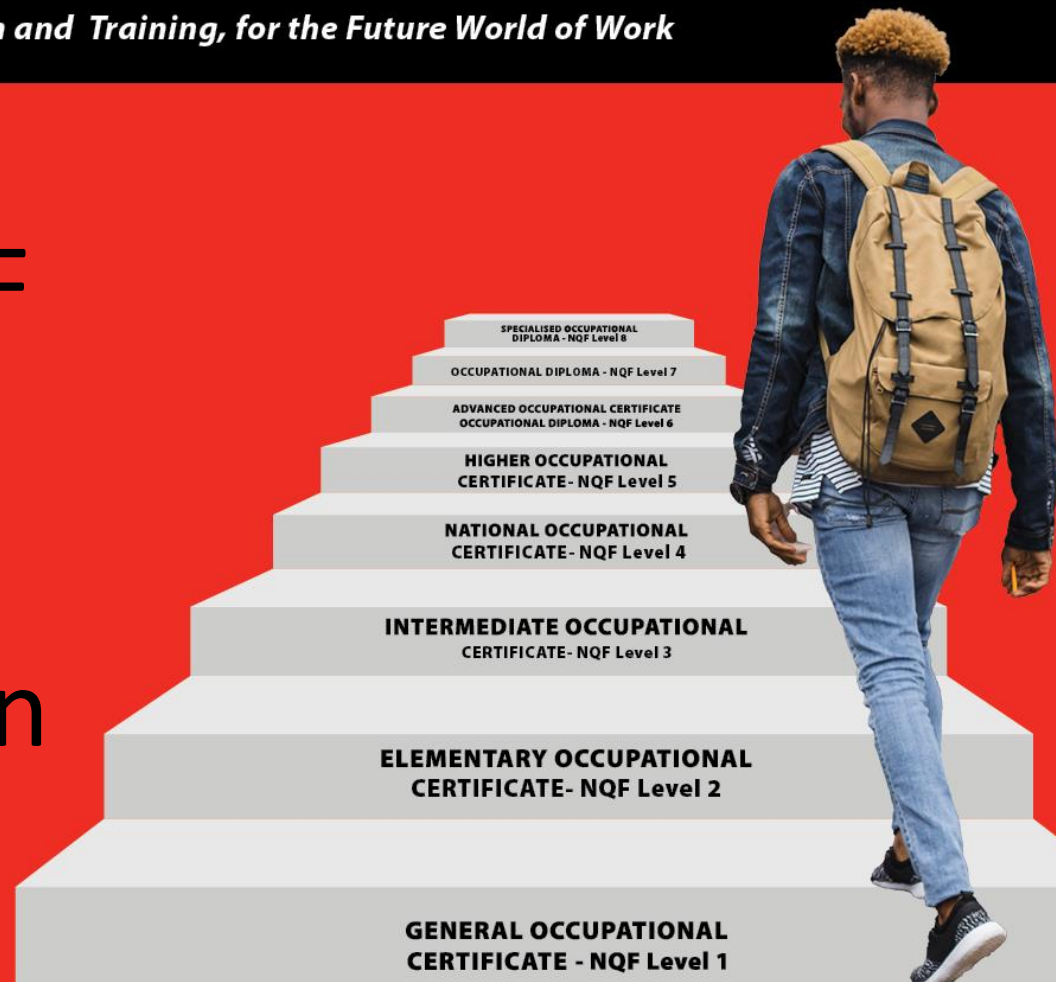


Enhancing Access to and Success in Post-School Education and Training, for the Future World of Work

SUBMISSION OF RESULTS

SDP Capacitation



SKILLS PROGRAMMES

Enhancing Access to and Success in Post-School Education and Training, for the Future World of Work

Assessment of Skills Programmes, Full and Part Occupational Qualifications

- Consult the QCTO's Assessment Policy (available on the QCTO website) to ensure familiarity with the following requirements:
 - Formative Assessments
 - Internal Summative Assessments
 - FISA (Final Integrated Supervised Assessment)
 - The EISA (External Integrated Summative Assessment)

