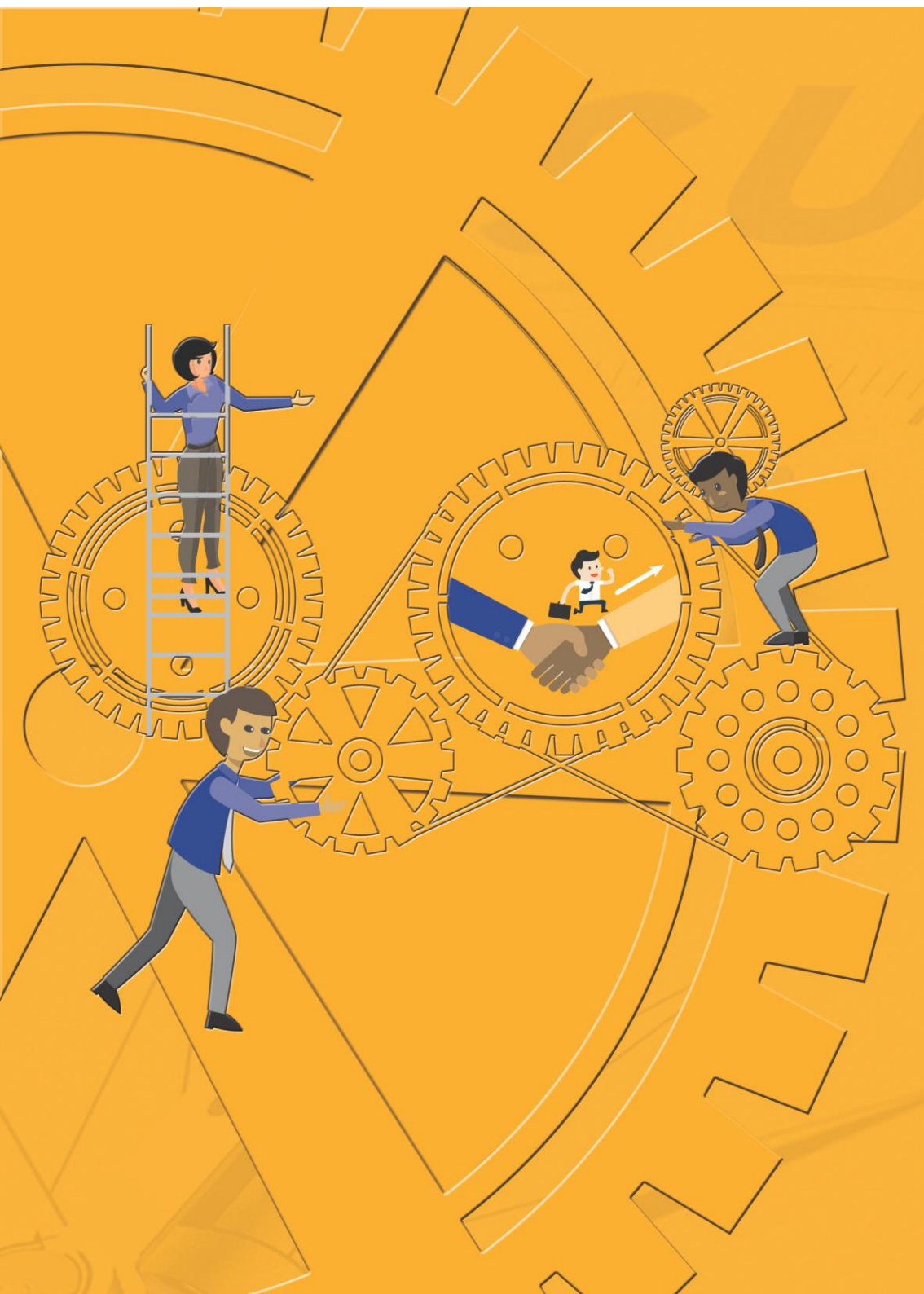


**Skills Development
Provider:
CAPACITY BUILDING
WORKSHOP**



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ETQA Division

