

## NOTICE TO THE SKILLS DEVELOPMENT PROVIDERS AND ASSESSMENT CENTRES: QUARTERLY CYCLIC ACCREDITATION APPROACH (2024-2025)

Accreditation of Organizations for the provision of occupational qualifications and Skills Programs has been delegated by the Quality Council for Trades and Occupations (QCTO) to the Education, Training and Development Practice; Sector Education and Training Authority (ETDP SETA). In implementing the delegated mandates, the ETDP SETA has introduced a quarterly cyclic accreditation approach to enable the accreditation process to unfold seamlessly.

Organisations seeking accreditation by QCTO against occupational qualifications quality assured by the ETDP SETA must following the processes outlined below:

- a) Download from QCTO Website(<https://www.qcto.org.za>) curriculum document/s to prepare for accreditation process
- b) Adhere to QCTO accreditation requirements as outline on the QCTO website (<https://www.qcto.org.za/for-skills-development-providers.html>).
- c) *Complete an online application on the QCTO website* (Assessment Centre and Provider applications are completed on the QCTO system).
- d) After QCTO has completed its desktop evaluation, the ETDP SETA receives from QCTO the database of Organisations that are to be scheduled for accreditation site visit.
- e) Thereafter, the ETDP SETA informs the organisation to submit accreditation documents (**Form 1, 3, 4, and 5**) to the ETDP SETA prior to scheduling of the accreditation of site visits. Accreditation documents must be submitted to the Accreditation Team by email message at [accreditation@etdpseta.org.za](mailto:accreditation@etdpseta.org.za)
- f) Accreditation site visits are scheduled and conducted by ETDP SETA and the Organisations are informed of the accreditation site visits five (05), working days prior to the accreditation site visit date.

Please take note that ETDP SETA shall only process applications received from QCTO and **No application sent directly to ETDP SETA will be processed.**

**Skills Development Providers and Assessment Centre Accreditation Site Visit schedule.**

QAC Meeting Date	Applications from QCTO		Site Visits		ETDP SETA Submission to QCTO	
	Closing	Start Date	End Date	Submission Date	Submission Date	Submission Date
Q1 - 28 June 2024	31 March 2024	01 April 2024	17 May 2024	20 May 2024		
Q2 - 26 September 2024	09 August 2024	19 August 2024	06 September 2024	04 October 2024		
Q3 - 11 December 2024	12 August 2024	14 October 2024	27 November 2024	18 December 2024		
Q4 - 21 March 2025	15 October 2024	10 January 2025	07 March 2025	31 March 2025		

The dates above serve as a guideline for the processing of applications received from QCTO for Assessment Centre Accreditation and Provider accreditation. These dates may be subject to change without any prior notice.

For further clarity regarding the accreditation requirements and/ or submission dates, kindly contact accreditation team on [accreditation@etdpseta.org.za](mailto:accreditation@etdpseta.org.za)



**Mr Maswazi Tshabalala**  
**Manager: ETDQA**

Date: 01 / 04 / 2024

**Annexure A: Occupational Qualification Scheduling, conduct of Site Audit, and Feedback process.**

