



**Education, Training and Development Practices
Sector Education and Training Authority**

ETDQA

Education, Training and Development Quality Assurance



Introduction

The Education, Training and Development Practices Sector Education and Training Authority (ETDP SETA) facilitates and promotes the training of accredited training and development providers to guarantee quality of provision. The ETDP SETA has a specialist unit responsible for quality assurance functions.

What is the ETDQA?

The Education, Training and Development Quality Assurance unit (ETDQA) was previously accredited by the South African Qualifications Authority (SAQA) in accordance with the SAQA Act (58 of 1995). The scope and functions of the Education, Training Quality Assurance (ETQA) units have changed in line with mandate of the Quality Council of Trades and Occupations (QCTO).

The QCTO has delegated the following functions to the ETDQA, these functions include:

Quality assurance of legacy qualifications

Development of occupational qualifications as Development Quality Partners (DQP). The ETDQA performs the Assessment Quality Partner (AQP) functionality for occupational qualifications,

the development of which were facilitated by the ETDP SETA are detailed below.

QUALIFICATION ID NUMBER	QUALIFICATION NAME	NQF LEVEL	CREDITS
94598	Occupational Certificate: Library Assistant	5	127
96372	Occupational Certificate: Career Development Information Officer	5	120
97691	Occupational Certificate: Community Development Practitioner	5	212
97708	Occupational Certificate: Community Development Worker	4	150
97542	Occupational Certificate: Early Childhood Development Practitioner	4	131

The legacy qualifications are the old qualifications that are currently registered on the National Qualifications Framework (NQF). The ETDP SETA will continue performing the quality assurance function as delegated by the QCTO.

The delegated accreditation functions are as follows:

- Accreditation of training providers against legacy qualifications
- Approval of legacy learning programs
- Registration of Education, Training and Development

- (ETD) constituent assessors and moderators
- Quality Assurance of learner achievements
- Certification of ETD constituent learners; and
- Monitoring of provisioning of ETD constituent providers.

The QCTO has delegated 47 legacy qualifications to the ETDP SETA, these are currently being reviewed in terms of learner uptake and achievement.

Quality assurance of new occupational qualifications

The QCTO has delegated functions to the Development Quality Partners (DQPs) and Quality Assessment Partners (AQPs):

The DQP will:

- Establish and maintain the occupational standards and qualifications; and
- Design and develop occupational standards and qualifications.

The AQP will:

- Quality assure occupational standards, qualifications and learning in and for the workplace; and
- Ensure the quality of occupational standards and qualifications in and of the workplace.

ETDQA Revised Policies

The ETDQA has reviewed and updated the following policies:

- Accreditation and Learning Program approval
- Assessment and Moderations
- Learner Appeals
- Irregularities
- External Moderation and Certification; and
- Criteria for the registration of ETD constituent assessors and moderators.

Accreditation of skills development providers

Criteria

The ETDQA shall accredit constituent skills development providers on the following conditions:

- The skills development provider has applied for accreditation following the formal process which is indicated on our website
- The skills development provider shares a primary focus



of provision with the ETDP SETA in terms of the specific National Qualifications Framework (NQF) registered unit standards and qualifications; and

- The skills development provider has not been accredited by any other ETQA.

Process for accreditation

The following accreditation process will be followed by the ETDP SETA:

Phase A: Skills development provider completes and submits a Phase A form: General Information Form.

Phase B: Skills development provider submits Phase B form: Self-Evaluation, Accreditation criteria and Portfolio of Evidence and submit learning programmes for evaluation and approval.

Phase C: ETDP SETA conducts an accreditation site visit.

Quality Assurance Committee

The Quality Assurance Committee (QAC) convenes eight times a year to ratify the accreditation and learning programme evaluation recommendations from Phases A, B and C.

During the accreditation process, the ETDP SETA will perform both institutional accreditation and learning programme approval for the applying constituent skills development providers and also perform institutional validation and learning programme approval

for those skills development providers who are accredited by another ETQA and want to offer ETDP SETA related learning programmes.

The accreditation is for a period in keeping with the establishment of the ETDP SETA. Six months before the expiry of the accreditation, the skills development provider must apply for re-accreditation.

