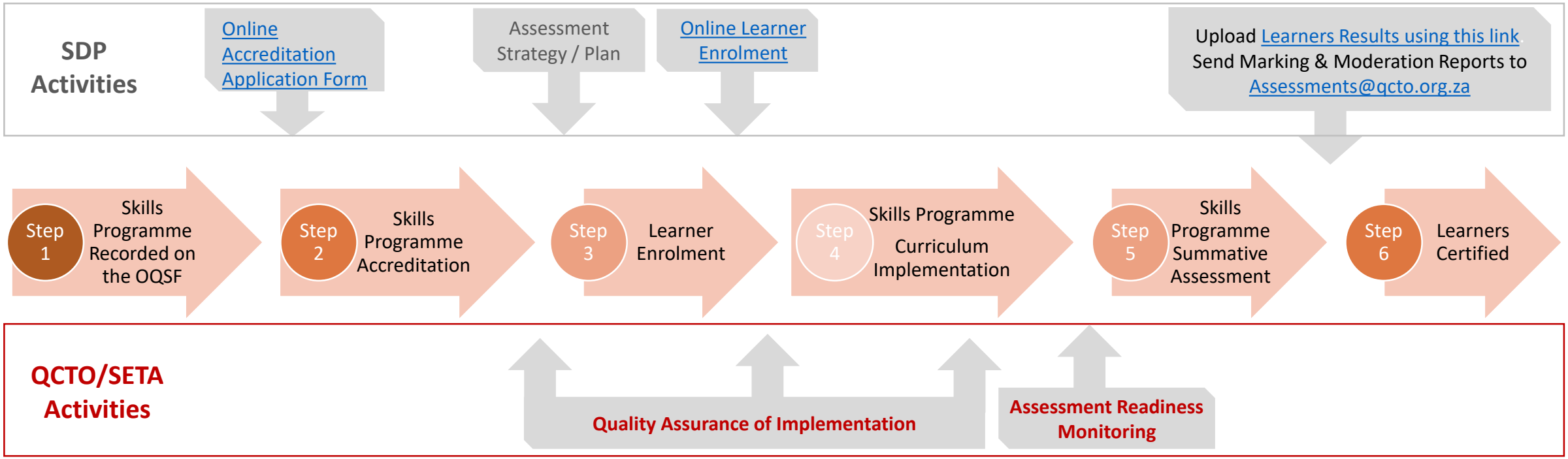
Guide for Occupational Skills Programme Recorded on the OQSF



- List of all recorded Occupational Skills Programme can be found at https://www.qcto.org.za/
- To register a new skills programme, contact CentralOffice@qcto.org.za

Step 1. Recording Skills Programme on the OQSF

- The purpose of Occupational Skills Programmes is to provide an avenue to get short skills (at lease two weeks) Recorded and Recognized Nationally.
- This will allow Learners achievements to be recorded in the OQSF for possible articulation to other NQF qualifications.
- Occupational Skills Programmes can consist of selected modules from NQF registered qualifications to assist with implementing the Qualification Curriculum at irregular intervals.
- Learners can claim credit to modules that are covered by the Occupational Skills Programme on applicable qualification.
- Existing Unit Standards and Skills Programmes in high demand can be directly converted to Occupational Skills Programmes.
- All Occupational Skills Programmes must contain Theory and Application as learners are expected to be ready to apply their new skills, after successful completion of the occupational skills programme.
- Occupational Skills Programmes are formally recorded at the QCTO database.
- Application to record the Occupational Skills Programmes are sent to the QCTO.
- Evaluation is conducted in collaboration with the SETAs as SETAs have a list of occupations in high demand for different sectors.
- Applications will be evaluated against duplication, rationale, related registered qualification, possible work opportunities, articulation, assessment and accreditation requirements amongst others.



Step 2. Occupational Skills Programme Accreditation

- Accreditation application is done online through the following link: Online Accreditation Application Form.
- A link will be sent to providers to upload their supporting documents, ounce the online application has been processed.
- Site visit will be conducted once the application and valid supporting evidence has been received.
- Providers are accredited as both Skills Development Providers (SDP) and Assessment Centers (AC).

- The following evidence is required for accreditation:
  - 1. Occupational Health and Safety Audit.
  - 2. Proof of Address/ Lease Agreement / Proof of building ownership.
  - 3. Facilitators / Assessors CVs, ID copies and Qualifications (for each qualification).
  - 4. Proof of Financial Stability (Not applicable for Government entities, TVETs, CETs).
  - 5. Tax Compliance Status (TCS) (Not applicable for Government entities, TVETs, CETs).
  - 6. CIPC Registration Documents (Not applicable for Government entities, TVETs, CETs).
  - 7. MoUs / SLAs for Work Experience, Shared high Cost equipment and resources.
  - 8. Proof of Learner Support (Learning Material Matrix).



Step 3. Learner Enrolment

- The SDP must work on the Assessment Plan / Strategy according to the Skills Programme Specification to detail the following:
  - Method of assessment (both continuous and Summative Assessment).
  - Summative Assessment Evidence to be collected.
  - Assessment Instruments, required Tools and Moderation Report of Summative Assessment Instruments.
  - Plan to supervise the assessment.
- Once accredited, Learners can be enrolled online using the following link:Online Learner Enrolment
- Ensure that learner details are correct and the learners meet the prescribed minimum entry requirements.
- Learner Enrolment will trigger the Quality Assurance Team to start assisting the SDP.



Step 4. Skills Programme Curriculum Implementation

- Once Learners are enrolled, the curriculum can be implemented.
- The Quality Assurance Team will further assist the SDP during curriculum implementation.



Step 5. Skills Programme Summative Assessment

- All Summative Assessment s must be supervised.
- Summative assessment evidence must be archived as QCTO will sample the learners and request evidence to be submitted to QCTO.
- Summative Assessment Evidence can include Media (Videos, Pictures and Audio recording) where applicable.
- Learners results must be uuploaded to QCTO using this link: Learners Results using this link.
- Marking & Moderation Reports must be sent to Assessments@qcto.org.za



Step 6. Learners Certification

- Once QCTO receives the Learners Results as well as Marking & Moderation Reports, the QCTO will issue Certificates.

