

ACCREDITATION POLICY



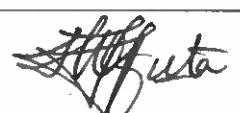

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1. INTRODUCTION

- 1.1 The Quality Council for Trades Occupations (QCTO) has in terms of Section 26I (2) of the Skills Development Act No. 97 of 1998 (SDA) and the Council's delegation policy delegated the quality assurance partner (QAP) functions to the Public Service Sector Education and Training Authority (PSETA).
- 1.2 The delegation was conferred to the PSETA as of 27 September 2012 and it is limited to the Public Service sector. The delegated functions are as follows:
- i. Accredit Skills Development Providers (SDPs) for the qualifications or part qualifications listed in the schedule in terms of criteria determined by the QCTO;
 - ii. Monitor the provision by providers of Learning Programmes leading to the qualifications or part qualifications in order to ensure that the criteria for accreditation are being complied with;
 - iii. Evaluate learner assessment and the facilitation of moderation of learner assessment by providers;
 - iv. Register assessors and moderators to undertake assessments and moderation for specified qualifications or part qualifications in terms of criteria determined by the QCTO;
 - v. Certify qualified learners in accordance with the policy determined by the Minister in terms of section 26F of the SDA;
 - vi. Maintain a comprehensive learner information management system;
 - vii. Upload learner data to the National Learner Records Database (NLRD) according to the NLRD load specifications; and
 - viii. Perform such other functions consistent with the National Qualifications Framework (NQF) Act and the SDA as the QCTO may from time to time allocate to the SETA in writing.
- 1.3 The delegation expires once the qualifications delegated to the PSETA are reviewed and replaced by qualifications developed and registered on the Occupational Qualifications Sub-Framework (OQSF) or until the



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qualifications reach their registration end date and teach out periods or when the qualifications are withdrawn by the QCTO.


- 1.4 The delegations is subject to the following terms and conditions:
- i. The QCTO may review the quality management policies and procedures of the PSETA and examine the activities of the Quality Assurance Partner (QAP) department;
 - ii. The PSETA must ensure the integrity of quality assurance by exercising its delegated functions separately and independently from any provision of education and training; and
 - iii. The performance by the SETA of its delegated functions must advance the objectives of the NQF as contemplated in section 5 of the NQF Act.
 - iv. Any changes to the delegation will be communicated through the QCTO/SETA Forum where PSETA has representation.

2. PURPOSE AND OBJECTIVES

The purpose of this Policy is to:

- 2.1. Set out clear and legible accreditation policy provisions for organisations that wish to be accredited or obtain programme approval status for historically registered qualifications with the PSETA;
- 2.2. Ensure standardisation and consistency by PSETA in terms of accreditation, programme approval, extension of scope and learning programme evaluation processes;
- 2.3. Guide organisation and staff on the accreditation policy and processes for the accreditation of Skills Development Providers;
- 2.4. Ensure that SDPs accredited in terms of QCTO and the PSETA requirements have the necessary capacity to provide quality learning;
- 2.5. Protect learners from poor quality programmes through accreditation and re-accreditation arrangements that build on reports from self-evaluation and external evaluation activities, including monitoring, and other relevant sources of information.



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3. ABBREVIATIONS

Abbreviation	Description
AA	Accounting Authority
DHET	Department of Higher Education and Training
ETDP	Education and Development Training Practitioners
EXCO	Executive Committee
GSC	Governance and Strategy Committee
MOU	Memorandum Of Understanding
NQF	National Qualifications Framework
NLRD	National Learner Records Database
OQSF	Occupational Qualifications Sub-Framework
POPI	Protection of Personal Information
PSETA	Public Service Sector Education and Training Authority
PSETA MIS	PSETA Management Information System
QAP	Quality Assurance Partner
QCTO	Quality Council for Trades and Occupations
QMS	Quality Management System
SAQA	South African Qualifications Authority
SDA	Skills Development Act
SETA	Sector Education and Training Authority
SLA	Service Level Agreement
SDP	Skills Development Provider


4. DEFINITIONS

Term	Description
Accreditation	The certification, usually for a particular period, of a person, a body or an institution having the capacity to fulfil a particular function in the quality assurance system.