Registration of Constituent Assessor and Moderator

Criteria for registration of ETDQA constituent assessor

The ETDQA shall approve application to be registered as an ETDQA constituent assessor if the applicant can provide proof of the following:

- Achievement of unit standard 115753 'Conduct Outcomes Based Assessments' or 7978 'Plan and Conduct Assessment of Outcomes Based Learning Outcomes'
- Competency in relation to the unit standard(s) and or qualifications for which they apply to be registered at (or preferably above) the level of the said standard(s) and/ or qualification

- Two years relevant occupational experience/ expertise; and
- Relevant subject matter expertise.

Criteria for registration of ETDQA constituent moderator

The ETDQA shall approve an application to be registered as an ETDQA constituent moderator if the applicant can provide proof of the following:

- Registration as an ETDQA constituent assessor (current)
- Achievement of unit standard 115759 'Conduct moderation of outcomes based assessment or 7977 'Conduct Moderation'
- Two years of relevant occupational experience particularly in the design and implementation of assessments; and
- Relevant subject matter expertise.

Duration

Assessors and Moderators will be registered for a period in keeping with the establishment of the ETDP SETA.



Assessor and Moderator Registration process

Applications to be registered as a constituent assessor or moderator shall be submitted and processed according to the following procedure:

- The applicant must request the assessor / moderator registration form from an ETDP SETA Provincial Office or download the registration forms from the ETDP SETA website
- The applicant will complete and submit the form to the

ETDP SETA Provincial Office, together with the required documentation

- The Provincial Office will upon receipt of the application record and evaluate the application to ascertain compliance to the ETPD SETA criteria
- If the application meets the ETDP SETA requirements the applicant will be registered as an ETD constituent assessor/ moderator on the SETA's national database. A notification letter will be sent to the applicant informing them of their registration status;
- If the application is unsuccessful a notification letter will be sent to the applicant informing him or her about the reasons for not being registered.

Re-registration as assessor and moderator

Registered assessors and moderators must complete and submit the assessor/ moderator re-registration form 30 working days prior to the expiry of registration in order to avoid a period of non-registration.

Extension of scope of registration

Registered assessors and moderators may apply for extension of scope of unit standards/ qualifications which they are registered to assess or moderate if they are able to demonstrate that they have achieved the technical competence in the additional unit standard/ qualifications.

The application for extension of scope of registration has to be made on the Assessor/ Moderator Extension of Scope Application Form.

External Moderation of learner achievements

External Moderation is a planned and systematic process for validating learner achievements and ensuring compliance to the QCTO and the ETDP SETA certification criteria. It is a means of ensuring that two or more providers delivering the same unit standards and/or qualifications are assessing learners consistently on the same standard, using valid instruments, and meeting the national standard registered on the NQF. The QCTO uses the term External Moderation to mean the moderation, by an ETQA, of the accuracy of the assessment information on learner achievement by a Skills Development Provider before certification is authorised.

External Moderation

External Moderation takes place at the provider's premises. This External Moderation will apply to both skills programmes and full qualifications.

Procedure for applying for External Moderation

- Provider completes the External Moderation request form and submits it to the ETDQA
- The ETDQA evaluates the information and schedules an External Moderation
- External Moderation is conducted and learner results are endorsed/not endorsed
- External Moderation window is opened to allow for upload for learner results; and
- Learner results are endorsed and the provider is advised.

Process Flow for Printing Competency Certificates (Full Qualifications)

- The Provider requests printing of certificates through the MIS function
- The list of learner records is generated by the ETDQA
- The ETDQA verifies list of learner records with provider for accuracy and completeness
- The ETDQA prints the competency certificates and affixes the ETDP SETA hologram
- The ETDQA distributes the certificates to Skills Development Providers via mail courier or collection; and
- The turnaround time for printing certificates is 30 working days from request by the Skills Development Provider.

Datanet processes

Newly accredited skills development providers and skills development providers who are accredited by other ETQAs and have obtained learning programme approval with the ETDP SETA must apply for a username and a password to access the ETDP SETA learner management information system.

Process flow for applying for datanet password

- The Skills Development Provider submits a written request to the ETDQA
- The ETDQA evaluates the form and sends a password & username application form to the provider
- The provider completes the form and sends it to the ETDQA
- The ETDQA screens the form for compliance and then allocates password and username; and
- The ETDQA sends the provider the user manual
- Training on the use of the ETDP SETA MIS is provided as per request.



PASSWORD



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INFORMATION BROCHURE



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