Training Authority established in terms of section 9 of the SDA, 1998;

SLA means Service Level Agreement as contemplated in annexures A and B of this document;

Stakeholders envisaged in the DQP SLA mean those with direct interest in the occupation concerned includes but is not limited to the following: employers of that occupation or relevant employer associations, unions with membership in that occupation, professional bodies or occupational associations, industry bodies, education and training providers who would deliver one or more of the components.

Acronyms used in this document

AQP	Assessment Quality Partner
CEO	Chief Executive Officer
CEP	Community of Expert Practitioner
CESM	Classification of Education Subject Matter
CHE	Council for Higher Education
DHET	Department of Higher Education & Training
DQP	Development Quality Partner
FL	Foundational Learning
FLC	Foundational Learning Competence
GFETQF	General and Further Education and Training Qualifications sub-Framework
HEQF	Higher Education Qualifications sub-Framework
ILO	International Labour Organisation
ISCO	International Standard Classification of Occupations
MIS	Management Information System
NAMB	National Artisan Moderating Body
NOPF	National Occupational Pathway Framework
NQF	National Qualifications Framework
OFO	Organising Framework for Occupations
OQF	Occupational Qualifications sub-Framework
QC	Quality Council
QCTO	Quality Council for Trades and Occupations
QDF	Qualifications Development Facilitator
QMS	Quality Management System
RPL	Recognition of Prior Learning
SAQA	South African Qualifications Authority
SASCO	South African Standard Classification of Occupations
SDA	Skills Development Act
SETA	Sector Education and Training Authority
SLA	Service Level Agreement

Table of Contents

1	QCTO functions and their delegation.....	2
2.	Functions of a Development Quality Partner	4
3.	Criteria for the approval of a Development Quality Partner	4
4.	QCTO obligations in respect of Development Quality Partners.....	5
5.	Functions of an Assessment Quality Partner.....	7
6.	Criteria for the approval of an Assessment Quality Partner	8
7.	QCTO obligations in respect of Assessment Quality Partners.....	9
8.	Non-compliance	10
9.	Charging of fees by the QCTO	11
10.	Contractual arrangements	11
11.	Dispute resolution	11
12.	Transitional arrangements	12
	Annexure A – DQP Service Level Agreement (SLA).....	13–21
	Annexure B – AQP Service Level Agreement (SLA).....	22–28

1. QCTO functions and their delegation

1.1 Section 26H of the SDA outlines the functions of the QCTO as follows:

- (1) the QCTO must advise the Minister on all matters of policy concerning occupational standards and qualifications;
- (2) the QCTO must perform its functions in terms of the SDA and NQF Act;
- (3) subject to any policy issued by the Minister in terms of section 26F of the SDA, the QCTO is responsible for –
 - (a) establishing and maintaining the occupational standards and qualifications;
 - (b) the quality assurance of occupational standards and qualifications and learning in and for the workplace;
 - (c) designing and developing occupational standards and qualifications and submitting them to the South African Qualifications Authority for registration on the National Qualifications Framework;
 - (d) ensuring the quality of occupational standards and qualifications and learning in and for the workplace;
 - (e) promoting the objectives of the NQF;
 - (f) liaising with the National Skills Authority on suitability and adequacy of occupational qualifications standards and qualifications and on the quality of learning in for the workplace;
 - (g) liaising with the South African Qualifications Authority, other Quality Councils and professional bodies responsible for establishing standards and quality assurance of standards and qualifications; and
 - (h) performing any other function
- (4) the QCTO has all such functions as are necessary to enable it to perform its functions in terms of this section.
- (5) the Minister may issue written instructions, which are not inconsistent with any policy made by the Minister in terms of section 26F, to the QCTO regarding the performance of its functions in terms of subsection (3) of the SDA.
- (6) the QCTO must comply with –
 - (a) any policy determined by the Minister in terms of section 26F; and
 - (b) any written instruction issued by the Minister in terms of subsection (5).

