

## POLICY AND CRITERIA FOR THE **Approval of Assessment Centers**



<b>Title of the Document:</b>	<b>Policy and Criteria for the Approval of Assessment Centers</b>		
<b>Document Number:</b>	<b>BatET004</b>	<b>Effective Date:</b>	
<b>Revision Number:</b>	<b>Version 0.0</b>	<b>Revision Date:</b>	
<b>Number of pages:</b>	<b>6</b>	<b>Page Number:</b>	<b>1</b>

# Contents

- 1 . Purpose ..... 3
- 2 . Scope ..... 3
- 3 . Objectives..... 3
- 4 . Authority ..... 4
- 5 . Responsible party for the implementation of RPL..... 4
- 6. Definitions ..... 4
- 7 . Policy and Criteria for the Approval of Assessment Centers ..... 5
- 7.1 . Recommendation of Assessment Centers to QCTO.....6
- 7.2 . Quality Assurance of Assessment Centers ..... 6

<b>Title of the Document:</b>	<b>Policy and Criteria for the Approval of Assessment Centers</b>		
<b>Document Number:</b>	<b>BatET004</b>	<b>Effective Date:</b>	
<b>Revision Number:</b>	<b>Version 0.0</b>	<b>Revision Date:</b>	
<b>Number of pages:</b>	<b>6</b>	<b>Page Number:</b>	<b>2</b>

## Purpose

1. The purpose of this policy is to provide a framework for Batseta to approve Assessment Centers and recommend these centers for accreditation with QCTO

## Scope

2. This policy applies to all Assessment Centres that will apply for approval and accreditation to Batseta and the QCTO, who would offer assessments in any of the following qualifications:
  - Occupational Certificate: Professional Principal Executive Officer (PPEO) ; SAQA Id No: 93602 (NQF 7)
  - Occupational Certificate: Professional Principal Executive Officer (Retirement Fund Trustee) ; SAQA ID No: 99574 (NQF 5)

## Objectives

3. The objectives of the Policy and Criteria for the Approval of Assessment Centers are to:
  - i. Support the criteria applied by the QCTO for the accreditation of Assessment Centers
  - ii. Set minimum specified criteria that needs to be met by any Assessment Center that applies for approval with Batseta
  - iii. Provide sufficient number of Assessment Centres around the country to cater for the demand of assessments in the qualifications mentioned in par. 2

## Authority

4. In terms of the Skills Development Act, 1998 (Act 97 of 1998) the QCTO will accredit assessment centers, including trade test centers, to conduct the external summative assessment for specified occupational qualifications, part qualifications or trades recorded on the National Learners' Records Database (NLRD) but without an associated occupational qualification. This policy and criteria must be read in conjunction with the QCTO Policy on Delegation of Qualification Design and Assessment to Development Quality Partners (DQPs) and Assessment Quality Partners (AQPs) and the QCTO Curriculum and Assessment Policy (22 June 2011).

Batseta is accredited as an Assessment Quality partner with the Quality Council for Trades and Occupations (QCTO) which was established in 2008 under the Skills Development Amendment Act 37 of 2008. In this capacity it is the responsibility of Batseta to approve Assessment Centers and to recommend these Centers for accreditation with the QCTO

## Responsible party for Approval of Assessment Centers

5. Batseta-The Council for Retirement Funds of South Africa is a registered Non Profit Company Reg No: 2002/018706/08

<b>Title of the Document:</b>	<b>Policy and Criteria for the Approval of Assessment Centers</b>		
<b>Document Number:</b>	<b>BatET004</b>	<b>Effective Date:</b>	
<b>Revision Number:</b>	<b>Version 0.0</b>	<b>Revision Date:</b>	
<b>Number of pages:</b>	<b>6</b>	<b>Page Number:</b>	<b>3</b>

Batseta is accredited with QCTO as an AQP and in this capacity Batseta will perform the functions of an AQP as delegated by the QCTO

The Batseta Board has the legal responsibility to perform all functions of an AQP as legally required by the QCTO

The responsibility and accountability of the functions of Batseta as an AQP remains with Board of the organization

The Batseta Board will delegate the operational functionalities of the RPL Policy as part of the AQP functions of Batseta to the Chief Executive Officer (CEO) of Batseta

The CEO in collaboration with the Batseta Board may appoint an Education and Training Manager, which will be responsible for the implementation of the this policy

