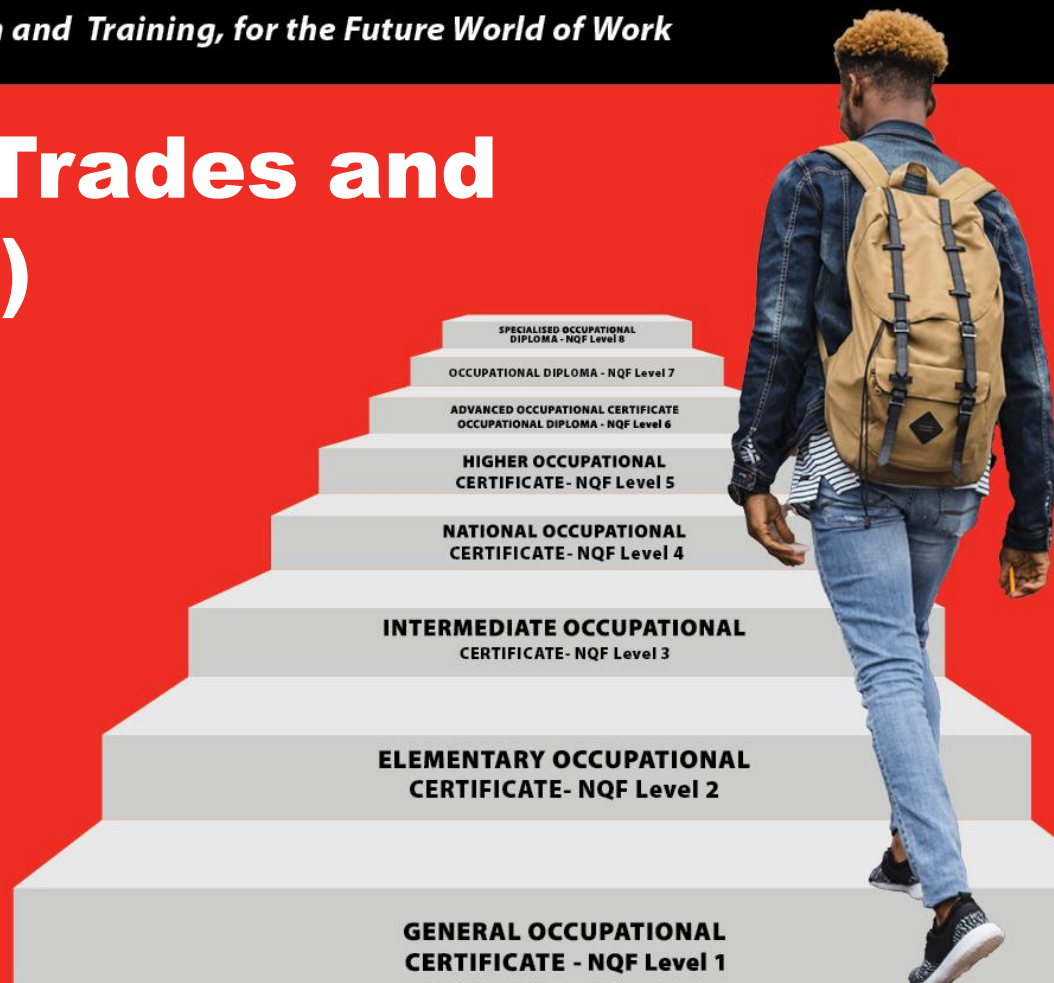


Enhancing Access to and Success in Post-School Education and Training, for the Future World of Work

Quality Council for Trades and Occupations (QCTO)

Accreditation Process

Accreditation Team



Types of accreditations

- **New Qualifications**
 - 1.Occupational Qualifications.
 - 2.Occupational Part Qualifications.
 - 3.Occupational Skills Programmes
- **Historically Registered Qualifications**
 - Legacy Trades.
 - Unit Standard Based Qualifications.
 - NATED 190/191.

