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GUIDELINES AND PROCEDURE FOR THE LOCKDOWN QUALITY ASSURANCE ACCREDITATIONS AUDITS, FOLLOW-UP OR MONITORING AND WORKPLACE APPROVALS

QAC – Interim arrangement – 07/2020

**GUIDELINES AND PROCEDURE FOR THE LOCKDOWN QUALITY ASSURANCE ACCREDITATIONS
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APPROVAL

The approved document is an annexure to existing policies and guidelines, provisions apply to all quality assurance audits, monitoring or follow-up visits as well as workplace approval audits until further notice.

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ACRONYMS:

SDA	Skills Development Act
QCTO	Quality Council for Trades and Occupations
SETA	Sector Education Training Authority
MQA	Mining Qualification Authority
QA	Quality Assurance
SDP	Skills Development Provider
PoE	Portfolio of Evidence
MIS	Management Information System
WPA	Workplace Approval
NA	New Applicant
CA	Compliance Audit
SE	Scope Extension
AR	Audit Report
LoA	Letter of Accreditation
DoA	Delegation of Authority
MMS	Mining and Minerals Sector
EoA	Extension of Accreditation
RoM	Resolution on Minutes

MANDATE AND DELEGATED ROLES OR RESPONSIBILITIES

The Mining Qualifications Authority (MQA) is a tripartite statutory body established by the Mine Health and Safety Act of 1996, registered as Sector Education and Training Authority (SETA), in terms of Skills Development Act of 1998.

The MQA has also been delegated quality assurance roles and responsibilities in terms of section 26I (2) of the Skills Development Act (SDA) 37 of 2008 by Quality Council for Trades and Occupations (QCTO).

Therefore, the MQA through the delegated quality assurance roles and responsibilities *must ensure inter alia* that Mining and Minerals Sector (MMS) has accredited providers that will maintain the quality standard of learning programmes, learning provisions and workplace approval including integrity of the information in the database.

BACKGROUND

On the 23 March 2020 President Cyril Ramaphosa escalated the measures to combat the Covid-19 spread and announces the enforcement of a nation-wide lockdown with effect from midnight on Thursday, 26 March 2020.

The country has moved progressively from a hard lockdown at level 5 with all economic activity grinding to a halt. Therefore noted current period of the lockdown regulations with the industry now able to operate at full capacity yet functions linked to SETAs quality assurance bodies not yet active, hence, the lockdown continue to adversely affect the operation plan.

The Quality Assurance functions including conducts of quality assurance accreditation audits, monitoring or follow ups and workplace approvals related to all learning and delivery has been disrupted.

The Department of Higher Education and Training provided Coronavirus - Covid-19 guidelines and procedures for Sector Education and Training Authorities, requires SETAs to constantly keep abreast of communication from various sources including, but not limited to The Presidency, National Treasury (NT), Department of Higher Education and Training (DHET),

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Auditor-General of South Africa (AGSA), Department of Public Service and Administration (DPSA), South African Qualifications Authority (SAQA), Quality Council for Trade and Occupations (QCTO) and any other relevant authorities.

The QCTO has subsequently issued directives in this regard. The directives are meant to continue to support quality learning delivery in the following ways:

- Giving interim approval to E-Learning guidelines for Skills Development Providers (SDPs)
- Relaxing assessment process
- Extending the accreditation status of training providers or SDPs if this expires or lapses during the lockdown period.

PURPOSE

This document sets out additional steps, procedures and responsibilities that need to be followed.

SCOPE

This document should be seen as an annexure to existing policies and guidelines. These provisions will apply to all quality assurance audits, monitoring or follow-up visits as well as workplace approval audits until further notice.

This document will specifically apply to:

- a) Compliance audits for accreditation of current accredited training providers or skills development providers
- b) New applicants for accreditation or workplace approvals within the sector
- c) Scope extensions or site extensions on accreditation of scope or workplace

STEPS, PROCEDURES AND ACTION

All communication with stakeholders or SDPs is limited to email, tele-conferencing, Skype or applicable virtual connectivity for the duration of the lockdown.

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The below table sets out steps, procedures, intent and action in this regard:

STEP	PROCEDURE	INTENT	ACTION
1	Guidelines and Criteria	NA/SE/ WPA	<p>The training provider/SDP should review the standard guidelines and criteria for accreditation or scope extension. The providers must then submit the Portfolio of Evidence, including a copy of the letter of intent, completes and submits the Standard guidelines and criteria for accreditation/scope extension purposes available on MQA website. The letter of intent issued by QCTO applies to all qualifications registered in terms of Occupation Qualifications Sub-Framework (OQSF).</p> <p>A Quality Assurance official will be assigned to the provider in order to guide the provider through the process.</p> <p>INCOMPLETE POE'S WILL NOT BE ACCEPTED OR CONSIDERED.</p>
2	Evaluations	NA/SE/ WPA	<p>The assigned QA official will evaluate the substance and accuracy of the application with the applicant. Only applications that meet all the requirements will continue to the validation step of the process.</p>
3	Validations	AA/CA	<p>The successful application will be recorded and scheduled for remote validations.</p> <p>The assigned QA official will make arrangements with auditors, whilst the applicant will be expected to ensure the availability of the SDP or employer's representatives.</p> <p>The process of the validation exercise will take these guidelines into account.</p>
4	Ratification	AR/EoA	<p>The evaluation process will result in an interim report. This report will be recommended to the standing quality assurance committee for ratification.</p> <p>The result can only be communicated officially to the applicant once the quality assurance committee has made a decision.</p>

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5	Delegation of Authority (DoA)	RoM	The approved providers referred to delegation of authority on issuing of signed letter of confirmation on accreditation status.
6	System Administration	LoA	The Letter of Accreditation will confirm the status of approved accreditation and scope for providers captured onto the MQA MIS.

THE END