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Term	Description
Primary Accreditation	Means a body is accredited to deliver learning programmes which culminate in specified NQF qualifications and or part qualification which falls within the PSETA scope.
Secondary accreditation	Means a body is accredited with another SETA and is approved by the PSETA to deliver learning programmes which culminate in specified NQF qualifications and or part qualifications that fall within the PSETA scope.
Assessment	The process of collecting evidence of learners' work to measure and make judgements about the competence or non-competence of specified NQF registered occupational qualifications and part qualifications.
Assessor	Means a person registered by the QAP for the purposes of conducting external assessment for occupational qualifications.
Code of Conduct	Refers to a set of conventional principles and expectations that are considered binding to organisation(s) that are accredited by PSETA.
Quality Assurance Partner	means a body delegated by the QCTO responsible for monitoring and auditing achievements in terms of national standards or qualifications, and to which specific functions relating to the monitoring and auditing of national standards or qualifications have been assigned in terms of section 5(1) (b) (i) of the SAQA Act.
ETD Practitioner	Refers to an individual registered as an Assessor and/or Moderator by the QAP.
Extension of scope	Means the addition of qualification(s) and/or part qualifications following the Learning Programme approval processes by an accredited/programme approval Skills Development Provider to own current scope of accreditation as defined above.
E-Learning	Refers to training or learning provided using technology.

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Term	Description
Distance Learning	Refers to a method of studying where training is provided by correspondence without contact session. This could also be conducted on an online platform where learners complete work and sends it electronically to be assessed.
Historically Registered Qualifications (HRQs)	These are unit standard based qualifications registered on the QQSF and has the registration end date of 30 June 2023.
Moderator	Means a person, who has achieved competence against moderator standard and is registered with ETDP SETA as a qualified moderator. The PSETA constituent moderator is the latter who is registered to moderate against the PSETA part or full qualifications in line with the PSETA assessment policy
Organisation	Refers to legally established entities which may include but not limited to, national and provincial government departments and agencies, institution/organisation, company, centre, collaborative partnership, or consultancy established in line with relevant statutory body requirements and currently in good standing.
Occupational Qualifications	Modular-based Qualifications registered on the Occupational Qualifications Sub-framework
Occupational Qualifications Sub-Framework	One of the sub-frameworks on the National Qualifications Framework under the management of the QCTO
Part qualification	Means an assessed unit of learning that is registered on the NQF as a part qualification.
Primary focus	Means that activity or objective within the sector upon which an organization or body concentrates its efforts.



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Term	Description
Programme Approval	Means secondary accreditation of organisations through a Memorandum of Understanding (MoU) process signed between SETAs. A provider accredited by another QAP can apply for extension of scope on unit standard/s or qualification/s falling within the primary focus of another QAP. The Provider is required to notify the primary QAP of the intention to extend scope. The primary QAP will on behalf of the Provider liaise with the secondary QAP to take the process forward.
Quality Management System	Means the combination of policy, processes and procedures used to ensure that the degree of excellence specified is achieved.
Registered Qualifications	Means qualifications registered on the NQF.
Scope of Accreditation	Means the list of qualification(s) and/or part qualification(s) for which a body is accredited for a defined purpose.
Extension of Scope	Means an addition of qualification(s) and/or unit standards falling with the scope of the PSETA, granted after approval of the initial application
Skills Development Provider	Means a provider of occupational learning accredited by the QAP as delegated by the QCTO
Skills Development Provider Applicant	Means a provider seeking accreditation or programme approval of occupational learning accredited by the QAP as delegated by the QCTO



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5. SCOPE OF APPLICATION

This Policy applies to:

- 5.1. SDPs seeking accreditation with the PSETA;
- 5.2. PSETA QA staff members;
- 5.3. ETD Practitioners in the sector; and
- 5.4. PSETA contracted external consultants where applicable.

6. LEGISLATIVE AND REGULATORY PRESCRIPTS


- 6.1. Skills Development Act, No. 97 of 1998, as amended
- 6.2. South African Qualifications Authority Act
- 6.3. National Qualifications Framework Act, No. 67 of 2008
- 6.4. QCTO Policy on Delegation to Development Quality Partners and Assessment Quality Partners
- 6.5. Protection of Personal Information Act, No.4 of 2013
- 6.6. PSETA Learning Programmes Evaluation Policy
- 6.7. PSETA Recognition of Prior Learning Policy
- 6.8. PSETA Management of Assessment Policy
- 6.9. PSETA Certification Policy
- 6.10. PSETA Monitoring Policy
- 6.11. PSETA Records Management Policy
- 6.12. PSETA Appeals Policy
- 6.13. PSETA E-learning Policy
- 6.14. PSETA POPI Policy

7. POLICY PROVISIONS AND CONTENT

7.1. Roles and responsibilities

- 7.1.1. The Accounting Authority (AA) grants approval of this Policy to be implemented and exercises its fiduciary duties of provisions of the Policy and Delegations of Authority.




