MINING QUALIFICATIONS AUTHORITY

MQA
Guidelines
For
Workplace
Approval

'

MQA GUIDELINES FOR WORKPLACE APPROVAL

Purpose of this document

The purpose of this guideline is to formalise the MQA's position on workplace approval. These guidelines are applicable only to those organizations who are applying to do workplace training and to obtain workplace approval from the Mining Qualifications Authority (MQA). The workplace approval will only be given by the MQA for qualifications or part qualifications (or parts thereof) for which the MQA is the approved Assessment Quality Partner (AQP).

Introduction

The Mining Qualifications Authority (MQA) is established as a Sector Education and Training Authority (SETA) and is accredited by the South African Qualification Authority (SAQA) as an Education Training and Quality Assurance (ETQA).

The MQA has also been delegated quality assurance functions in terms of section 26I (2) of the Skill Development Amendment Act (SDA) 37 of 2008 and the Quality Council for Trades and Occupation (QCTO) delegation policy of 11 June 2011.

The MQA is mandated in terms of section 10 C (i) of the Skills Development Amendment Act (SDA) 37 of 2008 to identify workplaces for work experience requirements.

Part of the MQA's Quality Assurance role is that it needs to be ensuring that the workplaces are robustly, effectively, safely and consistently applying good workplace training practices. All workplace providers submitted applications for workplace approval shall be subject to a workplace approval process.

Each SETA may define the workplace approval process to match the approach adopted. However, it is necessary that within the MMS that the MQA adheres to the set standards issued by the Department of Higher Education and Training.

'

The MQA sees the workplace approval process as pivotal in the integrated learning process and will ensure that such workplaces meet the requirements as described in the occupational qualifications.

Scope

This document is a guideline that covers the workplace approval processes to be adhered to by workplace providers in the Mining and Minerals Sector. The workplace approval will be for occupational qualifications for which the MQA is the Assessment Quality Partner (AQP).

'

Self-evaluation document Workplace / or Site Provider Self-Evaluation document for

NAME OF HOST EMPLOYER _____

WORKPLACE SITE/S _____

Instructions

- It is in the organisational interest to answer the questions accurately and honestly

- Please note that the number of YES's or NO's DOES NOT determine your workplace/or site approval status, but rather provides an indication of the workplace state of readiness for the external approval process

- Please note that a separate policy and/or procedure IS NOT required for each item asked. A number of items may be included in a single policy and/or procedure

- Please contact the MQA QA department should you require assistance with this process

'

CRITERIA	MINIMUM CRITERIA MET		COMMENTS AND/OR RECOMMENDATIONS
In your opinion have all the criteria for Workplace Approval been satisfactorily met on the following areas			
Legal entity & Registration Number	YES	NO	
Levy Payer with the MQA	YES	NO	
Primary focus falls within the scope	YES	NO	
Approval by other Quality Assurance Body (if any please state which body)	YES	NO	
Skills Development Provider name and Accreditation number	YES	NO	
Does the organization have a workplace skills plan?	YES	NO	
The implementation of a QMS (Own or certified) please specify	YES	NO	
Does the workplace have policies and/or processes and/or procedures and/or records and/or systems			
Regarding non-conformance for workplace learning process?	YES	NO	
For dealing with complaints from employees, learners for workplace learning?	YES	NO	
Regarding preventative and corrective action to minimise non-conformance for the workplace learning process?	YES	NO	
For reviewing policies and procedures for workplace learning?	YES	NO	

'

Skills Development Provider scope of the accreditation		
List of Occupations / programmes as per scope	**OFO Codes (if any)**	**Qualifications or Part Qualifications**

The Workplace must have the necessary financial, administrative and physical resources. In your opinion has the criteria been satisfactorily met?

