

Policy Document ETQA8 : Skills Programme Registration and Management



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Policy Overview

Policy Purpose The purpose of this document is to formulate the policy, criteria and process, for the registration of skills programmes in the Theta ETQA

Legal Basis Skills Development Act

Policy Statement Registration of skills programmes for **certification purposes** on Theta **skills programmes**:

- is vocationally based
- Leads towards a national qualification
- Has a determined need within the THETA sector

Assessment for **certification purposes** on Theta **skills programmes**:

- is conducted under the auspices of an accredited provider
 - falls within the accredited scope of the provider, and
 - is subject to the approval process of the Theta ETQA with regards to the
 - assessor scope, and
 - assessment strategy and guide.
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Terminology All terminology used in this policy bears the implicit meaning as stated in the policy document: Glossary of Terms and Acronyms

Appeals THETA ETQA does not envisage any appeals related to the registration and management of Skills programmes, as it is a stakeholder driven and owned process, quality assured by the ETQA.

Formal requests for and regarding decisions by the Skills Programme Committee decisions will be referred to the THETA CEO and Executive Committee for resolution.

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ETQA Operational Principles

Definition The THETA adopts the definition of a skills programme as described in the The Skills Development Act (No 97 of 1998), as programmes that are **occupationally based**, and when completed, constitutes a **credit** towards a qualification registered in terms of the NQF.

Sector Implication A skills programme registered by Theta:

1. is regarded as the accepted **standard / norm** for training of a particular **occupation** within the Theta scope and constituency, and/or
2. may be based on requirements for **legal compliance**, and/or
3. may have **inter-Seta MoU** implications

Skills Programme Ownership The **management** of skills programmes in Theta is the responsibility of the **Programme Administrator** within the **Theta ETQA**. The functions envisaged around skills programmes include, but is not limited to:

1. Process applications for the registration and de-registration of skills programmes in Theta
2. Co-ordinate evaluations of applications and feedback to applicants and stakeholders regarding the registrations and de-registration of skills programmes
3. Maintain the Skills Programmes Matrix on behalf of Theta

The **ownership** of skills programmes in Theta is with the Theta Chambers, and is overseen by the **Skills Programme Committee** made up of the following parties:

- Chamber Coordinators
 - Quality Assurors
 - SGB Representatives
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Skills Programme Registration Number

The registered Theta Skills Programme will receive a Theta **registration number** consisting of **4 components**:

1. Chamber Focus
2. Occupational ID
3. Proposed NQF Level
4. Number

The composition of the registration number is reflected in the Skills Programme Committee Terms of reference.

SP Reg. Number Example: TG/NatGuid/4/003

Theta Certification

Theta ETQA will issue a **Theta Skills Programme Certificate**¹ to learners completing registered skills programmes², stating at least the following information:

1. Learner name and identification number
2. Skills programme registration number, name and level
3. Unit standards
4. Theta certificate number

Inter-SETA Certification

Where a Skills programme has a **Memorandum of Understanding implication**, (i.e. the skills programme contain unit standards from another SETA), Theta ETQA will issue a certificate for the total Skills programme only.

The process of learner registration and Inter-Seta certification / Records of Achievement is described in the Certification Policy.

¹ For details refer to ETQA10 Certification Policy

² On approved, registered Skills Programmes only

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Skills Programme Matrix

The registered Theta Skills Programmes will be maintained in the form of a **Skills Programme Matrix** published on the Theta web-site containing the following information:

- Registration Number
- Chamber
- Name
- Level
- Target Population
- Purpose
- Unit Standards
- Duration
- Registration Date
- Review Date

Skills Programme Committee

The **Skills Programme Committee** will:

1. Operate in terms of the **Terms of Reference** of the Skills Programme Committee
2. Meet at least every quarter to evaluate applications for the registration of skills programmes within the Theta constituency, and
3. Perform the evaluation in writing on the Skills Programme Application Form
4. Give feedback on decisions taken / activities by the Committee within **21 working days** after meeting for evaluation purposes to the **Executive Committee, Skills Development** and **ETQA Manager**
5. Advise the **Programme Administrator** in writing of actions / updates required in terms of the Skills Programme Matrix and Web-site

