



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

National Artisan Moderation Body

Criteria and Guidelines For the Accreditation of Trade Test Centers

Version 2
Date : 13 November 2020

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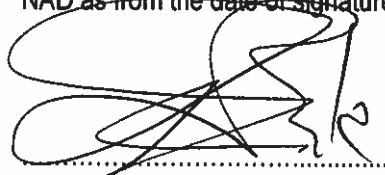
1. Glossary of Terms

| | |
|----------------------|---|
| Accreditation | In the context of this Criteria and Guideline documents means the certification, usually for a particular period, of a trade test center as having the capacity to conduct trade tests in the quality assurance system set up by the Quality Council for Trades and Occupations (QCTO). |
| NAMB | The body established in with the Department of Higher Education and Training with statutory functions to coordinate artisan development in the Republic, established in terms of Section 26A of the Skills Development Act |
| QCTO | The Quality Council for Trades and Occupations established in terms of Section 26G of the Skills Development Act |
| Trade Test | A Final integrated summative assessment conducted in an occupation listed as a trade |

2. Acronyms

| | |
|-------------|---|
| ARPL | Artisan Recognition of Prior Learning |
| IT | Information and Technology |
| NAMB | National Artisan Moderation Body |
| OHS | Occupational Health and Safety |
| OHSA | Occupational Health and Safety Act |
| QCTO | Quality Council for Trades and Occupations |
| SDA | Skills Development Act |
| TTC | Trade Test Centre |
| TVET | Technical Vocational Education and Training |

This Criteria and Guideline are approved for implementation by Chief Director
NAD as from the date of signature.



Chief Director: Mr D.K. Mabusela

2021/01/21

Date

3. Purpose

To ensure a common standard for the conducting of artisan trade tests across all sectors and the effective quality assurance by the QCTO through performance monitoring of TTCs by the NAMB. All TTCs conducting trade test must be accredited by the QCTO on the recommendation of the NAMB. This criteria and guidelines document provides the required information and guidelines to TTCs seeking accreditation for trade testing purposes. It will also assist and guide the NAMB to monitor the activities of accredited TTCs and report to the QCTO as required.

4. Accreditation of artisan trade test centres

- 4.1 Any public or privately owned artisan trade test centre or prospective artisan trade test centre can apply in the form and manner required by NAMB to be accredited by the QCTO as an artisan trade testing centre for a specific trade or trades.
- 4.2 If an artisan training center requests accreditation to become an artisan trade test center the following conditions will apply:
 - 4.2.1 The trade test area must be separated from the training area, only candidates and assessment practitioners attending trade tests must be allowed into the trade testing area.
 - 4.2.2 Dedicated equipment for trade testing has to be available where disassembly, assembly, inspection, fault finding or adjustments are performed.
 - 4.2.3 Artisan trade tests and moderations must not be conducted by the trainers who have conducted the artisan training to the same candidate or candidates.
 - 4.2.4 No disturbances must be present during the trade testing which will impact or influence the candidate during the trade test.
 - 4.2.5 Accredited Trade Test Centers need to re-apply with NAMB at least 6 months prior to the end of their current QCTO accreditation. Please note that QCTO does not extend accreditation.
- 4.3 The NAMB will evaluate an application against the following criteria and based on their finding will recommend accreditation of the center to the QCTO if :
 - 4.3.1 An Artisan trade test centre is a Public institution or registered as a legal business entity.

- 4.3.2 Letter of intent with clear motivation for the establishment of the artisan trade test center.
- 4.3.3 Proof that the current existing capacity of the trade test centers in the immediate geographical area cannot service the demand.
- 4.3.4 The artisan trade test centre is financially sustainable to maintain equipment and consumable requirements for artisan trade testing.
- 4.3.5 The center has the capability, systems and processes to manage ARPL, and national trade tests approved by NAMB.
- 4.3.6 Suitably qualified staff is employed by the artisan trade test center to conduct the artisan trade tests, conduct internal moderations and fulfill the administration and recordkeeping functions.
- 4.3.7 Artisan trade assessors and artisan trade moderators (assessment practitioners) are registered with the NAMB.
- 4.3.8 All required tools and equipment are available to conduct the trade test for the trade/s for which accreditation is requested.
- 4.3.9 All required materials and consumables are available to conduct the trade test for the trade/s for which accreditation is requested.
- 4.3.10 The trade test center has the IT capability to access the National Question bank as per the Artisan Trade Testing System once implemented.
- 4.3.11 The prospective public of private trade test center must be able to test any candidates from all walks of life i.e. walk-in candidates.
- 4.3.12 The artisan trade test centre complies with all Occupational Health and Safety requirements to ensure a safe and healthy environment for the candidates to be trade tested.
- 4.3.13 An efficient system is set up for the safe keeping and destroying of all assessment documentation and test pieces. This will also include photos of test pieces where applicable.
- 4.4 The QCTO will issue proof of accreditation to the artisan trade test center on recommendation of NAMB. Accreditation for a period of 3 years for centers offering trade tests on legacy qualifications and 5 years for centers offering trade tests on occupational trade qualifications.
- 4.5 The accreditation of a TTC is only applicable to that specific site (address).

