

ETQA STAKEHOLDER CAPACITY BUILDING SESSION

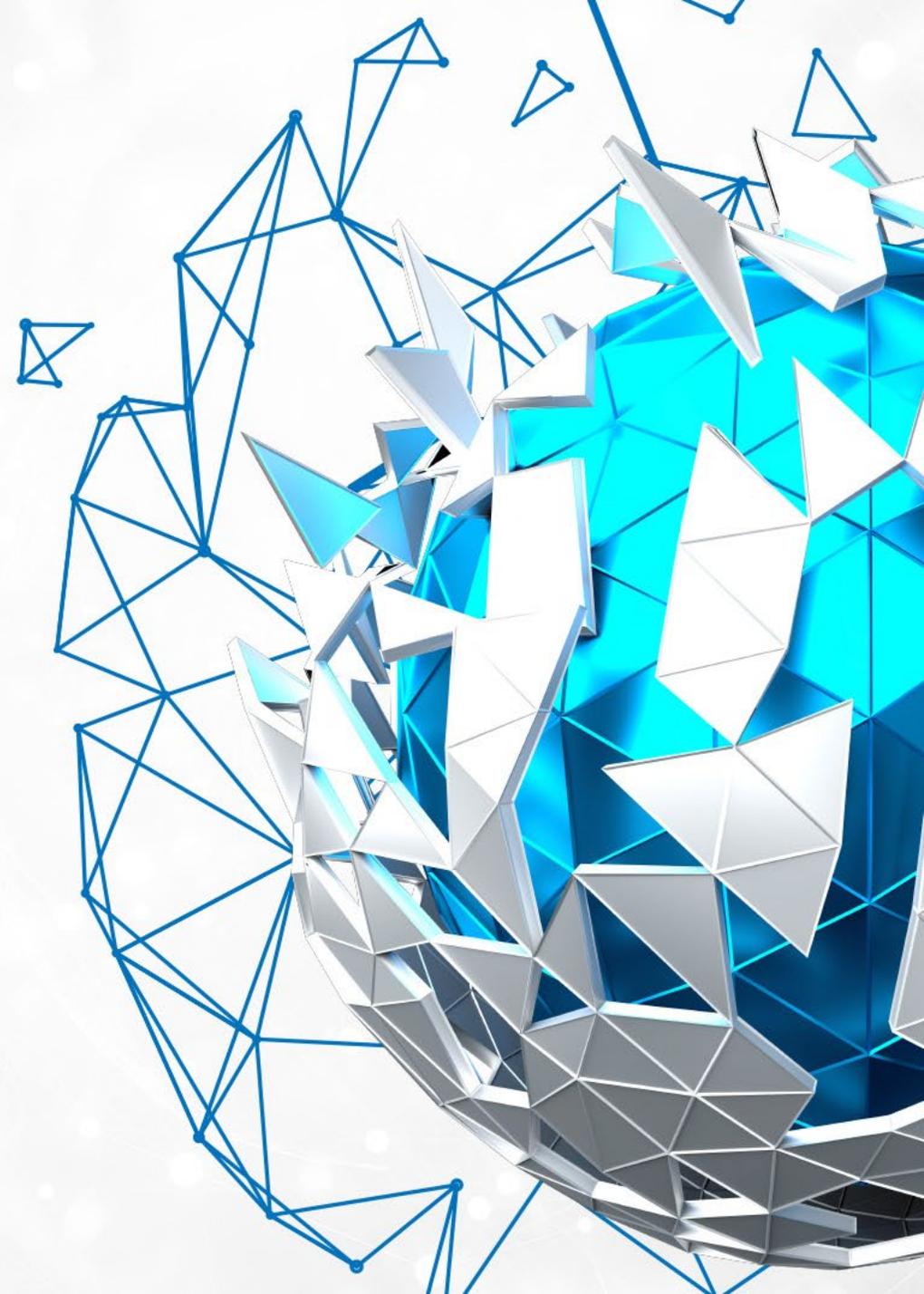
26 September 2025
MS TEAMS



MICTSETA

Media, Information And
Communication Technologies
Sector Education And Training Authority

SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES



AGENDA

Item	Person	Time
Welcome and Introduction	Ms Lesha Singh	10:00 – 10:10
External Integrated Summative Assessment Readiness	Ms Lesha Singh	10:10 – 11:00
LMIS Training	Mr Timothy Chuene	11:00 – 12:55
Closure	Ms Lesha Singh	12:55 – 13:00

WELCOME AND INTRODUCTION

- ❑ The MICT SETA welcomes stakeholders to the capacity building session.
- ❑ The session aims to capacitate stakeholders on the External Integrated Summative Assessments as well as the use of the MICT LMIS – ETQA Module.
- ❑ All participants must be muted – kindly post all questions in the chat box and an ETQA representative will attend to the question. Please include your email address so that support can be provided to you after the session if your query can not be resolved during the session. At the end of the presentation, you will have an opportunity to unmute and raise questions.
- ❑ The presentation will be made available on the MICT SETA website post the session.

External Integrated Summative Assessment Readiness

Presentation by: Ms Lesha Singh



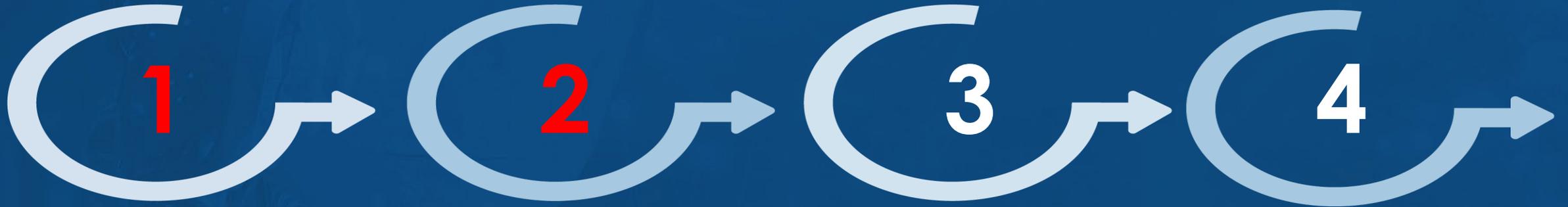
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EISA ACCREDITATION APPLICATION PROCESS



Online Application with QCTO

Submission of documents to QCTO & desktop evaluation

Allocation to MICT & site visit and generation of report.

Presentation of report to MICT accreditation committee & submission to QCTO for further processing

PLANNED TIMEFRAME – 40 DAYS

FINALISATION DEPENDANT ON COMPLETENESS OF APPLICATION AND TURN-AROUND TIMES FOR GAP-CLOSURE

ROLES AND RESPONSIBILITIES OF ROLE-PLAYERS IN THE ASSESSMENT PROCESS



The QCTO will manage and coordinate the qualifications in the occupational qualifications framework in terms of their development, provision, assessment and impact. Its scope will be the development and quality assurance of fit-for-purpose occupational qualifications and unit standards as required by the labour market for work and employment purposes



A centre accredited by the QCTO for the purpose of conducting external integrated summative assessments for specified NQF registered occupational qualifications and part qualifications.



Assessment Quality Partner (AQP)

A body delegated by the QCTO to develop assessment instruments and manage the external integrated summative assessments of specific NQF registered occupational qualifications and part qualifications.



ROLES AND RESPONSIBILITIES OF ROLE-PLAYERS IN THE ASSESSMENT CENTRE PROCESS

Responsibilities of MICT SETA:

- ❑ Recommend the applicant to the QCTO for consideration as an accredited assessment centre in respect of summative external assessments.
- ❑ Confirm and notify applicant of application status to be an assessment centre for qualifications and part qualifications as accredited.
- ❑ De-accredit defaulting accredited assessment centres where required due to sub-standard performance or any activities warranting such action or end of status term.
- ❑ Ensure standardization of the external integrated summative assessment through the development of nationally standardized assessment instruments.
- ❑ Determine criteria for accreditation of assessment centres to be able to host the external summative assessments.
- ❑ Monitor the performance of the accredited assessment centres to host and manage external integrated summative assessments.
- ❑ Report to the QCTO on the assessment centre's performance in the form and manner required by the QCTO.
- ❑ Publish accreditation status and details of the accredited entity on MICTSETA official website.
- ❑ Distribute examination question papers to accredited assessment centres for the hosting of scheduled assessments.
- ❑ Provide a list to assessments centres of confirmed learners that are earmarked to write external assessments at each of the accredited centres.

