

Overview of the AQP

ETDP SETA is an approved Quality Council for Trades and Occupations' (QCTO) Assessment Quality Partner (AQP) charge with the responsibility to oversee the management of External Integrated Summative Assessments (EISA) conducted by Assessment Centres and/ or Assessment Sites. Its AQP function relates to five occupational qualifications it has developed together with its stakeholders and are registered by the South African Qualifications Authority (SAQA) on the National Qualifications Framework (NQF).

The key AQP functions as delegated by QCTO to the ETDP SETA are amongst others, the:

- ✓ Development of systems and processes for accreditation of Assessment Centres and registration of Assessment Sites;
- ✓ Recommendation of de-accreditation of an Assessment Centre or a Skills Development Provider;
- ✓ Development of the bank of assessment tools and instruments for each of the occupational qualifications it quality assures;
- ✓ Existence of a reliable and secure electronic database to record learner registration, assessment centres, external assessment applications and assessment data in a format prescribed by the QCTO and;
- ✓ Development of the Recognition of Prior Learning (RPL) mechanisms.

In discharging the aforementioned mentioned functions, the ETDP SETA as an AQP, has made significance strides, which include the development of systems and processes for accreditation of Assessment Centres and registration of Assessment Sites.

Occupational Qualifications

As an approved Assessment Quality Partner (AQP) by the Quality Council for Trades and Occupations (QCTO), the ETDP SETA is assigned to quality assure provisioning of the following occupational qualifications:

Occupational Qualification: Library Assistant, NQF Level 5, Credits 127

| <i>SAQA ID Number</i> | <i>Title</i> | | <i>NQF Level</i> | <i>Credits</i> |
|--------------------------------|---|----------------------------|------------------------------|----------------|
| 94598 | Occupational Certificate: Library Assistant | | 5 | 127 |
| <i>Registration Start Date</i> | <i>Registration End Date</i> | <i>Last Enrolment Date</i> | <i>Last Achievement Date</i> | |
| 2015-07-01 | 2018-06-30 | 2019-06-30 | 2022-06-30 | |

Purpose:

The purpose of this qualification is to prepare a learner to operate as a Library Assistant. Library Assistants issue and receive library materials, sort and shelve information resources and assist the librarian in providing service to library users.

A qualified learner will be able to:

- ✓ Assist library users in accessing basic library materials, e-resources and making interlibrary loans;
- ✓ Practice circulation and shelving of library materials;
- ✓ Maintain library records relating to the acquisition, and accessioning of books and other materials;
- ✓ Perform administration and auxiliary activities such as filing, word processing, keeping statistics and perform basic material repairs and maintenance and;
- ✓ Assist with the delivery of outreach and reading development programmes, marketing and displays.

Further details about this occupational qualification are accessible by clicking on the following link from the SAQA website: <http://regqs.saqa.org.za/viewQualification.php?id=94598>

Occupational Qualification: Career Development Information Officer, NQF Level 5 Credits 120

| <i>SAQA ID Number</i> | <i>Title</i> | <i>NQF Level</i> | <i>Credits</i> |
|--------------------------------|--|----------------------------|------------------------------|
| 96372 | Occupational Certificate: Career Development Information Officer | 5 | 120 |
| <i>Registration Start Date</i> | <i>Registration End Date</i> | <i>Last Enrolment Date</i> | <i>Last Achievement Date</i> |
| 2015-07-01 | 2018-06-30 | 2019-06-30 | 2022-06-30 |

Purpose:

The purpose of this qualification is to prepare a learner to operate as a Career Development Information Officer. A Career Development Information Officer provides individuals and groups with information about career choices and how to access their career paths that will empower them to make informed career related decisions.

A qualified learner will be able to:

- ✓ Provide career development information to individual clients so as to empower them to make informed career development decisions;
- ✓ Provide career development information to groups so as to empower group members to make informed career development decisions and;
- ✓ Maintain administrative and networking functions to ensure efficient and effective career development information services.

Further details about this occupational qualification are accessible by clicking on the following link from the SAQA website: <http://regqs.saqa.org.za/viewQualification.php?id=96372>

Occupational Qualification: Early Childhood Development Practitioner, NQF Level 4 Credits 131

| <i>SAQA ID Number</i> | <i>Title</i> | <i>NQF Level</i> | <i>Credits</i> |
|--------------------------------|--|----------------------------|------------------------------|
| 97542 | Occupational Certificate: Early Childhood Development Practitioner | 4 | 131 |
| <i>Registration Start Date</i> | <i>Registration End Date</i> | <i>Last Enrolment Date</i> | <i>Last Achievement Date</i> |
| 2016-02-17 | 2019-02-17 | 2020-02-17 | 2023-02-17 |

Purpose:

The purpose of this qualification is to prepare a learner to operate as an Early Childhood Development Practitioner. An Early Childhood Development Practitioner plans and prepares early childhood activities, facilitates and mediates learning, observes and assesses the progress of children, and reflects on learning in an inclusive, play-based environment to support holistic development of children (from conception - school going) in different centre-based or non-centre based settings

A qualified learner will be able to:

- ✓ Plan and prepare broad-phase learning environment and stimulating activities that meet the holistic needs of all children in centre-based or non-centre-based settings;
- ✓ Facilitate and mediate all aspects of the daily programme in a centre-based or non-centre based setting;
- ✓ Observe, assess and record each child's progress according to the age and stage;
- ✓ Compile a report of each child's progress and;
- ✓ Maintain and promote the well-being, health, nutrition, safety and protection of children.