4.6 Accredited artisan trade test centers will enter into a service level agreement with the NAMB with clearly defined roles and responsibilities of both parties. A copy is available on request. An extract follows herewith:

Accredited Trade Test Centers commit to the following:

- a)(Name of the TTC) shall sign the SLA as a prerequisite / requirement for accreditation unless NAMB approves exemption from the signing thereof based on written submission submitted by the Trade Test Centre;
- b)(Name of TTC) shall provide subject matter expertise at no cost to NAMB for trade test development, moderations, new accreditation audits and trade test center monitoring;
- c)(Name of TTC) commits to reasonably avail SME's to assist, contribute and collaborate on the implementation of the national non-sector based trade test system through trade test development, audits and moderations;
- d)(Name of TTC) shall ensure that all NAMB registered assessors do at least two (2) accreditation audits annually ensuring continuous professional development to maintain registration status in terms of Section 26 C of the Skills Development Act, capacity building and facilitate the implementation of a national standard across all accredited trade test centers;
- e)(Name of TTC) shall ensure that all NAMB registered moderators do at least two (2) external moderations annually ensuring continuous professional development to maintain registration status in terms of Section 26 C of the Skills Development Act, capacity building and facilitate the implementation of a national standard across all accredited trade test centers;
- f) (Name of TTC) shall provide quality trade testing as per the Criteria and Guidelines;
- g)(Name of TTC) shall facilitate and financially commit to the concluding of all trade tests scheduled and paid for at the trade test center, at any other accredited trade test centre should the TTC be de-accredited or suspended.

NAMB commits to the following:

- a) DHET shall implement a national trade testing system for all listed trades and fulfil functions under section 26A(2) of the Skills Development Act, 1998 as AQP for trades as appointed by the QCTO;
- b) DHET commits to provide support and advise to trade test centers on the implementation of trade testing system; and
- c) DHET shall provide (name of the TTC) with a system, instruments and Criteria and Guidelines for the conducting of trade tests.
- d) DHET shall effectively schedule and rotate subject matter experts.
- e) DHET shall plan and coordinate all functions.

5. Application to be accredited as a QCTO Trade Test Centre

- 5.1 An application form must be sent to the NAMB requesting accreditation as a trade test center, with the following documents attached five days prior to the end of the month:
 - 5.1.1 Organization structure. (Clearly identifying the assessment related staff.)
 - 5.1.2 Proof of registration as a legal business of state owned institution (Valid CIPC Document and Tax Certificate).
 - 5.1.3 Proof of NAMB registration of artisan trade test assessors and internal moderators.
 - 5.1.4 Estimated forecast of trade test to be conducted per trade per year for which accreditation is requested.
 - 5.1.5 List defining the internal trade test procedures and processes.
 - 5.1.6 Copy of a sketched floor plan and lay out of the trade test area/building.
 - 5.1.7 List of tools, equipment and consumables available as prescribed by the tool check list with the requirements to conduct trade tests in trades, for which accreditation is requested.
 - 5.1.8 Completed self-evaluation tool checklist provided by the NAMB to ensure that all tools are available.
- 5.2 The NAMB will screen the application to ensure all the documents are in order and to ensure that the need within the trade and geographical area justifies accreditation.
- 5.3 The NAMB will arrange an audit visit to conduct an on-site inspection of all equipment, tools, consumables, administrative and recordkeeping systems.
- 5.4 A report on findings and recommendation for accreditation will be sent to the QCTO, within 10 working days of receiving all relevant documents from the auditing team.
- 5.5 If accreditation is awarded the QCTO will issue proof of accreditation to the NAMB within 30 working days after receiving the recommendation from NAMB, which will forward the confirmation to the artisan trade test center. It is the trade test centers' responsibility to get the original copy of the accreditation letter from the NAMB.
- 5.6 The NAMB will upload the artisan trade test center details onto the artisan trade test center database, which will be made available on the NADSC website.
- 5.7 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.
- 5.8 should a centre not be ready on the day of the audit they will have to reapply after six months.

