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GUIDELINES TO ENABLE THE PROCESS TO DEVELOP, EVALUATE AND RECOMMEND REGISTRATION OF QUALIFICATIONS/PART-QUALIFICATIONS/SKILLS PROGRAMMES TOWARDS IMPLEMENTATION OF QQSF POLICY 2021

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A. ACRONYMS

CEO	Chief Executive Officer
EISA	External Integrated Summative Assessment
FISA	Final Integrated Supervised Assessment
FTP	File Transfer Protocol
IQC	Internal Qualifications Committee
NEET	Not in Education, Employment, Training
NQF	National Qualifications Framework
OQACC	Occupational Qualification Assessment Certification Committee
OQSF	Occupational Qualifications Sub-Framework
QAS	Qualification Assessment Specification
QCTO	Quality Council for Trades and Occupations
QP	Quality Partner
SAQA	South African Qualifications Authority
SDA	Skills Development Act
SETA	Sector Education Training Authority
SLA	Service Level Agreement
SME	Subject Matter Expert

B. BACKGROUND AND INTRODUCTION

Implementing the national, sector and workplace strategies to develop and improve the skills of the South African workforce, as well as their integration within the National Qualifications Framework (NQF), amongst others, is provided for by the Skills Development (SDA) Act 97 of 1998. The Occupational Qualification Sub-framework (OQSF) is developed following the Skills Development Act and the National Qualification Framework (NQF) Act, and is one of the three sub-frameworks that construct the National Qualifications Framework (NQF). The OQSF regulates all the qualifications in the NQF. The OQSF gives directions, principles, limits, and guidelines and facilitates the development and registration of quality assured occupational qualifications (including trade-related qualifications), part-qualifications, and skills programmes from NQF Level 1 to 8.

The Quality Council for Trades and Occupations (QCTO) was established in 2010 in terms of the Skills Development Act No. 97 of 1998 to perform the mandate to oversee the design, implementation, assessment and certification of Occupational Qualifications, including trades on the OQSF.

The OQSF makes available occupational qualifications and part-qualifications that give people access to occupations, trades and/or relevant professions. The OQSF gives effect to the Ministerial determination of the Sub-frameworks that comprise the National Qualifications Framework, Government Notice 1391 published in Gazette No. 44031 on 24 December 2020. It meets the needs of existing and emerging sectors by ensuring that all learners, professionals, workers, unemployed and those classified as NEET (not in employment, education or training), are equipped with relevant and portable competencies that support lifelong employability

Since the OQSF Policy 2021 was published in Government Gazette 45401, the implementation has faced challenges. This guideline document to the Qualifications Development Process serves to further clarify the workflow to improve and further establish a well-coordinated system, that delivers quality national standards for learning.

C. PURPOSE

This purpose of this guideline to the Qualifications Development Process is to improve the quality of Qualifications/Part-Qualifications/Skills Programmes by:

- Providing a step by step, easy to follow process with clear phases and stages.
- Clarifying roles and responsibilities in the process
- Ensuring multiple stakeholder consultation is factored in
- Utilising organisational internal structures which were set up to refine quality
- Creating advocacy opportunities along the development value chain
- Establishing collaboration with the QCTO in the development process to:
 - Minimise proliferation and duplication
 - Ensure joint ownership
 - Maintain the OQSF, by phasing out the Historically Registered Qualifications and phasing in the new occupational dispensation
 - Allow parameters for contract management

D. QCTO VALUES

The QCTO encourages commitment to the following values:

- Innovation and Excellence - We rise to opportunities and challenges, we continuously learn, we are innovative and we consistently produce work of distinction and fine quality, on time, and in line with our clients' needs.
- Empowerment and Recognition - We enable people to make things happen, we encourage and support one another when and where needed, and we celebrate successful accomplishment of work.
- Respect and Dignity - We value and show consideration for all people we work with; treat one another with kindness and thoughtfulness, and embrace inclusivity.
- Ethics and Integrity - We embrace and practice a moral code of trustworthiness, honesty and truthfulness in everything we say and do, and we honour our promises and commitments.
- Ownership and Accountability - We take ownership of our responsibilities and we answer for our decisions and actions.

