



Fibre Processing & Manufacturing Sector Education and Training Authority

› Connecting › Mentoring › Training

FP&M SETA : LEARNING PROGRAMMES

Quality Assurance



1. Introduction
2. Legislation and other Regulatory Requirements
3. Learnership Implementation
4. Skills Programmes Implementation
5. Assessment and Moderation
6. Verification and Certification
7. Apprenticeship Implementation
8. Apprentice certification process
9. Qualification development

The purpose of the presentation is to –

Share information with training providers and stakeholders:

- on changes in legislation and procedures
- on the FP&M QA functions; and
- capacitate and empower all stakeholders to capture learner information as well as achievements on MIS .

LEGISLATION AND REGULATORY REQUIREMENTS

- Registration and Accreditation of a Private Education and Training Provider offering Qualifications and Part Qualifications on the occupation Qualifications Sub-framework
- National Artisan Moderation Body (NAMB) appointed by QCTO as AQP for all artisan trades & occupations Government Gazette 35625
- Skills Development Provider accreditation - QCTO
- National Standardised Artisan Learner Workplace accreditation – QCTO
- Registration of Trade Test Centres - QCTO
- QCTO circular 1 of 2016, AQPs liable for payment of issuing of certificate will be effective from 01 April 2016
- Trade Test Regulations –Government Gazette No. 38758 of 8 May 2015
- Artisan Certification - QCTO

LEARNERSHIP IMPLEMENTATION

- ❖ Learnership Implementation
 - Registration of Learner/s
 - Timeframes
 - Process and Format
 - Registration Restrictions
 - Learner Allowances – Sectorial Determination no.5
 - Learnership Duration – 12 months

SKILLS PROGRAMMES IMPLEMENTATION

- ❖ Skills Programmes Implementation
 - Registration of Learner/s
 - Timeframes
 - Process and Format
 - Registration Restrictions
 - Skills programme Duration – 6 – 8 months

ASSESSMENT AND MODERATION

❖ **Assessment Process**

- Assessment to be performed within 5 working days on completion of unit standards
- Feedback to learners after assessment
- Achievements captured on the system

❖ **Moderation Process** - within 5 working days of assessment

- Minimum of 10% of learner POEs
- All components of the Learning Programme must be moderated by a registered constituent Moderator
- Moderation report must be compiled and sent electronically to the regional QA specialist before a verification audit is scheduled
- The moderations must be uploaded onto the FP&M SETA MIS

Verification is a planned and systematic process for validating learner achievements and ensuring compliance to QCTO and FP&M SETA certification criteria

- ❖ After completion of the learning programme – 14 days after completion
- ❖ A verification will only be scheduled once the assessments and moderations have been uploaded to the MIS
- ❖ SSA verification visits scheduled by Regional QA Specialists
- ❖ Verification reports submitted to Regional QA Specialist within set timeframes – 7 days after verification

Certification covers the issue of Certificates and or Statement of Results by FP&M SETA

- ❖ All learner/s who are deemed competent and have met the Learning programme requirements through a verification process
 - *Certificate issued directly from the system*
 - *Within 21 days of receipt of verification report*

- ❖ To a learner who has completed and has been found competent in all unit standards comprising of a Learnership or full qualification

- ❖ A statement of results will be issued to a learner found competent in some of the unit standards or in the complete a skills programme
 - *Statement of results issued directly from the system*
 - *Within 21 days of receipt of verification report*

APPRENTICESHIP IMPLEMENTATION

- ❖ Original Agreements in triplicate – *signed within 30 days of commencement of employment*
- ❖ Medical questionnaires
- ❖ Certified copy of identity document – *not older than 3 months*
- ❖ Certified copy of educational certificate – *not older than 3 months*
- ❖ Captured on the MIS – *within 30 days of commencement*
- ❖ OFO Codes as per Government Gazette of August 2012

APPRENTICESHIP PROCESS

Theory - component

- TT and N studies registered syllabi / material (*note changes to be affected with registration of new trade qualifications*)
- Examinations on completion of theory semesters

