

## 1. List of Acronyms

AQP	Assessment Quality Partner
CEP	Community of Expert Practitioners
DQP	Development Quality Partner
NAMB	National Artisan Moderation Body
NQF	National Qualifications Framework
QCTO	Quality Council for Trades and Occupations
SLA	Service Level Agreement

## 2. Glossary of Terms

Accreditation	The certification, usually for particular period, of a person, a body or institution as having the capacity to fulfil a particular function in the quality assurance system set up by the QCTO
Assessment Quality Partner	A body delegated by the QCTO to develop assessment instruments and manage the external integrated summative assessment of specific NQF registered occupational qualifications and part qualifications. In this instance NAMB is responsible for the occupational trade qualifications.
Trade Test Centre (Assessment Centre)	A centre accredited by the QCTO for the purpose of conducting external integrated summative assessments. In this instance it is referred to as a trade test.
Verification	The process managed by the relevant AQP for externally checking moderation processes and confirming or overturning moderation findings.

## 3. Background

Skills Development and in particular Artisan Development is regulated through a single national policy regime that is based on the primary legislation of the Skills Development Act, Act 97 of 1998. The Skills Development Act falls under the control of the Minister of Higher Education and Training in South Africa.

During 2008 the Skills Development Act, Act 97 of 1998, was amended to strengthen the national policy that governs artisan development in South Africa. One of the critical outcomes of the amendment was the establishment of a National Artisan Moderation Body (NAMB) on 30th November 2010 in the Department of Higher Education and Training (DHET) to coordinate artisan development in the Republic.

The NAMB is established in terms of Section 26A (1) (a) of the Skills Development Act (SDA), Act 97 of 1998 as an operational unit within the DHET with the following statutory functions:

- monitor the performance of accredited artisan trade test centres;
- moderate artisan trade tests;
- develop, maintain and apply a national data-bank of instruments for assessment and moderation of artisan trade tests;
- develop and maintain a national data-base of registered artisan trade assessors and moderators;
- record artisan achievements;
- determine appeals against assessment decisions;
- recommend the certification of artisans to the QCTO; and
- perform any other prescribed function.

The Director General of the DHET is the Accounting Officer of the NAMB in terms of Public Finance Management Act and has the responsibility to provide NAMB with personnel and financial resources to operationalise the NAMB to carry out its statutory functions.

The Director General of the DHET has implemented the process to operationalise the NAMB by allocating the NAMB to the Chief Directorate: NAD/INDLELA which falls within the Skills Development Branch of the Department of Higher Education and Training.

#### **4. Establishment of QCTO**

The QCTO has been established in terms of the Skills Development Act, Act no. 97 of 1998 as amended. In terms of Section 26H(3) of this Act the QCTO is responsible for the development, maintenance and quality assurance of occupational qualifications within its sub-framework.

The QCTO uses Development Quality Partners (DQPs) to manage and fund the development of occupational qualifications where the QCTO is an active participant in the process monitoring, overseeing and ensuring that there are appropriate reports. The DQP will on recommendation of the Community of Expert Practitioners (CEP) recommend an Assessment Quality Partner (AQP) to the QCTO that will develop qualification assessment specifications during the qualification development process and manage external summative assessments thereafter. This will also include certain specified administrative functions. The AQPs are required to sign a Service Level Agreement with the QCTO during the qualification development process.

## **5. Criteria for the approval of an Assessment Quality Partner**

The QCTO will appoint an entity as an AQP if the entity has:

- the necessary expertise, experience and standing in relation to the occupational qualification or foundational learning for which the AQP is appointed.
- the resources necessary to perform its functions