- Authenticity - We protect the public by issuing authentic, quality qualifications.

E. ROLES AND RESPONSIBILITIES

Multiple parties, organisations and systems are involved in this structured and formal process which is audited. Therefore, this process involves recorded delivery receipt, handover, sign-off, approval at various stages, formal acknowledgement, endorsement, feedback with remedial and notification. Further to this, Service Level Agreements (SLA) are in place to govern the delivery of activities between the QCTO and SETAs who are Quality Partners (QP) of the QCTO.

The purpose of this Service Level Agreement (SLA) is to provide a framework for coordination between the parties to facilitate an effective and efficient quality assurance process of these domains:

- Qualification Development;
- Accreditation;
- Assessment;
- Certification; and
- Workplace Approval

Each domain involves three major activities, which are:

- Establishment and Maintenance of a Single National Standards (Policies, Forms & Templates) for each domain;
- Implementation, i.e., task execution according to a Single National Standard for each domain; and
- Quality Assurance of the task, i.e., ensuring that implementation is done according to a Single National Standard.

This SLA is based on the New SETA landscape and the updated jurisdiction allocated by the Minister of Higher Education as given in Schedule 2 of Government Gazette No 42589 of 22 July 2019. Each of the 21 Quality Partners, are to perform its functions as required by the SDA, Skills Development Levy Act No.9 of 1999 (SDL), Public Finance Management Act No. 1 of 1999 (PFMA), Treasury Regulations (TR), Workplace Based Learning Programme Agreement Regulation (WBLPAR), 2018, the Occupational Qualification Sub Framework (OQSF), QCTO Policies, Forms, Templates, and other related legislation.

According to the SLA, QP Responsibilities related to Qualifications/Part-Qualifications and Skills Programmes include, but is not limited to:

- Discontinuing development of Legacy Qualifications and Skill Programmes;

- Developing all new qualifications as Occupational Qualification, Part Qualification or Skills Programmes;
- Providing a secured File Transfer Protocol (FTP) for the transfer of electronic files between the QCTO, QP, and any other authorized stakeholder
- Hiring or contracting qualified and competent individuals to implement some activities within this SLA, provided all activities are conducted according to QCTO policies. The QCTO may give formal training to an individual or a group if requested by the QP;
- Providing all requested information to the QCTO within the agreed time frame;

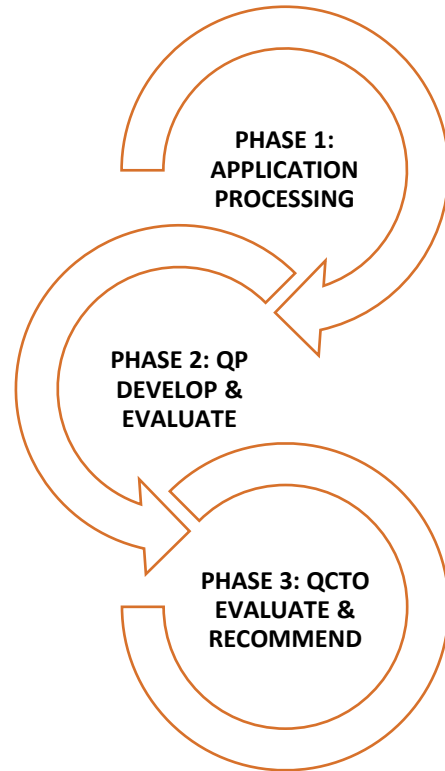
According to this SLA, QCTO Responsibilities related to Qualifications/Part-Qualifications and Skills Programmes includes, but is not limited to:

- Consulting with QP on OQSF-related policy and strategic matters that may affect the functioning of the QP;
- Provide the QP with guidance, training, and support on policies related to this SLA
- Allocate qualifications, part-qualifications, and skills programmes to the QP according to the updated jurisdiction as given in Schedule 2 of Government Gazette No 42589 of 22 July 2019
- Validating and verifying the accuracy of reports submitted by QP and provide quarterly feedback or as necessary;
- Providing the latest policies, standards templates, and forms to QP; where the obligation to execute these activities will be subject to the QCTO issuing the documents listed in this clause within a reasonable time before any implementation date.
- Providing a secured File Transfer Protocol (FTP) for the transfer of electronic files between the QCTO, QP, and any other authorized stakeholder;

The roles of all parties, organisations, units/domains and key individuals is listed logically in the detailed process frame in G.