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- 7.1.2. The Chief Executive Officer (CEO), assisted by the Chief Operations Officer (COO) is accountable for establishing and maintaining systems to manage the Accreditation function.
- 7.1.3. SDPs that are applying for accreditation are responsible to align their operations in line with the requirements contained in this policy document as well as approved procedure documents;
- 7.1.4. The QA staff or its representatives are responsible for implementation of this policy and approved procedure documents and to ensure stakeholder compliance.
- 7.1.5. The QA Manager is accountable for implementation and management of this Policy and procedure document;
- 7.1.6. The PSETA is responsible for accreditation of SDPs for historically registered qualifications.
- 7.1.7. The PSETA is designated as the QCTO Quality Partner for Accreditation of all OQSF qualifications within the PSETA allocated jurisdiction.
- 7.1.8. The QCTO is responsible for the overarching accreditation process for occupational qualifications.

8. ACCREDITATION DECISION COMMITTEE

- 8.1. The Accreditation Decision Committee (ADC), as appointed by the CEO shall adjudicate the recommendations to grant accreditation for historically registered qualifications.
- 8.2. Members of this committee shall be at the level of Manager and above and shall be appointed by the CEO.
- 8.3. The CEO shall approve the Terms of Reference that clearly outline the roles and responsibilities of members and members shall adhere to them at all given times
- 8.4. The QA Manager presents the accreditation application to the ADC to approve or not approve the decision to grant accreditation.



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8.5. The ADC shall consider the recommendations of the QA Manager, accept or reject them. In case the ADC rejects the recommendations of the QA Manager, this must be referred back to the QA Manager to allow the team to review and resubmit to the ADC.

9. CRITERIA AND GUIDELINES FOR APPLICANT SDPS

9.1. HISTORICALLY REGISTERED QUALIFICATIONS

- 9.1.1 The PSETA will only accept accreditation applications for historically registered qualifications that have been acknowledged by the QCTO through a letter of intent;
- 9.1.2 Only applications for single unit standards and/or Skills Programmes will be accepted by the PSETA directly from the SDP applicant;
- 9.1.3 The SDP applicant shall produce proof of company registration in accordance with the South African Law or a registration certificate issued by the NPO Directorate within the Department of Social Development where applicable;
- 9.1.4 A valid and current Tax Clearance Certificate/Tax Compliance Status PIN or certificate of Exemption issued by the South African Revenue Service;
- 9.1.5 Certified original copies of the lease agreement or proof of ownership (title deed) for the training and office space;
- 9.1.6 Company profile, reflecting the Vision and Mission statements of the organisation, the values as well as the strategic objectives of the organisation;
- 9.1.7 A solvency letter prepared by a registered accountant or auditing firm will be required from organisations registered older than two years by the time the applicant SDP seeks accreditation (only applicable to SDPs seeking accreditation);
- 9.1.8 Provide evidence of PSETA registered constituent ETD Practitioners i.e. Assessors, and Moderators bearing the scope or exceeding that of the applicant SDP;




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- 9.1.9 Provide CVs and qualifications of the Facilitator(s) responsible for PSETA learning programme delivery; and
- 9.1.10 Submit PSETA Programmes aligned training material where applicable (See Learning Programmes Evaluation Policy);
- 9.1.11 The SDP should submit the above-mentioned documents in a format prescribed by the PSETA QAP.

9.2. OCCUPATIONAL QUALIFICATIONS

- 9.2.1. The QCTO will accredit an entity as an assessment centre for a specified occupational qualification or part qualification if recommended by an AQP and if that entity satisfies the criteria listed below.
- 9.2.2. The entity must:
 - a. be a juristic person registered or established in terms of South African law;
 - b. have a valid tax clearance certificate issued by the South African Revenue Service if applicable;
 - c. have a suitable and compliant MIS in accordance with QCTO specifications;
 - d. be safe, secure and accessible to candidates;
 - e. meet the relevant standards for occupational health and safety;
 - f. have the required physical resources (e.g., venue; equipment, machinery or protective clothing), specified by the QAP to train and assess learners' competence regarding the occupational qualification or part qualification;
 - g. have appropriately qualified human resources as specified by the QAP; and
 - h. make provision for any other requirements specified for the relevant occupational qualification or part qualification.



