

## **CRITERIA AND GUIDELINES ON ACCREDITATION OF SKILLS DEVELOPMENT PROVIDERS (SDPs)**

### **1. CRITERIA AND GUIDELINES IN CONTEXT**

This document aims to outline the criteria and guidelines for the accreditation of SDPs. The objective is to ensure that the accreditation system is simplified for all stakeholders concerned.

The accreditation is valid for five years from the date the QCTO grants accreditation or until the SDP is de-accredited by the QCTO.

Accreditation of the SDP may be withdrawn by the QCTO if the SDP fails to perform its responsibilities as stipulated in the QCTO Accreditation Policy.

In accrediting skills development providers the QCTO focusses on two parts namely:

- a) Institutional compliance
- b) Programme delivery readiness

The two parts must be in place before the accreditation is issued.

Any person/organization /institution/ may apply for accreditation as a Skills Development Provider.

A non – refundable application fee of R750.00 is payable to the QCTO on submission of the application for accreditation.

## 2. SKILLS DEVELOPMENT PROVIDERS (SDPs) ACCREDITATION CRITERIA

The following criteria must be satisfied:

### a) *For institutional compliance*

The person/organization /institution must:

- i. be a legal entity /juristic person established in terms of South African law at the time of seeking accreditation **Possible evidence:** *Proof of registration;*
- ii. have a valid tax clearance certificate issued by SARS if applicable;
- iii. provide a proof of financial sustainability for the learning services applied for and throughout the accreditation period; **Possible evidence:** *audited financial statements, financial surety, business plan, if applicable;*
- iv. have a valid Occupational Health and Safety certificate, if applicable
- v. provide evidence of appropriately qualified human resource/s to deliver the qualifications ; **Possible evidence:** *CVs and qualifications*
- vi. have a learner appeal policy and code of conduct;

### b) *For programme delivery readiness*

The person/organization /institution must:

- i. provide evidence of suitable qualified staff to facilitate learning; **Possible evidence:** *Comprehensive CV and certified copies of ID qualifications;*
- ii. demonstrate that it has administrative resources for data capturing tool, learner information and learner records and results across the knowledge and practical skills curriculum components;
- iii. be in possession of the required resources, tools, equipment, machinery, material, protective clothing,
- iv. provide evidence of Learner Support Material(LMS) to offer the relevant component/s of the occupational qualifications;
- v. must have an agreement/s with workplace/s for the delivery of work experience components of the relevant qualification;
- vi. meet the relevant standards for occupational health and safety if applicable;
- vii. adhere to any monitoring and evaluation activities as prescribed by the QCTO.

### 3. ACCREDITATION PROCESS

Step	Activities	Process Step
1.	Provider applies for accreditation to the QCTO.	<ul style="list-style-type: none"> <li>i. Any provider wishing to offer the knowledge and practical skills curriculum components of an occupational qualification must make an initial contact by telephone or email or download the application form from the QCTO website.</li> <li>ii. The completed application form and all relevant Annexures must be forwarded to the QCTO as indicated in the application form.</li> </ul>
2.	The QCTO acknowledge receipt of the accreditation application.	<ul style="list-style-type: none"> <li>i. The acknowledgement of application will be forwarded by the QCTO to the applicant after all the information (including all required Annexures) has been received.</li> </ul>
3.	Desk review by the QCTO accreditation team.	<ul style="list-style-type: none"> <li>i. The QCTO accreditation team does a desktop evaluation of provider application</li> <li>ii. Submit an evaluation report to the QCTO accreditation team / committee               <ul style="list-style-type: none"> <li>a) If the outcome of the review is unfavorable, the provider will be notified regarding any outstanding document or information and be required to address it with immediate effect.</li> <li>b) If the outcome of the review is favorable, the provider will be notified.</li> </ul> </li> </ul>
5	<b>Programme delivery readiness -</b> CEPs/evaluators site visit.	<ul style="list-style-type: none"> <li>i. SDP applicant is informed about the Accreditation site visit date.</li> <li>ii. Site visit conducted by the CEPs/evaluators.</li> <li>iii. CEPs/evaluators compile an evaluation report and send it to the</li> </ul>

		QCTO.
<b>6.</b>	Evaluation of the reports by the QCTO accreditation committee	<ul style="list-style-type: none"> <li>i. QCTO accreditation committee considers the evaluation report from the CEPs /evaluators.</li> <li>ii. QCTO communicates accreditation outcome through formal letter to the SDP Applicant</li> <li>iii. Accredited SDP information will be uploaded on the QCTO website.</li> </ul>

**NB.** Should the SDP applicant be not satisfied with the accreditation outcome , they may appeal to the QCTO in writing in terms of the Complaints and Appeals procedure