F. OVERVIEW OF DEVELOPMENT PHASES:

Figure 1 - OVERVIEW OF QUALIFICATIONS DEVELOPMENT PHASES



These 3 Phases each have Prescribed Development Stages which are listed below for Qualifications/Part-Qualifications and Skills Programmes. Currently Skills Programmes do not follow the entire process and required stages are indicated.

PHASES	PRESCRIBED DEVELOPMENT STAGES FOR QUALIFICATIONS/PART-QUALIFICATIONS/SKILLS PROGRAMMES	STAGES REQUIRED FOR SKILLS PROGRAMMES
PHASE 1: APPLICATION PROCESSING	1.1 QCTO ACKNOWLEDGE APPLICATION RECEIVED FROM QP	Required
	1.2 QCTO EVALUATES APPLICATION	Required
	1.3 APPLICATION OUTCOME COMMUNICATED TO QP	Required
PHASE 2: QP DEVELOP AND EVALUATE	2.1 SCOPING	Required
	2.2 PROFILING	Required
	2.3 DEVELOP CURRICULUM SPECIFICATIONS	Required
	2.4 DEVELOP ASSESSMENT SPECIFICATIONS & DRAFT QUALIFICATION DOC	Required (FISA)
	2.5 DEVELOP QUALIFICATION ASSESSMENT SPECIFICATIONS (QAS) ADDENDUM (Only for Qualification/Part-Qualification)	Not Required (FISA)
	2.6 DEVELOP QUALIFICATION DOCUMENT and CONDUCT STAGE 1 OF EVALUATION (SME Facilitator)	Required
	2.7 COMPLETE FINAL VERIFICATION	Required
	2.8 CONDUCT STAGE 2 OF EVALUATION (QP) AND SUBMIT FINAL PACKAGE TO QCTO	Required
PHASE 3: QCTO EVALUATE AND RECOMMEND FOR REGISTRATION	3.1 QCTO ACKNOWLEDGES RECEIPT	Required
	3.2 CONDUCT STAGE 3 OF EVALUATION & CONDUCT MODERATION (QCTO)	Required
	3.3 TABLE FOR APPROVAL OF IQC	Required
	3.4 GAZETTE FOR PUBLIC COMMENT (Only Qualification/Part-Qualification)	Not Required
	3.5 ADMINISTER PUBLIC COMMENT (escalate to QP where necessary)	Not Required
	3.6 RECOMMEND FOR INTERNAL APPROVAL (CEO, OQACC)	Required
	3.7 RECOMMEND TO SAQA FOR REGISTRATION	Not Required
	3.8 SAQA CONDUCTS EVALUATION AND NOTIFIES QCTO OF OUTCOME	Not Required
	3.9 QCTO NOTIFY QP OF OUTCOME AND/OR ADMINISTER REMEDIAL ON SAQA RETURNED QUALIFICATIONS UNTIL REGISTRATION IS ACHIEVED	Not Required

These stages mentioned above, will be further unpacked in G below and roles and responsibilities will be stipulated.

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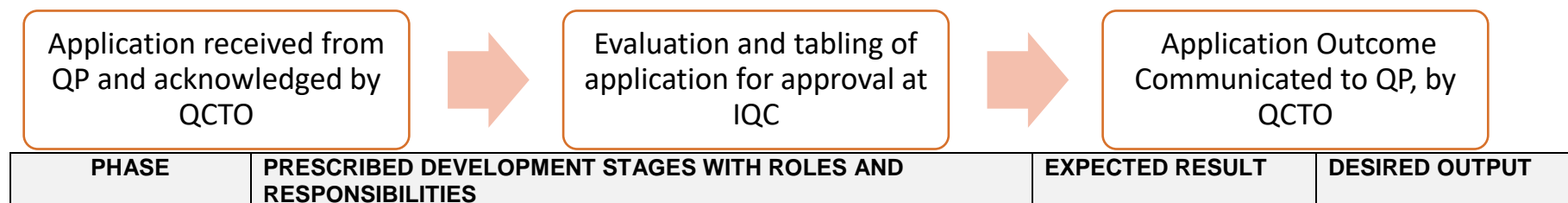
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G. PROCESS DETAILS WITH EXPECTED RESULTS AND DESIRED OUTPUT