## **6. Functions of an Assessment Quality Partner**

- The AQP must, in respect of the qualifications and part qualifications specified in the SLA –
  - recommend the external assessment specifications document for approval by the QCTO,
  - develop and maintain a national data-bank of instruments for external assessments (trade test tasks),
  - publish exemplars of external assessments (not applicable to trade tests),
  - develop guidelines for the accreditation of assessment centres or approval of assessment sites for external assessments,
  - recommend to the QCTO the accreditation and withdrawal of accreditation of assessment centres, and
  - recommend to the QCTO the accreditation (for legacy trade qualifications) or withdrawal of accreditation of skills development providers for the knowledge and/or practical skills component, using criteria and guidelines provided by the QCTO;
- Coordinate and manage external assessment (trade test) processes);
- Ensure that there is a reliable and secure electronic database to record learner registration, assessment centres, external assessment applications and assessment data in the format prescribed by the QCTO;
- Moderate at least 10% of learner external assessments;
- Recommend the certification of learners to the QCTO;

- Implement Appeals Criteria and Guidelines as guided by the QCTO assessment policy;
- Conduct learner tracer studies;
- Promote continuous professional development of AQP associated practitioners;
- Report to the QCTO on the performance of its functions in the form and manner required by the QCTO, and
- Provide a mechanism for RPL.

## **7. The NAMB as Assessment Quality Partner for all listed artisan trades**

***(As per Gazette 35625, dated 31 August 2012)***

The sector and industry trade testing system has been replaced by a single national trade testing and certification system across all economic sectors as per the trade test regulations 2014 (Government Gazette no 38758 of 8 May 2015) in order to enable improved access to trade testing to any person through application for a trade test at any nationally accredited trade test centre. This will furthermore improve the quality of trade testing through the setting of minimum standards in order to provide industry and the broader economy with suitably qualified artisans. The regulations will also enable the development of a single national standardised approach to artisan recognition of prior learning for all artisan trades and enable a single standardised efficient and effective trade testing monitoring and reporting system.

The NAMB has published the following criteria and guidelines as policy documents to assist them in performing their statutory functions as well as AQP functions:

- Monitoring the performance of accredited artisan trade testing centres;  
*(Chapter 6A, Section 26A 2(a) of the SDA)*
- Moderation of trade tests and administrative audits of trade test centres;  
*(Chapter 6A, Section 26A 2(b) of the SDA)*
- Registration of artisan trade assessors and moderators  
*(Chapter 6A, Section 26A, 2(d) of the SDA)*
- Appeals, complaints and enquiries  
*(Chapter 6A, Section 26A, 2(f) of the SDA)*
- Accreditation of Skills Development Providers for the 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)*
- Accreditation of Trade Test Centres for the 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)*

- Trade Testing

*(Chapter 6A, Section 26D of the SDA)*

- National Standardised Artisan Learner Workplace and/or Site Approval

*(As delegated by the QCTO in terms of Section 26I 1(c) of the SDA)*

## **8. Language of Assessment**

Trade Test Tasks are made available in both English and Afrikaans.

## **9. Trade Testing Fees**

Trade Test Regulations 5

Trade test fees and related rules for all listed trades must be determined by NAMB in consultation with the QCTO and issued annually by NAMB through a circular to all accredited trade test centres and SETAs before 31 March of each year.

## **10. Minimum Requirements to access a Trade Test**

### **As a contracted learner (apprenticeship) – Trade Test Regulation 11(3)**

Until the QCTO determined the entry requirements as contemplated in regulation 2(2)(b) of the Trade Test regulations (Government Gazette no 38758 of 8 May 2015), the minimum level of education for access to a trade test / final external integrated summative assessment will be successful achievement by a learner before, during and after an artisan learning programme of one of the following:

1. N2 Certificate including: Mathematics, Engineering Science, Trade Theory and the fourth subject relevant to the trade
2. Technical Trade Theory programs quality assured by a SETA deemed to be equivalent to NQF level 3
3. Relevant Engineering NCV Certificate with 7 subjects at NQF level 3
4. Technical Grade 11 with Mathematics, Science, Language and relevant trade theory subject
5. Relevant (directly related to the trade theory subjects) N6 certificate or National Technical Diploma (T, S or N Stream).