Links for application of different QCTO Accreditation services
(Use Google Chrome or Microsoft Edge –
www.qcto.org.za)

5. Application Process (Step 1)

The image is a screenshot of the QCTO (Quality Council for Trades & Occupations) website. The browser address bar shows 'qcto.org.za'. The website header includes the QCTO logo, the tagline 'Qualifying a skilled and capable workforce since 2010', contact information (+27 (0)12 003 1800, info@qcto.org.za), and social media icons for Twitter and Facebook. A search bar is also present. Below the header is a navigation menu with links: ABOUT US, SERVICES, OCCUPATIONAL QUALIFICATIONS, RESOURCES, MEDIA ROOM, JOIN US, CONTACT US, and PROCUREMENT. The main content area features a large image of a smiling woman in a white lab coat and blue hairnet, working in a laboratory or industrial setting. Overlaid on this image are two blue arrows pointing upwards. The bottom arrow points to a white box containing the text 'Step 1: Identify the Programme'. The top arrow points to another white box containing the text 'Occupational Qualification'. To the right of the woman, there is a text block that reads: 'Deliver occupational trades qualifications that respond to South Africa's skills development needs'. At the bottom of the screenshot, there is a red text block that reads: 'Welcome to South Africa's public entity responsible for quality assurance and the oversight of the design, accreditation, implementation, assessment and certification of occupational qualifications, part-qualifications and skills'.

QCTO Home of skills assurance x +

qcto.org.za

QCTO
Quality Council for Trades & Occupations

Qualifying a skilled and capable workforce since 2010

+27 (0)12 003 1800 | info@qcto.org.za

Note on using this website

ABOUT US SERVICES OCCUPATIONAL QUALIFICATIONS RESOURCES MEDIA ROOM JOIN US CONTACT US PROCUREMENT

Occupational Qualification

Step 1: Identify the Programme

Deliver occupational trades qualifications that respond to South Africa's skills development needs

Welcome to South Africa's public entity responsible for quality assurance and the oversight of the design, accreditation, implementation, assessment and certification of occupational qualifications, part-qualifications and skills

QCTO Home of skills assurance

qcto.org.za



Qualifying a skilled and capable workforce since 2010

+27 (0)12 003 1800 | info@qcto.org.za

Note on using this website



Search

ABOUT US

SERVICES

OCCUPATIONAL QUALIFICATIONS

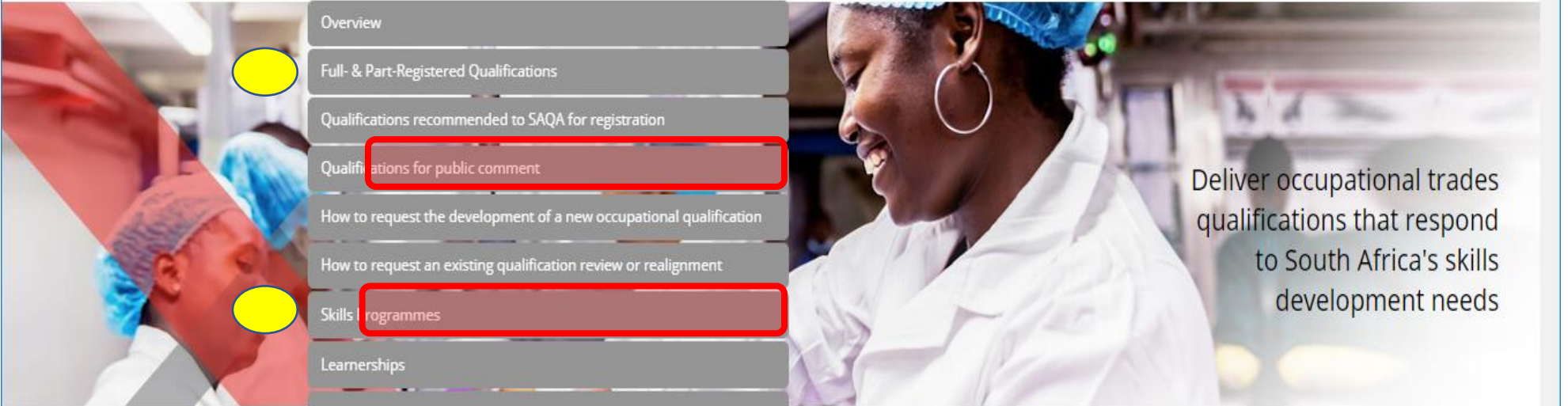
RESOURCES

MEDIA ROOM

JOIN US

CONTACT US

PROCUREMENT



Overview

Full- & Part-Registered Qualifications

Qualifications recommended to SAQA for registration

Qualifications for public comment

How to request the development of a new occupational qualification

How to request an existing qualification review or realignment

Skills programmes

Learnerships

Foundational Learning Competence Framework (FLC)

