|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **QCTO MANAGER DETAILS** | | | | | | | | | | | | | | | |
| Name of QCTO Manager: | |  | | | | | | | | | | | | | |
| Telephone Number: | |  | | | | | | | | | | | | | |
| Email: | |  | | | | | | | | | | | | | |
| Cell number: | |  | | | | | | | | | | | | | |
| Date of visit: | |  | | | | | | | | | | | | | |
| Venue: | |  | | | | | | | | | | | | | |
| PROVIDER DETAILS | | | | | | | | | | | | | | | |
| Name of Provider: | |  | | | | | | | | | | | | | |
| Physical Address: | |  | | | | | | | | | | | | | |
| Telephone Number of Provider: | |  | | | | | | | | | | | | | |
| Name of Principal/Manager: | |  | | | | | | | | | | | | | |
| Cell number: | |  | | | | | | | | | | | | | |
| QCTO accreditation letter – Period of accreditation: | |  | | | | | | | | | | | | | |
| Type of accreditation: | |  | | | | | | | | | | | | | |
| Accreditation Number: | |  | | | | | | | | | | | | | |
| QUALIFICATION DETAILS | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | |
| Name(s) of Qualification(s): | | SAQA ID | | Curriculum Code | | | | | NQF Level | | | | | Credits | |
|  | |  | |  | | | | |  | | | | |  | |
| Registration Start date: | |  | | | | Last date for Enrolment: | | | | | |  | | | |
| Registration End date: | |  | | | | Last date for Achievement: | | | | | |  | | | |
| **LEARNER DETAILS** | | | | | | | | | | | | | | | |
| Name(s) of Qualification(s): | | No. of learners enrolled: | | | No. of learners on course for EISA | | | No. of dropouts | | | Reason(s) for dropouts | | | | No. of learners with special needs: |
|  | |  | | |  | | |  | | |  | | | |  |
| **KNOWLEDGE AND PRACTICAL MODULES: FACILITATORS, ASSESSORS AND MODERATORS DETAILS** | | | | | | | | | | | | | | | |
| Name(s) of Qualification(s): | Name of Facilitators: Knowledge | | Name of Facilitators: Practical | | | | Name Assessors: Knowledge | | | Name of Assessors: Practical | | | Name of Moderators: Knowledge and Practical | | |
|  |  | |  | | | |  | | |  | | |  | | |
| **WORKPLACE MODULES: MENTORS** | | | | | | | | | | | | | | | |
| Name(s) of Qualification(s): | |  | | | | | | | | | | | | | |
|  | |

| **No.** | | | **CRITERIA** | **Yes** | **No** | **N/A** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | | | **Implementation of Programme** | | | | |
| 1.1 | | | Environment is conducive to teaching and learning (clean / lighting / ventilation / equipment / furniture / learning material, etc.) |  |  |  |  |
| 1.2 | | | Evidence of OHS: signage, evacuation plans, OHS signs, valid OHS verification |  |  |  |  |
| 1.3 | | | CVs of facilitators indicate relevant experience in the particular subject area |  |  |  |  |
| 1.4 | | | Qualifications of facilitators used are appropriate |  |  |  |
| 1.5 | | | Proof of planning is evident: |  |  |  |  |
|  | | | * Timetables for learners |  |  |  |
| * Timetables for facilitators |  |  |  |
| * Evidence that facilitators are prepared for each class (e.g. facilitator file, presentations, etc.) |  |  |  |  |
| * Evidence of scheduled formative and summative assessments |  |  |  |  |
| * Minutes of management & staff meetings |  |  |  |  |
| * Evidence of enrolled learners per qualification with required details, (as per QCTO requirements for NLRD) |  |  |  |  |
| 1.6 | | | Learner Records |  |  |  |  |
|  | | | * Signed enrolment form |  |  |  |  |
| * Certified copy of IDs |  |  |  |  |
| * If foreign learners, certified copies of passport, and study permit |  |  |  |
| * Certified copy of qualification/s |  |  |  |  |
| * Learners’ records sampled have met entrance requirement of qualification |  |  |  |  |
| * Other (e.g. learner orientation, evidence of implementation of CAT, etc.) |  |  |  |  |
| 1.7 | | | Evidence of learner support throughout the programme |  |  |  |  |
| 1.9 | | | The facilitator demonstrates the required presentation skills |  |  |  |  |
| 1.10\* | | | The facilitator demonstrates knowledge of the subject content |  |  |  |
| 1.11\* | | | The learners actively participate in the learning process |  |  |  |
| 1.12\* | | | Provision has been made for learners with special needs (in their policy) |  |  |  |  |
| 1.13 | | | Provide a narrative of the roll-out of the training: (e.g. how the training of Knowledge / Practical / WIL takes place; length of each as well as any challenges experienced) |  | | | |
| **2.** | | **Assessment Strategy used by the Provider** | | **Y** | **N** | **N/A** | **Comments:** |
| 2.1 | | Is an assessment strategy in place? | |  |  |  |  |
| 2.2 | | Does the assessment strategy contain relevant information( e.g. class tests, assignments, summative assessments, etc) | |  |  |  |  |
| 2.3 | | Does the SDP’s assessment strategy take into account External Assessment Specifications of the qualification? | |  |  |  |  |
| 2.4 | | There is evidence that: | |  |  |  |  |
|  | | Assessment is an on-going process to guide and prepare the learners and not only done at the end (check dates of assessment and feedback) | |  |  |  |  |
| 2.5 | | Learner work is assessed and up to date | |  |  |  |  |
| 2.6 | | Is the provider aware of and implementing curriculum weightings stipulated for the qualification/s | |  |  |  |  |
| **3.** | **Record-keeping** | | |  |  |  |  |
| 3.1 | Records are kept of *all* learner attendance for Knowledge, Practical and Workplace modules. | | |  |  |  |  |
| 3.2 | Assessment results for theory/ practical/ workplace experience are maintained | | |  |  |  |  |
| 3.3 | An MIS is used for the recording of results | | |  |  |  |
| 3.4 | Learner data is captured correctly in the MIS | | |  |  |  |
| **4.** | **General** | | | **Y** | **N** | **N/A** | **Comments** |
| 4.1 | There is evidence that issues raised and/ or recommendations made in previous reports have been addressed by the provider. (Explain how under “comments”) | | |  |  |  |  |
| **5.** | **Areas of good practice:** | | | | | | |
|  |  | | | | | | |
| **6.** | **Recommendations for improvement:** | | | | | | |
|  |  | | | | | | |

\* Are applicable where monitoring is taking place at the site of learning

\*\* Indicate where there are variances in the different External Assessment Specifications

**QCTO MANAGER SIGNATURE DATE**