In addition to the above mentioned minimum level of educational qualification the applicant must also have:

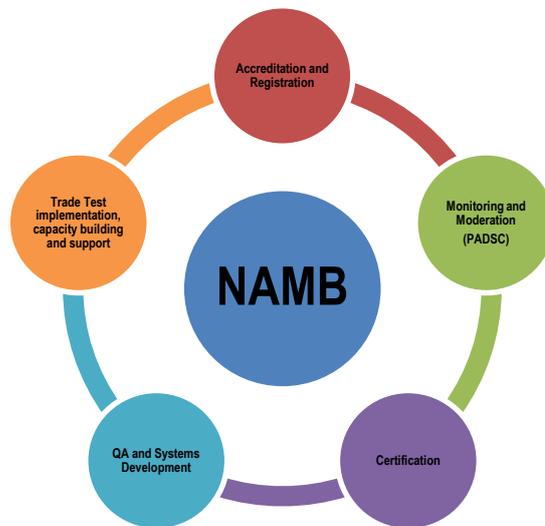
1. Successfully completed all off the job practical training unit standards (learnership) or modules (apprenticeship) of an artisan learning programme at an accredited training provider as verifiable by training records.
2. Satisfied the requirements of a structured workplace, on the job, learning for a minimum of 12 months verifiable through a workplace learning record (logbook) unless any other workplace period has been contractually specified before the date of the publication of the Trade Test Regulations

### **As a non-contracted learner (RPL) – Regulation 11(5)**

Until such time as the occupational curricula and/or RPL toolkits for a specific trade are developed, candidates who have not gone through a formal artisan learning program but possess relevant years of work experience in the related trade may be granted access to a trade test if they have completed one of the following:

1. N2 certificate including the relevant trade theory subjects with a minimum of 3 years relevant work experience.
2. Technical trade theory programs quality assured by a SETA deemed to be at NQF level 3 and a minimum of 3 years relevant work experience.
3. Relevant NCV Engineering NCV at NQF level 3 and a minimum of 3 years relevant work experience.
4. Relevant NCV Engineering NCV at NQF level 4 plus completion of all relevant work experience modules and a minimum of 18 months relevant work experience.
5. Technical Grade 12 with Mathematics, Science and related trade theory subject and a minimum of 3 years relevant work experience.
6. Grade 9 and a minimum of 4 years relevant work experience.
7. Relevant (directly related to the trade theory subjects) N6 certificate or National Technical Diploma (T, S or N stream) with 18 months relevant work experience.

**11. In a nutshell, NAMB as AQP is responsible for the following:**



- Register artisan assessors and moderators linked to accredited artisan trade testing centres.
- Recommend the accreditation of Skills Development Providers for the theoretical and practical training of artisan learners for all listed artisan trade qualifications to the QCTO. (This does not include the newly developed artisan occupational qualifications).
- Recommend the accreditation of Trade Test Centres to the QCTO.
- Recommend certification of learners to the QCTO.
- The establishment and upkeep of databases of assessors, moderators, skills development providers and trade test centres.
- Externally moderate 10% of trade tests conducted per accredited trade test centre through the assistance of subject matter experts by means of an SLA with accredited trade test centres.
- Conduct investigations on appeals after trade testing or any other complaint related to trade test delivery.
- The development of trade tests as final integrated summative assessments with the assistance of CEPs

**12. Links to the following will be on the website:**

*Gazettes*

- Government Gazette no 36525 of 31 August 2012: Listing of occupations as trades for which artisan qualifications are required

*Regulations*

- Trade Test Regulations

### *Criteria and Guidelines*

- Monitoring the performance of accredited artisan trade testing centres;
- Moderation of trade tests and administrative audits of trade test centres;
- Registration of artisan trade assessors and moderators
- Appeals, complaints and enquiries
- Accreditation of Skills Development Providers for the occupations listed as trades
- Accreditation of Trade Test Centres for the occupations listed as trades
- Trade Testing
- National Standardised Artisan Learner Workplace and/or Site Approval

### *Data bases*

- List of QCTO accredited Trade Test Centres
- List of QCTO accredited Skills Development Providers
- List of registered Assessors
- List of registered Moderators

### *Websites*

- DHET
- QCTO