

## CALL FOR APPLICATIONS TO SERVE AS A MEMBER OF AN UMALUSI COUNCIL COMMITTEE OR THE PERIOD 8 JUNE 2026 TO 7 JUNE 2030

Umalusi invites persons with experience in the Basic Education, Adult Education and Training, and/or Technical and Vocational Education and Training sectors, to apply to serve as members of the following committee of Umalusi Council:

### **Qualifications Standards Committee of Council (QSC), Reference no: QSC/04/001**

The Terms of Reference are attached as Annexure A

**Closing Date:** 15 May 2026

**Enquiries:** Dr Emmanuel Sibanda,  
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#### **Please note:**

- The position of member of a Council Committee is not a full-time appointment.
- A member of a Council Committee is not a member of Council but will serve solely at committee level.

#### **Required documents:**

- Motivational Letter (maximum of 2 pages)
- Curriculum Vitae

Applications with the required documents marked "**QSC: Reference no: QSC/04/001**" should be forwarded to [Umalusi.QSC@umalusi.org.za](mailto:Umalusi.QSC@umalusi.org.za) on or before the closing date.

Applications received after the closing date will not be considered.



# **TERMS OF REFERENCE FOR QUALIFICATIONS STANDARDS COMMITTEE (QSC)**

**2026**

## Control Sheet

	<b>Responsibility</b>	<b>Date</b>	<b>Signature</b>
Compiled :	QCC		
Recommended:	Executive Manager: Qualifications & Research		
Recommended:	Chief Executive Officer		
Approved :	Umalusi Council		

## **1. Introduction**

- 1.1 The National Qualifications Framework Act, 2008 (Act No. 67 of 2008), as amended, provides for Umalusi as a Quality Council responsible for the development and management of the General and Further Education and Training Qualifications Sub-framework (GFETQSF).
- 1.2 The object of Umalusi's founding act, the General and Further Education and Training Quality Assurance Act, 2001 (as amended in 2008), is to enhance the quality of general and further education and training. To that end, Umalusi has adopted an integrated standard-setting approach that is focused on the following key areas:
  - (a) qualifications, curriculum, and certification;
  - (b) quality assurance of assessment at exit points of qualifications that are registered on the GFETQSF;
  - (c) quality assurance of provision; and
  - (d) statistical information and research.

## **2. Umalusi's role in curriculum and qualifications development and certification**

- 2.1 The NQF Act, Act 67 of 2008, as amended, enjoins Umalusi to take responsibility for and to manage the development of the qualifications framework for general and further education and training, a sub-framework of the National Qualifications Framework. In terms of this mandate, Umalusi is required to develop a suitable qualifications framework which complements and supports the work undertaken by the other Quality Councils.
- 2.2 The Qualifications Standards Committee is a committee of Council which is formed in terms of section 8, sub-section 1, paragraph (a) of the General and Further Education and Training Quality Assurance Act, Act No 58 of 2001. The Qualifications Standards Committee is chaired by a member of council appointed to the task. The QSC is a standing committee of Council. It may need to deal with the work of more than one sub-committee working concurrently on different qualifications, as each sub-committee will be appointed in relation to the development and/or review of a particular qualification.
- 2.3 The Qualifications Standards Committee is responsible for supporting the work Umalusi undertakes which is related to the development or amendment of

qualifications and/ or the General and Further Education and Training Qualification Sub-framework. It is responsible for recommending draft qualifications to Council for approval. Furthermore, the QSC will advise Umalusi in planning for the implementation of the qualifications to be introduced.

2.4 All qualifications in the NQF space allocated to Umalusi lead to some form of certification which acknowledges and validates that a learner has completed a prescribed programme or curriculum for an exit level. The QSC will therefore play a critical role in supporting and guiding Umalusi to strengthen its certification processes to fulfil this mandate.

2.5 It is in the interests of the work of the organisation that a committee of Council be in a position to guide Umalusi in respect of developments in curriculum matters associated with the qualifications on the sub-framework. Since the standards of any qualification can only be more fully understood through the related curricula, the QSC is regarded as the committee best placed to advice on these matters.

### **3. Composition of the Qualifications Standards Committee**

3.1 The Qualifications Standards Committee comprises the following:

3.1.1 A member of the Umalusi Council, elected to chair the committee

3.1.2 The CEO of Umalusi, who serves as an ex-officio member of the committee

3.1.3 Umalusi senior management;

3.1.4 Professional members elected in respect of relevant experience and knowledge in:

- National Qualifications Frameworks (in particular the General and Further Education and Training Qualifications Sub-Framework, the Occupational Qualifications Sub-Framework and the Higher Education Qualifications Sub-Framework)
- Qualification design and development
- Articulation, credit accumulation and recognition of prior learning
- Setting and design of assessment standards

- Curriculum design and implementation (i.e. enacted curriculum)
  - Certification
- 3.1.5 The membership of the committee should reflect knowledge and expertise across qualification types i.e. general academic, vocational, and occupational qualifications.
- 3.1.6 The committee is expected to be equitable in respect of gender and race.
- 3.1.7 The committee has the responsibility and the right to co-opt additional members onto the QSC should it become apparent that expertise in a particular area is lacking.
- 3.1.8 The committee shall consist of between 10 and 15 members.