Implementing Occupational Qualifications



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Purpose of Workshop

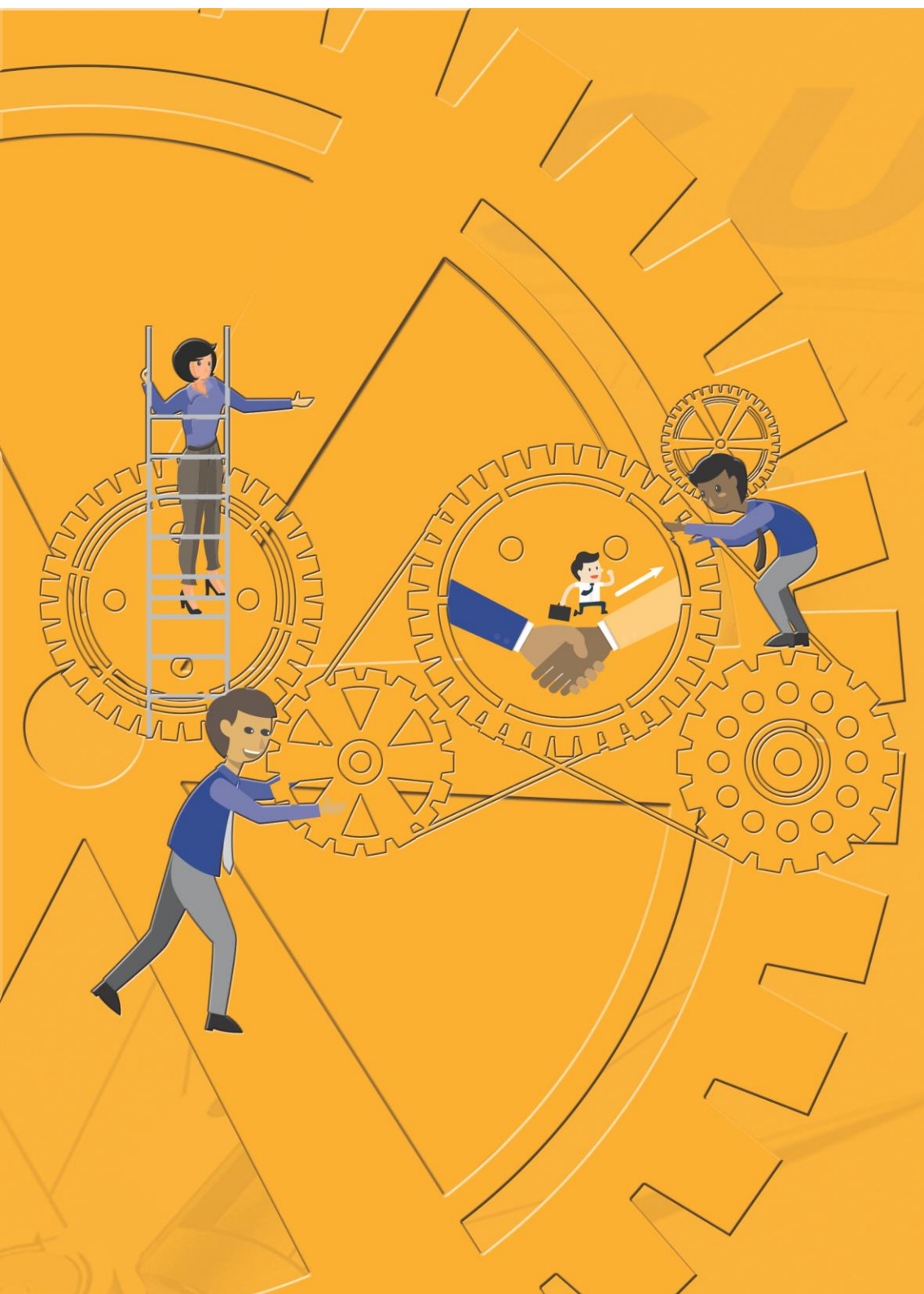
Capacity Building for SDPs:

- **Paradigm shift from unit standards based qualifications to occupational qualifications.**
- **Clarity on requirements in preparation for Implementation of Occupational Qualifications**
- **Discussing the strategy for roll out, quality management and monitoring aspects.**
- **Planning for roll out of the modules: knowledge, practical and workplace requirements.**
- **Requirements for writing the External Integrated Summative Assessments (EISA).**
- **The management and issuing of the certificates post the External Integrated Summative Assessments.**



Important Abbreviations

1. QCTO = Quality Council for Trades & Occupations
2. AQP = **Assessment Quality Partners**
3. DQP = Development Quality Partner
4. SDP = Skills Development Partner
5. SDF = Skills Development Facilitator
6. EISA = **External Integrated Summative Assessment**
7. FISA = Final Integrated Summative Assessment
8. CEP = Community of Expert Practitioners
9. QAP = Quality Assurance Partner
10. OQSF = Occupational Qualification Sub-Framework
11. LIMS = **Learner Information Management System**



Occupational Qualifications



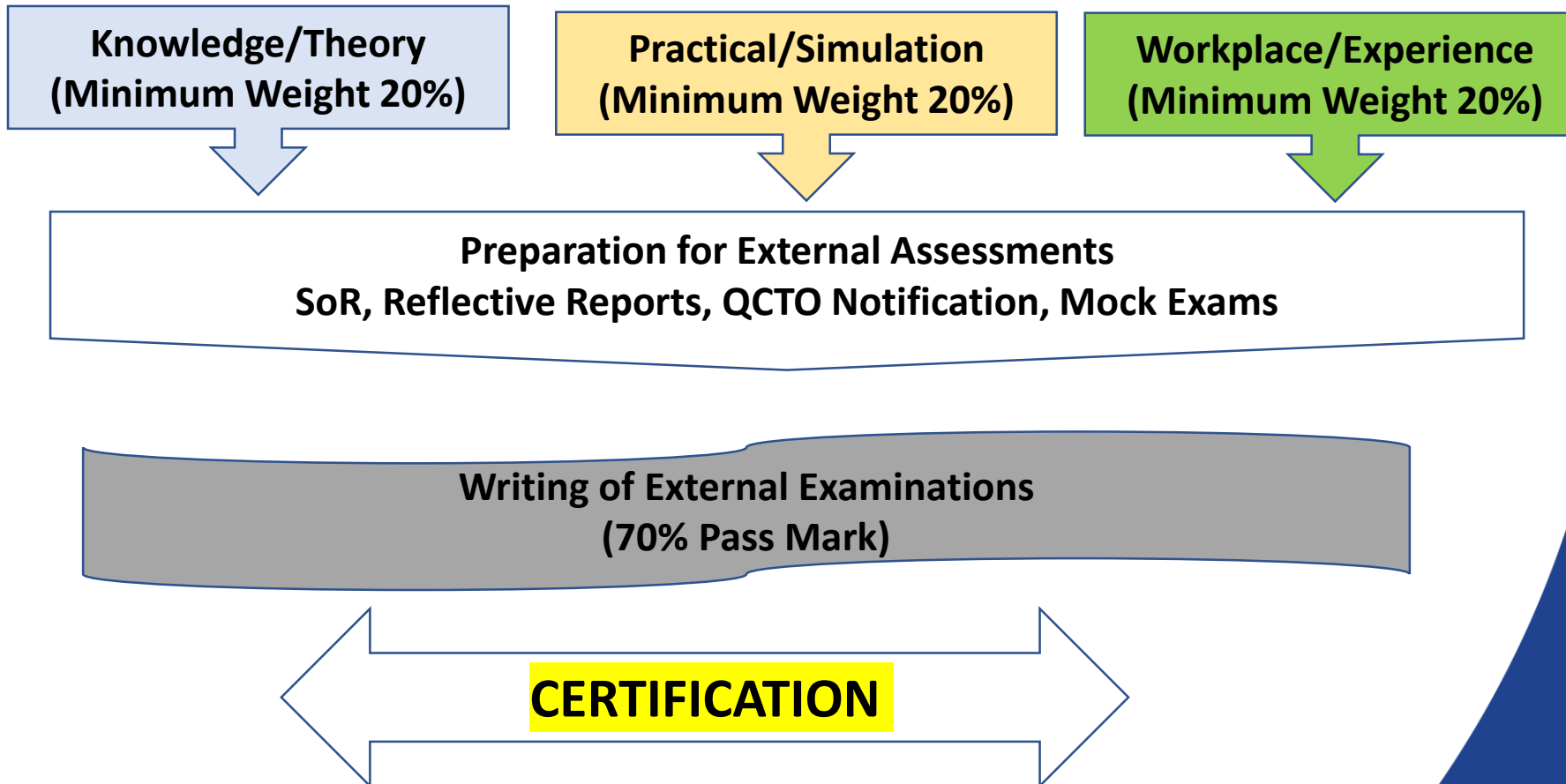
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Paradigm Shift: Occupational Qualifications