- 1.2 In terms of section 32 of the NQF Act, SAQA and the Quality Councils (QCs) have the power to delegate any of their functions to a committee, any other body capable of performing the function or an employee, but the delegation –
- (a) must be in writing and available for inspection on request by a member of the public;
 - (b) must specify the terms and conditions of the delegation;
 - (c) must be consistent with this Act and the Act by which the relevant QC is established;
 - (d) must be accompanied by sufficient funds to perform the function;
 - (e) does not exempt the SAQA or the QC, as the case may be, from responsibility for the function; and
 - (f) does not prevent the performance of the function by the SAQA or the QC, as the case may be.
- 1.3 Section 26I (1) of the Skills Development Act (SDA) further specifies that the QCTO may, in writing and subject to such conditions as it may determine, delegate any of its functions to –
- (a) the chief executive officer of the QCTO;
 - (b) a committee of the QCTO;
 - (c) the national artisan moderation body established in terms of Section 26A of the SDA;
 - (d) a SETA; or
 - (e) any other suitable body.
- 1.4 For the purposes of this policy, the bodies to which the QCTO delegates functions shall be called Quality Partners (i.e. Development Quality Partners (DQPs) and Assessment Quality Partners (AQPs)). The functions delegated to these Quality Partners are outlined in clauses 2 and 6 of this policy.
- 1.5 This policy prescribes the minimum conditions for such delegations.
- 1.6 However it should be noted that Section 26I (2) of the Skills Development Act (SDA) also states that a delegation under section 26I(1) –
- (a) does not divest the QCTO of the function delegated and the QCTO may at any time review, amend or set aside any decision made under the delegation;
 - (b) does not prevent the performance of the function by the QCTO itself; and
 - (c) may be revoked by the QCTO at any time.

Section A: Qualification Development

2. Functions of a Development Quality Partner

- 2.1 A Development Quality Partner must, in respect of the occupation/s specified in the Service Level Agreement:
- (a) appoint a Qualifications Development Facilitator (QDF) to facilitate the development of occupational qualification/s;
 - (b) coordinate the design, development and/or revision of specified occupational standards and qualifications and/or part qualifications according to the QCTO procedure;
 - (c) deliver to the QCTO the following documents:
 - (i) occupational qualification document
 - (ii) curriculum document, including recommended criteria for the accreditation of skills development providers
 - (iii) external assessment specifications document
 - (iv) qualification development process report
 - (d) report to the QCTO on the performance of its functions in the SLA; and
 - (e) collaborate with QCTO on the evaluation of this process.
- 2.2 Recognise qualifications or part qualifications registered on the NQF which shall carry credit towards the achievement of one or more of the curriculum components.
- 2.3 Provide a mechanism for RPL.
- 2.4 Appoint a learner qualification development facilitator with a view to enhance equity and to be trained in the facilitation of occupational qualification development.

3. Criteria for the approval of a Development Quality Partner

- 3.1 A party seeking to perform the functions of a Development Quality Partner (DQP) must satisfy the following criteria:
- (a) must be recommended by stakeholders in a QCTO facilitated scoping meeting;
 - (b) have the human resources necessary to perform the DQP functions as specified in this policy;

- (c) have access to communities of expert practitioners in the occupation/s;
- (d) have the financial resources necessary to perform its functions as specified in this policy, verified by means of a written letter by its relevant authority committing the necessary financial resources to fund the DQP function; and confirming that effective, efficient and transparent financial management and internal control systems are in place;
- (e) be willing to sign the QCTO Code of Conduct (Schedule 3) if delegation is approved;
- (f) submit a valid tax clearance certificate where appropriate.

3.2 Proof must be submitted to demonstrate adherence with the criteria mentioned under clause 3.1. Such proof must include submission of the schedules 1, 2 and 3 of *Annexure A*.