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Criteria for Skills Programme Registration

Criteria Overview

Registration of a skills programme with Theta is subjected to the following **criteria categories**:

1. Applicant Criteria
2. Programme Criteria
3. Provision Criteria
4. Process Criteria

1. Applicant Criteria

The following criteria is applicable to any applicant making a formal application for the registration of a skills programme:

Applicant is:

- 1.1 an accredited provider with Theta ETQA, or
- 1.2 a registered levy-payer with Theta
- 1.3 a recognized SGB (standards generating body) of the Theta constituency

2. Programme Criteria

The following criteria is applicable to the skills programme that the applicant wishes to register:

The skills programme is:

- 2.1 Occupationally based
- 2.2 Constitutes a credit(s) towards a registered Theta qualification
- 2.3 60% work-place based in delivery and assessment, and 40% theory based, whether through formal delivery or not
- 2.4 Constitutes less than 120 credits
- 2.5 Represents an occupational, chamber and SSP (Sector Skills Plan) need, and
- 2.6 Is not duplicated in another, previously registered skills programme combination

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Criteria for Skills Programme Registration, Continued

- 3. Provision Criteria**
- The following criteria is applicable to the skills programmes that the applicant wishes to register:
- 1.1 provision is through accredited providers
 - 1.2 assessment is through THETA registered assessors
 - 1.3 credits are awarded to learners against the stipulated unit standard(s)

- 4. Process Criteria**
- The following criteria is applicable to the process of making a formal application for the registration of a skills programme:
- 4.1 Formal application is made on the Skills Programme Registration Form
 - 4.2 The application is evaluated and approved by the Skills Programme Evaluation Committee
 - 4.3 The application is approved by:
 - Theta ETQA
 - Skills programme Approval Committee
 - Constituents / SGB

-
- Exclusions to Registrations**
- Theta will not accept registrations for skills programmes under the following conditions:
1. Applicant is a provider external to Theta accreditation and/or non-accredited
 2. Programme does not lead to credits for a Theta qualification
 3. Provision requirements are not adhered to for certification purposes
 4. ETQA, SP Committee and constituent approval has not been obtained through the Skills Programme Committee, in conjunction with the relevant Theta Chamber Committee and/or SGB.
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Skills Programme Evaluation

Registration Application

The **Skills Programme Registration Form** for each planned skills programme is provided, to include:

- 1. Applicant Details**
 - 2. Programme Details**
 - 2.1 Title, purpose and need
 - 2.2 Chamber and occupational focus
 - 2.3 Learner profile and entry requirements
 - 2.4 Unit Standard Alignment and duration
 - 2.5 Description of articulation(qualification and SSP), and duplication
 - 2.6 Assessment requirements
 - 3. Provision Details**
 - 3.1 Provider requirements
 - 3.2 Assessor requirements
 - 3.3 Legal requirements (where applicable)
 - 4. Process Details**
 - 4.1 Application to Theta ETQA
 - 4.2 Submission to Theta Skills Programme Evaluation Committee
 - 4.3 Constituent Approval (public and SGB)
 - 4.4 Application Decision and Feedback
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Skills Programme Registration Process

Process of Registration

The following process of registration will be followed within Theta

No	Process Step	Activity	Who
1	Conduct Needs Analysis	1. Determine need for skills programme 2. Select unit standards 3. Establish programme requirements 4.	Provider / SGB
2	Apply for registration	5. Complete registration form 6. Submit registration form	Provider / SGB
3	Evaluate application	7. Review application form 8. Obtain stakeholder input 9. Decide on registration approval 10. If successful – refer to Process Step 4 11. If unsuccessful – refer to process step 5	ETQA/ SP Committee
4	Register skills programme	12. Update registration request 13. Advise ETQA Programme Administrator of decision 14. Allocate registration number 15. Update Skills Programme Matrix 16. Update Skills Programme Matrix 17. Post update to web-site	ETQA / SP Committee
5	Communicate findings	18. Provide feedback to applicant 19. Submit report to Skills Development & ETQA Manager	Pgm Admin.