6. De- accreditation as a QCTO Trade Test Centre

- 6.1 An accredited artisan trade test center may be de-accredited by the QCTO on the recommendation of the NAMB, only after NAMB has provided the accredited trade test center with opportunities to rectify shortcomings, if:
 - 6.1.1 The human resource capacity created by staff turnover and the delay from the artisan trade test center to fill vacancies is unacceptable.
 - 6.1.2 Continuous irregularities are reported to and verified by the NAMB such as bribery, corruption, questionable quality of assessments and internal moderations conducted etc.
 - 6.1.3 Tools and equipment are depleted, and/or if the condition of tools and equipment rendering is not suitable for trade testing.
 - 6.1.4 Poor recordkeeping and reporting to the NAMB on all trade tests conducted.
 - 6.1.5 Internal moderations are not conducted as prescribed in the criteria and guidelines for the moderations of trade testing.
 - 6.1.6 It is so recommended by an external moderator of the NAMB during an external moderation audit of the trade test center.
 - 6.1.7 The Centre is not complying with timelines and corrective actions required, identified during moderations and verification visits by the NAMB.
 - 6.1.8 Serious contravention of general safety practices as stipulated in the OHS Act.
- 6.2 The QCTO will issue a letter to inform the artisan trade test center of the de-accreditation instructing the artisan trade test centre to discontinue the trade testing of artisans with immediate effect.
- 6.3 The candidates arranged prior to the de-accreditation of the centre will be re-scheduled at a different accredited artisan trade test centre at the cost of the de-accredited artisan trade test centre inclusive of the cost for transport of the candidates from the de-accredited artisan trade test centre to the new arranged artisan trade test centre as agreed in the Service Level agreement.

7. Appendix A – LEGACY Trade Test Centre Application Form



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ACCREDITATION APPLICATION AS AN ARTISAN TRADE TEST CENTER

Services:

| | |
|-----------------------|--|
| Training & Assessment | |
| Assessment Only | |

Provider type.

| | | | |
|--------------------|--|-------------------------|--|
| Workplace Provider | | Private training center | |
| Public FET | | Trade testing center | |

Company Details

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

Accreditation History:

| | | | | |
|--|-----|--|----|--|
| Previously accredited as a trade test center | Yes | | No | |
| Accrediting SETA | | | | |
| Scope of accreditation for trade testing | | | | |
| | | | | |
| | | | | |
| | | | | |
| Accreditation number | | | | |
| Accreditation period | | | | |

QCTO Trade testing accreditation applied for:

| Trade Title | OFO Code | Assessor Name/s |
|-------------|----------|-----------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Self-check to be completed by TTC prior to accreditation visit:

| Criteria | Yes | No |
|--|-----|----|
| All required tools and equipment available to conduct the trade test in all the trades accreditation is applied for | | |
| All required material and consumables available to conduct the trade test in all the trades accreditation is applied for | | |
| Assessment center layout is safe and conducive to conducting quality and fair trade tests | | |
| Recordkeeping system in place for all candidate trade tested | | |
| Safe keeping system in place for all Trade test documentation and models | | |
| Suitably qualified assessors employed for all trades accreditation is applied for | | |
| Suitably qualified internal moderator employed for the scope of trades accreditation is applied for | | |
| All assessment practitioners are registered with the NAMB | | |

1. I hereby acknowledge that an accreditation visit will be scheduled via the NADQAC application, based on the self-check done by the trade test center.
2. Should a center not be ready on the day of the scheduled accreditation visit, a period of 6 months will be enforced prior to scheduling a follow up accreditation visit.
3. The trade test center may be held liable for the fruitless and wasteful expenditure incurred by NAMB and/or the SME

Trade test Centre authorized person:

| | | | |
|-----------|--|------------|--|
| Name: | | Signature: | |
| Position: | | Date: | |

