

28th August 2024

Stakeholder Communique – Arrangements on the Implementation of the Assessment Domain: Costs Related to Implementing External Integrated Summative Assessments (EISA) for Occupational Qualifications.

1. Background

- 1.1 The [Skills Development \(SDA\) Act 97 of 1998](#) (Chapter 3 section 10) outlines the statutory mandate of the INSETA, and paragraph (e) directs the INSETA to "perform any function delegated to it by the QCTO in terms of section 26I". To bring to life this section of the Act, QCTO and INSETA have signed a Service Level Agreement (SLA) that delegates various responsibilities to INSETA.
- 1.2 The purpose of the SLA is to provide a framework for coordination between the parties to facilitate an effective and efficient process of:
- i. Qualification Development;
 - ii. Accreditation;
 - iii. Quality Assurance;
 - iv. Assessment; and
 - v. Certification.
- 1.3 To that extend, the QCTO/INSETA SLA delegates responsibilities to INSETA in relation the above five(5) domains. This communicaque specifically seek to address the INSETA responsibilities in relation to the Assessment Domain (in accordance with QCTO Policies) for ALL qualifications that fall within the INSETA jurisdiction, these delegated responsibilities include but are not limited to the following
- i. Plan, manage and conduct all required final assessment activities for the EISA (External Integrated Summative Assessments) for qualifications and part qualifications within the INSETA jurisdiction;
 - ii. Conduct final assessment (EISA examination readiness) monitoring using standard templates.
 - iii. Receive and quality assure learner enrolments from SDPs to capture final assessment results post-EISA script marking and results adoption;
 - iv. Submit learner achievements and required evidence to the QCTO for approval of results using standard templates;
 - v. Convene SMEs to develop and moderate Qualification Assessment Specification (QAS) Addenda and exemplars according to QCTO standards;
 - vi. Convene examiners and moderators (Appointment of SMEs) to develop and moderate assessment instruments according to the QCTO Blueprint;
 - vii. Ensure that all stakeholders within the INSETA jurisdiction, e.g., INSETA employees, SMEs, Lecturers, Facilitators, Examiners, Assessors, and Moderators, are fully trained and capacitated to implement QCTO policies. The QCTO may be requested to provide training where applicable;
 - viii. Collaborate with the QCTO to identify, recruit, appoint and train Examiners, Moderators and Invigilators;
 - ix. Compile a database of Subject Matter Experts (SMEs) from Industry, TVETS, and social partners;
 - x. Investigate and recommend SDPs and Assessment Centres not complying with guidelines to the QCTO for de-accreditation;

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- xi. Submit assessment reports to the QCTO according to standard QCTO templates;
- xii. Record assessment outcomes as approved by the QCTO; and
- xiii. Ensure that there is a Recognition of Prior Learning (RPL) mechanism and process in place for RPL candidates.

2. Assessment Costs Associated with Implementing EISA Examinations

Implementing EISA examinations has the following cost drivers and INSETA has in the period 2019 - 2023 gathered information to determine the cost of implementing EISA examinations. Here-below are the cost drivers associated with each EISA exams:

	Cost item Description	Cost Breakdown	Comments
2.1	QCTO accredited EISA host venue fees.	<ul style="list-style-type: none"> - Venue hire - Centre manager - Invigilatos - Administration - Exam paper storage - Courier 	Invigilation reports are submitted to QCTO after every EISA conducted.
2.2	Compulsory EISA exam monitoring by QP	QP Monitor travel	Monitoring report required by QCTO for every exam & for every venue utilised.
2.3	Development of a bank of EISA exam tools	<ul style="list-style-type: none"> - Examiner/developer reports. - Development moderator reports. 	Once-off Cost. Instruments validated by QCTO and reports submitted to QCTO with every EISA exam.
2.4	Printing and safe packaging of EISA tools for use during EISA exam.	EISA instruments distributed to all EISA host centres for each exam.	Papers sent to host centres for safe storage the night before every exam sitting.
2.5	Marking 100% of EISA scripts and moderation +30% of EISA scripts.	<ul style="list-style-type: none"> - Script marking reports. - Script moderation reports. 	Required by QCTO for every EISA exam conducted.

NB: All arrangements regarding development of EISA exam instruments, identification and accreditation of EISA host centre, identification of script marking/moderation Service Provider(s) remain unchanged and are the full responsibility of INSETA.

3. Communicating EISA Arrangements to Stakeholders: EISA Costs

- 3.1 Considering various cost drivers detailed in 2 (above), INSETA communicates the following arrangements related to EISA costs;
- 3.2 **SETA Funded Learners:** INSETA shall remain responsible for 100% of EISA costs related to learners funded by the SETA through the Discretionary Grant process. The process to cover the costs will be automatic in respect of INSETA fundedlearners identified during implementation stage.
- 3.3 **Industry or Self-Funded Learners:** SDPs/Employers or Learners will be responsible for a portion of the EISA costs limited to **script-marking and script marking moderation expenses**. The process to implement will unfold as follows:

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- i. An EISA script marking and script marking moderation Service Provider shall be appointed through an INSETA identification process. The Service Provider shall be recommended for a duration NOT exceeding Twenty-four (24) months and the Service Provider shall NOT participate in the provision of training learners during the course of the appointment.
- ii. INSETA shall in its communication to stakeholders identify the approved Service Provider(s). Standard rates for script marking/moderation will be agreed for the duration of the 24 month period.
- iii. SDP/Employer/Learner will make/finalise own arrangements with the INSETA recommended script marking Service Provider before learners are entered for EISA examinations.
- iv. SDP will submit confirmation of finalised arrangements with the INSETA recommended Service Provider before learner is entered and accepted for EISA examinations. The confirmation will form part of the learner EISA packs to accept candidates into EISA.
- v. No learner will be entered into or allowed to write the EISA examination without confirmation from the INSETA recommended Service Provider.

4. Conclusion

The INSETA **decision** to communicate these arrangements will assist the stakeholders to plan adequately in relation to costs associated with EISA examinations. This communication comes into effect immediately and the decision is binding with immediate effect and for a duration of 24 months from date of this communicate. Any changes to these arrangements shall be communicated in writing as and when updates are necessary.

Details regarding script marking/moderation rates, recommended Service Provider(s) per registered occupational qualification shall be made available to SDP when notice is sent to SDPs to enter candidates for EISA.

This communication to stakeholders is issued under approval by:

Mr Leslie Kwapeng
Executive Manager: Operations