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Skills Programme Registration Form

Applicant Category	Provider	<input type="checkbox"/>	SGB	<input type="checkbox"/>	Levy payer	<input type="checkbox"/>
Applicant Identification <i>Provider name & accreditation number, or Organization name & levy number, or SGB Name</i>						
Contact person	Name					
	Tel Number					
	Cell Phone Number					
	Fax number					
	Email Address					
Date of Application for Skills Programme Registration						
Chamber Focus	Tourism/Travel	<input type="checkbox"/>				
	Guiding	<input type="checkbox"/>				
	Conservation	<input type="checkbox"/>				
	Hospitality	<input type="checkbox"/>				
	Gaming/Lottery	<input type="checkbox"/>				
	Sport/Fitness	<input type="checkbox"/>				
	Adventure / Recreation / Leisure	<input type="checkbox"/>				

Programme Requirements	
1	Title of the Skills Programme
2	Occupational Basis – which occupation is the skills programme linked to?
3	Purpose of the Skills programme – describe why there is a need for the skills programme?
4	Learner profile – who is the programme aimed at?
5	Learner entry requirements – what is the learning assumed to enter the skills programme?

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Skills Programme Registration Form, Continued

6	Articulation – which qualification(s) does the skills programme lend credits to?
7	NQF level – proposed level of Skills programme?
8	Delivery requirements – briefly describe the theory / practical ratio required for the delivery of the programme?
9	Workplace component – briefly describe what <i>job the learner must do</i> to become competent in this skills programme
10	Duration – proposed duration of the programme in notional hours / real work time
11	Assessment requirements – briefly describe the assessment methods and environment required to judge competence

12 Unit Standard Alignment			
Unit Standard Number	Unit Standard name	NQF Level	From Qualification ...
Additional Requirements / Outcomes			
Total Credit Value			

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Skills Programme Registration Form, Continued

Audit Trail			
Activity	Date		
Date of Application			
Date of Skills programme Committee Review			
Additional evidence request (where applicable)			
Additional evidence received (where applicable)			
Constituent consultation <i>(persons / process / dates)</i>			
Skills programme Committee decision	Approve registration	<input type="checkbox"/>	Refuse registration
Date Report Completed			
Skills Programme Registration Date			

Evaluation of Registration Application – Skills Programme Committee Only

Registration Evaluation	Comment on action required when rating is (1) or (0)				Comment
	Excellent (5)	Sufficient (3)	In-sufficient (1)	Not Evident (0)	
1. Applicant Criteria <ul style="list-style-type: none"> • Accredited provider, or • Registered Theta levy payer, or • Theta related SGB 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Programme Criteria <ul style="list-style-type: none"> • Unit Standard Aligned • Less than 120 credits 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Provision Criteria: <ul style="list-style-type: none"> • The programme is occupationally based • 60% competence is achieved in the workplace 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Skills Programme Registration Form, Continued

Continued ... Evaluation of Registration Application

Registration Evaluation	Comment on action required when rating is (1) or (0)				Comment
	Excellent (5)	Sufficient (3)	In-sufficient (1)	Not Evident (0)	
4. Need & Purpose <ul style="list-style-type: none"> • There is a clear need for the skills programme in the sector • No duplications exist in previously registered programmes 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Committee agrees with. <ul style="list-style-type: none"> • Candidate profile and NQF level • Assessment requirements • Workplace component • Duration 	<ul style="list-style-type: none"> • 				

Skills Programme Committee Representative - Name	
Skills Programme Committee Representative - Signature	
Signature: ETQA Manager	

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Policy Maintenance

Quality Assurance

This particular process will be monitored annually by the ETQA Department, using the following indicators

Indicators	Description
	○

Policy Review

An annual review will be done of the policy and position stated herein by the ETQA Manager, and recommendations will be reviewed, documented and implemented.

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