Financial Resources (if budgeted centrally then please	YES	NO	
Administrative Resources	YES	NO	
Physical Resources	YES	NO	

'

MIS to capture data. The organization must have an electronic data storage system for workplace learning (if centrally controlled, proof is to be supplied) that includes but not limited to: • Status and particulars of learners • Workplace modules /or part there of • Assessment records (including number, date and results of each assessment) • Moderation records • Coaching / Mentoring records • Reporting • Appeals • Number of moderations conducted • Number of appeals conducted • Geographical information	YES	NO	
Additional Resources (if applicable -please state these)	YES	NO	
Does the workplace have relevant equipment to ensure learner's workplace modules can be completed? (Be able to show the relevant equipment if requested)	YES	NO	
The workplace must have the policies and practices for having subject matter experts and related learning assessment and mentoring requirements. In your opinion has the criteria been satisfactorily met?			

MQA/ETQA/01/002   Revision: 05   Approved: ETQA Comm   Date: 02/03/2017

Subject Matter Expert (Maximum ratio 1-4 - or as stipulated by the relevant occupation)	YES	NO	
Moderators (if centrally co-ordinated please state)	YES	NO	
Assessors (if centrally co-ordinated please state)	YES	NO	
Selection process of learners (if applicable)	YES	NO	
Appointed Mentors / coach	YES	NO	

The workplace must have the procedures and/or practices for learner entry and Safety systems. In your opinion has the criteria been satisfactorily met?

Learner Entry	YES	NO	
Safety Policy	YES	NO	

The workplace must have Service Level Agreements (SLAs) in place with providers to manage the practical or work-site components. In your opinion has the criteria been satisfactorily met?

Provider for Knowledge and Practical	YES	NO	
Placement letters (if done centrally please state)	YES	NO	
Responsibilities of Training Provider vs Host Employer covered in the SLA	YES	NO	
SLA in place if the Host Employer has external learners on site	YES	NO	
Agreements with external workplaces to cover the workplace learning that it cannot provide itself?	YES	NO	

The workplace must have documented proof in place to manage work-site components. In your opinion has the criteria been satisfactorily met?

Admin

'

-Record Keeping of learners Regarding the capture, maintenance and reporting of learner data? e.g. • Applications • Programme registration • Learner progress • Assessments • Moderation • Learner status	YES	NO	
-Document control and storage for learning activities	YES	NO	
-Confidentiality of information			
-Correct and up to date Logbooks,	YES	NO	
-Verify Learning Activities	YES	NO	
POE			
-Relevant **Workplace** modules or workplace parts of unit standards completed	YES	NO	
-Signed off by Mentor/Supervisor/Assessor/Learner	YES	NO	
Progress Reports	YES	NO	
The workplace must provide a suitable environment and workplace for training. Progress of learners must be measured. In your opinion has the criteria been satisfactorily met?			
Induction	YES	NO	
PPE	YES	NO	
Policies	YES	NO	
SOP's	YES	NO	
Evidence of PTO's / Assessment guide / Tests as a tool to measure competency	YES	NO	

MQA/ETQA/01/002   Revision: 05   Approved: ETQA Comm   Date: 02/03/2017

'

Risk assessments	YES	NO	
Evidence of assessment plans contracted between the learner and assessor	YES	NO	
Assessment activities and instruments for different phases of the learning programmes	YES	NO	
Evidence of assessment results per learner?	YES	NO	
Evidence of moderated assessments?	YES	NO	
Learner guidance and learner support	YES	NO	
Declaration that states that all the workplaces used for training, are fit for purpose?	YES	NO	
The learners must be interviewed to determine the totality of the development and the success of the transfer of knowledge. In your opinion has the criteria been satisfactorily met in the sample group?			
Knowledge of completed tasks confirmed	YES	NO	
Understand and adhere to scheduling of workplace training	YES	NO	
Awareness of assessment policies and procedures:-			
-Appeals	YES	NO	
-Assessment	YES	NO	
-Moderation	YES	NO	

'

Declaration for workplace / or site approval

I hereby declare:
- That the information provided in this application is accurate and correct
- The workplace training that the workplace is intending to offer falls within the scope of the MQA

Name and surname		Position	
Signature		Date	

Please note that the Quality Assurance Sub Committee of the QA Committee will verify compliance on any or all the issues listed above.

END