Deliver occupational trades qualifications that respond to South Africa's skills development needs

Welcome to South Africa's public entity responsible for quality assurance and the oversight of the design, accreditation, implementation, assessment and certification of occupational qualifications, part-qualifications and skills

https://www.qcto.org.za/overview.html

Sign in www.qcto.org.za - Search Full & Part Registered Qualif Airtable - Duplicated qualif For assessment centres Use this data Sign up for free								
Hide fields Filter Group Sort ...								
	SAQA ID	QUALIFICATION TYPE	QUALIFICATION TITLE	NQF LEVEL	CREDITS	QUALITY PARTNER	ATTACHMENTS	
523	118120	Occupational Certificate	Paper Process Controller	NQF Level 4	353	PAMSA FP&M SETA		
524	117325	Occupational Certificate	Paralegal	NQF Level 5	330	SASSETA		
525	121807	Occupational Certificate	Park Ranger	NQF Level 5	240	CATH SETA		
526	98051	Occupational Certificate	Parole Board Member (Offender Place...	NQF Level 6	280	SASSETA		
527	110867	Occupational Certificate	Patrol Officer	NQF Level 3	42	SASSETA		
528	115509	Occupational Certificate	Pattern Grader	NQF Level 4	85	FP&M SETA		
529	115458	Occupational Certificate	Pattern Making Assistant	NQF Level 4	77	FP&M SETA		
530	117016	Occupational Certificate	Paving Screed Operator	NQF Level 2	43	CONSTRUCTION SETA		
531	121787	Advance Occupational Cert...	Payroll Manager	NQF Level 6	240	SERVICES SETA		
532	118732	Occupational Certificate	Perishable Goods Department Coordi...	NQF Level 3	54	W&R SETA		
533	118726	Occupational Certificate	Perishable Goods Replenisher	NQF Level 2	25	W&R SETA		
534	118773	Occupational Certificate	Permissions Editor	NQF Level 6	32	FP&M SETA		
535	99513	Occupational Certificate	Pest Management Officer	NQF Level 5	257	AGRISETA		
536	112811	Occupational Certificate	Pharmacist's Assistant (Basic)	NQF Level 4	62	HW SETA SAPC (AQP)		
537	112807	Occupational Certificate	Pharmacist's Assistant (Post Basic)	NQF Level 5	133	HW SETA SAPC (AQP)		
787 records		Sum 85886914						

**Assessment Specification Document
and Curriculum Document**

Database of skills programmes

Skills Programmes are occupationally directed. They focus on practical, simulation and/or work experience. The objective is for certified learners to be more likely to secure employment or be more employable. These Skills Programmes can be provided at entry, intermediate, or advanced levels.

Hide fields Filter Group Sort ...					Hairstylist 1 of 2	
☐	SP ID	Skills Programme Title	NQF Level	Credits	Found no fields and 2 cells (within 1 record)	
24	SP-230302	Hair and Scalp Treatment Attendant	2	23		
25	SP-230303	Hair Colouring Attendant	4	51		
26	SP-230304	Hair Cutting Attendant	4	60		
27	SP-230305	Hairstylist	3	56		
28	SP-210405	Handicraft Footwear Maker	1	47		
29	SP-210406	Handicraft Frame Weaver	1	47		
30	SP-210407	Handicraft Knitter	1	47		
31	SP-210404	Handicraft Sewer	1	57		
32	SP-211004	Hot- and Cold-Water Systems	4	93		

NB: Download

1. Skills Programme Document
2. SP Curriculum Document

(Important to Learning develop Material)

Send e-mail to for Assistance:

NB: Download
1. Skills Programme Document
2. SP Curriculum Document
(Important to Learning develop
Material)

Send e-mail to for Assistance:

hoffman.c@qcto.org.za

hoffman.c@qcto.org.za

2910 6-11111 10 101 A22121811C6:

HOW DO I DOWNLOAD CHECKLISTS – TRADE RELATED QUALIFICATIONS

The screenshot shows the QCTO website with the following elements:

- Header:** QCTO logo, tagline "Qualifying a skilled and capable workforce since 2010", contact info "+27 (0)12 003 1800 | info@qcto.org.za", and social media icons.
- Navigation Bar:** ABOUT US, SERVICES, OCCUPATIONAL QUALIFICATIONS, RESOURCES, MEDIA ROOM, JOIN US, CONTACT US, PROCURE.
- Services Dropdown:** A blue box highlights the "SERVICES" menu, and a blue arrow points to the "For assessment centres" option.
- Annotations:**
 - A blue box labeled "Click Services" points to the "SERVICES" menu.
 - A blue box labeled "Click 'For Assessment Centres and Scroll Down'" points to the "For assessment centres" option in the dropdown.
- Main Content:** A large image of a smiling woman with a blue plus sign overlay. Text on the right says: "Empowered, equipped, motivated and agile to adequately address present and future challenges".
- Footer:** A red text block reads: "Welcome to South Africa's public entity responsible for quality assurance and the oversight of the design, accreditation, implementation, assessment and certification of occupational qualifications, part-qualifications and skills programmes."

Sign in

www.qcto.org.za - Search

For assessment centres

For assessment centres

https://www.qcto.org.za/for-assessment-centres.html

QCTO AQP Criteria and Guidelines

Delegation of Qualification Assessment to AQPs

QCTO Policy on Accreditation of Assessment Centres

Recognition of Prior Learning Policy

Recognition Of Prior Learning (RPL) Implementation Guide

Foundational Learning Competence Framework

Assessment Policy for Qualifications and Part qualifications on the QQSF

Minimum Requirements for the Quality Assurance and Approval of Learner Achievements

Checklists for Trades-related Qualifications

☐	Checklist	Attachments
11	Diesel mechanic Occupational SDP	
12	Electrical line Mechanic Occupational SDP	
13	Electrician Occupational SDP	
14	Fitter and Turner Occupational SDP	
15	Food Handler Occupational SDP	
16	Furniture Maker Occupational SDP	
17	Goldsmith Occupational SDP	

Click Home and **Scroll Down**



Qualifying a skilled and capable workforce since

+27 (0)12 003 1800 | info@qcto.org.za

[Note on using this website](#)



ABOUT US



SERVICES



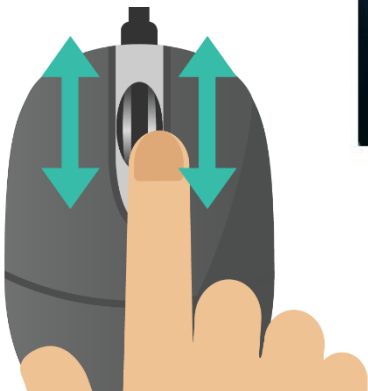
OCCUPATIONAL
QUALIFICATIONS



RESOURCES

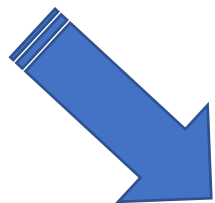


MEDIA ROOM



Welcome to South Africa's public entity responsible and the oversight of the design, accreditation, imple and certification of occupational qualifications, part-programmes.

Click Accreditation Services and Forms



"THE ROAD TO SUCCESS"

The Skills Development Provider's Guide to Offering Occupational Qualifications

Quick Links

Accreditation Services and Forms

Assessment Services and Partners

Certification Services

Verification Services

Skills Programmes

Occupational Qualifications

How may we assist you today?

Find an accredited assessment centre

How to apply for a Trade Certificate

Find an accredited skills development provider

Find a list of occupational qualifications

You wish to replace a lost certificate

Apply for new qualification accreditation

[Link to Subject Matter Experts Application](#)

Quick Links

Accreditation Services and Forms

Any Skills Development Provider offering training - or who wants to provide training - in programmes and qualifications that fall under the Occupational Qualifications Sub-Framework (OQSF), must seek accreditation from the QCTO.

[READ MORE](#)

FORMS

Application to extend historically registered qualification accreditation

Skills Development Provider Accreditation
(Occupational Qualifications & Part)

Skills Development Provider Accreditation
(Occupational Skills Programmes)

Skills Development Provider Accreditation NATED (N4-N6)

Assessment Centre Accreditation
(Trades Test Centre applications)

New
Request to Temporarily Train at a Physical Address
different from the Accredited Address

How may we assist you today?

