



Terms of Reference

CONTRACTING OF SERVICE
PROVIDER TO INVESTIGATE
VARIOUS FORMS ASSESSMENT
MODALITIES FOR OCCUPATIONAL
QUALIFICATIONS ON THE OQSF.



1. Brief background

- 1.1. One of the QCTO's primary responsibilities is maintaining the standard and integrity of qualifications within the Occupational Qualifications Sub-Framework (OQSF). One way of achieving this is to ensure that all assessment modalities for occupational qualifications and skills programmes on the OQSF are of good quality and standard. This in turn will make the certification more trustworthy.
- 1.2. In 2016, the QCTO published guidelines on *"The Principles and Minimum Requirements on e-assessment of Qualifications and part-qualifications on OQSF"*. The organisation recognised the necessity of publishing these guidelines to acknowledge the widespread use of technology in delivering training programmes and assessing students in the sector. As a result, many providers now prefer to use e-assessments to overcome the limitations of time, distance, and resources. Therefore, to maintain the credibility of e-assessments, QCTO, as the Quality Council, needed to implement robust quality regulation processes and procedures for e-assessments. This research project aims to investigate new modalities of final summative assessments that are relevant to occupational qualifications and part qualifications on the OQSF.
- 1.3. The objective of this study is to examine alternative assessment methods that are compatible with qualifications on the OQSF in addition to the External Integrated Summative Assessment (EISA) that is presently employed by the QCTO. The research project will also function as a guiding document to aid the organisation in the development of procedures, an assessment policy, and the guidelines for the conduct of assessment and their quality assurance models.
- 1.4. The project is intended to be concluded by the end of the 2024/2025 financial year, but will continuously share periodic reports with the Assessment unit for use in their Reference Group project.



2. Technical specifications

2.1. The service provider must ensure that the lead staff members assigned to this project have at least a Master's Degree in the following fields of study:

(i) Education/Social Sciences or a related discipline, with a demonstrated track record of working with and publishing in the field of Occupational/Vocational training.

2.2. The service provider must also be able to demonstrate that they have a broad understanding of Post-School Education and Training (PSET), particularly the Occupational/Vocational Training sector.

2.3. The service provider must also be able to show experience and understanding in the field of Educational Assessment through previously conducted research projects.

2.4. The service provider must also be able to show through previously conducted research projects that they have sufficient staff with the right skills and competencies to run the project from inception to completion.

3. Key responsibilities of the service provider

3.1. Develop a research report that examines various assessment modalities and practices utilized in at least three different countries internationally.

3.2. Provide the collected information to the QCTO Assessment Reference group responsible for examining the existing assessment process of the QCTO.

3.3. Suggest an ideal assessment approach for QCTO occupational qualifications based on the competency model.

3.4. Guide the organisation in formulating a strategic direction for various assessment modalities.

3.5. Use the findings of the study to offer a well-researched and informed position to the QCTO Assessment Unit.



3.6. Assist the unit in developing guidelines, procedures, quality assurance models, and policies, that will govern the assessments in the QSF space.

4. Work schedule

4.1. The service provider will report to the Deputy Director of Statistical Reporting.

4.2. The service provider will consult with the Deputy Director of Statistical Reporting and the Director for Assessment regarding the current QCTO assessment model and a broad range of assessment practices the study will focus on.

4.3. The service provider will consult with the Deputy Director of Statistical Reporting regarding the format of the final report.

4.4. The deliverable dates and payment frequency will be discussed.

4.5. The final report will be submitted to the QCTO on or before 28 February 2025.

4. Pricing Schedule

a) Agreement Term: Approximately 6-8 months

b) Payment Frequency: The payment frequency will be discussed with the service provider.

c) Technical queries via email to: Deputy Director: Statistical Reporting Mx Nthabeleng Lepota on Lepota.N@qcto.org.za