ROLES AND RESPONSIBILITIES OF ROLE-PLAYERS IN THE ASSESSMENT CENTRE PROCESS

Responsibilities of Assessment Centre:

An assessment centre must;

- ❑ Assess the occupational qualification or part qualification in accordance with the standards set by the delegated AQP;
- ❑ Comply with the QCTO and AQP assessment policies and procedures;
- ❑ Conduct integrated external summative assessments in accordance with the AQP requirements;
- ❑ Adhere to standards set by the AQP in order to maintain accreditation;
- ❑ Enter into a formal agreement with the relevant AQP;
- ❑ Only allow candidates registered for assessment and assessment practitioners conducting the assessment into the assessment area;
- ❑ Ensure that candidates are not assessed or moderated by the facilitator responsible for their training; and
- ❑ Have appropriately qualified human resources to conduct assessments as specified by the AQP.

ROLES AND RESPONSIBILITIES OF ROLE-PLAYERS IN THE ASSESSMENT CENTRE PROCESS

The QCTO will accredit an entity as an assessment centre for a specified occupational qualification or part qualification if recommended by an AQP and if that entity satisfies the criteria listed below.

The entity must:

- Be a juristic person registered or established in terms of South African law;
- Have a valid tax clearance certificate issued by the South African Revenue Service if applicable;
- Have a suitable and compliant MIS in accordance with QCTO specifications;
- Be safe, secure and accessible to candidates;
- Meet the relevant standards for occupational health and safety;
- Have the required physical resources (e.g.; venue; equipment, machinery or protective clothing), specified by the AQP to assess learners' competence regarding the occupational qualification or part qualification;
- Have appropriately qualified human resources as specified by the AQP; and
- Make provision for any other requirements specified for the relevant trade, occupational qualification or part qualification.

ROLES AND RESPONSIBILITIES OF ROLE-PLAYERS IN THE ASSESSMENT CENTRE PROCESS

- ❑ An accredited assessment centre may increase its scope by applying to one or more AQPs for conducting integrated external summative assessments for additional occupational qualifications or part qualifications.
- ❑ The AQP will recommend the amendment of scope to the QCTO.

The QCTO may amend the scope, if:

- ❑ the AQP recommends the assessment centre to conduct assessment for one or more additional occupational qualifications. In such a case the generic requirements will be deemed to be met, and the extension of scope application will be restricted to the additional curriculum components; and
- ❑ the QCTO determines that an accredited assessment Centre no longer has the capacity to conduct the external summative assessments for which it has been accredited.
- ❑ In all cases of an amendment to scope, the QCTO will inform the AQP and fulfil all its responsibilities.

WITHDRAWAL OF ACCREDITATION

The QCTO, may on reasonable grounds, withdraw on recommendation from the relevant AQP the accreditation of an assessment centre in respect of all or a specific occupational qualification or part qualification which it is accredited to assess.

Reasonable grounds include, but are not limited to:

1. Inability to meet the accreditation criteria;
2. Assessment irregularities;
3. Failure or refusal to fulfil accreditation responsibilities;
4. Failure or refusal to comply with the relevant QCTO policies and procedures; and
5. Failure to comply with the relevant AQP requirements including but not limited to:
 - Poor record keeping and reporting on assessments;
 - Any fraudulent activity uncovered within the Centre
 - Poor internal moderation; and
 - Ineffective reporting to the AQP

APPEALS

Definition: Appeal is the process where parties request a formal change to an official decision. Appeals also functions as a process for error correction as well as a process of clarifying and interpreting the decision.