- (a) Schedule 1 – DQP Project Details and Timeframe.
- (b) Schedule 2 – Letter from the DQP’s relevant authority committing the necessary financial resources to fund the DQP function; and confirming that effective, efficient and transparent financial management and internal control systems are in place.
- (c) Schedule 3 – Code of Conduct for DQP.

3.3 The QCTO will evaluate the applicant against the criteria outlined above and determine whether it meets the required standards. The outcome of the evaluation will be communicated to the applicant in writing.

3.4 Upon approval the QCTO will sign a Service Level Agreement (SLA) with the Development Quality Partner to perform the functions as specified in this policy in the agreed timeframes (as detailed in Annexure A).

4. QCTO obligations in respect of Development Quality Partners

The QCTO will –

- (a) upon receipt of all required documentation specified in the application criteria, and payment of the required fees for processing the application, the QCTO will evaluate the application and revert to the applicant in a time frame as specified in the operational procedures;
- (b) make publicly available the list of registered qualifications development facilitators (QDFs);
- (c) promote equity in training of learner development facilitators as well as registration of qualification development facilitators;

- (d) upon delegation to a DQP, the QCTO will give access to the NOPF system at a prescribed fee;
- (e) monitor and evaluate the execution of DQP functions;
- (f) evaluate and, where standards are met, recommend occupational qualifications and/or part qualifications received from the DQP to SAQA for registration;
- (g) maintain a register of accepted curricula documents and assessment specifications;
- (h) play an advocacy role and promote occupational qualifications and/or part qualifications registered on the sub framework for trades and occupations;
- (i) make available curricula to QCTO accredited skills development providers;
- (j) evaluate the qualification development process itself;
- (k) consult with the DQP prior to exercising its powers under clause 1.6 (c) of this policy; and
- (l) monitor adherence to the QCTO Code of Conduct for DQPs.

Section B: Quality Assurance of Occupational Qualifications and/or Part Qualifications

5. Functions of an Assessment Quality Partner

5.1 The Assessment Quality Partner must, in respect of the occupation/s specified in the Service Level Agreement:

- (a) develop, maintain and apply a national data-bank of instruments for external assessment;
- (b) develop and publish exemplars of external assessments;
- (c) coordinate and manage external assessment processes;
- (d) develop and maintain a national database of registered assessors and moderators from which assessors/moderators for the external summative assessments will be selected;
- (e) record learner achievements;
- (f) develop criteria for the accreditation of assessment centres or the approval of assessment sites;
- (g) recommend to the QCTO assessment centres for registration;
- (h) make recommendations to the QCTO on the withdrawal of accreditation of an assessment centre;
- (i) recommend to the QCTO the accreditation of skills development providers for the knowledge and/or practical skills component using criteria and guidelines provided by the QCTO;
- (j) verify that SETA workplace approval systems meet the standards set in the workplace experience curriculum component against the criteria and guidelines provided by the QCTO;
- (k) implement an appeals policy as guided by an assessment policy;
- (l) upload learner assessment achievements to the QCTO;
- (m) recommend the certification of learners to the QCTO;
- (n) ensure systems are in place to detect and address irregularities;
- (o) conduct learner tracer studies;
- (p) advise the QCTO as to the recognition of qualifications and part qualifications from other sub frameworks;

- (q) promote continuous professional development of AQP associated practitioners;
 - (r) report to the QCTO on the performance of its functions in the form and manner required by the QCTO;
 - (s) collaborate with QCTO on the evaluation of the assessment and moderation processes; and
 - (t) moderate at least 10% of learner assessments.
- 5.2 Recognise part qualifications as/towards the achievement of one or more of the curriculum components.
- 5.3 Provide for RPL assessment to enable learners to achieve full or part recognition for one or more of the curriculum components and where full recognition is given then enable the learners to access the final summative assessment.