- ✓ Occupational – Competence Based:
- ✓ A Day in the Life of.....
- ✓ Outlay = Modules (Specializations)
- ✓ Duration: 12-18 Months of Training
- ✓ RPL – 6 x Months to Complete
- ✓ Management of Assessments = AQP
- ✓ SoR by SDP - Certification by QCTO



Rules of Combination: Occupational Qualifications



An illustration on a yellow background featuring several interlocking gears. A woman in a blue shirt stands on a ladder on the left, reaching towards a gear. A man in a blue shirt is on the right, pushing a gear. In the center, a hand in a blue suit sleeve reaches out to shake hands with another hand. A small figure of a person with a briefcase and an upward arrow is inside the central gear. The word 'FRAME' is faintly visible in the background.

Pre-Implementation & Monitoring Visits: Occupational Qualifications



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Pre-Implementation of Training

The focus around occupational training weighs heavily around **Actual Workplace**: experience. It is for this reason that preparation for the workplace components is vital:

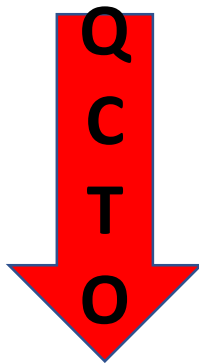
- Identification of mentors: each module requires collection of evidence for real work situations.
- Creating a simulation to cover the required practical components of each module: expert coaching can play a significant role here.
- Careful recruitment of learners including those individuals with 2 – 5 years experience: The base requirement for most qualifications is matric.



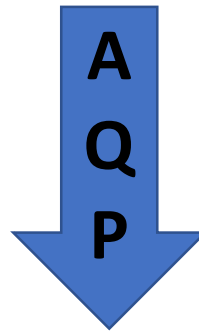
Pre-Implementation Activities

- a) **Registration of learners on QCTO System (File 01 & File 02).**
- b) **Implementation plan for the rolling out of the modules.**
- c) **System for the collection/storage of learner evidence & POEs.**
- d) **Establish a learner support system to assist learners throughout the training duration.**

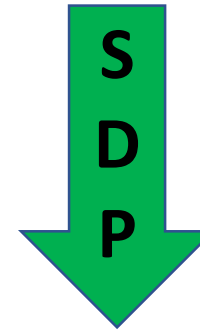
Monitoring & Support Visits (AQP/QCTO)



