LEARNING PROGRAMMES EVALUATION POLICY

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SIGNATURE OF THE LINE EXECUTIVE MANAGER AND DATE	26-03-2021
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SIGNATURE OF THE RECOMMENDING OFFICIAL AND DATE	30·04·2021
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SIGNATURE OF APPROVAL AUTHORITY	
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TABLE OF CONTENTS

1. INTRODUCTION

1.1 The Skills Development Act No. 97 of 1998 (SDA), as amended provides an institutional framework to implement national, sector and workplace strategies to develop and improve the skills levels of the South African workforce. The Act makes provision for the establishment of the SETAs as institutional vehicles to implement the SDA and other related legislation.

1.2 Furthermore, the Quality Council for Trades Occupations (QCTO) has in terms of Section 26I (2) of the SDA and the Council's delegation policy delegated the quality assurance partner (QAP) functions to the Public Service Sector Education and Training Authority (PSETA).

1.3 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 providers 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 contemplated in paragraph 4(a) are being complied with;

    iii. Evaluate learner assessment and the facilitation of moderation of learner assessment by providers;

    iv. Register assessors to undertake assessment 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.

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 qualifications reach their registration end date and teach out periods or when the qualifications are withdrawn by the QCTO.

1.5   The delegation 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 this Policy is to:

2.1.   Set out clear, unambiguous and legible Learning Programme requirements for organisations that wish to be accredited with the PSETA;

2.2.   Guide organisations and the PSETA staff on the Learning Programme requirements for development; evaluation; approval and provision of learning programmes;

2.3.   Ensure that the provision of quality education and training is consistent with the principles of NQF; and

2.4.   To secure alignment of PSETA learning programme evaluation and approval practices to that expected by the Quality Council – QCTO while at the same time providing standardised service to the sector.

3. ABBREVIATIONS

Abbreviation	Description
AA	Accounting Authority
CEO	Chief Executive Officer
COO	Chief Operating Officer
DHET	Department of Higher Education and Training
ETD	Education and Development Training
MOU	Memorandum of Understanding
NQF	National Qualifications Framework
NLRD	National Learner Records Database
OQSF	Occupational Qualifications Sub-Framework
PSETA	Public Service Sector Education and Training Authority
QAP	Quality Assurance Partner
QCTO	Quality Council for Trades and Occupations
QMS	Quality Management System
SAQA	South African Qualifications Authority
SDA	Skills Development Act
SDP	Skills Development Provider

4. DEFINITIONS

Term	Description
Accreditation	The certification, usually for a particular period of time, of a person, a body or an institution as having the capacity to fulfil a particular function in the quality assurance system.
Appeal	Is a process whereby a dissatisfied individual or organisation refers a matter to a person or body of higher Authority for a decision review.

Term	Description
Assessment	A process in which evidence is gathered and evaluated against agreed criteria in order to make a judgement of competence for developmental and/or recognition purposes.
Assessor	Means a person, who has achieved competence against assessor standard and is registered with ETDP SETA as a qualified assessor. The PSETA constituent assessor is the latter who is registered to assess against the PSETA part or full qualifications in line with the PSETA assessment policy.
Code of Conduct	Refers to a set of conventional principles and expectations that are considered binding on any person/s or organisation/s that are registered and/or accredited by PSETA.
Extension of scope	Means the addition of qualification(s) and/or unit standard(s) following the learning programme approval processes by an accredited SDP to own current scope of accreditation as defined above.
Full circle of Training	Means the SDP has recruited, registered learners through PSETA MIS leading to the NLRD compliance, trained, assessed, moderated, verified learner assessments through PSETA External Moderation process and certified learners' achievements.
Learning Programme	Refer to all Learning Programmes that are aligned to a SAQA registered unit standards; modules; skills programmes and any type of qualifications
Moderation	Means the process which ensures that assessment of the outcomes described in National Qualifications Framework standards or qualifications is fair, valid; reliable and practicable.
Moderator	Means a person, who has achieved competence against moderator standard and is registered with ETDP SETA as a

Term	Description
	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.
Primary focus	Means that activity or objective within the sector upon which an organization or body concentrates its efforts.
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 Assurance	Means the process of ensuring that the degree of excellence specified is achieved.
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.

Term	Description
Quality Management System	Means the combination of processes used to ensure that the degree of excellence specified is achieved.
Registered Qualifications	Means qualifications registered on the NQF
Registered Unit Standards	Means unit standards registered on the National Qualifications Framework.
Scope of Accreditation	Means the list of qualification(s) and/or part qualification(s) for which a body is accredited for a defined purpose.
Scope of Registration	Means the list of registered unit standards and/or qualifications for which an assessor or moderator is registered with the SETA as an assessor or moderator.
Skills Development Provider	Means a body that delivers Learning Programmes which culminate in specified National Qualifications Framework standards or qualifications and manages the assessment thereof.

