




TRANSPORT AND EDUCATION TRAINING AUTHORITY
QUALITY MANAGEMENT SYSTEM
Policy

Policy Title	Learning Programme Policy	Policy and Rev.No:	ETQALPE Rev01
Department	ETOA	Effective date	2 December 2008
Approved		1 st Issue Date	21 January 2008

POLICY

A learning Programme is defined as the process through which the learner achieves the standards/ or qualification. Programmes are flexible and designed with national needs as well as the needs of prospective learners and employers in mind; their form and structure encourage access and are responsive to changing environments; learning and assessment methods are appropriate to the aims and purpose of the programme.

The elements of the programme include its relationship to the registered standard/s or qualification in respect of learning outcomes and purpose as well as assessment and accreditation requirements.

Also included would be style of learning and teaching (including training), key features of the learning environment, learning and learning support resources and requirements, assessment methods, policies and practices for management of assessment including equal opportunities, authenticity of assessment evidence and appeals system and any other requirements necessary for the successful completion of the programme.

In respect of the quality indicators such as relevance, programmes should be developed on the basis of a need analysis of learners, the community or constituency which the provider services and should include an audit of existing programmes, market research, national and provincial priorities, regulations and liaison with other education and training institutions, occupational and or professional bodies.

In respect to the integration of quality indicators, programmes should be designed to include theoretical and practical learning components and, wherever possible and appropriate, experiential learning. The programme should be designed and outlined to reflect the integration of the relevant critical cross field outcomes, particularly those specified in the unit standard or qualification.

In respect of the access quality indicator, entry requirements for the programme should be as open as possible and make provision for the recognition of prior learning and exemptions. It may well be that the p[policies and procedures for the Recognition of Prior Learning (RPL) will include programme entry requirements as suggested here or it may be that RPL is linked to the award of credits and qualifications and providers could have more discretionary powers in setting alternative entry scenarios appropriate to individuals or learner groupings.


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In addition to entry requirements, there should be stated language policy for the programme that is based on National Language Policy, on the language profile of the learners and on career and further or higher education learning contexts. This policy must be reflected in the learning Material, assessments and learning support services.

Historically TETA has evaluated all Learning Programme through the appointment of Subject Matter Experts at a 100%. Due to the maturity of the system and the nature of some of the unit standards the 100% policy was reviewed to all soft skills will not be evaluated however verified during the Accreditation site visit as with all other programmes. The semi-technical programmes will be evaluated on a sampling basis up to a maximum of fifty percent (50%) and all technical programmes will be evaluated up to one hundred percent (100%). The condition was that Learning Programme Self Assessment forms be submitted to TETA for verification. This improved turn around times in programme approval.

These reviews have been brought about taking into context the above policy and the extensive scope of the transport sector, including the fact that Transport is cross cutting of all other economic sectors of South Africa as defined in the Industrial Policy Framework.

The SAQA Criteria and Guideline for the Accreditation of Providers states that one of the ETQA is the body which accredits the provider and which is responsible for ensuring that the provider maintains and improves the quality of Learning Provision and Learning achievements. It further states that the Criteria for Provider to be accredited has the – the ability to achieve the desired outcomes, using available resources and procedures considered by the Education and Training Quality Assurance Body to be needed to develop, deliver and evaluate learning programmes which culminate in specified registered standards or qualifications.


This clearly outlines that all Providers intending on obtaining accreditation will need to ensure that there are policies, procedures, systems, mechanisms and capacity within the providers to comply and perform in line with the TETA Accreditation Criteria and inherently the SAQA Criteria and Guidelines. This has been demonstrated in the training and registration of Education, Development and Training Practitioners (ETDs), Assessors, Moderators and Verifiers/External Moderators through TETA. In line with ensuring the availability of provider infrastructure to offer the programmes within TETA Scope, providers will be required to demonstrate its ability to comply. Providers will ensure that capacity within the provider is trained and competent to Develop and Evaluate Learning

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Material in line with the SAQA registered unit standards.

In line with this Providers will report to the TETA via the Learning Programme Self Assessment Form as well as a Unit Standard alignment matrix on whether their Learning Programmes comply with this policy and the Unit Standard or qualifications applied for with their Accreditation Application Portfolio. Providers therefore will not need to submit material to TETA. However, during the accreditation and monitoring visits at the provider premises it will be requirements to provider proof of the material, as well as proof of purchase/contract of material. This material will be verified by the ETQA Audit Team/ETQA Practitioner.

Each completed Learning Programme Self Assessment form and unit standard alignment matrix shall be evaluated and each learning programme verified on site in accordance with the Procedure for Accreditation. TETA reserves the right to request that material be submitted for full evaluation by a TETA appointed Subject Matter Expert, who also be declared competent to develop and evaluate Learning Material taking into the learning environment.

All Learning Programme Evaluators, internally and externally, shall meet the minimum criteria for Learning Programme Evaluators as approved TETA ETQA. Learning Programme shall be evaluated in accordance with the Procedure for Learning Programme Evaluations.

This Policy may from time to time fund the development of learning materials within the ETQA Scope and comply with this Policy for the dissemination to all potential providers to improve turn up take of qualifications, the identify gaps in qualifications registered prior to implementation. This will be done in line with TETA's Grant Criteria and Funding Model and captured and registered on the Management Information System.

This policy requires that the following be available:

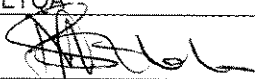
1. Procedure on Learning Programme Verification which could be incorporated into the TETA Accreditation Criteria and Guideline Document,
2. Standardised Approved Learning Programme Provider Self Assessment Form,
3. Standardised Qualification/Unit Standard alignment matrix,
4. Internal ETQA Practitioner verification tool,
5. Criteria for the Appointment of Learning Programme Evaluators where required
6. Obtain aligned material via other SETAs or Professional Bodies.

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4.0 Inputs Required	Process Outputs and performance parameters
SAQA Audit Reports Provider Complaints and Recommendations Board Minutes Quality Assurance Standing Committee	SAQA Audit Report ETQA Customer Survey Board Minutes Quality Assurance Standing Committee Minutes Learning Programme Self Assessment Form and Alignment Matrix

RECORDS				
Record	Record Type	Responsible Person	Retention Period	Disposition
Learning Programme Policy REV 00	Policy	ETQA Manager	2 years	Obsolete once update approved.

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