PHASE	PRESCRIBED DEVELOPMENT STAGES WITH ROLES AND RESPONSIBILITIES	EXPECTED RESULT	DESIRED OUTPUT
1. APPLICATION PROCESSING	1.1 QCTO ACKNOWLEDGE APPLICATION RECEIVED FROM QP	1.1.1 Quality Partner (QP) completes and submits Application Form for QCTO approval	Submitted Application Form
		1.1.2 QCTO acknowledges application	Acknowledgment Letter
	1.2 QCTO EVALUATION OF APPLICATION	1.2.1 QCTO Evaluates Application, if it meets requirements, it moves to 1.3.1. If not, it is returned to QP with feedback for remedial/declined. Advice for change is documented and shared with QP.	Completed Application Evaluation Checklist
		1.2.2 QCTO Internal Occupational Qualifications Committee (IQC) considers Application as presented	Minuted decision on approval and/or actions to be taken
1.3 APPLICATION OUTCOME COMMUNICATED TO QP, by QCTO	1.3.1. QCTO communicates outcome (approval/decline) to QP including assigned curriculum code. <i>NB: If approved, development may commence</i>	Formal Notification of Outcome	Recorded Application

Figure 2: PHASE 1 - APPLICATION PROCESSING



2. QP DEVELOP AND EVALUATE	2.1 SCOPING	2.1.1 QP compiles a list of stakeholders to be consulted throughout the process.	List of Stakeholders Compiled	Structured development process is established
		2.1.2. QP invites stakeholders to a scoping meeting 7 working days in advance and prepares for the scoping meeting. Standard Scoping Meeting Agenda: (i) Confirmation of stakeholders to be consulted (ii) Confirmation of purpose and rationale for Qualification and/or Part-Qualification(s) and/or Skills Programmes (iii) Outline of QCTO Qualification/Part-qualification prescribed development/review process (iv) Nomination of Working Group (WG) Members (v) Roles and responsibilities in the qualification development process (SME Facilitator, SME WG, SME Broader Stakeholders, QP, QCTO)	Invitation and agenda sent in time	
		2.1.3. QP administers nomination of Working Group (WG) Members	Completed Nomination Forms	
		2.1.4 Introduction of SME Facilitator	SME contact details shared	
		2.1.5 Outline of planned Qualification Development Schedule	Completed Qualification Development Schedule	
		2.1.6. QP compiles a Scoping Report in the QCTO Template	Completed and Submitted Scoping Report Template within 10 working days with required attachments (Attendance register, schedule and nomination forms)	
		2.1.7. QP Submits Scoping Report with required attachments (completed attendance register, schedule and completed nomination forms)		

2. QP DEVELOP AND EVALUATE	2.2. PROFILING	2.2.1 QP invites Working Group (WG) Members to a profiling meeting. The meeting invitation must reach members 7 working days before the date of the meeting. An agenda must be shared.	Meeting invite and agenda circulated on time	A completed profile to inform the rest of the development process.
		2.2.2. SME Facilitator takes up their role at profiling meeting and ensures that notes are recorded and a Draft Profile is completed as prescribed in the Curriculum Document Template.	Draft profile completed in the Curriculum Document Template	
		2.2.3. QP facilitates broad stakeholder consultation on the Draft Profile that has been developed by WG	Evidence that broad consultation was held and the approach used is recorded.	
		2.2.4. SME Facilitator engages with WG to consider feedback provided by QP, following the consultation process and finalise the Draft Profile as prescribed in the Curriculum Document Template	Finalised profile within the Curriculum Document Template	
		2.2.5 QP completes QCTO Profile Report Template	Completed and submitted Profile Report with attachments	
		2.2.6 QP Submits Profile Report with required attachments (completed attendance register)	(completed attendance register)	