Further details about this occupational qualification are accessible by clicking on the following link from the SAQA website: <http://regqs.saqa.org.za/viewQualification.php?id=97542>

Occupational Qualification: Community Development Worker, NQF Level 4, Credits 150

| <i>SAQA ID Number</i> | <i>Title</i> | <i>NQF Level</i> | <i>Credits</i> |
|--------------------------------|--|----------------------------|------------------------------|
| 97708 | Occupational Certificate: Community Development Worker | 4 | 150 |
| <i>Registration Start Date</i> | <i>Registration End Date</i> | <i>Last Enrolment Date</i> | <i>Last Achievement Date</i> |
| 2016-04-08 | 2019-04-08 | 2020-04-08 | 2023-0408 |

Purpose:

The purpose of this qualification is to prepare a learner to operate as a Community Development Worker. A Community Development Worker collects and provides relevant information from and to communities and builds social cohesion within the community, in order to support the development and implementation of community development initiatives and processes.

A qualified learner will be able to:

- ✓ Collect relevant community information and provide communities with accurate information relevant to their community development initiatives;
- ✓ Operate effectively in groups, teams and forums and act ethically and professionally in data collection and the coordination of forums and meetings;
- ✓ Communicate the fears, concerns and needs of the community effectively to the relevant institutions, structures and forums and;
- ✓ Compile integrated community and household profiles.

Further details about this occupational qualification are accessible by clicking on the following link from the SAQA website: <http://regqs.saqa.org.za/viewQualification.php?id=97708>

Occupational Qualification: Community Development Practitioner, NQF Level 5, Credits 212

| SAQA ID Number | Title | NQF Level | Credits |
|--------------------------------|---|----------------------------|------------------------------|
| 97691 | Occupational Certificate Community Development Practitioner | 5 | 212 |
| Registration Start Date | Registration End Date | Last Enrolment Date | Last Achievement Date |
| 2016-04-08 | 2019-04-08 | 2020-04-08 | 2023-04-08 |

Purpose:

The purpose of this qualification is to prepare a learner to operate as a Community Development Practitioner. A Community Development Practitioner acts as a change agent to add value to community development practice by exploring and coordinating networks and partnerships. Conducts community-based research to inform interventions, aligned to relevant legal and regulatory frameworks. Plans, designs and manages community interventions through the application of appropriate leadership and management styles; all of which are done to promote ethical and professional community development practice.

A qualified learner will be able to:

- ✓ Compile and present community profile reports;
- ✓ Manage community development information and data (Gathering, analysis and storing);
- ✓ Establish, identify and coordinate community development structures;
- ✓ Assess the performance of and provide support to community development structures;
- ✓ Monitor the progress and achievements of community development initiatives and;
- ✓ Mobilise and manage volunteers and support staff.

Further details about this occupational qualification are accessible by clicking on the following link from the SAQA website: <http://regqs.saqa.org.za/viewQualification.php?id=97691>

Documents

Work in progress

Accreditation

✓ *Skills Development Providers*

Accreditation of Skills Development Providers to conduct training against a registered occupational qualification is the prerogative of the Quality Council for Trades and Occupations (QCTO). At the present moment, there are no Skills Development Providers accredited by QCTO against occupational qualifications ([link to occupational qualifications above](#)), which are quality assured by ETDP SETA as an Assessment Quality Partner (AQP). However, plans are underway for the recruitment of Skills Development Providers to apply for accreditation with QCTO against occupational qualifications quality assured by ETDP SETA as an AQP. For documentation related to accredited Skills Development Providers, please click on: <http://www.qcto.org.za/index.php/skillsdevelopment-provider-accreditation-application-form?layout=table>

✓ **Assessment Centres**

The ETDP SETA was nominated by stakeholders during the development processes of various occupational qualifications to become an Assessment Quality Partner (AQP) for all five occupational qualifications it has developed thus far. All nominations were accepted by the ETDP SETA and approved by the Quality Council for Trades and Occupations (QCTO) resulting to the signing of Service Level Agreements between the two organisations.

As an AQP, the ETDP SETA is charged with the responsibility amongst others, to accredit assessment Centres for each of the occupational qualifications ([link to occupational qualifications above](#)) it quality assures. Once accredited by QCTO as recommended by ETDP SETA, the main function of an Assessment Centre is to conduct External Integrated Summative Assessments (EISA) under the tutelage of the ETDP SETA. The ETDP SETA has recommended to QCTO Assessment Centres for accreditation and their details are available [here \(link work in progress\)](#).

Useful Links

1. SAQA search for registered qualifications: <http://regqs.saqa.org.za/search.php?cat=qual>
2. QCTO search for registered qualifications: <http://www.qcto.org.za/index.php/registered-qualifications>
3. QCTO accreditation form and guidelines for Skills Development Providers: <http://www.qcto.org.za/index.php/skillsdevelopment-provider-accreditation-application-form?layout=table>