**Audit
Compliance
Performance**



**Learner Experiences
Mentor Experiences
Mentor Support
Compliance
AQP Website
General Guidelines**

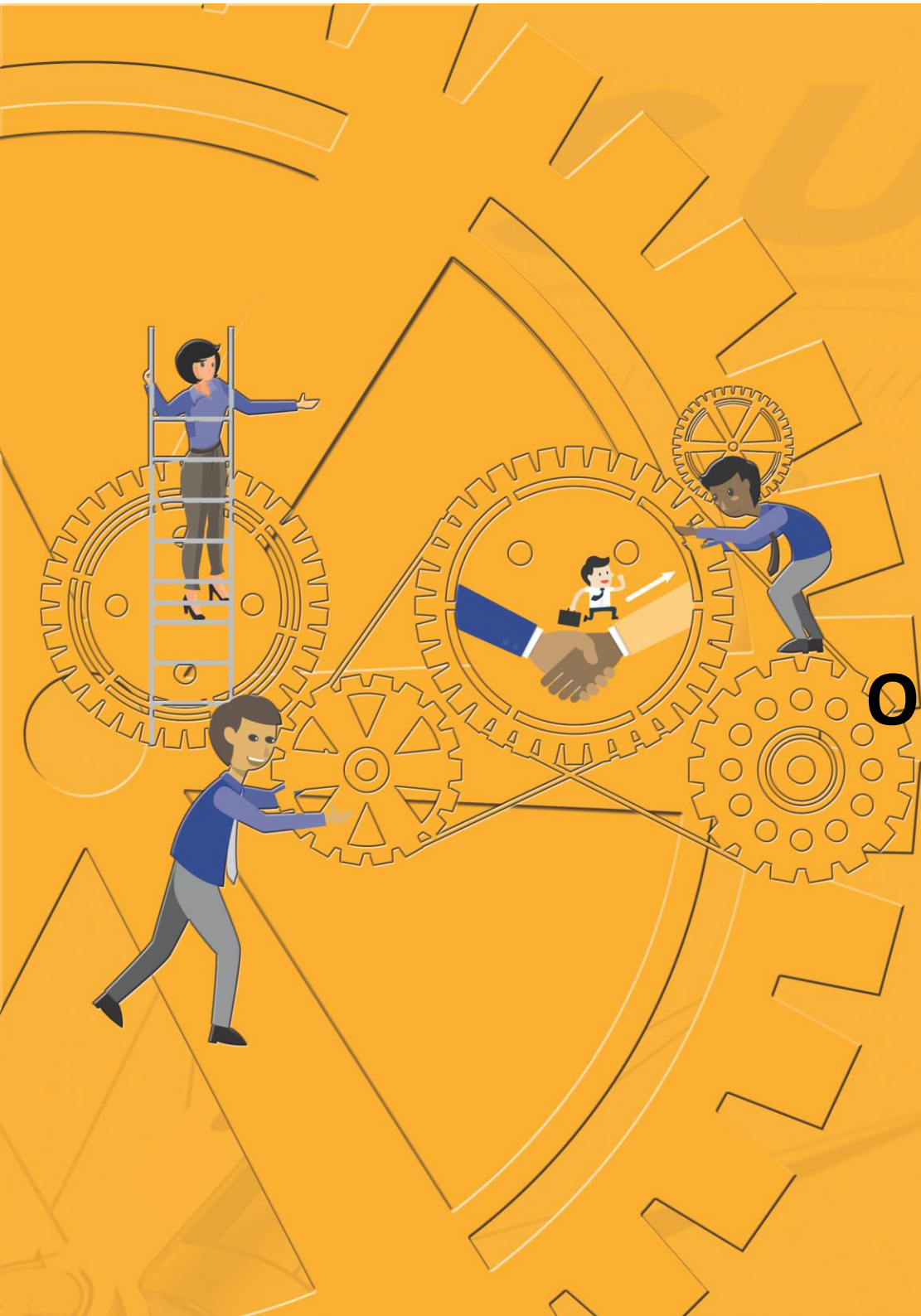


**Performance
Workplace
Mentor Workshop
RPL Workshop**

SDP Penalties:

**NOT meeting minimum performance (40%) threshold
will be de-accredited**



An illustration on a yellow background featuring several interlocking gears. A woman in a blue shirt stands on a ladder next to a gear. A man in a blue shirt is pushing a gear. In the center, two hands shake in a firm grip, with a small figure of a person and an upward-pointing arrow above them. The word 'INSURANCE' is faintly visible in the background.

Rolling Out: Occupational Qualifications



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Rolling Out Training to Learners

Direct Facilitation:

- I. Ensure that mentors have been workshopped and are knowledgeable about the expectations.
- II. Learners must complete formative theory, formative practical tasks, workplace activities for each module per planned workflow.
- III. The SDP can roll-out training in any sequence that creates a balance between expectations and deliverables.
- IV. More than ONE facilitator can be used where specific expertise is required (short-term; long-term; health).
- V. Workplace evidence will be deemed valid only when necessary documentation, checks and signatures have been completed or validated.
- VI. Correct record keeping is critical throughout the training of learners for POE and verification purposes.
- VII. Mentors must be able to cope with the topics that the learner is confronted with for the workplace component.



