



QCTO

Quality Council for Trades & Occupations

QCTO ACCREDITATION PROCESSES

QCTO Accreditation Unit

Date: OCT/NOV 2022





QCTO

Quality Council for Trades & Occupations

Presentation outline

1. Types of Accreditation offered by QCTO.
2. Accreditation Process for Occupational Qualifications, Part-Qualifications and National Skills Programmes.
3. Links for application of different QCTO Accreditation services.
4. Learner Enrolment.
5. Accreditation Challenges.
6. Question and Answer Session.



QCTO

Quality Council for Trades & Occupations

Types of accreditations

New Qualifications

1. Occupational Qualifications.
2. Occupational Part Qualifications.
3. Occupational Skills Programmes

Historically Registered Qualifications

Historical Qualifications must be deregistered (Ministerial determination) or Realigned to the New Occupational Qualifications.

Legacy Trades.

Provider Based Qualifications.

Unit Standard Based Qualifications.

NATED 190/191.

Historical Skills Programmes.

**Over 2800
qualifications in
the OQSF**

**Over 3 000 Skills
Programmes
across SETAs**



QCTO

Quality Council for Trades & Occupations

Accreditation process cont...

Accreditation Application



Applicants complete an Online application form



The QCTO sends link to applicants to upload their compliance documents



Applicants upload compliance documents within the prescribed timeframe



QCTO

Quality Council for Trades & Occupations

Accreditation process cont...

Compliance documents

1. OHS audit report
 2. Proof of ownership/lease agreement
 3. Facilitator's CV, Qualification/s, ID copy
 4. Proof of Financial Stability(N/A Public institutions)
 5. Tax Compliance Status
 6. CIPC registration document
 7. MoU/SLA for Workplace Experience, Shared High-cost equipment, and resources
 8. Learning Material aligned to the Learning material matrix (Curriculum Documents)
-



Evaluation of accreditation applications



Desktop Evaluation

- Evaluate uploaded Compliance documents
- Desktop Evaluation report
- Draft site visit schedule for approval



Site visit Preparation

- Invite applicants for site visit
- Send Site visit pack
- Confirmation for site visit
- Appoint SME to conduct site visit



Site visit

- Physical or Virtual site visit (**Refer to Form 5 – Site Visit Evaluation Instrument**)
- SMEs submit Site visit report
- Site visit reports evaluated

Accreditation process cont...



QCTO

Quality Council for Trades & Occupations

Processing of accreditation Outcome



Accreditation Outcome

- Evaluate Site visit reports
- Compile recommendations for the Internal accreditation Committee for approval
- Outcome Issued per site (Accredit/Decline)



Appeals

- Should the applicant feel that they need to appeal the outcome, an appeal can be sent to Accreditation@qcto.org.za

Links for application of different QCTO Accreditation services

1. Letter of Intent (Historically Registered Qualifications) - [Letter\(s\) of Intent \(Historically Registered Qualifications\) Rev.01 \(microsoft.com\)](#)
 2. Occupational Qualifications - [Skills Development Provider \(Occupational Qualifications & Part Qualifications\) \(microsoft.com\)](#)
 3. Skills Programmes (Short Courses) [Skills Development Provider \(Occupational Skills Programmes\) \(microsoft.com\)](#)
 4. N4-N6 Programmes (NATED Report 191) - [Skills Development Provider NATED \(N4-N6\) \(microsoft.com\)](#)
 5. Assessment Centre / Trade Test Centre Accreditation Application [Assessment Centre / Trade Test Centre Accreditation Application \(microsoft.com\)](#)
-

Learner Enrolments

- All accredited SDPs must enrol their learners in the required format as follows:
 - Occupational Qualifications: within 21 days of starting the training/RPL process
 - Skills Programmes: within 5 days of starting training
- Essentially learner enrolments happen in two phases:
 - At the beginning of the training/RPL process – Learners' information
 - If this is not done, QCTO processes for QA monitoring and final assessments may not take place, which is critical for learner registration for EISA readiness
 - EISA Readiness in which learners' final status is confirmed (critical for EISA Registration)
- It is currently a tedious process that has been reviewed for simplification (soon to be shared).
- The QCTO has made significant progress on its online processes for the near future, with Quality Partners being granted access to learner enrolment information to export and be able to convert to upload to their systems.



QCTO

Quality Council for Trades & Occupations

Accreditation Challenges

1. Use of appropriate application links
2. Non responsiveness of SDP applicants
3. Use of consultants/Agent by SDP
4. QCTO processes are not SETA processes
5. SDPs do not familiarise themselves with approved QCTO Accreditation policies and processes.

NB : All SDPs are treated equally by the QCTO.

THANK YOU!



+27 (0)12 003 1800

SWITCH BOARD



info@qcto.org.za / qcto@tip-offs.com

EMAIL



www.qcto.org.za

WEBSITE



[QCTO Page](#)

SOCIAL MEDIA



[QCTO TV](#)

SOCIAL MEDIA