Ensure to study the registered qualification, curriculum document and Qualification Assessment Specifications for your qualification (available on the QCTO website:

www.qcto.org.za

1. Submission Process to QCTO by the SDPs for QCTO Approved Skills Programmes

- Final results and required evidence must be submitted to QCTO within 21 working days from the date of the FISA conduct.
- Please note QCTO approves the results of the FISA and NOT the PoE
- Evidence must be submitted to the relevant email address SPResults@qcto.org.za with the subject line of the email as follows:

“06 February 2025 SP Plumbing Hand ” where 06 February 2025 is the date/Period in which the FISA was conducted and thereafter the name of the Skills Programme

Submission Process to QCTO by the SDPs for QCTO Approved Skills Programmes

- When the SDP submits the FISA results to the QCTO, the submission must contain the following Documents :
 - Assessment Assurance Verification Report for Skills Programmes
 - The completed learners' enrolment spreadsheet
 - A copy of the FISA instrument that was used by the SDP, **as well as** the marking guidelines or rubric
 - Confirmation of Accreditation

NB: When submitting results and evidence to FISAResults@qcto.org.za do not copy/include emails of the officials, as this may lead to duplication of results being processed.

ASSESSMENT INTERNAL PROCESS

Additional evidence for learners will be requested within 5 working days upon receipt of the FISA results as follows:

- Attendance Registers (FISA)
- Learner evidence of the final product, i.e. photographic evidence of practical demonstration. (Evidence generated and submitted outside of the FISA will not be accepted)
- Written answer scripts (marked and moderated)
 - 10 or less learners = 100% moderation
 - 11-20 learners = 50% moderation
 - More than 20 learners = 10% moderation
- Practical Demonstration Checklist (completed by the assessor when the learner demonstrates their practical ability at the point of FISA)

Requested additional evidence must be submitted to QCTO within 48 hours

ASSESSMENT INTERNAL PROCESS

- The Assessment Team will quality assure the accuracy of the evidence submitted.
- The Learner Enrolment Spreadsheet will be uploaded for Test Run on the Certification verification System (CVS)
- If the test run is not successful, the learner spreadsheet will be returned to the SDP for corrections
- If the Test Run is successful, the QCTO will conclude the Approval of Results process and notify the SDP of the outcome.
 - Approval Letter
 - Decline Letter

REASONS FOR DECLINE

- The accreditation of the SDP was not active when training and development or when the FISA was conducted.
- Please note QCTO approves the results of the FISA and NOT the PoE
- Learners being trained and/or assessed at an unaccredited site. The SDP must apply for a permission letter to operate at a site that was previously not accredited. This must be done at least 30 days before the scheduled intervention.

REMINDERS

- The SDP must ensure that the learners are enrolled within 5 working days of the SP training. This will trigger the QA Monitoring visit.
- The SDP must develop a FISA Item bank. The item bank must be validated and approved by the QCTO before use.
- Upon successful validation of an item bank, it will prove to the QCTO that the SDP has reached the expected level of implementation of a FISA without upfront validation. Validation of instruments (to ensure an item bank is used; with no verbatim assessments) will be done in the Approval of Results process, and not upfront. Should the SDP not comply with this standard, the QCTO reserves the right not to approve the results.

REMINDERS

- The SDP **MUST NOT** use the same FISA instrument more than once.
- The SDP must submit the results within 21 working days of the FISA.
- The SDP is not allowed to release the results until such time that QCTO releases the approval letter.

