



**higher education  
& training**

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Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

## **National Artisan Moderation Body**

### **Criteria and Guidelines For the Accreditation of Skills Development Providers for occupations listed as trades Chapter 6A Section 26A 2(h) of the SDA As delegated by the QCTO in terms of Section 26I 1(c) of the SDA**

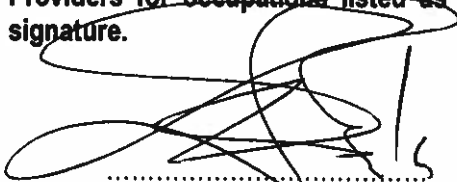
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**SHOULD A SKILLS DEVELOPMENT PROVIDER APPLY FOR ACCREDITATION TO OFFER AN OCCUPATIONAL TRADE QUALIFICATION, IT NEEDS TO APPLY DIRECTLY TO THE QCTO AND COMPLY WITH THEIR POLICIES.**

**This Criteria and Guideline Document is approved for implementation as a replacement of Version 1 of the Criteria and Guidelines for the Accreditation of Skills Development Providers for occupations listed as trades dated 7 March 2014 as from the date of signature.**



Mr DK Mabusela  
Chief Director: NAD/INDLELA

2021/01/21  
Date

## 1. Glossary of Terms:

<b>Accreditation audit:</b>	The process undertaken to check the quality and quantity of tools, equipment and learner support materials required for training of artisan learners in a legacy trade training facility. An accreditation letter is issued afterwards when a centre is found to be compliant with the stipulated regulations laid down by the QCTO.
<b>Internal formative assessments</b>	Refers to assessments that take place during training or ARPL process. It normally takes place after each module in training and does not award occupational competence.
<b>Minor findings</b>	Mean gaps or short falls that are found at an SDP during the audits and does not adversely affect learning.
<b>Major findings</b>	Means gaps or short falls found at an SDP that has direct impact on the quality of training delivered that could lead to possible de-accreditation as per detailed checklist.
<b>Trainer:</b>	A trainer is a competent person (with a trade test certificate) delivering the knowledge and/or practical skills component of an occupation which is listed as a trade.

## 2. Acronyms:

<b>DTI</b>	Department of Trade and Industry
<b>NAMB</b>	National Artisan Moderation Body
<b>OHS</b>	Occupational Health and Safety
<b>QCTO</b>	Quality Council for Trades and Occupations
<b>SDA</b>	Skills Development Act
<b>SDP</b>	Skills Development Provider
<b>TVET</b>	Technical Vocational Education and Training

### **3. Purpose:**

To ensure a common standard for the delivery of training of artisan learners across all sectors and the effective quality assurance by the QCTO through performance monitoring of SDPs by the NAMB, all SDPs delivering trade training for any of the curriculum components of any occupation listed as a trade must be accredited by the QCTO on the recommendation of the NAMB. **This criteria and guideline document only provides the required information and guidance to SDPs seeking accreditation for legacy trade training.** It will also assist and guide the NAMB to monitor the activities of accredited Trade SDPs and report to the QCTO as required.

#### **4. Accreditation of SDPs for Trade Knowledge and/or Practical Skills Training**

All public and privately owned SDPs need to be registered with the Department of Higher Education and Training (DHET) or must be able to provide proof that they are in the process to become registered.

- 4.1 A public or privately owned trade related SDP or a Prospective trade related SDP can apply in the form and manner required by the NAMB to be accredited by the QCTO for a specific trade or trades.
- 4.2 Should an SDP apply for re-accreditation, the application needs to reach NAMB at least 6 months prior to the expiry of the current accreditation.
- 4.3 The SDP may request to be accredited for the provision of the trade knowledge and/or practical skills component of the trade qualification.
- 4.4 The NAMB recommends accreditation of the SDP to the QCTO based on an accreditation audit.
- 4.5 The NAMB will evaluate SDPs against the following criteria:
  - 4.5.1 The SDP applying for trade training must be a private or a non-profit institution registered with the DTI or a public institution.
  - 4.5.2 The SDP applying for accreditation for the practical skills component must provide evidence of work-placement opportunities for learners who have completed their Trade Knowledge and Practical Skills Component in the relevant trade for which accreditation is requested. Compliance with the national standardized artisan learner workplace and/or site approval criteria and guidelines is not negotiable.
  - 4.5.3 The SDP applying for accreditation for the knowledge component will only be considered if an agreement exists with an accredited SDP for the practical skills component of that listed trade.
- 4.6 Proof of the ability to effectively monitor and track learner progress and internal formative assessments
- 4.7 Suitably qualified staff must be employed by the trade SDP to conduct training in the specific curriculum component of the trade for which accreditation is requested as follows, a trainer in the relevant trade must be an Artisan and comply with the following

