

HOW TO APPLY FOR THE DEVELOPMENT OF AN OCCUPATIONAL QUALIFICATION

Occupational qualifications may only be developed after

- an application form was received and processed by the QCTO staff, and
- a service level agreement was signed between the QCTO and a Development Quality Partner for the development of the specific qualification.

No qualification developed in the absence of these two documents will be considered by the QCTO.

COMPLETING AN APPLICATION FORM

Any person or organisation can apply for the development of an occupational qualification by completing the application form.

Below are guidelines on how to complete the application form.

1. Occupation that the qualification will relate to and OFO code:

No application can be considered without this information.

The occupation that the qualification will relate to, requires the insertion of an occupational title. An occupational title must always fit into the sentence "I am a" i.e. it does not reflect a field of study and cannot end with ".ing". This title need not be reflected on the OFO (Organising Framework for Occupations). It may be a specialisation as entry into or as an addition to an actual occupation on the OFO.

The OFO code is the 6 digit occupational code of the related occupation on the OFO. The related occupation that the qualification is aimed to address must be identified prior to the completion of the application form. If unsure of the OFO code to be used, the SETA to whom skills levies are paid or the SETA whose sector most likely would employ the larger amount of people in the relevant occupation can be contacted for assistance. QCTO qualification development staff might also be in a position to advice on the appropriate SETA or occupation.

2. Provide a short description on why this qualification is needed (rationale):

This must include a description of:

- The specific needs that the qualification will meet in the sector for which it is to be developed. Where relevant, professional body needs can also be reflected.
- The benefits it will have for society and the economy.
- The range of typical learners and the areas in which they will be able to find employment.
- Where applicable, the learning pathway where the qualification will reside, i.e. if it will be an entry into a specific occupation or a further specialisation (an addition to a specific occupation) to allow for career progression.

3. Professional bodies, associations or organizations that are involved in this occupation:

All professional bodies, associations or organizations operational in the field of the occupation and where relevant, the specialisation, must be listed.

4. Employee and employer organizations that are involved in this occupation:

All employee and employer organizations operational in the field of the occupation and/or specialisation must be listed. This also includes major employers who will employ large numbers of learners.

5. Current qualifications, and trades that will be affected by the qualification:

Information must be provided on current qualifications and trades that will be affected and/or replaced by the development of the qualification. The information required only relates to qualifications under the auspices of the QCTO and thus includes qualifications previously allocated to ETQAs for quality assurance purposes.

SUBMITTING THE APPLICATION FORM

The completed application form must be e-mailed to: info.qualification@qcto.org.za

Receipt of the application will be acknowledged within 3 working days and the QCTO staff member assigned to process the application will contact the applicant within 10 working days from the date that receipt was acknowledged to make arrangements regarding the way forward.

If no response within the said time frame a copy of the original e-mail should again be e-mailed to the person who acknowledged receipt who will then escalate it to the manager.

SIGNING OF A SERVICE LEVEL AGREEMENT (SLA) WITH A DEVELOPMENT QUALITY PARTNER (DQP)

Part of the way forward will include the arrangement of a scoping meeting. The purpose of this meeting is to secure stakeholder involvement and commitment for the development and eventual implementation of the qualification. The result of the scoping meeting is agreement on the scope of the qualification and the body to take responsibility for coordinating and funding the development process, i.e. the DQP.

Based on agreements at the scoping meeting the QCTO will sign a Service Level Agreement (SLA) with the DQP.

The development of the occupational qualification may only commence at this point under the guidance of a QCTO registered Qualifications Development Facilitator (QDF) and/or learner Qualifications Development Facilitator (learner QDF) appointed by the DQP for this purpose.

ANNEXURE 1

REQUEST TO DEVELOP AN OCCUPATIONAL QUALIFICATION

1. Occupation that the curriculum will relate to:

OFO code

2. Provide a description of why this qualification is needed (including rationale):

3. Professional bodies, associations or organizations that are involved in this occupation:

4. Employee and employer organizations that are involved in this occupation:

5. Provide a short description of why this qualification is needed (including rationale):

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QUALIFICATION AND TRADE TITLES	QUAL/ TRADE NO	NQF LEVEL	QUAL CREDITS	RELEVANT SETA

Name of applicant:

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Company:

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Position:

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Tel number:

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e-mail:

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Date

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Please forward completed form to info.qualification@qcto.org.za