## Definitions

6. Batseta records the following definitions for interpretative value to this policy and within context
  - i. Accreditation  
The certification, usually for a particular period, of a body or an institution having the capacity to fulfil a particular function in the quality assurance system
  - ii. Assessment  
The process of collecting evidence of a learner’s work to measure and make judgements about the competence or no competence of specified NQF registered occupational qualifications and part qualifications
  - iii. Assessment centre  
A center accredited by the QCTO for the purpose of conducting external integrated summative assessments for specified NQF registered occupational qualifications and part qualifications
  - iv. Assessment Quality Partner (AQP)  
A body delegated by the QCTO to manage and coordinate the external integrated summative assessments of specified NQF registered occupational qualifications and part qualifications
  - v. Occupational qualification  
A qualification associated with a trade, occupation or profession, resulting from work-based learning, developed and quality assured under the auspices of the QCTO and consisting of the knowledge, practical skills and work experience standards and requires an external summative assessment
  - vi. External Integrated Summative Assessment (EISA)  
A component of the assessment process, and refers to the culmination of the assessment process when learners are subjected to a final sitting at the end of the learning cycle for an integrated externally conducted assessment
  - vii. Verification  
The process managed by the relevant body for externally verifying (checking) the authenticity of processes to confirm or overturn the findings

<b>Title of the Document:</b>	<b>Policy and Criteria for the Approval of Assessment Centers</b>		
<b>Document Number:</b>	<b>BatET004</b>	<b>Effective Date:</b>	
<b>Revision Number:</b>	<b>Version 0.0</b>	<b>Revision Date:</b>	
<b>Number of pages:</b>	<b>6</b>	<b>Page Number:</b>	<b>4</b>

viii. Skills Development Provider (SDP)

A service provider of training which is accredited to provide training for the PPEO qualification

### Policy and Criteria for the Approval of Assessment Centers

7. Batseta will:

- i. Ensure that all Assessment centres that apply to Batseta for approval will comply with the criteria for accreditation as set by QCTO
- ii. Confirm that Assessment centers do have the necessary resources and equipment required to complete an assessment of any of the qualifications mentioned in par. 2
- iii. Enter into a Confidentiality agreement with all Assessment Centres that have been approved and accredited by the QCTO
- iv. Ensure that the following criteria have been met:
  - a. Easily accessible venue in a safe environment and adheres to all Health and Safety requirements as indicated in the accreditation requirements of QCTO
  - b. Adequate, safe parking
  - c. Easy access to public transport
  - d. The venue is able to house a minimum of 20 learners and a maximum of 90 learners
  - e. It is clean, has sufficient light and air flow, is free of noise and interference, and is conducive to writing an examination
  - f. Has adequate space, desks and chairs to accommodate the examinees. Examinees must be a minimum of one meter, on either side and at the back and front. Venues with sloped seating e.g. auditoria, are not appropriate
  - g. Staff to assist with the running of the examination and to check ID documents and invigilate as necessary (more than 30 candidate)
  - h. Sufficient security to ensure that the examination can be conducted without interference
  - i. Staff at the centre have access to a telephone in order to be reached in case of an emergency
  - j. Appropriate sanitary facilities
- v. Monitor Assessment Centers on a regular basis during the Assessments of any of the qualifications in par 2.
- vi. Batseta will complete site visits to determine the compliance of the Assessment Centers and submit recommendations to the QCTO on approval or de-accreditation of the Centers

<b>Title of the Document:</b>	<b>Policy and Criteria for the Approval of Assessment Centers</b>		
<b>Document Number:</b>	<b>BatET004</b>	<b>Effective Date:</b>	
<b>Revision Number:</b>	<b>Version 0.0</b>	<b>Revision Date:</b>	
<b>Number of pages:</b>	<b>6</b>	<b>Page Number:</b>	<b>5</b>

### 7.1 Recommendation of Assessment Centers to QCTO

Batseta will:

- Recommend to the QCTO the Assessment Centres that have been evaluated and approved by Batseta
- Batseta will conduct a site visit at the applicant Assessment Center to evaluate the compliance of the Assessment Center with the accreditation criteria
- The cost of the evaluation of the Assessment Center will be for the account of the Assessment Center and Batseta will issue an invoice accordingly
- Cost of the evaluation will only be charged for direct expenses incurred by Batseta for the evaluation
- QCTO will issue a letter of accreditation to the Assessment Center including the accreditation number of the specific Assessment Center

### 7.2 Quality Assurance of Assessment Centers

- Batseta will conduct monitoring and evaluation site visits at the various Assessment Centers
- Reports on the performance of the Assessment Centers will be submitted to QCTO on the frequency required by the QCTO
- Any non- performance will be reported to the QCTO and a plan of action will be required from the Assessment Center to correct any areas of non-performance
- If an Assessment Center cannot address the areas of non-performance a recommendation of de-accreditation will be sent to the QCTO by Batseta
- All Assessment Centers will be published on the Batseta website
- If an Assessment Center is de-accredited by the QCTO, the information of such an Assessment Center will remain on the website of Batseta. The status will indicate that the Assessment Center has been de-accredited

<b>Title of the Document:</b>	<b>Policy and Criteria for the Approval of Assessment Centers</b>		
<b>Document Number:</b>	<b>BatET004</b>	<b>Effective Date:</b>	
<b>Revision Number:</b>	<b>Version 0.0</b>	<b>Revision Date:</b>	
<b>Number of pages:</b>	<b>6</b>	<b>Page Number:</b>	<b>6</b>