- 4.7.1 The trainer must have a minimum of 3 years practical experience in the relevant industry after being found competent in the relevant listed trade.
- 4.7.2 The trainer must be registered as a practicing artisan with the NAMB.
- 4.7.3 Trainers qualified in other relevant Engineering related qualifications maybe considered for the delivery of the knowledge component of the trade as determined in curriculum
- 4.7.4 The Trainer must be qualified as a facilitator (refer to QCTO doc)
- 4.8 All required tools, equipment, materials and consumables must be available to conduct the practical skills training for the trade/s for which accreditation is requested.
- 4.9 All the required learner support materials must be available to provide the knowledge and/or practical skills training for the trade/s for which accreditation is requested.
- 4.10 The trade SDP complies with the O H S Act to ensure an environment conducive to learning and training.
- 4.11 Acceptable lay out of the training venue/site in line with the training requirements.

The following ratios are applicable for training learners:

	<b>Facilitator: learners</b>	<b>Minimum</b>	<b>Maximum</b>
Theoretical teaching	1:25	-	-
Practical training	1:12	1:4	1:12

The subject matter expert can however recommend that less learners be accommodated due to the size and layout of the training facility and venue sizes.

## **5. Accreditation process for Legacy trades.**

- 5.1 An application form must be submitted to the NAMB requesting accreditation as a trade SDP, for a specified training programme with the following documents attached:
- 5.1.1 An annual forecast of learners to be enrolled for training in the specific trade(s) for which accreditation is requested.
- 5.1.2 A list defining the internal training procedures, processes and assessment tools.

- 5.1.3 A completed trade specific accreditation checklist of tools, equipment, consumables, Lay-out specifications and Safety requirements as provided by NAMB.
- 5.1.4 A Completed generic self-evaluation checklist provided in the application form.
- 5.1.5 A List of workplaces and SDPs with whom links have been established (as referred to in 4.5.3).
- 5.2 The NAMB will screen the application to ensure all the documents are in order.
- 5.3 NAMB will consider whether the need within the trade and geographical area justifies accreditation; based on the economic need and industry activities within the area.
- 5.4 The NAMB will arrange a site visit to conduct an accreditation audit as per the self-checklist included in the application form and trade specific accreditation checklist
- 5.5 If accreditation is awarded the QCTO will issue proof of accreditation to the NAMB within 40 working days after receiving the recommendation from NAMB, which will forward the confirmation to the artisan trade SDP. It is the SDPs responsibility to get the original copy of the accreditation letter from the NAMB.
- 5.6. The programme accreditation will be granted for a maximum period of 3 years
- 5.7 The NAMB will update the trade SDP database.
- 5.8 should a centre be audited and gaps were identified a three months period will be allowed for the centre to rectify and fill the gaps. The centre needs to contact NAMB within the three months to notify them that the gaps have been rectified and supply proof thereof.
- 5.9 should a centre not be ready on the day of the audit they will have to reapply after six months.

## **6. De-accreditation of trade SDP at programme level**

- 6.1 An accredited trade SDP may be de-accredited from delivering a trade programme by the QCTO on the recommendation of the NAMB if:
  - 6.1.1 Unacceptable human resource capacity is created by staff turnover and the delay from the trade SDP to fill vacancies.
  - 6.1.2 Successive reports of poor delivery of training by stakeholders verified by the NAMB.
  - 6.1.3 Successive monitoring reports reflecting poor delivery of training verified by the NAMB.
  - 6.1.4 Non-compliance with the reporting requirements and timelines as set by NAMB and the QCTO
  - 6.1.5 Depletion of the quantity or quality of tools and equipment; rendering it not suitable for effective training during the delivery of the practical skills component.