Practical - component

- Registered syllabi / training material

Workplace experience - component

- Minimum and maximum time
- Qualified mentors / assessors and moderators

Trade Test request:

- Application form for Trade Test
 - Proof of:
 - ✓ Theoretical
 - ✓ Knowledge
 - ✓ Work experience - Logbook
 - ✓ Certified copy of ID (clear, valid)
 - ✓ Educational certificates (TT or N)
 - ✓ Proof of years of employment (ARPL)

Scheduled Trade Test - before end of training period

- Assessment and Moderation will be arranged by Seta
- Accredited Trade Test Centre
- Registered assessor
- Registered moderator
- Written confirmation from Seta
- Trade test serial number – compulsory
- Trade test schedules to NAMB - Monthly

Application for certification

- Trade test application
- Certified copy of ID
- Original Contract
- Theory certificates
- Logbook – modules signed off
- Trade test report
- Accreditation status
- Proof of registered assessor and moderator

- ❖ All persons who are contracted on a learning programme agreement will be allowed three trade test attempts – to be completed during the agreement period
- ❖ If not found competent in the three attempts during the agreement period the applicant must be referred to the ARPL process
- ❖ A Trade test report must be supplied within **three working days** of completion of the trade test.
- ❖ **HOWEVER**, if a person has completed the learning programme or a POE three years before applying to undergo the trade test, they **MUST** undergo a pre-trade test evaluation

- ❖ Five working days before month end the accredited trade test centre must submit a schedule of trade tests to be conducted during the month to NAMB
- ❖ Trade test results must be submitted once a week to NAMB and the SETA
- ❖ NAMB must recommend certification of qualifying learners to QCTO within **twenty-one working days** after verifying the results.
- ❖ Provided that the relevant criteria for certification have been met the QCTO will issue and distribute the National Trade Test certificate within **twenty-one working days** of receipt of the recommendation from NAMB

❖ **Major challenges currently :**

- Documents not clear
- Incomplete logbook
- Theory certificates – not certified
- Unclear certified copies of ID's
- OFO code alignments incorrect
- Incomplete trade test report
- Accreditation letters not attached
- Assessor and Moderator registration not attached

❖ **Challenges going forward**

- Accreditation details of trade test centre – accredited by QCTO
- Assessor and Moderator registration by NAMB

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**FP&M SETA :
QUALIFICATIONS
DEVELOPMENT**



CONTENT

1. Phase 1: QCTO Occupational Qualifications Development
 - Industry Partners
 - A Holistic Approach to Qualifications Development
 - Summary of Progress Occupational Qualifications Development
 - SAQA Quality Assurance Committee (QAC) Feedback
2. Phase 2: Assessment Instruments Development **(Current Developmental Stage)**
3. Phase 3: Learning Material Development **(Current Developmental Stage)**
4. SAQA Registered Qualifications At The End Of Quarter 1 – 2017/18
5. Qualifications (27) Recommended to SAQA for Registration
6. Qualifications what were Published for Comments in July 2017
7. Qualifications that were on the agenda for OQC but could not serve due to time constraints
8. Qualifications in the evaluation by the QCTO

QCTO OCCUPATIONAL QUALIFICATIONS DEVELOPMENT PARTNERS

- **Sawmilling SA** - Wood Products
- **SAFCA** - Forestry
- **SAFI** - Furniture
- **SAAA(used to be AMSA)** - Clothing
- **SABMEO** - Textiles
- **NULAW** – Footwear Leather and other Goods
- **PAMSA** – Pulp and Paper
- **Printing SA** – Printing and Packaging
- **Publishing SA** – Publishing
- **SANEF** – Print Media

HOLISTIC APPROACH TO QUALIFICATIONS DEVELOPMENT

Progress on the DQP and AQP functions of the FP&M SETA

Appointment as DQP:

- The FP&M SETA has been appointed by the QCTO as the DQP for occupational qualification development in the FP&M sectors.
- The FP&M SETA have identified in consultation with the various industries, qualifications for development.