Procedure on Appeals

- ❑ The assessment centre may appeal the de-accreditation recommendation to the QCTO at a cost determined by the QCTO.
- ❑ If de-accreditation is appealed, the QCTO will convene an appeals committee to consider any representations received and will notify the AQP and assessment centre of its appeal decision in writing.

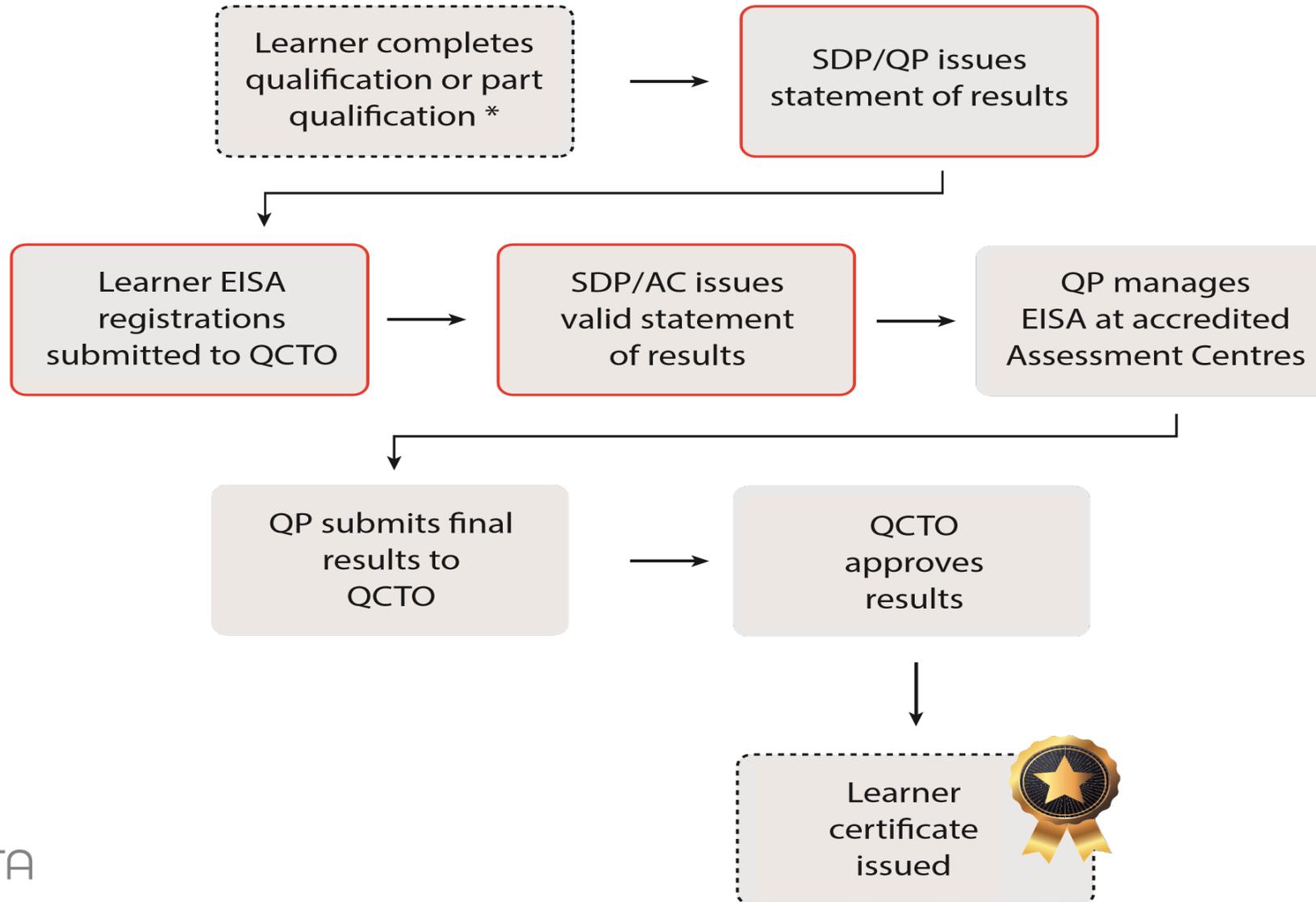
REGISTRATION OF LEARNERS FOR THE EISA

- Once learners have completed the programme and the Statement of Results has been issued, the learners must be registered for the EISA. Learners may not be registered for the EISA unless they have previously been enrolled for the qualification with the QCTO and you have had a QA monitoring visit.
- The Learner Enrolment spreadsheet is available on the QCTO website and must be updated as per the instructions to show the learners are ready for the EISA. This must then be emailed to EISAReadiness@qcto.org.za.
- Special needs learners must be identified when they are registered for the EISA to make sure that allowances can be made for them when they come to the Assessment Centre.
- The QCTO QA team is responsible for checking the internal assessments as part of their monitoring process. Assessments are sampled based on the SORs submitted. SORs and spreadsheets are consolidated by the QCTO and sent to the QP, who is responsible for managing, conducting, and administering the EISA session

CONDUCTING THE EISA

- An exemplar EISA and memo for each qualification will be made available on the QP's website.
- The EISA is conducted by accredited Assessment Centres (ACs).
- The QP is responsible for overseeing the EISA process at the AC, as well as the marking and moderation of the completed EISA scripts. The QCTO conducts quality assurance of the QP's process.
- Make sure that you prepare your learners properly for the EISA. The assessment is conducted in English and learners need to know this in advance. Use the exemplar EISA to help them become familiar with the way the EISA will be conducted by giving learners the opportunity to write a 'mock' under formal assessment conditions.