#### **4. Functions of the Qualifications Standards Committee**

4.1. The functions of the committee will be to:

- 4.1.1 Provide guidance in the formulation of suitable qualifications, which will meet the requirements of the Minister and South African Qualifications Authority (SAQA);
- 4.1.2 Consider the implications of the development or review of a particular qualification/programme/curriculum and advise Umalusi with regard to the approach taken toward stakeholders, including departments
- 4.1.3 Provide in-principle agreement for the need to develop or review a particular qualification, programme or curriculum. Such a decision is based on an evaluation against predetermined criteria, and proposals resulting from Umalusi's internal processes;
- 4.1.4 Develop criteria for the appointment of members that will serve on Qualifications Reference Groups, which constitute sub-committees of the Committee and appoint the members when such a need arises;
- 4.1.5 Approve the delegation of the responsibilities such as curriculum development to the relevant committee/department/ assessment body or other suitable body or bodies;
- 4.1.6 Recommend the qualification in its final form to Council;

- 4.1.7 Assist, as individual committee members, if requested, in advocacy of the qualifications on the GFETQSF;
- 4.1.8 The committee may be requested to perform any other reasonable functions that Council may deem necessary and relevant to the role of committee.
- 4.2. The Qualifications Standards Committee is required to reach consensus regarding major decisions before a matter is presented to Council.
- 4.3. The Qualifications Standards Committee is responsible to the Chair of Council.

## **5. Sub-committees**

The committee may, at its discretion through the secretariat, appoint sub-committees to carry out its tasks in each of the relevant sectors.

## **6. Code of Conduct**

The Qualification Standards Committee member must:

- (a) be familiar with the Qualification Standards Committee Terms of Reference;
- (b) conduct his / her work according to Umalusi policies;
- (c) inform the Chairperson of the Qualification Standards Committee of any situation in which there is an actual or potential conflict of interest as soon as the existence of such a situation comes to his or her notice, and must make every effort to immediately take all responsible steps to avoid such a conflict of interest;
- (d) consider all QSC related information as confidential unless otherwise directed by the chairperson of the committee;
- (e) at all times act honestly and fairly and with due care and diligence, and in the best interest of Umalusi Council and maintain the integrity of the committee;
- (f) not unfairly discriminate against any person, party or organisation;
- (g) demonstrate respect for human dignity in all aspects of the committee's functions;

(h) not profit as a result of privileged information or their position; (i) adhere to the Umalusi Council's *Fraud Prevention Policy*.

## **7. Frequency of meetings**

7.1 The Qualification Standards Committee must meet at least 3 times a year at such times and places as the relevant chairperson may determine by notice in writing to the members concerned.

7.2 The chairperson of the QSC has the power to call meetings of either the full committee or selected members of the committee as s/he deems necessary.

7.3 The QSC members shall attend a minimum of two meetings per year to retain membership.

## **8. Quorum**

A representative quorum for meetings is a majority of members present. The nature of the Qualification Standards Committee does not require a quorum.

## **9. Term of office**

The term of membership will be for a period of four (4) years, which will run concurrently with the term of the Umalusi Council.

## **10. Reporting procedure**

Any advice or recommendation or action of the committee will be reported the Council for consideration and the Council may ratify, set aside, or vary the advice or recommendation unless the Council has specifically delegated its powers or functions to the committee

## **11. Secretariat**

11.1 The QCC unit will provide the secretariat services for the committee, which will carry out all administrative functions related to the committee including the booking of travel and accommodation, processing of claims and honorariums, and convening and minuting of the committee meetings.

11.2 The QCC unit will also provide all the necessary reports, documentation, information, and recommendations in order to assist the QSC members to execute their duties effectively.

11.3 Any non-emergency alterations to the prior agreed upon bookings will be for the members account.

## **12. Remuneration, travel, and accommodation of members of the QSC**

Members of this committee will be remunerated as per the tariffs approved by the Minister of Basic Education and the Umalusi Council.

## **13. Amendments of the Terms of Reference**

13.1 All clauses in this Terms of Reference may be amended by way of a decision of the Council.

13.2 The Council may, by unanimous vote, amend the Terms of Reference without notice.

## **14. Evaluation**

The Council must determine the process for the evaluation of the effectiveness of the committee.

## **15. Review of the Terms of Reference**

The Terms of Reference will be reviewed annually.