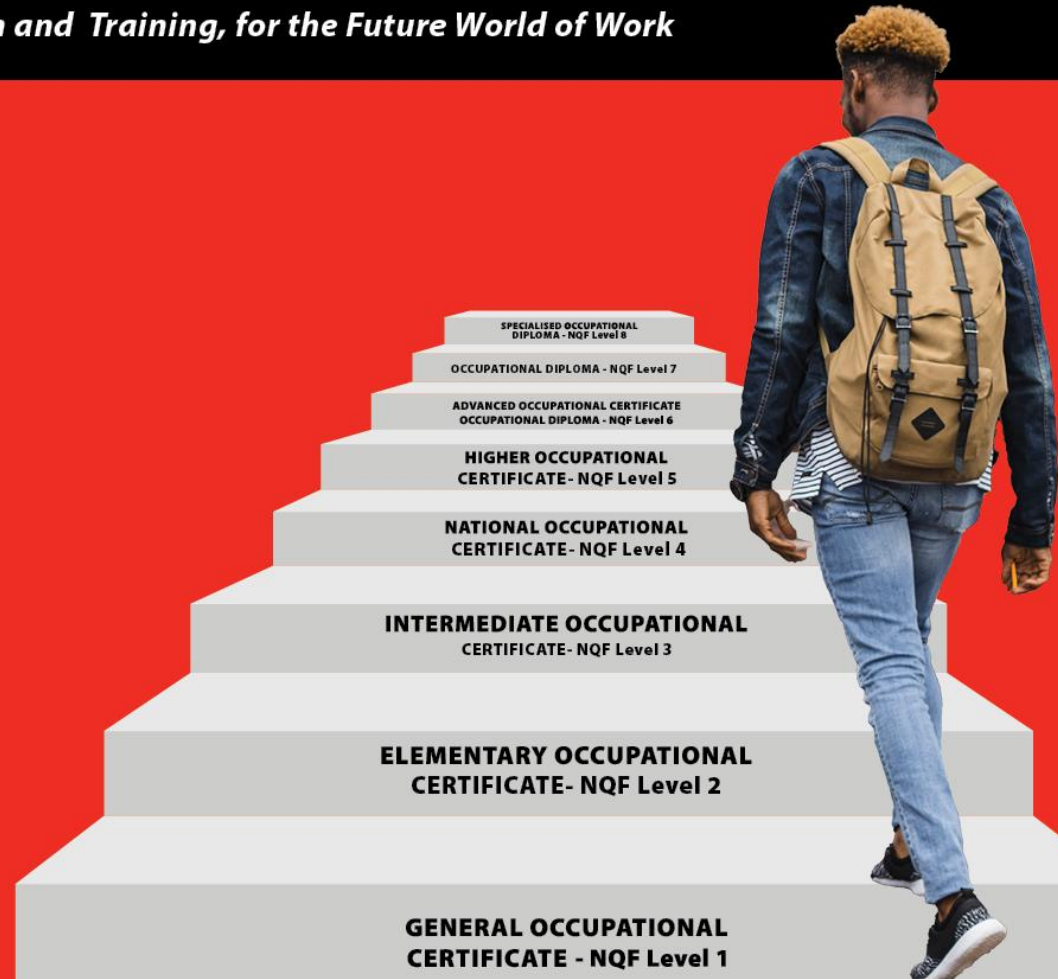


Enhancing Access to and Success in Post-School Education and Training, for the Future World of Work

Learner Enrolments:

Full and Part- Qualifications

Occupational Skills Programmes



Presentation Outline

- ❖ Purpose of submitting learner enrolment
- ❖ Impact of not Submitting Learner Enrolments
- ❖ Sharp Increase In Learner Enrolments
- ❖ Format of the Learner Enrolment: Full, Part, Qualifications and Skills Programmes
- ❖ Learner Enrolment Instructions: Full, Part Qualifications and Skills Programmes
- ❖ Learner enrolment package on the QCTO website
- ❖ Learner Enrolment: Challenges

Purpose of Submitting Learner Enrolment

To provide vital learner information required by the QCTO to perform its quality assurance functions.

The quality assurance functions include:

- ❖ Quality Assurance Monitoring
- ❖ Assessment Assurance
- ❖ Certification of Learners

❖ NB! It is the responsibility of the SDPs to ensure that accurate learner enrolment data is submitted

Impact of not Submitting Learner Enrolments

- ❖ Quality assurance monitoring will not be scheduled
- ❖ SDPs run the risk of not implementing the curriculum according to established standards
- ❖ Learners may not go through the EISA as the assessment assurance requirements may not be met
- ❖ The implemented FISA may not be recognised without quality assurance recommendations
- ❖ Certification of learners will not be processed

Sharp Increase In Learner Enrolments

- The Quality Assurance Domain has recorded a sharp increase in the processing of learner enrolments in the previous 2 financial years
- The increase is attributed to the progressive move towards Occupational Qualifications uptake
- There is a concerted effort by the QCTO and its quality partners to increase awareness on the current transitional arrangements



Format of the Learner Enrolment for Full and Part Quals

The learner enrolment spreadsheet must be completed and submitted in two (2) stages per batch of learners.