6. Criteria for the approval of an Assessment Quality Partner

- 6.1 A party seeking to perform the functions of an Assessment Quality Partner must satisfy the following criteria:
- (a) must be recommended to the QCTO by the relevant CEP within the DQP occupational development process at a point when they submit an occupational profile.
 - (b) have access to communities of expert practitioners in the occupation/s concerned;
 - (c) have standing in the occupation or occupations concerned;
 - (d) have access to assessors and other human resources necessary to perform the AQP functions using criteria and guidelines provided by the QCTO;
 - (e) have access to a reliable information management system in the format required by the QCTO;
 - (f) have the financial resources necessary to establish the AQP function and implement effective, efficient and transparent financial management and internal control systems, verified by means of a written commitment by its relevant authority;
 - (g) have a proposed fee structure funding model to maintain the delivery of AQP services for a minimum of five years aligned to the QCTO Fee Structure Policy;

- (h) be willing to sign the QCTO Code of Conduct (Schedule 4) if delegation is approved;
 - (i) have research capacity even if through a third party arrangement; and
 - (j) submit a valid tax clearance certificate where appropriate.
- 6.2 Proof must be submitted to demonstrate adherence with the criteria mentioned under clause 6.1 above. Such proof must include submission of the schedules 1, 2, 3 and 4 of *Annexure B*.
- (a) Schedule 1 – AQP Project Details and Timeframe.
 - (b) Schedule 2 – Proposed Fee Structure Model.
 - (c) Schedule 3 – Letter from the AQP’s relevant authority committing the necessary financial resources to fund the AQP function; and confirming that effective, efficient and transparent financial management and internal control systems are in place.
 - (d) Schedule 4 – Code of Conduct for AQP.
- 6.3 Upon receipt of all required documentation specified in the application criteria, and payment of the fees as set out in the QCTO Fee Structure Model for processing the application, the QCTO will evaluate the application. The outcome of the evaluation will be communicated to the applicant in writing.
- 6.4 Upon approval the QCTO will sign a Service Level Agreement (SLA) (*Annexure B*) with the Assessment Quality Partner to perform the functions as specified in this policy for a period, not exceeding five years, which may be extended by the QCTO if it so determines.
- 6.5 In some cases provisional approval will be granted by the QCTO for a limited time period. The conditions to be met for full approval will be specified as part of the signing of the Service Level Agreement (SLA) with the Assessment Quality Partner.

7. QCTO obligations in respect of Assessment Quality Partners

The QCTO will –

- (a) upon receipt of all required documentation specified in the application criteria, and payment of the required fees for processing the application, the QCTO will evaluate the application and revert to the applicant as specified in the operational procedures;
- (b) ensure that QCTO national standards are met through monitoring and evaluation of the execution of functions by the Assessment Quality Partner;

- (c) evaluate criteria for the accreditation of assessment centres or the approval of assessment sites developed by AQP;
- (d) publish criteria and guidelines for the accreditation of skills development providers and for workplace approval systems;
- (e) accredit or provisionally accredit skills development provider programmes on the advice of the relevant AQP. Institutional accreditation will be specified in a separate policy;
- (f) accredit or provisionally accredit assessment centres and register or provisionally register assessment sites on the advice of the relevant AQP;
- (g) establish and publish timeframes for the processing of recommendations to register assessment centres;
- (h) publish and update fee guidelines annually;
- (i) maintain a database of accredited and provisionally accredited skills development providers, assessment centres and registered and provisionally registered assessment sites;
- (j) evaluate and monitor integrated QMS policy for quality management as developed by AQP;
- (k) evaluate and monitor integrated MIS as developed by an AQP;
- (l) evaluate the assessment and moderation processes;
- (m) monitor adherence to the QCTO Code of Conduct for AQPs;
- (n) issue certificates for occupational qualifications or part qualifications;
- (o) consult with the AQP prior to exercising its powers under clause 1.6 (c) of this policy; and
- (p) make publicly available the list as specified in (i) above.