2. QP DEVELOP AND EVALUATE	2.3 DEVELOP CURRICULUM SPECIFICATIONS	2.3.1 QP invites Working Group (WG) Members to a Curriculum Specifications Development meeting. The meeting invitation must reach members 7 working days before the date of the meeting. QP manages RSVP, to manage representivity An agenda must be shared.	Meeting Invite and Agenda circulated on time	Developed Curriculum
		2.3.2 SME Facilitator takes up their role at Curriculum Specification Development Meeting and ensures that notes are recorded and prescribed Curriculum Document is completed.	Completed Curriculum Document	
		2.3.3 QP completes QCTO Curriculum Specifications Development Report	Completed Curriculum Specifications Development Report with attachments (completed attendance register)	
		2.3.4 QP Submits Curriculum Specifications Development Report with required attachments (completed attendance register)		

2. QP DEVELOP AND EVALUATE	2.4 DEVELOP ASSESSMENT SPECIFICATIONS	2.4.1 QP invites Working Group (WG) Members and QCTO officials to an Assessment Specifications Development meeting. The meeting invitation must reach members 7 working days before the date of the meeting. An agenda must be shared.	Meeting Invite and Agenda circulated on time	Developed Qualifications Assessment Specifications Document
		2.4.2 QCTO Assessment Unit Representative(s) and or SME Facilitator takes up their role at Assessment Specifications Development Meeting and ensures that notes are recorded and certain elements are drafted as prescribed in the Assessment Specifications Document. <i>Note: Further prescriptive elements, towards the completion of this Assessment Specifications Document, will be drafted by the WG members who participate in the development of the Qualifications Assessment Addendum Specifications.</i> <u>NOTE:</u> Drafting of Qualifications Document by SME Facilitator begins.	Completed Assessment Specifications Document	

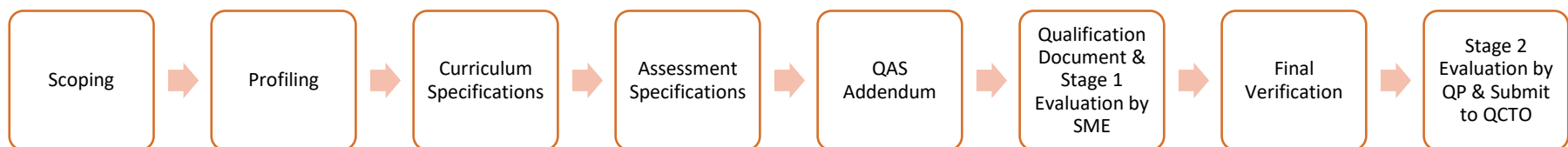
2. QP DEVELOP AND EVALUATE	2.5 DEVELOP QUALIFICATION ASSESSMENT SPECIFICATIONS (QAS) ADDENDUM (Only for Qualification/Part-Qualification)	2.5.1. QP invites Working Group (WG) Members and QCTO officials to a Qualification Assessment Specifications (QAS) Addendum Meeting. The meeting invitation must reach members 7 working days before the date of the meeting. An Agenda, Draft Qualifications Document, Curriculum Document and Assessment Specifications Document must be shared.	Meeting Invite and Agenda, Qualifications Document, Curriculum Document and Assessment Specifications Document circulated on time	Final Draft QAS Addendum kept in confidence
		2.5.2. QCTO Assessment Unit Representative(s) and/or SME Facilitator, takes up their role at Qualification Assessment Specifications (QAS) Addendum Meeting and ensures that notes are recorded and certain elements are drafted as prescribed in the QAS.	QAS Addendum in prescribed format	
		2.5.3. QCTO Assessment Unit Representative(s) completes QCTO QAS Addendum Template	QAS Addendum Template	
		2.5.4 QCTO Assessment Unit Representative(s) and/or SME Facilitator completes the Qualification Assessment Specifications (QAS) Addendum Report.	Completed (QAS) Addendum Report	