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10. QUALITY MANAGEMENT SYSTEM

10.1. As part of the accreditation approval requirements, applicant SDPs are required to have the following Policies and Procedures as reflected in the PSETA accreditation policy and the accreditation Standard Operating Procedure (SOP) document and application form:

- i. Physical Resources;
- ii. Staff Selection, Appraisal And Development;
- iii. Learner Entry, Guidance And Support Systems;
- iv. Management Of Workplace Learning;
- v. Health And Safety;
- vi. Recognition Of Prior Learning;
- vii. Certification;
- viii. Management Of Assessments;
- ix. Learning Material Development And Review;
- x. Administration;
- xi. Finance; And
- xii. Impact Assessment.
- xiii. E-Learning and Distance Learning Policy

10.2. These policies must be signed and approved by the SDP management or owner.

11. TYPES OF ACCREDITATION


The following types of accreditation shall be awarded to the prospective SDPs:

11.1 Primary Accreditation

11.1.1 Applicant SDPs whose primary focus falls within the scope of the PSETA and are not accredited by another quality assurance body may apply for accreditation with the PSETA.

11.1.2 The applicant SDP will be required to comply with the requirements for accreditation as outlined in the Accreditation policy and Procedure document in order for accreditation to be granted.



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11.2 Secondary Accreditation also known as Programme Approval

- 11.2.1 Applicant SDPs accredited by another quality assurance body may apply for Programme Approval with the PSETA.
- 11.2.2 Secondary accredited SDPs seeking programme approval, shall be required to comply with the Programme Approval requirements as outlined in the PSETA's Accreditation Policy and the Accreditation Procedure document.


11.3 Office and/or Training Premises and Approval of Satellite Campuses

- 11.3.1 Applicant SDPs seeking accreditation with the PSETA shall be required to have an office space and training premises which will be verified by the PSETA official/s, activities conducted per site visit are detailed in the Accreditation Standard Operating procedure requirements;
- 11.3.2 Compliance during the accreditation site visit and/or might lead to the approval of accreditation application.
- 11.3.3 The Applicant SDP will be required to have an office space not attached to the residential space of the SDP or of any other individual; have a separate entrance and be fully equipped.

11.4 Satellite Campuses/Branch offices

- 11.4.1 SDPs seeking to establish satellite campuses shall do so by forwarding an official request on a company letter head to the PSETA for verification of the premises prior to conducting any training.
- 11.4.2 Any training intervention offered in the premises not verified and approved by the PSETA shall be disregarded and no learners shall be endorsed thereof.
- 11.4.3 It is the responsibility of the SDPs to notify the PSETA QAP should there be a change in the physical address of the premises of the SDP. Notice on a company letter head should be forwarded to the PSETA QAP 30 days before the new premises are occupied.



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12. ACCREDITATION STATUS AND DURATION

12.1 Accreditation

12.1.1 Compliant SDPs will be granted accreditation in line with the historically registered qualifications' and or unit standards registration end date of 2023-06-30 after which re-accreditation will be considered.

12.2 Programme Approval

12.2.1 Programme approval refers to the status awarded to the secondary SDPs seeking approval on PSETA accredited and quality assured programmes. The duration of this status shall be in line with accreditation period granted by the SDPs primary quality assurance body but will not exceed the end date of the qualification or unit standard registration end date.

12.2.2 The renewal of programme approval shall be processed as follows:

- i. The SDP shall submit the valid accreditation letter from their primary Quality Assuring Body together with the following documents:
 - a. Valid Tax Clearance Certificate or PIN from SARS
 - b. PSETA Expired Programme Approval Letter, and
 - c. Service Level Agreements or Employment Letters for ETD Practitioners including their valid registration letters indicating the scope that the provider is applying for.

12.3 Extension of Scope

12.4.1 Extension of Scope shall be granted to PSETA accredited primary SDPs and approved secondary SDPs only.

12.4.2 Accredited and programme approval SDPs can apply for extension of scope on the available PSETA learning material or submit learning material aligned to a PSETA qualification or unit standard for evaluation.

