



HOW TO OBTAIN ACCREDITATION AS A SKILLS DEVELOPMENT PROVIDER

Legislative requirements

The QCTO will accredit skills development providers to coordinate the provision and assessment of the knowledge and practical skills curriculum components of an occupational qualification based on the recommendation from the relevant Assessment Quality Partner (AQP) for that qualification after evaluation of the relevant application form.

For each QCTO approved occupational qualification registered by SAQA on the National Qualifications Framework, the QCTO will make available on its website an accreditation application form.

Skills development providers will only be accredited if they can coordinate the offering of both components of the occupational qualification and if they can prove a relationship with at least one workplace. Where more than one skills development provider will collaborate to offer all modules, one of the providers has to take overall responsibility for the coordination and apply for accreditation.

Accreditation of skills development providers focus on both institutional and programme accreditation.

The QCTO will, on its website, make available to the public information on accredited skills development providers.

Process

Any provider wishing to offer the knowledge and practical skills curriculum components of an occupational qualification or willing to take on the responsibility of coordinating the provision of these two components must download from the QCTO website the curriculum and skills development provider accreditation application form for the relevant occupation.

The completed application form and all relevant Annexures must be forwarded to the relevant AQP as indicated on the application form.

The relevant AQP will evaluate the application form (including all Annexures) before making a recommendation to the QCTO.

Note:

- *If it is the very first time that the provider applies to any Quality Council (QC) for accreditation both institutional and programme accreditation requirements will be verified by the AQP.*
- *If it is the first time that an already accredited provider applies for accreditation to offer the knowledge and practical skills curriculum components of the relevant AQP, the AQP may conduct a site visit to verify the information contained in Annexure A.*

Completing an application form

1. Section 1 : Provider information

Every applicant must complete this section in full

2. Section 2 : Accreditation status

Every applicant must indicate whether currently accredited by a QC

- If yes, complete the rest of section 2.
- If no leave the rest of the section open.

3. Annexure A : Declaration

Every applicant must complete this section in full

Note:

- *If it is the first time that an already accredited provider applies for accreditation to offer the knowledge and practical skills curriculum components of the relevant AQP, the AQP may conduct a site visit to verify the information contained in Annexure A.*
- *The AQP will monitor the performance and compliance of the provider against this declaration and report to the QCTO in this regard.*

4. Annexure B : Programme requirement details

Every applicant must complete this section in full. Against each curriculum module number and title indicate what resources, tools, equipment machinery, material, protective clothing and learning material is available to offer the module.

Note:

- *A thorough knowledge of the content of the curriculum will be required in order to complete this.*
- *The AQP will consider this information as the basis for recommending programme accreditation.*

5. Annexure C : Maintenance and procurement plan

Every applicant must complete this section.

Note:

- *The AQP will consider this information for recommending programme accreditation.*

6. Annexure D : Proof of juristic status

Only an applicant applying the first time for accreditation by an QC (i.e. who completed section 2 in full) must attach a proof of juristic person.

7. Annexure E : Tax clearance certificate

Only an applicant applying the first time for accreditation by a QC (i.e. who completed section 2 in full) must attach a tax clearance certificate.

8. Annexure F : Occupational Health and Safety Certificate

Only an applicant applying the first time for accreditation by a QC (i.e. who completed section 2 in full) must attach an Occupational Health and Safety Certificate.

9. Annexure G : Proof of financial sustainability

Only an applicant applying the first time for accreditation by a QC (i.e. who completed section 2 in full) must attach proof of financial sustainability (e.g. audited financials or business plan).

Submitting the application form

The completed application form and all relevant Annexures must be forwarded to the AQP indicated on the application form.

Note:

- *The QCTO will not receive provider application forms directly from applicants.*