Phase 1:
Development and registration of occupational Qualifications and Trades with SAQA through QCTO

Phase 2:
Development of External Integrated Summative Assessments (EISA) and data bank of assessment questions and model answers

Phase 3:
Development of Learning Material (standardize across the sub-sectors)

SUMMARY OF PROGRESS OCCUPATIONAL QUALIFICATIONS DEVELOPMENT

Qualifications Identified for Development:

- **74** qualifications approved for development since 2014 to date;
- **55** of this occupational Qualification submitted to QCTO for registration
- More than **100** qualifications & part qualifications in the press of being developed

Occupational Qualifications and Part Qualifications Registered by the QCTO:

- **6** occupational Qualifications

Occupational Qualifications recommended to SAQA:

- **41** occupational Qualifications

Occupational Qualifications submitted to QCTO and still in press:

- **8** qualifications were submitted to the QCTO and feedback is being awaited.

SAQA QUALITY ASSURANCE COMMITTEE(QAC)

In a report to the QCTO at a special meeting of the SAQA Quality Assurance Committee(QAC) held on 27th June 2016, it was reported that the FP&M SETA: Occupational Certificate:

Footwear Bottom Stock Production Machine Operator, Level 2
was considered to be the best submission ever submitted by the
QCTO

PHASE 2: ASSESSMENT INSTRUMENTS DEVELOPMENT (Current developmental stage)

1. Procedure to appoint QDF
2. Compile QAS grid
3. Compile QAS addendum
4. Quality assure and moderate QAS grid and addendum
5. Develop practical assessment instrument
6. Develop theoretical assessment databank with model answer
7. Quality assure and moderate assessment instruments/questions
8. Consultation on theoretical and practical assessment instruments/questions
9. Submission to the AQP
10. QCTO Approval

PHASE 3: LEARNING MATERIAL DEVELOPMENT

(Current developmental stage)

1. Procedure to appoint learning material developers and moderators
2. Develop learning material for knowledge modules (including Learner Guide, Workbook, Facilitator Guide and Assessor Guide)
3. Develop learning material for practical skills modules (including Learner Guide, Workbook, Facilitator Guide and Assessor Guide)
4. Develop mentor guide for work experience
5. Quality assure and moderate all components of learning material
6. Submission to the FP&M SETA

SAQA REGISTERED QUALIFICATIONS AT THE END OF QUARTER 1 – 2017/18

Number	Qualification
1.	Footwear Cutting Production Machine Operator NQF Level 2, Credits 130
2.	Footwear Closing Machine NQF Level 2, Credits 130
3.	Footwear Closing Production Machine Operator (Lasting) NQF Level 2, Credits 130
4.	Footwear Bottom Stock Production Machine Operator NQF Level 2, Credits 112
5.	Sewing Machine Operator NQF Level 2, Credits 128
6.	Sheetfed Lithography Technician NQF Level 4, Credits 377
7.	Safety Inspector (Forestry and Related Industries SHEO) NQF Level 4, Credits 278

QUALIFICATIONS (27) RECOMMENDED TO SAQA FOR REGISTRATION

No.	Qualification
1.	Textile Wet Process Production Operator (Textile Wet Process Printing Machine Operator), NQF Level 2, Credits 168
2.	Textile Wet Process Production Operator (Textile Wet Process Dyeing Machine Operator), NQF Level 2, Credits 168
3.	Textile Wet Process Production Operator (Textile Wet Process Finishing Machine Operator), NQF Level 2, Credits 508
4.	Textile Dry Finishing Machine Operator, NQF Level 2, Credits 458
5.	Knitting Machine Operator (Warp Knitting Machine Operator), NQF Level 2, Credits 170
6.	Knitting Machine Operator (Weft Knitting Machine Operator), NQF Level 2, Credits 170
7.	Non-Woven Machine Operator (Tufting Machine Operator), NQF Level 2, Credits 180
8.	Non-Woven Machine Operator (Non-woven Textile Production Machine Operator), NQF Level 2, Credits 328
9.	Weaving Machine Operator, NQF Level 2, Credits 180

