

MQA OFO CODES UPDATE AND CHANGES: FORMAT FOR SUBMITTING REQUESTS

When requesting updates the information indicated below must be submitted to the MQA in an excel spreadsheet format, following the exact order as indicated in the diagram below. Changes to the OFO will be limited to the possible reasons outlined for column B below.

| A | B | C | D | E | F | G | H | I | J |
|-------------|---------------------------------|--|--|---|---|--|---|---|----------|
| Levy Number | Name of submitting organisation | Action Requested - select from list please | Occupation code to be moved, deleted or where change is required | Unit Group number where it must be moved to | Name of occupation to be added or new title or where change in alternative titles is required | Relevant Unit Group where it must be added | Descriptor of occupation to be added or changed | Alternative title to be added or deleted - column B will indicate the action required | Comments |

Guidelines for Completing Update Requests:

No applications not conforming to the guidelines outlined below will be considered.

- All individual applications from an organisation must be on one sheet.
- Information in cells may be wrapped but no cells may be merged.
- Columns A, B and C must always be completed.
- The information in column B must be completed using the following codes:
 - A= Add an occupation
 - B= Add or move alternative title / specialisation to an existing occupation or newly suggested occupation (this implies that an occupation will first be listed as changed or new and then in a new line the relevant alternative titles for the suggested change will be indicated).
 - C= Move an occupation (alternative titles and specialisations that need to be moved with the occupation must be indicated in a separate line using code B described above.)

- D= Delete an occupation (this would imply the alternative titles associated with the occupation will also be deleted, if such alternative titles need to be retained under another occupation value B should be used)
 - E= Delete alternative title / specialisation for an existing occupation
 - F= Change an existing occupation title
 - G= Change or add a descriptor of an occupation
- If column C contains an “A” then columns F, G and H must be completed. It is also possible to add alternative titles / specialisation in column H provided that it is not an alternative tile or specialisation that must be moved from somewhere else.
 - If column C contains a “B” then columns I and D must be completed.
 - If column C contains a “C” then columns D and E must be completed. All alternative titles / specialisations will be moved with the occupation. Alternative titles and specialisations to be associated with the moved occupation must be indicated in a separate line using code B, column E and F must be completed to indicate which new occupation should receive the listed alternative titles.
 - If column C contains a “D” then columns D must be completed. All alternative titles / specialisations will be deleted with the occupation. If some of these alternative titles or specialisations must be moved it must be done using code B.
 - If column C contains an “E” then columns D and I must be completed.
 - If column C contains an “F” then columns D and F must be completed.
 - If column C contains a “G” then columns D and H must be completed.

Please use column J for any clarifying comments

Submissions to be sent to ssp2@mqa.org.za Should you require further assistance, please contact Ms Vuyokazi Mofu on VuyokaziM@mqa.org.za alternatively call Mr Sizwe Dlamini on 011 5472773 or 011 5472775.