

**EXPRESSION OF INTEREST TO APPOINT REGISTERED PROFESSIONAL BODIES AND OTHER
RELEVANT QUALIFICATION DEVELOPMENT INSTITUTIONS TO DEVELOP, REALIGN AND REVIEW
REGISTERED LEGACY AND OCCUPATIONAL QUALIFICATIONS**

TO	REGISTERED PROFESSIONAL BODIES AND OTHER RELEVANT QUALIFICATION DEVELOPMENT INSTITUTIONS
FROM	QUALITY ASSURANCE MANAGER, INSETA
DATE	01 FEBRUARY 2024

1. BACKGROUND

- 1.1. The INSETA has signed a Service Level Agreement (SLA) with the QCTO as guided by the Occupational Qualifications Sub- Framework (QQSF) Act. The SLA directs the quality assurance functions of the ETQA including transitional arrangements aligned to the implementation of occupational qualifications including the performance of but not limited to; Quality Assurance Partner, Development and Assessment Quality Partner responsibilities.
- 1.2. The INSETA as the DQP, delegated to develop occupational qualifications, may appoint a body through the process of proposals to assist with qualification development, realignment and review.

2. PURPOSE

- 2.1. To request the submission of proposals from SAQA registered professional bodies, and other relevant qualification development institutions aimed at assisting the INSETA with qualification development, review and realignment processes as required.

3. SCOPE OF WORK

- 3.1. **The proposal must include all or any of the following considerations per qualification selected:**
 - 3.1.1. Professional Body to identify and appoint a QDF to facilitate the development or review of the listed qualifications/short skills programmes.
 - 3.1.2. Identify relevant SMEs to participate in the development or review of listed qualifications – the individuals will make up the CEPs working with the QDF.
 - 3.1.3. Provide administrative and other logistical support related to the work of the QDF and SMEs as they become a Community Expert Practitioner (CEPs).
 - 3.1.4. Liaise with the INSETA Qualification Maintenance office/specialist to prepare submissions to QCTO for the registration of developed/reviewed qualifications.
 - 3.1.5. Development of full sets study materials (includes i.e. Logbook Tools, RPL Guideline, Facilitator Tools etc) for each of the qualifications that becomes registered.
 - 3.1.6. Development of QAS Addendum/Assessment Blueprint for each of the qualifications listed to be developed or reviewed.
 - 3.1.7. Development of banks of assessment instruments (10 sets) for the implementation of EISA exams for each of the qualifications in line with approved QAS addendum/blueprint.
 - 3.1.8. Provision of script marking services for a 2-year period and the related reports.
 - 3.1.9. Post EISA examinations for each of the qualifications awarded – the RFQ will be determined by number of learners entered for each session/qualification.



4. REVIEW REGISTERED OCCUPATIONAL QUALIFICATIONS:

Reviewing the following registered occupational qualifications:

AQA ID	QUALIFICATION TITLE	NQF LEVEL	STATUS	PROPOSED BODY	COMMENT
99668	Occupational Certificate: Insurance Claims Administrator (Insurance Claims Assessor)	NQF LEVEL 4	Due for Review: Review Application Approved by QCTO		Urgent – by 30 th June 2024
105021	Occupational Certificate: Investment Adviser	NQF LEVEL 6	Due for Review: Review Application Approved by QCTO		Urgent – redesign to respond directly to Wealth Management
105022	Occupational Certificate: Long Term Insurance Adviser	NQF LEVEL 5	Due for Review: Review Application Approved by QCTO		Urgent – redesign to respond directly to Wealth Management
105025	Occupational Certificate: Employee and Pension Fund Benefit Adviser	NQF LEVEL 5	Due for Review: Review Application Approved by QCTO		Urgent – redesign to respond directly to Wealth Management
105026	Occupational Certificate: Financial Advisor	NQF LEVEL 6	Due for Review: Review Application Approved by QCTO		Urgent – redesign to respond directly to Wealth Management
105030	Occupational Certificate: Health Care Benefits Advisor	NQF LEVEL 5	Due for Review: Review Application Approved by QCTO		Urgent – redesign to respond directly to Wealth Management

5. RE-ALIGN LEGACY QUALIFICATIONS:

Re-aligning the following legacy qualifications:

	PROPOSED TITLE	STRUCTURE	STATUS	PROPOSED BODY	COMMENT
1	Insurance Administrator	3 x Part Qualifications + 1 x Skills Programme	Development Application Approved by QCTO		
2	Short-Term Insurance Practitioner <i>(Previously Short-Term Insurance NQF L04)</i>	4 x Part Qualifications	Development Application Approved by QCTO		Very Urgent – replaces NC: Short-Term legacy qualification. Deadline before 30 th June 2024
3	Long-Term Insurance Practitioner <i>(Previously Long-Term Insurance NQF L04 & 05)</i>	4 x Part Qualifications	Development Application Approved by QCTO		Very Urgent – replaces NC: Long-Term legacy qualification. Deadline before 30 th June 2024

5. DEVELOP SHORT SKILLS PROGRAMMES:

CATEGORY	PROPOSED TITLE	STATUS	PROPOSED BODY	COMMENT
Short Skills	Life Insurance Risk Profiler (Occupational)	Development Application Approved by QCTO		Urgent
Short Skills	Financial Services Product Seller (Occupational)	Development Application Approved by QCTO		Urgent

NB: Required to identify more Short Skills to be registered at QCTO – sector consultation or extracted from registered occupational qualifications.

6. OTHER IMPORTANT CONSIDERATIONS:

IMPORTANT DATES

- a. **30th June 2024** – last day for registration of NEW learners on any legacy qualification.
- b. **30th June 2027** – last day for teach-out for ALL learners in the system for legacy qualifications.

7. INSETA COORDINATOR

- a. Name: Mr Sibusiso Zulu
- b. Email: sibusisoz@inseta.org.za

8. PROPOSALS

Proposals to be sent directly to the CEO's office as per the email below – titled **"Occupational Qualification Development 2024"**:

Email: Sibusisoz@inseta.org.za

9. PRIORITISATION OF TASKS

- a. Realignment of qualifications: **Short-Term Practitioner & Long-Term Practitioner** – to be completed before 30th June 2024.
- b. Review of registered qualifications: **Financial Advisor** to reconcile with legacy qualification for **Wealth Management** 30th June 2024
- c. Short Skills Programmes 30th June 2024

10. CLOSING DATE FOR SUBMISSION

09 FEBRUARY 2024

Yours Sincerely



Mr Leslie Kwapeng

Executive Manager Operations : **INSETA**