

**Guideline for the issuing of a statement of results**

The different Occupational Qualifications registered on the NQF, and the OQSF framework requires that a learner who has successfully completed the internal assessment should be issued with a Statement of Results, by the provider to confirm that the internal assessment requirement of a specific qualificator has been met to allow the learner to continue with the External Integrated Summative Assessment.

The QCTO regards the Statement of Results as a document that should include the detail of the internal assessment requirements for a specific qualification and should state the achievement of the learner in all components as stipulated in the particular qualification.

**The Statement of Results should be issued considering the following guidelines:**

* The name should clearly be stated on the document “**Statement of Results**”; under no circumstances may the SDP issue a certificate. The certificate can only be issued by the QCTO.
* Official letterhead or statement of results template clearly indicating the name and contact details of the SDP
* The Name of the Qualification – as registered on the OQSF
* The level of the qualification
* The Name and Surname of the learner
* The ID or Date of Birth
* The date assessed
* Competency in the three **components** clearly indicated: Knowledge, Theory, Workplace
* The name of the modules under each type of field (K/T/W) tested
* The achievement of each module – rating, % or description
* The signature as delegated by the SDP
* The name of the AQP associated with the qualification

The following wording should be printed on the document: ***This Statement of Results is not an Occupational Certificate. The learner has complied with the requirement of the practical, workplace and knowledge components of the qualification. The Quality Council for Trades and Occupations may issue the Occupational Certificate after the candidate has successfully completed the External Summative Assessment requirements.***

**Below is an example of a Statement of Results**

<Insert Letter Head of the SDP>

<Insert Address of the SDP>

**STATEMENT OF RESULTS**

**Occupational Certificate: Safety Health & Quality Practitioner**

**SAQA ID: 99714, Credits: 256, NQF Level 5**

For

<Full names of Learner (as per ID)>

 <ID Number :…………………………>

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| **Knowledge Modules**  |
| **Date %Assessment** | **Name of Module:** | **Credits** | **Achievement** |
|  | Fundamentals of Occupational Health and Safety | 09 |  |
|  | Fundamentals of Communication | 06 |  |
|  | Occupational Health and Safety applications | 17 |  |
|  | Occupational Health and Safety Management | 38 |  |
|  | Operations Management and Supervision | 06 |  |
|  |
| **Practical Skills Modules** |
| **Date %Assessment** | **Name of Module:** | **Credits** | **Achievement** |
|  | Represent the needs of employees with regard to Occupational Health and Safety matters | 08 |  |
|  | Inspect work places, identify hazards and risks and take immediate action to ensure health and safety in the workplace | 04 |  |
|  | Consult with employees and raise their needs and issues | 04 |  |
|  | Inspect work places and environments to identify the occupational health and safety hazards and determine the risks associated with the work | 16 |  |
|  | Coordinate the work activities of Occupational Health and Safety representatives | 06 |  |
|  | Develop a risk profile and legal register for a designated work area | 06 |  |
|  | Establish, maintain and improve the health and safety documentation and reporting systems, controls and processes | 04 |  |
|  | Advise on the establishment maintenance and improvement of emergency response and preparedness | 08 |  |
|  | Manage the effectiveness of operational Occupational Health and Safety systems | 06 |  |
|  |
| **Work Experience Modules**  |
| **Date %Signed off** | **Name of Module:** | **Credits** | **Achievement** |
|  | Exposure to the workplace examination processes | 12 |  |
|  | Exposure to the processes of representing the Occupational Health and Safety needs of employees | 04 |  |
|  | Exposure to Occupational Risk Management processes | 12 |  |
|  | Exposure to the processes of selecting, appointing and managing Occupational Health and Safety representatives | 08 |  |
|  | Exposure to the processes of developing and implementing Occupational Health and Safety systems | 48 |  |
|  | Exposure to the processes of monitoring and improving Occupational Health and Safety systems | 34 |  |
| * **Achievements may either be indicated by means of “Pass/Fail” or “C/NYC”**
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| **Note: A learner gains entrance to the External Integrated Summative Assessment (EISA) if all Knowledge, Practical and Work Experience Modules have been successfully completed** |
| **Learner has gained admission to the EISA Yes:** |  | **No:** |  |

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| **Date of Next EISA:****Learners must bring this SoR together with their IDs when writing the EISA** |

Copies of the following must be attached to each statement of results sent to the QCTO:

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| --- | --- | --- |
|  |  | **[✓]** |
| 1. | **Leaners’ ID** |  |
|  |  |  |
| 2 | **For all level 3 & 4 proof of passing Maths and English (may be one or a combination of the following)** |  |
|  | * Gr 12 Certificate (or equivalent) with pass marks for Maths and English
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|  | * FLC statement of Results for Numeracy and Literacy – Competent
 |  |

Name of Principal/Academic Manager Date Issued

DESIGNATION

This statement of Results is not an Occupational Certificate. The learner must comply with the requirements of the Knowledge, Practical and Workplace Components of the qualification in order to be admitted to the EISA. This SoR is valid for a period of two years from date of issue.

The Quality Council for Trade and Occupations (QCTO) will issue the Occupational Certificate upon successful completion of the External Integrated Summative Assessment, and having met the requirements of the qualification.

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| Stamp of the Institution  |