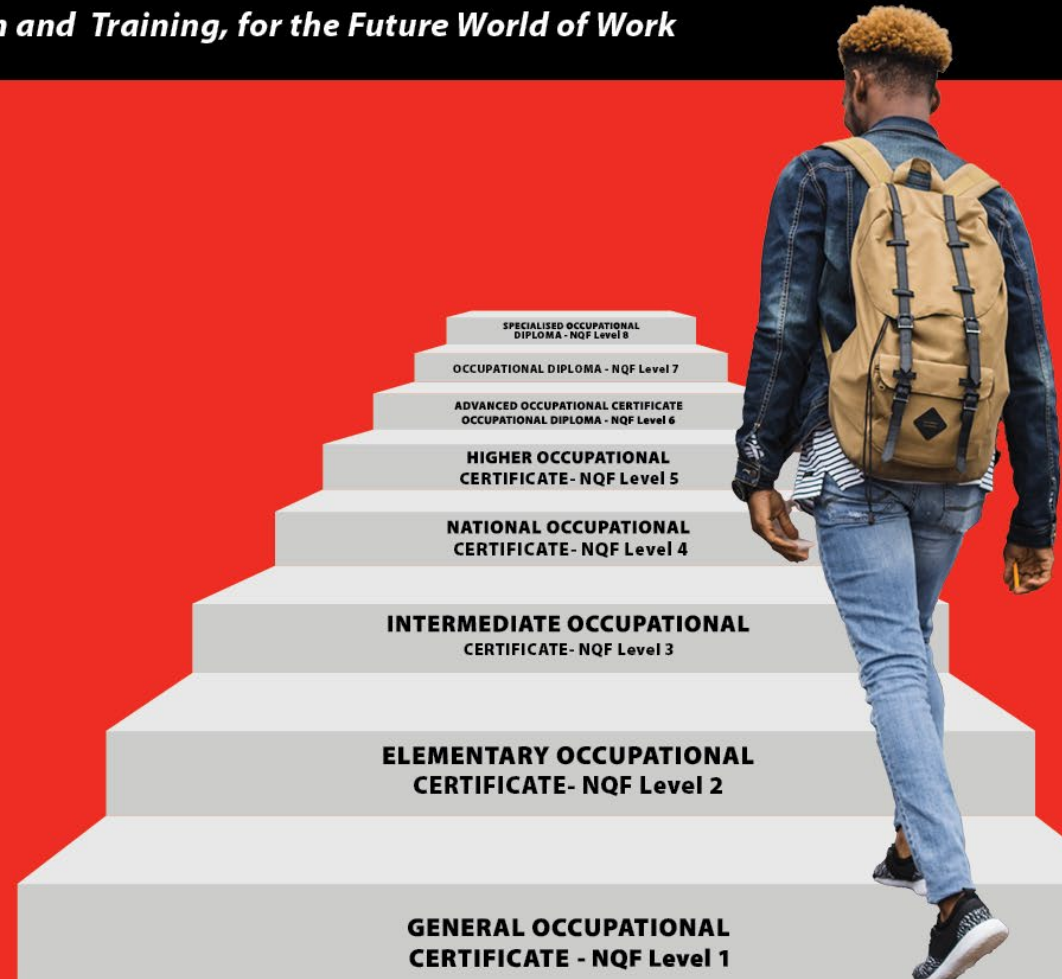


Enhancing Access to and Success in Post-School Education and Training, for the Future World of Work

Learner Enrolments:

Full and Part- Qualifications

Occupational Skills Programmes



Presentation Outline

- ❖ Purpose of submitting learner enrolment
- ❖ Impact of not Submitting Learner Enrolments
- ❖ 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

The submission of learner enrolment data is essential to provide the (QCTO) with accurate and comprehensive information required to fulfil its quality assurance mandate.

This information enables the QCTO to effectively carry out the following key functions:

- ❖ **Quality Assurance Monitoring** – Ensuring that training providers comply with established standards and requirements.
- ❖ **Assessment Assurance** – Verifying that assessments are conducted fairly, consistently, and in line with approved guidelines.
- ❖ **Certification of Learners** – Supporting the accurate and timely certification of learners who meet the required competencies.

It is the responsibility of (SDPs) to ensure that all learner enrolment data submitted is complete, accurate, and submitted within the prescribed timelines.

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Impact of not Submitting Learner Enrolments

1. Disruption of Quality Assurance Monitoring

- ❖ Impact: Without submitted enrolment data, the QCTO and QPs are unable to plan and schedule quality assurance monitoring activities.

2. Risk of Non-Compliance with Curriculum Standards

- ❖ Impact: SDPs may fail to implement the approved curriculum in line with established occupational standards when monitoring is not conducted.

3. Ineligibility for External Integrated Summative Assessment (EISA)

- ❖ Impact: Learners may not be admitted to the External Integrated Summative Assessment (EISA) if enrolment data has not been submitted and verified.

4. Delay or Non-Issuance of Learner Certification

- ❖ Impact: Certification processes depend on verified enrolment data. Without it, learner achievements cannot be formally recorded.

Format of the Learner Enrolment for Full and Part Quals Spreadsheet

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



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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PROCUREMENT



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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 : Key Challenges and Improvement Measures

Effective learner enrolment management is critical for ensuring:

- ❖ Accurate reporting
- ❖ Quality assurance
- ❖ and compliance with QCTO requirements.

However, several recurring challenges have been identified among Skills Development Providers (SDPs).

The following outlines these challenges together with practical improvement measures to strengthen compliance and data integrity.

Learner Enrolment : Key Challenges and Improvement Measures

1. Use of Incorrect Spreadsheet Template

- ❖ Challenge: Some SDPs submit learner enrolment data using incorrect templates, resulting in inconsistent or unusable data.
- ❖ Improvement Measure: SDPs must ensure that only the correct enrolment template used.

2. Non-submission of Learner Enrolments

- ❖ Challenge: Certain SDPs fail to submit learner enrolment data entirely, leading to gaps in reporting and quality assurance processes.
- ❖ Improvement Measure: All SDPs must submit enrolment data for every intake. Internal controls and submission tracking mechanisms should be implemented to ensure compliance.

Learner Enrolment : Key Challenges and Improvement Measures

3. Incomplete Enrolment Information

- ❖ Challenge: Submitted spreadsheets are often missing critical learner information, affecting data quality and certification processes.
- ❖ Improvement Measure: SDPs must ensure that all mandatory fields are completed accurately before submission. The dataload specification document should be used

4. Late Submission of Enrolment Data

- ❖ Challenge: Enrolment data is frequently submitted after the prescribed turnaround time, delaying quality assurance processes.
- ❖ Improvement Measure: SDPs must adhere strictly to submission deadlines.

Learner Enrolment : Key Challenges and Improvement Measures

5. Failure to Submit Per Campus/Site

- ❖ Challenge: Enrolments are sometimes consolidated without distinguishing between different campuses or sites, affecting traceability.
- ❖ Improvement Measure: SDPs must submit enrolments separately for each accredited campus or delivery site to ensure accurate monitoring and reporting.

6. Misaligned Learner Intake Dates

- ❖ Challenge: Large groups of learners are submitted as a single intake despite starting at different times, creating inconsistencies in reporting.
- ❖ Improvement Measure: Learners must be grouped and reported according to their actual start dates.

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Thank you

