

**MQA Policy for Certification on Unit Standard Based Qualifications and Skills Programmes**

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**MINING QUALIFICATIONS AUTHORITY**

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## MQA Policy for Certification on Unit Standard Based Qualifications and Skills Programmes

### ACRONYMS AND DEFINITIONS

The following are the key acronyms and terminology used in this policy

<b>ACRONYM DESCRIPTIONS</b>	
<b>MQA</b>	Mining Qualifications Authority
<b>QA</b>	Quality Assurance
<b>SDA</b>	Skills Development Act
<b>SETA</b>	Sector Education and Training Authority
<b>NQF</b>	National Qualification Framework
<b>QAC</b>	Quality Assurance Committee
<b>QCTO</b>	Quality Council for Trades and Occupations
<b>ATP</b>	Accredited Training Provider
<b>SOR</b>	Statement of Results
<b>SAPS</b>	South African Police Service
<b>NLRD</b>	National Learner Record Database
<b>DEFINITIONS</b>	
<b>Accreditation</b>	It is the recognition of an organization/company/institution as having the capacity to fulfil a particular function in the delivery of training and development. Such recognition is usually for a particular period and is done through certification.
<b>Provider</b>	Providers are entities that provide training to employed or unemployed learners in short courses, skills programmes, part qualifications and full qualifications.
<b>National Qualification Framework</b>	The NQF is the set of principles and guidelines by which records of learner achievement are registered to enable national recognition of acquired skills and knowledge, thereby ensuring an integrated system that encourages life-long learning.

## **POLICY ON CERTIFICATION AND STATEMENT OF ATTAINMENTS**

### **1. PURPOSE OF THIS POLICY**

The purpose of this policy is to state the Mining Qualification Authority (MQA)'s position with regards to certificates for provider accreditation and learner achievements.

### **2. LEGISLATIVE AND REGULATORY FRAMEWORK**

In terms of section 26l (2) of the Skill Development Amendment Act (SDA) 37 of 2008 the MQA has been delegated to perform the following functions for current qualifications registered on NQF.

1. Accredite providers for the qualifications or part qualifications currently registered on NQF with MQA as the quality assurance body;
2. Monitor the provision by providers of the learning programmes leading to qualifications or part qualifications in order to ensure that the criteria for accreditation are met;
3. Evaluate learner assessment and the facilitation of moderation of learner assessment by provider;
4. Register assessors and moderators to undertake assessment and moderation for specified qualifications or part qualifications;
5. Certify qualified learners;
6. Maintain a comprehensive learner information management system;
7. Upload learner data on to the NLRD according to the NLRD specifications;
8. Perform such other functions consistent with the NQF Act and SDA Act as the QCTO may from time to time allocate to SETA in writing;

### **3. SCOPE OF THIS POLICY**

The scope of this policy includes all certificates, statement of attainments that fall within the primary focus of the MQA. Certificates issued by the MQA will be nationally recognised whilst statements of attainment will be recognised within the Mining and Minerals Sector (MMS).

#### **3.1. ISSUING CERTIFICATES AND STATEMENT OF ATTAINMENTS FOR LEARNERS**

- Once all criteria have been met, the MQA management information system will indicate that a certificate needs to be issued for a specific learner. All certificates must be generated electronically.

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- It is the responsibility of the accredited training provider to ensure that the learners personal details and credits obtained are captured correctly on the system
- The CEO and QA Manager of the MQA or a person delegated shall sign all certificates for programmes obtained.
- The electronic signature of the CEO and QA Manager of the MQA or a person delegated shall be on the statement of attainments
- The MQA will after completion of the programme issue learner certificates to the ATP's and/ or Programme Approved providers. Providers are not allowed to issue certificates for MQA programmes and qualifications.
- The maximum turnaround time for certificates/ statement of attainments to be ready from the date approval of assessments by a designated MQA QA official took place in 90 working days.
- ATP are not allowed to withhold learner certificates on the basis of funding agreements between the employer and provider
- Duplicates will only be issued when sufficient information is available, i.e. when the request has been made and accompanied by an affidavit and certified ID copy. The MQA will verify if this information is true and correct prior to re-issue. Only a maximum of 2 duplicates per certificate shall be issued to a learner.
- Non-Artisan Certificates, Skills Programmes and Artisans certificates signed by the QA Manager and CEO are issued internally. An Artisan National Certificate Level 4 applicant must be able to provide a signed copy of Summative Assessment Results obtained from the Training Centre.

### **3.2. ISSUING CERTIFICATES TO ACCREDITED TRAINING PROVIDERS**

- Only accredited training providers, who are granted full accreditation will be awarded with a certificate indicating the scope of accreditation
- The CEO and QA Manager of the MQA or a person delegated shall sign all certificates
- When a provider's accreditation is revoked, the QA Manager shall request the provider to return the accreditation certificate issued.
- The issued Accreditation Certificate must be visible at the providers' premises

**3.3. SECURITY WHEN ISSUING CERTIFICATES, STATEMENT OF ATTAINMENT AND CERTIFICATES OF ACCREDITATION**

- The MQA is responsible for the design and layout of certificates and statement of attainment adhering to all statutory requirements.
- The MQA is responsible for security elements that will make it practically difficult to forge, including a pre-printed numbering system.
- The MQA is responsible to ensure that all certificates are stored in a safe place and access to such storage facilities will be limited to the designated personnel.
- A credible certification environment requires quality and security to be constantly foregrounded.
- The principles for ensuring security include: a. users with controlled access to the system are regularly vetted; b. all activities on the system log an audit trail; c. accountable officers such as System Administrators maintain and manage user access to the system; d. the storage and printing of certificates take place in a secure environment; e. a record of all certificates issued is maintained; f. credible certification forms are used, which have security features that are regularly enhanced; and g. backup and storage of data is maintained.
- The MQA has a zero tolerance approach to fraudulent and corrupt practices and therefore urges ATPs and members of the public to: a. report any suspect irregular activities to the MQA; b. refrain from irregular behaviour with the intention of compromising MQA staff; and c. report any irregular behaviour by MQA staff to the Chief Executive Officer.
- The MQA Fraud Prevention Policy, Procedures and Plan Acts apply to all members of the MQA staff and associates. The MQA quality partners are required to uphold the same standards. Acts of dishonesty by a provider or assessment partner, submitting data to the MQA may result in the learner achievement and certificate being nullified.

**3.4. VERIFICATION OF MQA ISSUED CERTIFICATES**

- Is done only on the certificates or Statement of Results (SoRs) that was issued by MQA or MIETTB.
- Should there be no evidence found on the MQA source data, the MQA cannot validate the authenticity of certificates or SoR.
- Feedback will be provided to the applicants irrespective of certificates being valid or not.

**3.5. REPORTING OF FRAUDULENT CERTIFICATES**

- It is the responsibility of the provider or employer to report any fraudulent certificate to the MQA and SAPS. The MQA will investigate the matter as soon as it is raised with the MQA and appropriate action will be taken.
- In the event that the MQA picks up a fraudulent certificate during verification of an application for a duplicate certificate, the MQA has the responsibility to report such a matter to the SAPS.
- If a provider or employer has initiated legal action against individual who produced fraudulent certificates, the MQA may witness if necessary.

**3.4. ACCEPTABLE USAGE OF THE MQA LOGO**

- Refer to Corporate Identity Guide which can be obtained from the MQA Office.

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**4. REVIEW OF THE POLICY**

- This policy will be reviewed in line with the MQA Policy Review criteria