IMPORTANT PROCESS DOCUMENTS

SDPs should also take note of the following important process documents:

- Assessment Assurance Verification Document
- Learner Enrolment Spreadsheet
- Skills Programmes Load Specifications
- Skills Programme process flow

www.qcto.org.za

OCCUPATIONAL FULL & PART QUALIFICATIONS

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2. Submission Process to QCTO by the QPs for Occupational Qualifications (Full and Part)

- Final results and required evidence must be submitted to QCTO within 21 working days from the date of the EISA conducted
- Evidence must be submitted to the relevant email address EISAResults@qcto.org.za with the subject line of the email as follows:

“27-28 July 2025 OC Plumber” Period in which the EISA was conducted and thereafter the name of the Qualification

NB: When submitting results and evidence to EISAResults@qcto.org.za please do not copy/include our emails, as this may lead to a duplication of results being processed.

- Compress all Folders into one Zipped File and name accordingly:

YYYYMMDD OC Qualification Title

Where YYYYMMDD is the date of conduct of EISA or the last date of conduct where the EISA is written over a period of more than one day

Eg: “20250421 OC Plumber” which will include all folders;

FOLDER A: Assessment Instrument QA Evidence

- Confidentiality Agreements:
 - ✓ AQP
 - ✓ Assessment Centre
 - ✓ Examiners/ Moderators
- CVs of the Examiner and Moderator
- Completed EISA Notification Form
- Examiner Reports (on the instrument) (Both OC and Trade)
- Moderator Report on Instrument (Both OC and Trade)

FOLDER B: Monitoring of EISA Evidence

- Create a folder labelled “B” containing the following which are named accordingly:
- Quality Assurance Report (Trade)
- QCTO QA EISA Monitoring Report
- QP EISA Monitoring Report
- QP Invigilator Report
- Irregularity reports (If any)
- Attendance Registers for *all EISA sessions per Assessment Centre*

FOLDER C: Marking and Moderation Evidence

- EISA Instrument and Memorandum utilised
- Validation Report on Assessment Instrument
- QP Marker Report
- QP Moderator Report
- QCTO Report on Marking Guideline Discussion
- Learner Evidence (SOR, ID, Trade Test Report and Moderation Report)

FOLDER D: Learner Achievements

- Final Learner Results (File 03)

Correct file name (QCTO03-Qual ID Assessment Partner Code date the file created ([QCTO03-AQP000220N201101010120220708.xlsx](#))

- Analysis of Learner Results Report from QP
- Confirmation Letter from NAMB/QP on the accuracy of information submitted to QCTO
- QP checklist (to be signed by the QP Manager)
- QCTO Validation Report on Captured Results
- QP Letter signed by CEO if results are submitted after 21 working days turnaround time
- File 04 – Learner Information
- File 03 – Confirmation of learner results

QCTO PROCESS

- Entry into the EISA is a valid Statement of Results (SoR) on a correct template, an SoR is valid for a period of 2 years
- The QCTO has 21 working days to process the results (not certify) from the date of receiving **final/correct** evidence.
- The QCTO will inform the QP of any outstanding/ incorrect evidence within 5 working days after receipt of submission
- Final/correct evidence may also be outstanding from the SDP, and QCTO will keep the QP updated should this be the case

ASSESSMENT INTERNAL PROCESS

- The Approval of Results Team will validate and Quality Assure all evidence leading to the approval of results
- File 3 should be aligned to file 4/ LEISA received from the QCTO prior to the EISA.
- The QCTO is not allowed to correct or add any information on File 03 and File 04 (to avoid capturing the incorrect information)

ASSESSMENT INTERNAL PROCESS

- File 3 and File 4 will be uploaded on the CVS to conduct a test run.
- The CVS will return batch report.
- If the test run is not successful, the file 3 will be returned to the QP for corrections and/or the file 4 will be sent to the SDP's for correction
- If the test run is successful the QCTO will conclude the Approval of Results process and notify the QP of the outcome:
 - Approval Letter
 - Decline Letter

3. CONTACT INFORMATION

Approval of Results

Ms Nazia Rafir-Munsaur

Ms Kate Mabona

Ms Zimkhitha Juqu

SPResults@qcto.org.za

EISAResults@qcto.org.za

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Thank you