[Find an accredited assessment centre](#)

[How to apply for a Trade Certificate](#)

[Find an accredited skills development provider](#)

[Find a list of occupational qualifications](#)

[You wish to replace a lost certificate](#)

[Apply for new qualification accreditation](#)

[Link to Subject Matter Experts Application](#)

[Full and Part Qualifications](#)

[Skills Programmes](#)

[Assessment Centre Application](#)

Skills Development Provider (Occupational Qualifications & Part Qualifications)

Link to qualifications and their respective ID's as well as associated documents can be found at [Full & Part Registered Qualifications \(qcto.org.za\)](http://qcto.org.za) and <https://regqs.saqqa.org.za/>.

* Required

APPLICANT DETAILS

1. Trading Name of Institution (Entity) *

2. Legal Name of Institution (as per CIPC or Establishing Act for Public Entities) *

3. PHYSICAL ADDRESS (ONE SITE PER APPLICATION FORM)

There must at least be a physical address for accreditation, even if the qualification is an online qualification. *

Skills Development Provider (Occupational Skills Programmes)

Link to available recorded Occupational Skills Programmes as well as associated documents can be found at [Full & Part Registered Qualifications \(qcto.org.za\)](https://qcto.org.za) This form is applicable for skill programmes with record number in the following format eg: SP-191204

* Required

APPLICANT DETAILS

1. Trading Name of Institution (Entity) *

2. Legal Name of Institution (as per CIPC or Establishing Act for Public Entities) *

3. PHYSICAL ADDRESS (ONE SITE PER APPLICATION FORM)

There must at least be a physical address for accreditation, even if the qualification is an online qualification. *

Assessment Centre / Trade Test Centre Accreditation Application

Link to qualifications and their respective ID's as well as associated documents can be found at [Full & Part Registered Qualifications \(qcto.org.za\)](https://qcto.org.za) and <https://regqs.saga.org.za/>.

* Required

APPLICANT DETAILS

1. Trading Name of Institution (Entity) *

2. Legal Name of Institution (as per CIPC or Establishing Act for Public Entities) *

3. PHYSICAL ADDRESS (ONE SITE PER APPLICATION FORM)

There must at least be a physical address for accreditation, even if the qualification is an online qualification. *

Automatic Acknowledgement Letter



www.qcto.org.za

256 Glyn Street, Hatfield, Pretoria, 0083
Private Bag X278, Pretoria, 0001
+27 12 003 1800

Enquiries: Mabunda.LL@qcto.org.za; Moremedi.G@qcto.org.za

Tel: 012 003 0105/ 1818 / 1821 / 1839 / 1841/3

Reference Number: Apl-A2024-12-07-23028

Date: 2024-07-12T12:08Z

XXXXXXX

XXXXXXX

XXXXXXX

XXXXXXX

0184

[www.](#)

E-mail:

Contact:

Dear Ms

RE: ACCREDITATION APPLICATION ACKNOWLEDGEMENT

1. This letter acknowledges receipt of the accreditation application from [REDACTED] classified as **Private Institution (Entity)** to be considered for accreditation in line with the [Skills Development Act 97 of 19](#) and the [National Qualifications Framework Amendment Act 12 of 2019](#). For **Assessment Centre** utilising **Sale Assistant (General) (Retail Sales Advisor)**, with ID: **99669** with the last date of learner enrollment of .
2. **Ascend Academy (PTY) Ltd** is hereby requested to submit the following mandatory supporting documents to ensure that they are Current, Valid and Fully Signed to the link provided below within 21 Working Days.

The QCTO sends link to applicants to upload their compliance documents (Within 5 working Days of application)

- **Compliance documents**

1. OHS audit report
2. Proof of ownership/lease agreement
3. Facilitator's CV, Qualification/s, ID copy
4. Proof of Financial Stability/Business Plan
5. Tax Compliance Status
6. CIPC registration document (N/A Public institution) - EMIS No
7. MoU/SLA for Workplace Experience
8. Learning Material Matrix

EVALUATION OF ACCREDITATION APPLICATIONS

(90 Working Days Turnaround Time)

Desktop Evaluation

- Evaluate uploaded Compliance documents
- Desktop Evaluation report

Site visit Preparation (QCTO/QP)

- Invite applicants for site visit
- Send Site visit pack (eg Form 4 – Learner Matric)
- Confirmation for site visit
- Appoint SME to conduct site visit

Site visit

- Physical or Virtual site visit
- SMEs submit Site visit report
- Site visit reports evaluated
- Internal Accreditation Committee
- Outcome

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

Thank you

Lavani Mabunda

Mabunda.LL@qcto.org.za