8. Non-compliance

- 8.1 The QCTO may, at any time, review, amend or set aside any decision under the delegation (SDA section 26I (2)(a).
- 8.2 If a DQP or AQP fails to comply with this policy or any requirements that flow from it, the QCTO may set a conditionality, withdraw the delegation or institute any other penalty.

9. Charging of fees by the QCTO

The QCTO may charge fees for –

- (a) evaluation of applications for delegation;
- (b) access to the NOPF system;
- (c) the registration of qualification development facilitators;
- (d) evaluation of occupational qualifications and/or part qualifications;
- (e) publication of occupational qualifications and/or part qualifications;
- (f) the accreditation of providers including the right to use the curriculum;
- (g) the accreditation of assessment centres and sites;
- (h) certification of learners; and
- (i) such other service as the QCTO, after consultation, determines.

10. Contractual arrangements

- 10.1 The delegation must be in writing.
- 10.2 The written delegation shall take the form of a Service Level Agreement (SLA) between the CEO of the QCTO and a duly authorised person representing the body appointed as a Quality Partner.
- 10.3 The SLA is a mechanism to identify and commit resources required to perform the delegated function.
- 10.4 The written agreement must be concluded prior to the commencement of the delegation of functions.
- 10.5 Any changes to this agreement must be in writing and signed by both parties before it shall be binding on the parties.

11. Dispute resolution

- 11.1 In the event of a dispute arising out of this delegation, the parties must endeavour to negotiate in good faith with a view to settling the dispute amicably.
- 11.2 The aggrieved party must notify the other party in writing within 7 working days of his/her position on the dispute as well as any solution which they consider it possible.

- 11.3 If the negotiations fail, the dispute must be referred to the QCTO Appeals Committee for resolution.
- 11.4 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.
- 11.5 The decision arrived at as a result of QCTO Appeals Committee determination is final, unless an order of court directs otherwise.

12. Transitional arrangements

- 12.1 The QCTO reserves the right to waive certain conditions during the transitional period to enable implementation of this policy.
- 12.2 During the transition period special measures which are least disruptive, will be put in place to enable currently registered skills development providers to attain accreditation in terms of the QCTO accreditation requirements.
- 12.3 For a transitional period, to be specified by the QCTO, no fees will be charged to DQPs. Further policy work is underway with regards to AQPs.
- 12.4 During the transitional period the QCTO will adopt an investigative approach towards the fee structure of applicant AQPs. This will inform policy on this matter in due course.

Annexure A – DQP SLA

Service Level Agreement

Entered into between

The Quality Council for Trades and Occupations

(Referred to as "the QCTO")

Duly represented by the Chief Executive Officer for the QCTO

and

.....
Development Quality Partner

(Referred to as "the DQP")

Duly represented by, in her/his capacity as
the authorised representative of the DQP.

1. Purpose of the agreement

- 1.1 The purpose of this agreement is to set the terms and conditions of this delegation.
- 1.2 This delegation is in relation to the development of qualifications/part qualifications for the following occupations or specialisations.

	Occupation	OFO Code	Specialisation
1.			
2.			

- 1.3 The following stakeholders must be involved in the process of developing and verifying the required occupational qualifications/ part qualifications.

	Stakeholders
1.	
2.	
3.	
4.	
5.	

- 1.4 The following existing qualification and/or qualification components and/or part qualifications must be considered in the process of developing the required occupational qualifications/ part qualifications where applicable:

	Qualification Title	Qualification No.
1.		
2.		
3.		
4.		
5.		

	Qualification Component	Qualification No. to which the qualification component belongs
1.		
2.		
3.		
4.		
5.		

	Part Qualification	Reference No. for the part qualification
1.		
2.		
3.		
4.		
5.		

1.5 Whilst undertaking this function, the DQP is expected to map access routes from qualification listed below it/them within the same family on the NOPF, as well as indicate progression routes to the qualification listed above it/them in the same family.