The form contains two (2) sheets:

- Sheet 1 This sheet is named "Instructions"
- Sheet 2 This sheet is named "Learner Enrolment and EISA"

Learner Enrolment Instructions: Full and Part Qualifications

First Submission: Stage 1

- The SDP enrolls learners with the QCTO in the required format **within 21 working days of starting the training/** RPL process, and submits to LearnerEnrolments@qcto.org.za
- The learner enrolment spreadsheet **must not** be edited in any way.
- The first stage is to complete **Columns A -AJ** and Date Stamp in Columns AQ on Sheet 2, per QCTO Data load specifications.
- SDPs will receive an automated learner enrolment acknowledgment email.
- Quality Assurance monitoring will be scheduled after submission

Learner Enrolment Instructions: Full and Part Qualifications...continued

- The following section should be fully completed when submitting Stage 1:

DETAILS: (COMPULSORY INFORMATION)

Name and Surname of Compiler:	
Email address:	
Contact Number of Compiler:	
Contact Number of Institution:	
Name of Qualification:	
Start Date:	
Expected Completion Date:	
Name of SDP:	
Address of SDP:	
Province:	

Document Naming Convention: Full and Part Qualification

- The Learner Enrolment Spreadsheet must meet the following naming convention before submitting to the QCTO: ***LEISAYyyymmdd-SDP***.
- “LEISA” should always be the start of the naming convention.
- The “yyymmdd” will be the date the file was completed.
- The “SDP name” should be the institution's name as per the accreditation letter (including the ***Campus name***).

Learner Enrolment Instructions: Full and Part Qualifications...continued

Second Submission: Stage 2

- The second stage is to complete **Columns AK -AP** and Date Stamp.
- Submit to EISAreadiness@qcto.org.za at **least 3 months before the anticipated EISA date.**
- Then assessment assurance “kicks” in.

Learner Enrolments: Skills Programmes

Format of the Learner Enrolment Spreadsheet

The form contains three (3) sheets:

- Sheet 1 is named “Instructions”
- Sheet 2 is named “Implementation Plan”
- Sheet 3 is named “Learner Data & Achievement”

Learner Enrolment Instructions: Skills Programmes

- Enroll learners with the QCTO in the required format **within five (5) working days** of starting the training, and submit the spreadsheet for Stage 1 to the QCTO to:
SPLearnerEnrolments@qcto.org.za
- This form must be completed and submitted in two (2) stages per batch of learners per Skills Programme offered.

First Submission: Stage 1

Sheet 1: Instructions

This section should be completed:

SUBMISSION 1: (within 5 days of starting)

Name of Head of Institution:	
Date Checked:	
All required attachments included: (Y/N)	

Learner Enrolment Instructions: Skills Programmes *continues...*

Sheet 2: Implementation Plan

- Complete **Columns A- M** and Expected Date of FISA, as per the QCTO Data load specifications for Skills Programmes.
- Final Integrated Supervised Assessment (FISA) dates are set by the SDP and captured on the learner enrolment spreadsheet when submitting the learner enrolment spreadsheet.

NB: The FISA date cannot be before the Expected End Date of Training

Learner Enrolment Instructions: Skills Programmes *continues...*

Sheet 3: Learner Data & Achievement:

- Complete **Columns A- AK**

NB: The file (spreadsheet) must not be edited in any way.

- Failure to submit learner enrolment **within 5 working days** will result in non-compliance with quality assurance monitoring.

Document Naming Convention: Skills Programmes

- The Learner Enrolment Spreadsheet must meet the following naming convention before submitting to the QCTO:

>YYYYMMDD<Name of SDP(*Campus*)< Stage (***1 or 2 depending on the stage***)

- The **yyyymmdd** will be the date that the file was updated
- The “SDP name” should be the name of the institution as per the accreditation letter

Learner Enrolment Instructions: Skills Programme...continues

Second Submission: Stage 2

- The following documents must be submitted at the same time to be processed:
 - Learner Enrolment Spreadsheet
 - FISA Assessment Assurance Verification Report (Sections A- D completed by the SDP)
 - A copy of the FISA instrument and marking guide/rubric/memo
- This second submission must be checked by the Head of the Institution by completing the blocks below, confirming that all information submitted is correct:

SUBMISSION 2: (within 21 days of final assessment)

Name of Head of Institution:	
Date Checked:	
All required attachments included: (Y/N)	

- Completed spreadsheet with final results must be submitted to SPResults@qcto.org.za
- Failure to submit within **21 working days** of the FISA being conducted will result in learners not being certificated

Learner Enrolment Package on the QCTO Website



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



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PROCUREMENT

For assessment centres

For employers

For learners

For researchers & academics

QCTO Skills Development Providers

For quality partners

List of Skills Development Providers
(SDPs) and Assessment Centres (ACs)

Accreditation process

Learner enrolment & EISA registration

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-

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Learner Enrolment Package on the QCTO Website... *continues*



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Learner Enrolment Package on the QCTO Website... *continues*

Services for skills development providers

Learner enrolment and EISA registration process

The QCTO receives learner information from all accredited Skills Development Providers (SDPs) and Assessment Centres (ACs) which offer QCTO full and part qualifications, in order to perform its quality assurance function for the learners who complete a qualification.

These quality assurance functions include quality assurance monitoring, assessment assurance, and learner certification.

SDPs and ACs must send in enrolment forms in two stages for each group of learners (the first time within 21 working days after the start date of training and the second time at least three months before the expected EISA date for each full or part qualification offered).

Downloads

[StatsSA Area Codes](#)[Skills Development
Provider Notice](#)[EISA Registration Template](#)[Statement of Results \(SOR\)
Template and Guidelines](#)[Skills Programmes Data Load
Specification Document](#)[EISA Plan](#)[Data Loading Specification Document](#)[Skills Programmes Learner
Enrolment Forms](#)

Learner Enrolment : Challenges

- Incorrect spreadsheet used.
- SDPs not submitting learner enrolments
- The enrolment spreadsheet is not fully completed.
- The learner enrolments submitted outside the turnaround time.
- SDPs are not submitting enrolments per campus/site
- SDP submits large numbers of learners, only to find that the learners did not start at the same time.

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Thank you