Rolling Out Training via RPL

Recognition for Prior Learning:

- a) Correct and careful selection of learners and mentors for this process is fundamental.
- b) Candidates and mentors for an RPL process must be workshopped adequately with strict timelines.
- c) SDP support is critical – it is recommended that an SDP Advisor must be appointed to monitor the process.
- d) Even though an RPL process is an assessment in itself, learners will be required to qualify to write the EISA.
- e) It takes between 3 – 6 months to roll-out an RPL process: subject to candidate commitment to the process.
- f) Formative evidence (**per module**) for the RPL process can be collected through:
 - knowledge = interviews/tests
 - practical = assignments/tasks - simulation
 - workplace = work documents





FRAMEWORK

Preparations for the Writing of EISAs



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Qualifying to Write EISA

Entry Requirements for EISA:

3 months before EISA, SDP must send a qualifying pack to AQP. Included in the pack are the following:

- Statement of Results (SoR) issued by SDP for each prospective candidate.
- Individual learner's reflective report for each module covered.
- Exam readiness request letter/form completed by each prospective candidate.

AQP Prepares a Notification Pack & Recommends Writing of EISA to QCTO after Processing the SDP Pack.

(learners are encouraged to write a mock exam as preparatory assessment before the EISA)



EISA Examination Venues

List of Centres Included in Table Pack:

- Can be Written ONLY at QCTO Accredited Assessment Centres.
- Generally, AQP will Identify & Support/Recommend Centres to QCTO for Accreditation.
- Centres are Accredited for Specific Qualifications & that Scope can be Extended.

INSETA STRATEGY:

TVET Colleges to be utilised as EISA Centres:

- National Footprint
- Cost Effective
- DHET Experience
- Availability of Expertise
- Other



The Structure of the EISA

- ✓ The AQP is responsible for the management of the EISA process.
- ✓ The EISA question paper tests the knowledge and practical components in the modules.
- ✓ Learners will generally have question choices between short-term, long-term and health specializations.
- ✓ The general duration of the examination is 3 hours long and consists of multiple choice, short answer and case study questions.

Certification of EISA Candidates

- ✓ The AQP is responsible for the EISA script marking & moderation services.
- ✓ After EISA marking, the AQP must convene a results moderation committee consisting of **(CEP Members / Professional Body)** to review & adopt results with or without any adjustments.
- ✓ The AQP must issue a report of final results and complete File 03 for submission to QCTO.
- ✓ The submission as above must be accompanied by an AQP declaration letter recommending the results & thus requesting certification.