2. QP DEVELOP AND EVALUATE	2.6 DEVELOP QUALIFICATION DOCUMENT AND CONDUCT 1st STAGE of EVALUATION (SME)	2.6.1 SME Facilitator completes a draft Qualification Document	Circulation of Draft Qualifications Document and Completed Draft Evaluation Checklist on time	Developed Qualifications Document
		2.6.2 SME Facilitator conducts Evaluation of three documents produced (I.e. Qualifications Document; Curriculum Document; Assessment Specifications Document). QAS Addendum is kept confidential. SME Facilitator completes Evaluation Checklist.		
		2.6.3 SME Facilitator circulates the draft Qualification Document and completed Evaluation Checklist to WG members and QP		
		2.6.4 SME Facilitator gathers inputs from WG members towards finalisation of the Qualification Document and revises the documents if necessary.	Circulation of 2 nd Draft Qualifications Document and Completed Draft Evaluation Checklist on time	
		2.6.5 QP completes QCTO Qualifications Document Report	Completed Qualifications Document Report with attachments (completed attendance register)	
		2.6.6 QP Submits Qualifications Document Report with required attachments		

2. QP DEVELOP AND EVALUATE	2.7 FINAL VERIFICATION	2.7.1 QP invites Working Group (WG) Members and broad Stakeholder Group (SG) Members to a Final Verification meeting. The meeting invitation must reach members 7 working days before the date of the meeting. An Agenda, Qualifications Document, Curriculum Document, Assessment Specifications and confirmation of completion of QAS, must be shared.	Meeting Invite and Agenda, Qualifications Document, Curriculum Document, Assessment Specifications and confirmation of completion of QAS circulated, on time	Signed off Documents for Submission to QP
		2.7.2 SME Facilitator takes up their role at Final Verification meeting and ensures that notes are recorded.	Final package submitted by SME Facilitator to QP	
		2.7.3 Where necessary, the SME Facilitator engages with WG to consider feedback provided at final verification and finalises the package.		
		2.7.4 QP completes Final Verification Report Template	Completed Verification Report submitted to QCTO	
		2.7.5 QP Submits Final Verification Report to QCTO		

2. QP DEVELOP AND EVALUATE	2.8 STAGE 2 OF EVALUATION (QP) AND SUBMISSION OF FINAL PACKAGE TO QCTO	2.8.1 QP conducts Evaluation and completes Evaluation Checklist which was received from the SME.	Completed checklist by QP	Submission of package to QCTO
		2.8.2 Once all is in order adds the Checklist to final package and submits to the QCTO the following: (i) Qualification Document (ii) Curriculum Document (iii) Assessment Specifications Document (iv) Confirmation of QAS (v) Evaluation Checklist completed by SME and QP	Completed Package of all documents.	

Figure 3: PHASE 2 - QP DEVELOP AND EVALUATE



3. QCTO EVALUATE AND RECOMMEND FOR REGISTRATION	3.1 QCTO ACKNOWLEDGES RECEIPT	3.1.1 The QCTO Central Office receives the package from the QP and acknowledges receipt thereof.	Acknowledgement of Receipt is delivered to QP	Information Recorded
		3.1.2 The QCTO Central Office records the information in the QCTO central repository.	Recording of information on Central Repository	
3. QCTO EVALUATE AND RECOMMEND FOR REGISTRATION	3.2 QCTO CONDUCTS STAGE 3 OF EVALUATION AND CONDUCTS MODERATION	3.2.1 The QCTO Central Office passes the package to the QCTO Manager Assigned.	Completion of Evaluation and Moderation Process and Evaluation Checklist	Completed Stage 3 of Evaluation and Moderation Process
		3.2.2 Stage 3 of Evaluation is conducted and Evaluation Checklist is completed by QCTO manager assigned. If necessary feedback is provided to the QP for revision of document(s).		
		3.2.3 Moderation is conducted by team assigned and moderation records are kept. If necessary feedback is provided by the QCTO manager assigned, to the QP for revision of the document(s)		
		3.2.4 Once the package passes the moderation, the Central Office is informed and documents are shared for preparations for IQC meeting. Agenda and Qualification Document Packages are shared with IQC members within the set time frame.		