5. SCOPE OF APPLICATION

This Policy applies to:

5.1.   PSETA QAP staff member; and

5.2.   SDPs.

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.   The National Archives and Records Service of South Africa Act (Act No. 43 of 1996, as amended)

6.5.　QCTO Delegation Policy

6.6.　PSETA Accreditation Policy

6.7.　PSETA Recognition of Prior Learning Policy

6.8.　PSETA Appeals Policy

6.9.　PSETA Management of Assessment Policy

6.10.　PSETA Certification Policy

6.11.　PSETA External Moderation Policy

6.12.　PSETA Monitoring Policy

6.13.　PSETA Records Management Policy

6.14.　PSETA E-learning Policy

7.　ROLES AND RESPONSIBILITITES

7.1.　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.

7.2.　The Chief Executive Officer (CEO) assisted by the Chief Operating Officer (COO) is accountable for establishing and maintaining systems to manage the Learning Programmes Evaluation function.

7.3.　The QAP Manager is accountable for management and implementation of this Policy and approves Learning Programmes.

7.4.　The QAP staff or its representatives are responsible for implementation of this Policy by evaluating and recommending approval of Learning Programmes;

7.5.　SDPs are responsible to design; develop; align; and submit learning programme to PSETA for approval.

8.　LEARNING PROGRAMME EVALUATION

8.1.　The PSETA shall evaluate Learning Programmes for approval of:

　　i.　The Learning Programmes within the scope of the PSETA;

　　ii.　Training materials submitted by new applicants seeking accreditation with the PSETA;

　　iii.　Training materials submitted by PSETA accredited and Programme Approval SDPs who require extension of scope;

8.2. SDPs will submit the following documents for Learning Programme approval:

   i. QCTO acknowledgement of letter of intent where applicable;

   ii. Learning Programme evaluation application and self-assessment form; and

   iii. Programme strategy document for each submitted qualification or part qualification.

9. PROCESS FLOW

9.1. The process of Learning Programmes evaluation for Primary SDPs is as follows:

   i. The SDP submits the Learning Programme to PSETA;

   ii. The submission is received and registered on a tracking system;

   iii. The submission is pre-evaluated and an acknowledgement letter of receipt sent;

   iv. The Learning Programme is allocated and evaluation conducted;

   v. The evaluation report is produced and signed-off;

   vi. Feedback is communicated to the SDP; and

   vii. SETA MIS is updated and approval letter sent to the SDP.

9.2. Procedure through MoU with other SETA's:

   i. SDP notifies primary SETA of intention to apply for programme approval from PSETA;

   ii. Applicant SDP's primary SETA sends programme approval request to PSETA along with the acknowledgement letter of intent from the QCTO where applicable;

   iii. PSETA sends required documents list to primary SETA and Applicant SDP;

   iv. Applicant SDP sends required documents to PSETA;

   v. The QAP Administrator receives and send the acknowledgement letter to the SDP;

   vi. The QAP administrator, refers the submission to the QAP officer for a pre-evaluation;

   vii. The Learning material evaluation is conducted;

viii.   Consolidation and signing - off of evaluation report;

ix.   Provide feedback to the SDP;

x.   The QAP manager signs off the learning programme evaluation report;

xi.   Schedule a due diligence site visit and communicate the tool to the SDP in the case where a SDP applies for full programme(s) where deemed necessary;

xii.   The QAP Manager sign off Programme Approval letter and it is sent to the SDP.

10.   PRINCIPLES

10.1   This Policy is underpinned by the NQF Act principles as enshrined in Section 5 of the NQF Act as the Act's objectives.

10.2   This Policy dictates that all persons involved in the process observe the PSETA values, which are: honesty, integrity, accountability, service excellence, fairness and transparency.

10.3   In conducting the process, the PSETA is providing a service to the sector therefore Batho Pele and Ubuntu core principles must be equally observed.

11. APPEALS

All appeals will be dealt with as per the approved PSETA Appeals Policy.

12. RECORDS MANAGEMENT

12.1   The accredited SDPs are required to maintain records in a manner that will ensure that long-term evidential records are retained in accordance with the National Archives of South Africa Act.

12.2   The records kept or to be kept must be of value in terms of general SDP business operations, governance, decision making and accountability.

12.3   The records can be kept on or off-site and access to them must be controlled, and where possible a responsible person must be identified.

12.4   The documents must be maintained in both the soft and hard copies.

12.5   A clear and unambiguous disposal arrangement must be documented and followed when any archived documents are to be disposed of.

12.6   SDPs are to retain documents for a minimum of five (5) years after which they can be destroyed. The records of the documents destroyed must be kept.

12.7   Some or part of the documents may require to be maintained for life. Such documents can be kept beyond the five (5) year period.

12.8   The PSETA will monitor the archiving system of each SDP during site visits.

12.9   PSETA will maintain and manage all records in line with the PSETA Records Management Policy.

13. NON-COMPLIANCE

13.1.   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.

13.2.   Non-compliance with this Policy or any applicable regulatory requirements through any deliberate or negligent act or omission by SDPs, Assessors, Moderators or learners, will be considered serious and be dealt with in terms of the contractual agreement between PSETA and the party and/or the relevant code of conduct.

14. POLICY IMPLEMENTATION

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.

15.   MONITORING, REVIEW AND UPDATING OF THE POLICY

This Policy shall be reviewed no sooner than 12 months and no later than 24 months after the approval date or will be reviewed as and when required by legislation. The outcome of such process may either require the author to maintain the status quo or update/amend it.

16. APPROVAL OF THE POLICY

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