QUALIFICATIONS (27) RECOMMENDED TO SAQA FOR REGISTRATION

No.	Qualification
10.	Warping Machine Operator, NQF Level 2, Credits 284
11.	Fibre Preparation Production Machine Operator , NQF Level 2, Credits 414
12.	Braiding Machine Operator, NQF Level 2, Credits 168
13.	Yarn Production Machine Operator, NQF Level 2, Credits 394
14.	Man-made Fibre Production Machine Operator, NQF Level 2, Credits 360
15.	Footwear Closing Production Machine Operator (Footwear Hand Lacer and Hand Interlacer, NQF Level 2, Credits 130
16.	Production/Operations Supervisor (Forestry) NQF Level 3, Credits 130
17.	Corrugated Board and Container Machine Minder, NQF Level 4, Credits 598
18.	Carton Manufacturing Machine Minder, NQF 4, Credits 582

QUALIFICATIONS (27) RECOMMENDED TO SAQA FOR REGISTRATION

No	Qualification
19.	Coldset Rotary Offset Lithography Printing Technician, NQF Level 4, Credits 517
20.	Heatset Rotary Offset Lithography Printing Technician, NQF Level 4, Credits 631
21.	Packaging Rotary Printing and Re-reeling Flexographic Machine Minder, NQF Level 4, Credits 544
22.	Mechanised Hard-Cover Bookbinding Technician, NQF Level 4, Credits 591
23.	Mechanised Soft Cover, NQF Level 4, Credits 579
24.	Leather Finishing Machine Operator, NQF Level 2, Credits 334
25.	Leather Tanning Machine Operator, NQF Level 2, Credits 154
26.	Furniture Designer, NQF Level 7, Credits 555
27.	Commissioning Editor, NQF Level 7, Credits 169

QUALIFICATIONS PUBLISHED FOR COMMENTS JULY 2017

1. **Electronic Pre-press Lithographic Technician - (1 Part Qualifications), NQF Level 4, Credits 545**
2. Electronic Pre-press Flexographic Technician - (1 Part Qualifications) NQF Level 4, Credits 541
3. Electronic Pre-press Screen Technician - (1 Part Qualifications) NQF Level 4, Credits 550
4. Electronic Pre-press Gravure Technician - (1 Part Qualifications) NQF Level 4, Credits 569
5. Apparel Pattern Maker and Grader - (1 Part Qualifications) NQF Level 3, Credits 291
6. Paper and Packaging Collector, NQF Level 3, Credits 114
7. Text Editor, NQF Level 6, Credits 195
8. Journalist, NQF Level 5, Credits 193

QUALIFICATIONS THAT WILL BE OUT FOR PUBLIC COMMENT FROM THE QCTO

	Qualification Name
1.	Pulp Process Controller, NQF Level 4, Credits 247 (2 Part Qualifications)
2.	Paper Process Controller, NQF Level 4, Credits 344 (2 Part Qualifications)
3.	Forestry Production and Operations Foreman, NQF Level 4, Credits 247
4.	Logging Plant Operator, NQF Level 3, Credits 297

QUALIFICATIONS IN THE EVALUATION STAGE BY QCTO

	Qualification Name
1.	Cabinet Maker (Furniture Maker), NQF Level 4, Credits 549
2.	Upholsterer (Furniture) , NQF Level 4, Credits 549
3.	Kiln Machine Operator, NQF Level 4, Credits 366
4.	Saw Doctor, NQF Level 4, Credits 540
5.	Wood Processing Operator, NQF Level 4, Credits 283
6.	Work Study, NQF Level 5, Credits 255
7.	Footwear Pattern Maker, NQF Level 4, Credits 121
8.	Footwear Designer, NQF Level 6, Credits 373

- 1. Developmental of Qualifications and learning materials**
- 2. Systems and accreditations of SDPs and Assessment centers**
- 3. Rolling out training and assessment**
- 4. Policies' development and reporting**
- 5. Budget**

Thank You