3. QCTO EVALUATE AND RECOMMEND FOR REGISTRATION	3.3 TABLE FOR APPROVAL OF IQC	3.3.1 The IQC considers what is tabled and makes recommendation for revision/approval.	IQC Meeting completed	Completed IQC Approved List of Qualifications/Part-Qualifications.
		3.3.2 Recommendations and if necessary, feedback is shared with QP, by the QCTO manager assigned. The QP revises the documents and re-submits. The revision will be subject to IQC recommendation to re-table/round robin or if conditions are met to continue in the process to next stage.	IQC decisions recorded and actions tracked for completion	
3. QCTO EVALUATE AND RECOMMEND FOR REGISTRATION	3.4 GAZETTE FOR PUBLIC COMMENT	3.4.1 Publishing for Gov. Gazetting is initiated by the QCTO Central Office and the Qualifications Domain.	Qualification(s)/Part-Qualification Published in Government Gazette for 21 days.	Public Consultation Process Concluded
3. QCTO EVALUATE AND RECOMMEND FOR REGISTRATION	3.5 ADMINISTER PUBLIC COMMENT	3.5.1 Public Comment process is administered by the QCTO Central Office and the Qualifications Domain in collaboration with QCTO Manager Assigned.		
		3.5.2 Once 21 days are concluded, Public Comment inputs are escalated to QP where necessary for addressing thereof.	Public Comment inputs addressed	
3. QCTO EVALUATE AND RECOMMEND FOR REGISTRATION	3.6 RECOMMEND FOR INTERNAL APPROVAL TO CEO & OQACC	3.6.1 Qualification/Part-Qualification submission is routed to CEO for final approval and subsequent OQACC endorsement.	Records updated indicating	Internal Approval Concluded

		3.6.2 OQACC outcome is recorded and/or recommendations implemented.		
3. QCTO EVALUATE AND RECOMMEND FOR REGISTRATION	3.7 RECOMMEND TO SAQA FOR REGISTRATION	3.7.1 QCTO Central Office compiles a submission, recommending registration of qualifications/part-qualifications on the NQF. This submission contains a recommendation letter with all Qualification(s)/Part-Qualifications listed and these documents linked.	Signed recommendation letter with all Qualifications/Part-qualifications listed and linked.	Delivery of SAQA Submission
		3.7.2 The submission is routed to be signed by QCTO CEO. This submission is delivered to SAQA CEO by the QCTO CEO office.		
3. QCTO EVALUATE AND RECOMMEND FOR REGISTRATION	3.8 SAQA CONDUCTS EVALUATION AND NOTIFIES QCTO OF OUTCOME	3.8.1 SAQA CEO acknowledges receipt of submission to QCTO CEO	SAQA Acknowledgement Letter Received by QCTO	Registered Qualifications/Part-Qualifications on NQF
		3.8.2 SAQA Evaluates the submitted Qualifications/Part-qualifications	Conducted SAQA Evaluation	
		3.8.3 SAQA tables the Qualifications/Part-qualifications that meet requirements to SAQA QUALCOMM meeting.	Completed SAQA QUALCOMM Meeting	
		3.8.4 SAQA notifies QCTO of outcome and provides remedial feedback on returned Qualifications/Part-qualifications.	SAQA Outcome Notification to QCTO	

3. QCTO EVALUATE AND RECOMMEND FOR REGISTRATION	3.9 QCTO NOTIFIES QP OF OUTCOME AND/OR ADMINISTERS REMEDIAL ON SAQA RETURNS UNTIL REGISTRATION IS ACHIEVED	3.9.1 QCTO updates Central Office repository, QCTO website and database.	Updates QCTO data set	Stakeholders Notified of Registered Qualification/Part-qualifications
		3.9.2 QCTO notifies QP of outcome and/or provides feedback on remedial actions to be taken	QP notifications sent by QCTO	
		3.9.3 QCTO administers returns until registration status is achieved	Concluded re-submission of SAQA returns	Registered Qualifications/Part-qualifications
		3.9.4 QCTO notifies QP of registration	QP notifications sent by QCTO	

Figure 4: QCTO EVALUATE AND RECOMMEND FOR REGISTRATION



H. CONCLUSION

This document is aimed at operationalising the policies on qualification, part qualification and skills programmes as informed by the QCTO-approved policies. This document is subject to review and approval periodically by the Internal Qualifications Committee (IQC). The latest updated document is shared with all affected stakeholders. Supporting and simplifying policy implementation is at the heart of this document.