



Manager: Training Quality Assurance

Ref No. RTMC/RTTA /MTQA/2025

Salary Package: Market Related

Position:	Manager: Training Quality Assurance
Business Unit:	Training Quality Assurance
Location:	Boekenhoutkloof College
Job Purpose:	The Manager Training Quality Assurance is responsible for ensuring that all developed training material complies with all QCTO, SAQA and Training Norms and Standards requirements.

KEY JOB RESPONSIBILITIES:

- To ensure that all training material developed is reviewed and quality assured.
- Assist the General Manager: Training Material Development and Quality Assurance with the development of the Training Quality Assurance Policy
- Ensure compliance with set RTMC Training Norms and Standards training material standards, processes, procedures
- Consult with tertiary institutions and relevant bodies to enhance training quality assurance processes and methodologies
- Consult with SAQA/QCTO, relevant SETA's and other stakeholders regarding quality assurance
- To ensure the implementation of training related quality assurance processes
- Assist the General Manager: Training Material Development and Quality Assurance with the development of the QMS policy
- Ensure compliance with the OHS Act
- Ensure that the lecturing staff comply with qualification and experience requirements
- Ensure that training is conducted within the set requirements and standards
- Ensure compliance with the law enforcement culture and required standards, e.g. uniform standards and neatness
- Submit all assessments instruments to the external quality assurance structures for quality assurance

- To manage the Training Quality Assurance Department within the Road Traffic Training Academy ensuring that set performance expectations are met
- Review policies and processes and recommend policy and process changes to the General Manager
- Prepare and submit section reports or *ad hoc* reports to Management and internal clients as and when required
- To maintain and build relationships with all stakeholders and service providers to ensure service level requirements are met
- To perform relevant people management functions within the allocated sections

QUALIFICATIONS AND EXPERIENCE:

- Matric NQF Level 4.
- Diploma in Education, Training and Development, Policing, Traffic Management, Quality Management or equivalent (Essential)
- Bachelors degree Education, Training and Development, Policing, Traffic Management, Quality Management or equivalent (Advantage)
- 6 - 8 years' relevant Quality Assurance, Quality Management or Training Management experience of which 3 years should be at a Supervisory level

KEY ATTRIBUTES:

- **Compliance-Oriented** - Strong commitment to ensuring full alignment with regulatory bodies such as QCTO, SETAs, SAQA, or equivalent.
- **Integrity and Ethical Conduct** - Maintains objectivity and transparency in assessments, moderation, certification, and reporting.
- **Meticulous and Detail-Focused** - Accurate in reviewing learner portfolios, assessment tools, and evidence for alignment with unit standards and qualifications.
- **Process-Driven** - Systematic in monitoring and enhancing academic, administrative, and quality assurance systems.
- **Objective and Fair** - Ensures assessments and moderation processes are unbiased and adhere strictly to policy.
- **Strong Communicator** - Able to clearly articulate quality expectations, provide constructive feedback, and engage stakeholders (facilitators, assessors, moderators, learners, and regulatory bodies).
- **Team-Oriented and Supportive** - Works collaboratively with academic staff and management to foster a quality culture across the institution.

- **Continuous Improvement Mindset** - Actively seeks opportunities to enhance training delivery, learner support, and institutional effectiveness.

CORE COMPETENCIES:

- **Knowledge of Occupational Qualifications Frameworks** -Deep understanding of QCTO/OQSF systems, qualification design, and outcomes-based education (OBE).
- **Accreditation and Compliance Management** - Manages institutional and program accreditation processes, ensuring ongoing compliance with QCTO, SETA, or other ETQA requirements.
- **Internal Moderation and Assessment Quality** - Conducts internal moderation, verifies assessments, and ensures credibility and reliability of assessment practices.
- **Development and Review of Quality Management Systems (QMS)** - Establishes and maintains institutional QMS that cover policies, procedures, monitoring tools, and reporting structures for academic quality.
- **Learner Information and Certification Oversight** - Ensures the integrity of learner records, PoEs, achievements, and certification submissions to awarding bodies.
- **Monitoring and Evaluation (M&E)** - Implements tools and systems to monitor training effectiveness, learner progression, and institutional performance.
- **Facilitator and Assessor Support & Development** - Provides guidance, feedback, and capacity-building to ensure trainers and assessors adhere to best practices and compliance standards.
- **Audit Preparation and Reporting** - Prepares for external audits (e.g., QCTO verification), produces compliance reports, and implements corrective action plans where needed.

HOW TO APPLY:

- Submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae and copies of qualifications.
- Applications must be forwarded via email to: rttarecruitment@rtmc.co.za
- Candidates are requested to clearly indicate the reference number for the position they are applying for in the email.
- The closing date is **16 May 2025 at 16:30 pm**—and no late applications will be accepted.

NB: Persons with disabilities are encouraged to apply.

The RTMC reserves the right not to make an appointment. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Human Capital at (012) 999 5425

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