



CERTIFICATION WORKSHOP

25 February 2022

Certification

- Certification commences when the learner enrolls
- Learner enrolment must be available **before** assessment so that QP can issue certificates within 21-working days for legacy qualifications
- Rules of combination inform certification
- QPs responsible for Quality Assurance and finalisation of assessment results
- QPs stays responsible for certification of legacy qualifications – refer to the SLA with QCTO
- QP responsible for collection and distribution of certificates

Certification Requirements

- IT-system that complies with policy and requirements - QCTO set standards
- System process and procedures developed
- Maintain and enhance database
- Audit trail of all transactions
- Controlled access to the system
- Back-ups

Certification

- Approval of results and meeting of requirements of EISA does not guarantee certification
- Reasons for non-certification may include:
 - ✓ Non-compliance with rules of combination of the qualification
 - ✓ Certification requirements as outlined in the SDA
 - ✓ Not meeting legal requirements

Responsibilities of the QP

- Verify learner information and details
- Verify qualification information
- Receive and process assessment outcomes in approved format
- Distribute certificates
- Keep record of assessment results
- Establish processes for requesting re-issues and replacements of certificates
- Verify authenticity of certificates issued with regard to historical occupational qualifications
- Issue certificates within 21-working days from approval of assessments
- Submit historical learner achievement data to NLRD

Identified areas of concern

- Learner enrolment and achievement is not submitted timeously
- Certification is not completed within 21-working days
- Monitoring compliance of Skills Development Providers/assessment centres to timeously submit assessment data for certification
- Learner data is not uploaded to the NLRD or is incomplete
- Incomplete documentation submitted for certification requests resulting in delays
- Non-adherence to Trade Test Regulations

ANY

QUESTIONS?

THANK YOU!



+27 (0)12 003 1800
SWITCH BOARD



info@qcto.org.za / qcto@tip-offs.com
EMAIL



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