Scheduling EISA Examinations

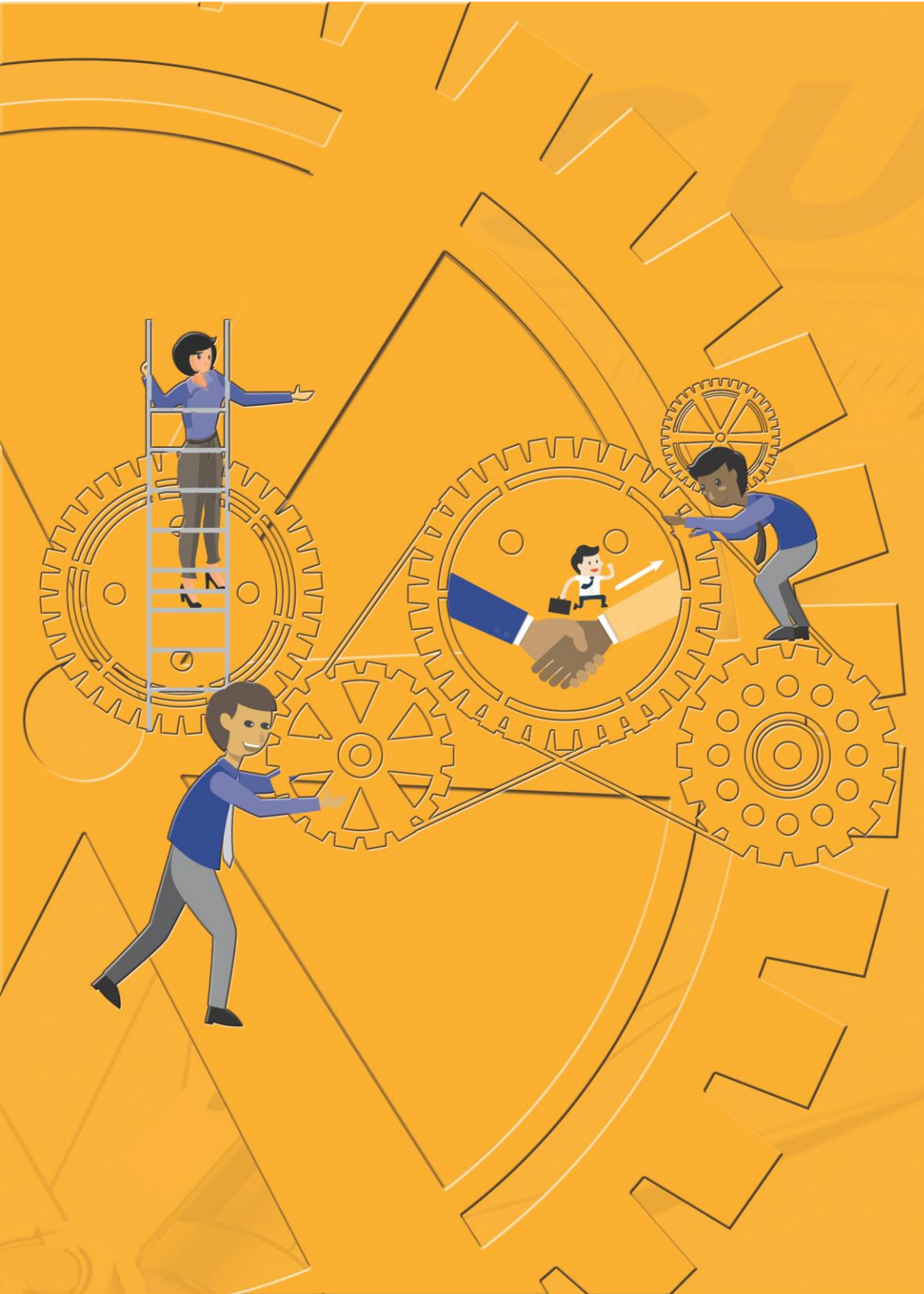
2019 Schedule in Table Pack:

- ✓ Frequency = 3 times a year
- ✓ Sessions = March, August & November
- ✓ No Supplementary
- ✓ Exam Fee = +(R3 800.00)



Summarizing: Important Points to Remember

1. Learners must be registered on the QCTO learner registration portal 21 x days after enrolment.
2. QCTO notification pack must be completed ready for submission 3 x months before date of EISA.
3. Learners must indicate willingness to write EISA by completing a learner readiness to write EISA form.
4. EISA examinations will only be written at a QCTO approved examination venue.
5. The AQP is responsible for preparing EISA notification packs for QCTO: including exam venues, marking centres & recommending candidates for certification.
6. AQP is responsible for distributing EISA examination permits to learners – through SDPs.
7. QCTO require 45 x days to certification from date of writing the EISAs.
8. Non-Performing SDPs (per QCTO criteria) will be have accreditation withdrawn by the QCTO.



Conditions for SDP De-Accreditation



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De-Accreditation

The AQP is duty bound to make recommendations to the QCTO for the de-accreditation of an SDP:

- a) **Failure to comply with specified accreditation criteria;**
- b) **Inability to perform SDP functions adequately;**
- c) **Failure to conduct training over the stipulated period;**
- d) **Failure or refusal to comply with the QCTO reporting requirements - not limited to:**
 - inaccurate statements of results
 - poor record keeping
 - poor internal moderation

The background features a large, faint, light-orange gear outline on the left side. On the right side, there is a solid orange vertical bar with three smaller gear icons of varying designs (a simple gear, a gear with six spokes, and a gear with eight spokes) arranged vertically. The text "End of Presentation" is centered in the white space between the large gear outline and the orange bar.

End of Presentation