

Implementation of quality assurance by the AQP

- Each AQP is responsible for the development, organisation and implementation of the final External Integrated Summative Assessment (EISA).
- An AQP may seek (in fact, is encouraged to seek) the technical and subject expertise from the relevant parties/ bodies in industry to ensure that the standards of the final EISA will be met in order to qualify *competent learners*.
- Learners completing the QCTO occupational qualifications will be sitting for a *national, external, standardised final assessment* in which competency has to be proven, in order to receive the QCTO certificate.
- The curriculum document provides assessment criteria for the 3 components (Knowledge / Theory / Workplace) which form part of the formative assessment process, conducted by the SDP
- The final EISA is done in an integrated manner on the exit level outcomes of the qualification, and focuses on required competencies for the *job*
- AQPs prescribe the minimum requirements for the *assessment specialists* to be used for the final EISA
- To this end, for the implementation of the qualification, the AQP will 'project plan' all activities that will contribute to the success of the EISA, for e.g.:

AQP Functions and Project time-lines:

	Activities/Functions
1.	<i>Cooperate with the DQP in the development of the assessment specifications document and sign off submission to the QCTO</i>
2.	<i>The development of the QAS Addendum (set the 'blueprint');</i>
3.	<i>Develop and maintain a national data-bank of standardised assessment instruments appropriate to assessment strategy</i>
4.	<i>Make available a mechanism and process for RPL;</i>
5.	<i>Establish criteria and procedures for the monitoring and evaluation of accredited assessment centres or approved assessment sites</i>
6.	<i>Develop a website and publish:</i> <ul style="list-style-type: none"> • <i>links to QCTO website in terms of:</i> <ul style="list-style-type: none"> ➤ <i>accredited assessment centres</i>

	<ul style="list-style-type: none"> ➤ <i>accredited skills development providers</i> • <i>for each qualification:</i> <ul style="list-style-type: none"> ➤ <i>approved assessment sites (if applicable)</i> ➤ <i>registered assessment practitioners</i> ➤ <i>assessment exemplars</i> ➤ <i>language/s of assessment</i> ➤ <i>assessment fee</i> ➤ <i>concessions related to special assessment</i> ➤ <i>qualifying requirements</i> • <i>procedures and templates for:</i> <ul style="list-style-type: none"> ➤ <i>applying for external assessment</i> ➤ <i>reporting irregularities and lodging complaints or appeals</i> • <i>criteria for the accreditation of assessment centres or approval of assessment sites (depending on the relevant strategy)</i> <ul style="list-style-type: none"> ➤ <i>applying for external assessment</i>
5	<i>Develop and maintain a candidate record system in line with QCTO requirements including candidate information, entries, results, and certification details</i>
6	<i>Report to the QCTO on progress related to the development of the website</i>
7	<i>Secure system to manage scheduled assessments</i>
8	<i>Submit validated Learner Achievements to the QCTO certification in the manner prescribed by the QCTO.</i>
9	<p><i>Report qualitatively to the QCTO on:</i></p> <ul style="list-style-type: none"> • <i>The performance of skills development providers recommended to QCTO for accreditation</i> • <i>The performance of assessment centres recommended to the QCTO for accreditation</i> • <i>The moderation of external assessment</i> • <i>Learner tracer studies (employment possibilities pending outcome of assessment)</i> • <i>Employer satisfaction surveys</i>