12.4.3 The PSETA QAP will only accept extension of scope applications on full qualifications that have been acknowledged by the QCTO through



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a letter of intent; only applications for unit standards and/or skills programmes will be accepted directly from the applicant SDP.

12.4 Site Visits

12.4.1 The PSETA QAP will conduct a site visit for all primary accreditation to validate the office that the SDP will be using. The following will be evaluated:

12.4.2 Adequacy of the office space in terms:

12.4.3 Availability of filing locked filing cabinets;

12.4.4 Access to internet;

12.4.5 Desk and chairs for office staff;

12.4.6 Enough space for visitors and clients; and

12.4.7 Ablution facilities for staff and visitors.

12.5 Accreditation Procedure

12.5.1 The accreditation procedure will be outlined in the accreditation Standard Operating Procedure.

13. E-LEARNING AND DISTANCE LEARNING


13.1 E-Learning and Distance education relates to provision leading to an award credits or part thereof which is delivered and/or supported and/or assessed through means which generally do not require the learners to attend particular classes or events at particular times and particular locations. This includes practice such as e-learning, distance learning, blended learning, flexible learning, instructor led training and the use of web-based materials to supplement classroom-based learning.

13.2 Applicant SDPs are required to ensure that they are able to make use of these modes of learning through approved policies, procedures and relevant technologies.

14. PSETA LOGO USAGE

14.1 Approval for logo usage will only be granted to accredited and programme approved SDPs.



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- 14.2 SDPs seeking to utilise the PSETA logo must do so by submitting a formal request on the company letter head to the PSETA Marketing and Communications department;
- 14.3 The PSETA logo shall only be utilised for the purposes as specified by the PSETA Marketing and Communications upon approval of the logo usage request.


15. PROCESS FLOW

- 15.1 The steps listed below and listed in detail in the accreditation SOP shall be followed by the PSETA QAP staff when processing the accreditation applications:
- i. Acknowledge the application;
 - ii. Conduct QMS desktop evaluation;
 - iii. Evaluate learning material where applicable;
 - iv. Conduct site visit for accreditation and
 - v. Accredite qualifying applicants.
- 15.2 Processing Programme Approval:
- i. Acknowledge receipt;
 - ii. Conduct desktop evaluation;
 - iii. Evaluate learning material where applicable;
 - iv. Conduct due diligence site visits where the need is identified by the PSETA; and
 - v. Approve/not approve application.

16. APPEALS

The appeals will be handled as per the approved PSETA Appeals Policy.



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17. TEMPLATES

The following tools shall be used in processing accreditation applications:

- 17.1 Pre-evaluation Checklist
- 17.2 Accreditation Standard Operating Procedure;
- 17.3 Learning Programme Evaluation tool;
- 17.4 Desktop Evaluation tool; and
- 17.5 Accreditation Site Visit tool.


18. NON-COMPLIANCE

- 18.1 Non-compliance with this Policy or any applicable regulatory requirements through any deliberate or negligent act or omission, including allowing any staff, either expressly or impliedly, not to comply with this Policy or any applicable regulatory requirements, will be considered serious and be dealt with in terms of PSETA's disciplinary policies and procedures.
- 18.2 Should a SDP not comply with prescripts of this policy, signed code of conduct and the terms accreditation, the PSETA will recommend withdrawal, suspension or de-accreditation of such a provider to the QCTO.

19. POLICY IMPLEMENTATION

- 19.1 This Policy comes into effect on the date of signature and the relevant owner shall ensure that it is communicated to staff using various modes, not limited to email, intranet, workshops etc. However, this shall not have any bearing on the effective date for implementation.
- 19.2 This policy shall be read in conjunction with the following PSETA Policies:
 - i. Learning Programme Evaluation Policy;
 - ii. E-Learning Policy
 - iii. Management of Assessment Policy; and
 - iv. Accreditation Procedure Document.



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20. MONITORING, REVIEW AND UPDATING OF THE POLICY

This Policy has to be reviewed and the outcome of such process may either require the author to maintain the status quo or update/amend it.

21. APPROVAL OF THE POLICY

The Policy shall be approved by the AA and signed by the Chairperson subsequent to the Resolution taken.

