

**Contract between Assessment Centres and AQP**

**Assessment Centre**

Name of Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorisedrepresentative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assessment Quality Partner (AQP)**

Physical Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorisedrepresentative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This contract is based on the Quality Management System (**QMS) **for Assessment Centres** **and conducting of EISA**

And applies to Ministerial Training on NQF levels 2 and 5, administered by the ACRP

**Conditions and Responsibilities of the Assessment Centre:**

**1 Criteria for the accreditation as assessment centre (**Par 2.1 of QMS)

1.1 be a juristic person registered or established in terms of South African law;

1.2 have a valid tax clearance certificate issued by the South African Revenue Service if applicable;

1.3 have a suitable and compliant MIS in accordance with QCTO specifications;

1.4 be safe, secure and accessible to candidates;

1.5 meet the relevant standards for occupational health and safety;

1.6 have the required physical resources (e.g. venue; equipment,), specified by the AQP to assess learners’ competence regarding the occupational qualification or part qualification;

1.7 have appropriately qualified human resources as specified by the AQP; and

1.8 make provision for any other requirements specified for the relevant trade, occupational qualification or part qualification

1. **Responsibilities of an Assessment Centre**

An assessment centre must:  **(**Par 2.3 of QMS)

2.1 assess the occupational qualification or part qualification in accordance with the standards set by the delegated AQP;

2.2 comply with the QCTO and AQP assessment policies and procedures;

2.3 conduct integrated external summative assessments in accordance with the AQP requirements;

2.4 adhere to standards set by the AQP in order to maintain accreditation;

2.5 enter into a formal agreement with the relevant AQP;

2.6 if also a training provider, provide an assessment area separate from the training area;

2.7 only allow candidates registered for assessment and assessment practitioners conducting the assessment into the assessment area;

2.8 ensure that candidates are not assessed or moderated by the facilitator responsible for their training; and

2.9 have appropriately qualified human resources to conduct assessments as specified by the AQP.

1. **The functions of an Assessment Centre**
   1. Preparation of learners for EISA (Par 3.1 of QMS)
   2. Identify and arrange for convenient assessment sites (Par 3.3.1 of QMS)
   3. Make arrangements with identified assessment sites (Par 3.3.2 of QMS)
   4. Make arrangements with the invigilator (Par 3.3.3 of QMS)
   5. Notify the relevant SPDs and their learners of the assessment sites along with all relevant issues specified in Par 3.3.4 of QMS
   6. Assure EISA documents are handled securely (Par 4.1 of QMS)
   7. Assure that the functions of Invigilators comply with requirements (Par 4.2 of QMS)
   8. Handle irregularities and appeals (Par 5 of QMS)
   9. Appoint assessors and moderators and recommend them to AQP as soon as the number of candidates for EISA is known
   10. Conduct assessment of EISA scripts (Par 6 of QMS)
   11. Conduct moderation of scripts (Par 7 of QMS)
   12. Report EISA results to AQP (Par 8 of QMS)
2. **Financial matters**
   1. The Assessment Centre is responsible for the Remuneration of Assessment Centres staff, of invigilators, assessors and moderators as well as the hiring of Assessment sites. (Par 9 of QMS)
   2. Assessment Centres must negotiate a tariff system with the AQP.
   3. Once the number of candidates, of Assessment Sites, invigilators, assessors and moderators for a particular EISA session has been determined, the Assessment Centre presents a budget and applies for the amount required for that session;
   4. At the end of the financial year Assessment Centres must give full financial report to AQP and refund surplus or claim for shortfalls.

**Responsibilities of the Assessment Quality** **Partner (AQP)**

1. Responsibilities on the operation of the Assessment Centre (Par 2.2 of QMS)
2. Functions in Preparation for EISA sessions (Par 3.2 of QMS)
3. AQP negotiates a tariff system with the Assessment Centres (Par 9 of QMS)

4 AQP includes the budget for Assessment Centres as part of its budget that is presented to ACRP (Par 9 of QMS)

**Confidentiality Agreement**

**By signing this contract, the Assessment Centre declares that it and its staff declares that**

* that there is no conflict of interest of whatever nature involved;
* it will act in an unbiased manner
* it will maintain confidentiality
* it will ensure that EISA documents are handled and stored securely

Signed

For Assessment Centre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_

For Assessment AQP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_