2. Responsibility of the DQP

2.1 The DQP will perform the functions as outlined under clause 2 in the “Policy on Delegation of Qualification Design and Assessment to DQPs and AQPs”.

2.2 The DQP will perform the activities as detailed in schedule 1 annexed to this agreement.

2.3 The DQP will fund the activities detailed in schedule 1 annexed to this agreement, including the payment of fees due to the QCTO as set out in the QCTO Fee Structure Policy for DQPs.

2.4 The DQP will fund the performance of its function in terms of the agreement letter signed by the DQP’s relevant authority committing the necessary financial resources to fund the DQP function, and confirming that effective, efficient and transparent financial management and internal control systems are in place, letter annexed as schedule 2 to this agreement.

2.5 The DQP will report to the QCTO on progress in performing the activities in a manner determined by the QCTO.

2.6 The DQP will report in writing to the QCTO, at least seven calendar days in advance, if it is unable to or anticipates that it may be unable to meet the timelines as specified in schedule 1.

3. Responsibility of the QCTO

The QCTO will execute its responsibilities as outlined under clause 4 in the “Policy on Delegation of Qualification Design and Assessment to DQPs and AQPs”.

4. Amendments to this agreement

Notwithstanding clause 2.6 above, any other changes to this agreement must be agreed in writing by both parties and annexed to this agreement before the change is effected in terms of clause 10.5 of the “Policy on Delegation of Qualification Design and Assessment to DQPs and AQPs”.

5. Dispute resolution

In the event of dispute arising out of this delegation, the dispute procedure as outlined under clause 11 in the “Policy on Delegation of Qualification Design and Assessment to DQPs and AQPs” will apply.

6. Schedules that form part of this agreement

The following schedules form part of this agreement:

- (a) Schedule 1 – DQP Project Details and Timeframe.
- (b) Schedule 2 – Letter from the DQP’s relevant authority committing the necessary financial resources to fund the DQP function; and confirming that effective, efficient and transparent financial management and internal control systems are in place.
- (c) Schedule 3 – Signed Code of Conduct for DQP.

7. Signatures

Signed at on this day of 201.....

Signature on behalf of QCTO:.....

1. Witness:

2. Witness:

Signed at on this day of 201.....

Signature on behalf of QCTO:.....

1. Witness:

2. Witness:

DQP Project Details and Timeframe

1. Occupation/specialisations detail –

	Occupation	OFO Code	Specialisation	Anticipated date of completion
1.				
2.				
3.				
4.				

2. Development Quality Partner information

Name:

Physical address:

.....

Postal address:

.....

Website:

Company Registration Number:

Tax Registration Number:

VAT Registration Number:

3. Development Quality Partner reporting officer details

Person responsible for reporting to the QCTO:

Name:

Cell phone:

Telephone:

Fax number:

E-mail address:

4. Qualification Development Facilitator details

The following person is/will be contracted by the Development Quality Partner as the qualification development facilitator:

Name:

ID Number:

Cell phone:

Telephone:

Fax number:

E-mail address:

Physical address:

.....

5. Learner Qualification Development Facilitator details

The following person is/will be contracted by the Development Quality Partner as a learner qualification development facilitator:

Name:

ID Number:

Cell phone:

Telephone:

Fax number:

E-mail address:

Physical address:

.....