**FOR OFFICE USE ONLY
ACCREDITATION OF A TRADE TEST CENTRE**

| Site audit conducted (See attached trade specific audit checklist.) | No | X | Yes | X |
|--|-----|----|-----|---|
| Criteria | Yes | No | | |
| 1. Organization structure. (Clearly identifying the assessment related staff.) | | | | |
| 2. Proof of registration as a legal business of state owned institution.(CIPC and Tax Certificate) | | | | |
| 3. Proof of registration of artisan trade test assessors and internal moderators. | | | | |
| 4. Estimated forecast of trade test to be conducted per trade per year for which accreditation is requested. | | | | |
| 5. List defining the internal trade test procedures and processes. | | | | |
| 6. Copy of a sketched floor plan and lay out of the trade test area/building. | | | | |
| 7. List of tools, equipment and consumable available in line with the requirements to conduct trade tests 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 available and in good condition | | | | |
| 10. Trade test administration processes, recordkeeping and safe keeping of trade test documentation satisfactory | | | | |
| 11. Test area are safe and conducive to fair and credible trade testing | | | | |
| 12. Compliance to all relevant Occupational Health and Safety legislations and regulations (either OHS Certificate or Standard NAMB OHS declaration) | | | | |
| 13. Accessibility to testing area for people who are physically challenged in line with the trade requirements | | | | |

Subject Matter Expert NAMB

| Accreditation recommended | Yes | No |
|---------------------------|-----|----|
| Comments: | | |

| | |
|-----------|--|
| Name | |
| Signature | |
| Date | |

Quality Assurance Manager NAMB

| | | | | |
|-------------------------|-----|--|----|--|
| Recommendation approved | Yes | | No | |
| Comments: | | | | |

| | |
|-----------|--|
| Name | |
| Signature | |
| Date | |

Quality Assurance Manager - QCTO

| | | | | |
|------------------------|-----|--|----|--|
| Accreditation approved | Yes | | No | |
| Comments: | | | | |

| | |
|-----------|--|
| Name | |
| Signature | |
| Date | |

| | | | | |
|-------------------------|--------------------|--|----|--|
| Accreditation Number | | | | |
| Uploaded on to database | Yes | | No | |
| Date | Administrator sign | | | |

8. APPENDIX B – APPLICATION AS AN OCCUPATIONAL TRADE TEST CENTRE



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Department
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Trade Test Centre Type:

| | |
|---------------|--|
| Public / TVET | |
| Private | |

| | |
|--------------------------------------|--------------|
| Accrediting Quality Council | QCTO |
| TTC Name: | |
| Centre Manager Name / Contact person | |
| TTC Contact Details | Phone |
| | email |
| TTC Physical Address | street |
| | Town/city |
| | Municipality |
| | Province |

TRADES APPLYING FOR:

| OFO CODE | SAQA ID | TRADE | SPECIALISATION |
|----------|---------|-------|----------------|
| | | | |
| | | | |
| | | | |

| | | | | |
|--|-----|--|----|--|
| PREVIOUSLY ACCREDITED AS A TRADE TEST CENTER BY QCTO | YES | | NO | |
| ACCREDITATION NUMBER | | | | |
| ACCREDITATION PERIOD | | | | |

INSTITUTIONAL DOCUMENTATION

Please **SUBMIT** the following information in pdf format as part of your application:

Should all these documents not be submitted, your application will not be accepted

1. Organization structure. (Clearly identifying the assessment related staff.)
2. Proof of registration as a legal business or state owned institution. (CIPC Document and Tax certificate)
3. Proof of registration of artisan trade test assessors and moderators with NAMB or completed application forms.
4. Estimated forecast of trade tests to be conducted per trade per year for which accreditation is requested.
5. List defining the internal trade test procedures and processes.
6. Copy of a sketched floor plan and lay out of the trade test area/building.
7. Copy of the self-evaluation checklist per trade i.e. List of tools, equipment and consumables available in line with the requirements to conduct trade tests for which accreditation is requested.
8. Signed Service Level Agreement with DHET / NAMB

The following will be checked on the day of the audit:

- | |
|--|
| All equipment, tools and materials are available and in good workable condition. |
| Trade test administration processes, recordkeeping and safe keeping of trade test documentation are satisfactory |
| Test area are safe and conducive to fair and credible trade testing. |
| Compliance to all relevant Occupational Health and Safety legislations and regulations. |
| Accessibility to testing area for people who are physically challenged in line with the trade requirements. |

Declaration:

1. I hereby declare that the trade test center is ready to be accredited by a NAMB appointed subject matter expert through the NADQAC process.
2. Should the center not be ready on the day of the scheduled accreditation visit, a period of 6 months will be enforced prior to scheduling a follow up accreditation visit.
3. The trade test center may be held liable for the fruitless and wasteful expenditure incurred by NAMB and / or the SME.

Name

Signature

Designation

Date