- 6.1.6 Lack of replenishment of consumables and replacement of tools and equipment.
- 6.1.7 Poor record keeping and progress tracking of artisan learners. .
- 6.1.8 Non-compliance with timelines for corrective actions required as identified by the QCTO or by the NAMB.
- 6.1.9 Contravention of the OHS Act or any general safety practices which puts the health and safety of the learners at risk during training.
- 6.1.10 Non availability of suitable learner support material covering the curriculum component or components of a trade for which the SDP is accredited.
- 6.2 In all the above cases a detailed report will be provided to the SDP by NAMB with a fair timeframe for implementation. Clear corrective guidelines and advice will be made available by the NAMB; de-accreditation will be recommended to the QCTO once the SDP has failed to implement the corrective measures for major findings as agreed to.
- 6.3 Upon de-accreditation the QCTO will issue a letter informing the SDP of its de-accreditation and issue instruction to discontinue training in a specific trade programme.
- 6.4 A SDP de-accredited to deliver a programme will be held responsible for the movement/transfer of current indentured learners to other accredited SDPs inclusive of all cost.
- 6.5 If the SDP is de-accredited to deliver a programme, the SDP may appeal to the QCTO, in line with the QCTO Appeals Policy and Procedure



## 7. Appendix A



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### INSTITUTIONAL/PROGRAMME ACCREDITATION APPLICATION TO BECOME A TRADE SDP

#### Services:

*(Mark with X in the appropriate box)*

Training of Knowledge component	<input type="checkbox"/>
Training of Practical Skills component	<input type="checkbox"/>

#### Skills Development Provider Type.

*(Mark with X in the appropriate box)*

Industry Training Provider	Private SDP	<input type="checkbox"/>
PublicTVET College	Private TVETCollege	<input type="checkbox"/>
Non-Profit Institution		<input type="checkbox"/>

#### Company Details

Company Name	
Company Registration No	
Core Business	
Address	
Postal address	
Tel no	
Contact person	
Position	
Tel no	
e-mail	

Accreditation History:

Previously accredited as an trade SDP	Yes		No	
Accrediting SETA				
Scope of accreditation for trade training				
Accreditation number				
Accreditation period				

Trade training accreditation applied for:

Trade Title	OFO Code	Occupational Knowledge	Practical Skills Component

Self check:

(Mark with **X** in the appropriate box)

Criteria	Yes	No
All required tools and equipment available to deliver practical skills training in all the trades accreditation is applied for		
Evidence provided of work-placement opportunities for previous learners		
All required material and consumables available to deliver practical skills training in all the trades accreditation is applied for		
SDP layout is safe and conducive to effective training.		
Recordkeeping system in place for all learners		
Career advice and guidance system in place		
Learners support material.		
Suitably qualified instructors, lecturers or facilitators employed for all trades accreditation is applied for		
Proof of financial viability for improvement/expansion		

Trade SDP authorized person:

Name:		Signature:	
Position:		Date:	DD/MM/CCYY

**FOR OFFICE USE ONLY**

*(Mark with X in the appropriate box)*

Site audit conducted (See attached audit checklist.)	No	Yes	<del>X</del>
<b>Criteria</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1. Organizational structure. (Clearly identifying the training personnel.)			
2. Proof of registration as a private or a non-profit institution registered with the DTI or a public institution.			
3. Learners support material available and covering the entire curriculum component for which accreditation is applied.			
4. Estimated forecast of training to be delivered per trade per year for which accreditation is requested.			
5. List defining the internal training procedures and processes.			
6. Does the floor plan and lay out of the training area/building conform to the OHS Act			
7. List of tools, equipment and consumables available in line with the requirements to deliver training in trades, for which accreditation is requested.			
8. Copy of the self evaluation checklist per trade provided by the NAMB.			
9. All equipment, tools and materials are current, available and in good condition			
10. Evidence provided of work-place experiential training for previous learners			
11. Proof of training administration processes and recordkeeping			
12. Accessibility to training area for people who are physically challenged in line with the trade requirements			

Subject Matter Expert

Accreditation recommended	Yes	No
Comments:		
_____		
_____		
_____		
_____		
Name		
Signature		
Date	DD/MM/CCYY	

**Quality Assurance Manager NAMB**

Recommendation approved	Yes		No	
Comments:				

Name	
Signature	
Date	DD/MM/CCYY

**Quality Assurance Manager - QCTO**

Accreditation approved	Yes		No	
Comments:				

Name	
Signature	
Date	DD/MM/CCYY

Accreditation Number				
Uploaded on to database	Yes		No	
Date	DD/MM/CCYY	Administrator Signature		