- The QP timeline for submitting the final EISA results after completing the quality assurance of the assessment and moderation process should be 21 working days from the date of the EISA. From the receipt of accurate results, the QCTO approves the results in 21 working days, after which the QCTO will issue the learner certificates within 21 working days to the QP.

SUMMARY OF THE EISA PROCESS



EISA CALENDAR

OCCUPATIONAL QUALIFICATIONS	SAQA ID	NQF LEVEL	CREDITS	EISA DATE	EISA REGISTRATION CLOSING DATE	REGIONS
Occupational Certificate: Cloud Administrator	118699	4	149	23 - 27 June 2025 & 03 - 7 November 2025	23 April 2025 03 September 2025	All Regions
Occupational Certificate: Software Developer	118707	5	220	03 - 07 November 2025	23 April 2025 03 September 2025	All Regions
Occupational Certificate: Data Science Practitioner	118708	5	185	23 - 27 June 2025 & 03 - 7 November 2025	23 April 2025 03 September 2025	All Regions
Occupational Certificate: Design Thinking Innovation Lead	118788	4	160	23 - 27 June 2025 & 03 - 7 November 2025	23 April 2025 03 September 2025	All Regions
Occupational Certificate: Software Engineer	119458	6	240	23 - 27 June 2025 & 03 - 7 November 2025	23 April 2025 03 September 2025	All Regions

EISA CALENDAR

OCCUPATIONAL QUALIFICATIONS	SAQA ID	NQF LEVEL	CREDITS	EISA DATE	EISA REGISTRATION CLOSING DATE	REGIONS
Occupational Certificate: Artificial Intelligence Software Developer	11872	5	209	23 - 27 June 2025 & 03 - 7 November 2025	23 April 2025 03 September 2025	All Regions
Occupational Certificate: Cybersecurity Analyst	118986	5	173	23 - 27 June 2025 & 03 - 7 November 2025	23 April 2025 03 September 2025	All Regions
Occupational Certificate: Software Tester	119438	5	70	23 - 27 June 2025 & 03 - 7 November 2025	23 April 2025 03 September 2025	All Regions
Occupational Certificate: Computer Technician	101408	5	282	23 - 27 June 2025 & 03 - 7 November 2025	23 April 2025 03 September 2025	All Regions
Occupational Certificate: Robotic Processing Automation (RPA) Developer	119242	5	185	03 - 07 November 2025	23 April 2025 03 September 2025	All Regions
Occupational Certificate: Internet-of-Things Developer	119262	4	141	03 - 07 November 2025	23 April 2025 03 September 2025	All Regions

THANK YOU