6. DQP project time-lines

	Activities	Due date
1.	Establish a database of expert practitioners (people qualified in that occupation and can include assessors, educationalists, work place practitioners etc) or determine a process of linking various databases to obtain nominations for working group members	
2.	First 2 / 3 day working group meeting of expert practitioners to develop occupational profiles and points of external assessment	
3.	Send out occupational profile and points of external assessment with recommended AQP for each, for verification to all identified expert practitioners (narrow consultation)	
4.	Prepare progress report on process and inputs received on the occupational profile and how it was dealt with and submit to QCTO (including participation list)	
5.	Arrange working group meetings of expert practitioners (work place practitioners) to develop the work experience module specifications (including the statement of work experience)	
6.	Arrange working group meetings of expert practitioners to develop the practical skills module specifications (including internal assessment guidelines)	
7.	Arrange working group meeting of educationalists to develop the subject specifications (including internal assessment specifications)	
8.	Send out occupational curriculum for verification to all identified constituencies (broader consultation)	
9.	Prepare report on process and inputs received and how it was dealt with and submit to QCTO (including participation list)	
10.	Arrange working group meeting of expert practitioners and Assessment Quality Partner representatives to develop the assessment specifications for the external assessment of the qualifications and or part qualifications	
11.	Capture curriculum and assessment specifications, verify correctness of information and qualification details and submit on QCTO system	
12.	Prepare the qualification process report and submit to QCTO	
13.	Prepare a development close out report to the QCTO on – <ul style="list-style-type: none"> • Challenges experienced • Actual qualification development facilitator costs • Logistical costs • Administration costs • Verification costs 	

Name of authorised DQP representative:

Signature of authorised DQP representative:

Date:

Schedule 2

Letter from the DQP's relevant authority committing the necessary financial resources to fund the DQP function; and confirming that effective, efficient and transparent financial management and internal control systems are in place.

Schedule 3



The Code of Conduct for the Development Quality Partners (DQPS) and Assessment Quality Partners (AQPS)

We, the undersigned, wish to be approved by the QCTO as the DQP/AQP. We agree that, if the QCTO delegates such functions to us, we 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.

On behalf of:as the DQP/AQP.

Signed at this placeon this day of 2011.

Full name of DQP/AQP representative

Position in the DQP/AQP:

Signature of DQP/AQP representative:

As witnessed on behalf of the QCTO by:

Full name of the QCTO representative:

Position in the QCTO:

Signature:

Service Level Agreement

Entered into between

The Quality Council for Trades and Occupations

(Referred to as "the QCTO")

Duly represented by the Chief Executive Officer for the QCTO

and

.....
Assessment Quality Partner

(Referred to as "the DQP")

Duly represented by, in her/his capacity as
the authorised representative of the AQP.

1. Purpose of the agreement

- 1.1 The purpose of this agreement is to set the terms and conditions of this delegation.
- 1.2 This delegation is in relation to the assessment of the following qualifications/ part qualifications:

	Qualification/ part qualification	OFO Code for the occupation to which the qualification is linked	SAQA ID
1			
2			

2. Responsibility of the AQP

- 2.1 The AQP agrees to perform the functions as outlined under clause 5 in the “Policy on Delegation of Qualification Design and Assessment to DQPs and AQPs”.
- 2.2 The AQP agrees to perform the activities as detailed in schedule 1 annexed to this agreement.
- 2.3 The AQP agrees to report to the QCTO on progress in performing the activities in a manner determined by the QCTO.
- 2.4 The AQP agrees to report in writing to the QCTO, at least a seven calendar days in advance, if it is unable to or anticipates that it may be unable to meet the timelines as specified in schedule 1.
- 2.5 The AQP agrees to fund the performance of its establishment function in terms of the agreement letter signed by the AQP’s relevant authority verifying that the necessary financial resources are available and committed to establish the AQP function, annexed as schedule 3 to this agreement.
- 2.6 The AQP agrees to implement its approved Fee Structure Funding Model as set out in schedule 2 of this agreement.

3. Responsibility of the QCTO

The QCTO will execute its responsibilities as outlined under clause 7 in the “Policy on Delegation of Qualification Design and Assessment to DQPs and AQPs.”

4. Amendments to this agreement

Notwithstanding clause 2.4 above, any other changes to this agreement must be agreed in writing by both parties and annexed to this agreement before the

change is effected in terms of clause 10.5 of the “Policy on Delegation of Qualification Design and Assessment to DQPs and AQPs”.

5. Dispute resolution

In the event of dispute arising out of this delegation, the dispute procedure as outlined under clause 11 in the “Policy on Delegation of Qualification Design and Assessment to DQPs and AQPs” will apply.

6. Schedules that form part of this agreement

The following schedules form part of this agreement:

- (a) Schedule 1 – AQP Project Details and Timeframe.
- (b) Schedule 2 – Approved Fee Structure Funding Model to maintain the delivery of AQP services for a minimum of five years.
- (c) Schedule 3 – Letter from the AQP’s relevant authority committing the necessary financial resources to fund the AQP function; and confirming that effective, efficient and transparent financial management and internal control systems are in place.
- (d) Schedule 4 – Signed Code of Conduct for AQP.

7. Signatures

Signed at on this day of 201.....

Signature on behalf of QCTO:.....

1. Witness:

2. Witness:

Signed at on this day of 201.....

Signature on behalf of QCTO:.....

1. Witness:

2. Witness:

AQP Project Details and Timeframe

1. Occupation/specialisations detail:

	Occupation	OFO Code	Specialisation	Anticipated date of first assessments
1.				
2.				
3.				
4.				

2. Assessment Quality Partner information

Name:

Physical address:

.....

Postal address:

.....

Website:

Company Registration Number:

Tax Registration Number:

VAT Registration Number:

3. Assessment Quality Partner reporting officer details

Person responsible for reporting to the QCTO:

Name:

Cell phone:

Telephone:

Fax number:

E-mail address:

4. Details of Development Quality Partner

Name:

Physical address:

.....

Postal address:

.....

Name of responsible person:

Cell phone:

Telephone:

E-mail address:

5. AQP project time-lines:

	Activities	Due date
1.	Develop criteria for the accreditation of assessment centres / approval of assessment sites (depending on the relevant strategy)	3 months after appointment
2.	Establish criteria and procedures for the monitoring and evaluation of accredited assessment centres / approved assessment sites and post on the website	4 months after appointment
3	Develop and publish on website with link to QCTO website the following information related to external assessment: <ul style="list-style-type: none"> • template, and procedure for application for assessment • procedures and template for reporting irregularities and lodging complaints or appeals • procedures for applications for concessions related to barriers to learning and assessment • language/s of assessment • agreed cost structure 	6 months after appointment
3.	Develop a candidate record system in line with QCTO requirements including candidate information, entries, results, and certification details	6 months after appointment date
4.	Develop a website with links to QCTO website in terms of: <ul style="list-style-type: none"> • accredited assessment centres or assessment sites; and • registered assessment practitioners. 	At least 2 months before first assessments
5.	Develop and validate nationally standardised assessment instruments appropriate to assessment strategy, and secure system to manage scheduled assessments	At least 2 months before first assessments

Name of authorised AQP representative:

Signature of authorised AQP representative:

Date:

Schedule 2

Approved Fee Structure Funding Model to maintain the delivery of AQP services for a minimum of five years.

Schedule 3

Letter from the AQP's relevant authority committing the necessary financial resources to fund the AQP function; and confirming that effective, efficient and transparent financial management and internal control systems are in place.

Schedule 4



The Code of Conduct for the Development Quality Partners (DQPS) and Assessment Quality Partners (AQPS)

We, the undersigned, wish to be approved by the QCTO as the DQP/AQP. We agree that, if the QCTO delegates such functions to us, we 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.

On behalf of:as the DQP/AQP.

Signed at this placeon this day of 2011.

Full name of DQP/AQP representative

Position in the DQP/AQP:

Signature of DQP/AQP representative:

As witnessed on behalf of the QCTO by:

Full name of the QCTO representative:

Position in the QCTO:

Signature:

Vision

Access, success and progression for all who want a trade, occupation or profession resulting in a skilled, productive and employable citizenry.

Mission

To develop and quality assure occupational qualifications that are responsive to the labour market needs and developmental state initiatives.



© October 2011

QCTO contact: www.qcto.org.za

Email: info@qcto.org.za