

Recognising your Competencies

SEYCHELLES QUALIFICATIONS AUTHORITY

PUBLICATION INFORMATION MANUAL

**Prepared in terms of Section 53 of the Promotion of Access to Information Act
2018**

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Content	Page
List of Acronyms and Abbreviations	3
Purpose of Publication Manual	3
Establishment of the Seychelles Qualifications Authority	4
Structure of the Seychelles Qualifications Authority and functions	7
Key contact details for Access to Information of the Seychelles Qualifications Authority	8
Description of all remedies available in respect of an ATIA or failure to act by the Seychelles Qualifications Authority	9
Categories of records of the Seychelles Qualifications Authority which are available without a person having to request access	9
Services Available to members of the public from the Seychelles Qualifications Authority and how to gain access to those services	12
Public Involvement in the formulation of policy or the exercise of powers or performance of duties by Seychelles Qualifications Authority	13
Availability of the Manual	13
Updating of the Manual	14

1. List of Acronyms and Abbreviations

1.1	"HOIH"	Head of Information Holder
1.2	"IC"	Information Commission
1.3	"IO"	Information Officer
1.4	"ATIA"	Access to Information Act
1.5	"NQF"	National Qualifications Framework
1.6	"RPL"	Recognition of Prior Learning
1.7	"SQA"	Seychelles Qualifications Authority

2. Purpose of Publication Manual

This Publication Manual is useful for the public to:

1. Check the nature of the records which may already be available at the Seychelles Qualifications Authority, without the need for submitting a formal ATIA request;
2. Have an understanding of how to make a request for access to a record of the Seychelles Qualifications Authority;
3. Access all the relevant contact details of the persons who will assist the public with the records they intend to access;
4. Know all the remedies available from the Seychelles Qualifications Authority regarding request for access to the records, before approaching the information commission;
5. The description of the services available to members of the public from the Seychelles Qualifications Authority, and how to gain access to those services;
6. A description of the guide on how to use ATIA, as updated by the information commission and how to obtain access to it;
7. If the body will process personal information, the purpose of processing of personal information and the description of the categories of data subject and of the information

or categories of information relating thereto;

8. Know if the Seychelles Qualifications Authority has planned to transfer personal information outside the Republic of Seychelles and the recipients or categories of recipients to whom the personal information may be supplied; and
9. Know whether the Seychelles Qualifications Authority has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information, which is to be processed.

3. Establishment of the Seychelles Qualifications Authority

The SQA is a legal body established by the Seychelles Qualifications Authority ACT, 2021 (Act 57 of 2021).

3.1. Object and functions of the authority

3.1.1 The object of the Authority shall be to develop, implement and maintain a national qualifications framework and to provide for quality assurance of the education and training system nationally.

3.1.2 In pursuing the object the Authority shall have the following functions:

- (a) recognise, evaluate and register national qualifications and part qualifications on the National Qualifications Framework;
- (b) generate and register national unit standards and qualifications for occupations and professions and ensure their relevance to social and economic needs;
- (c) maintain a national database of registered and accredited providers, programmes, qualifications and part qualifications, as prescribed;
- (d) design, develop and implement a common quality assurance system, and regulate compliance therewith;
- (e) develop and review quality standards and ensure compliance by providers through a monitoring system;
- (f) accredit tertiary education and training providers and other providers of post compulsory education and training and monitor that such providers continue to comply with prescribed standards and criteria;

- (g) accredit programmes and courses of education and training and monitor that such programmes and courses continue to comply with prescribed standards and criteria;
- (h) conduct inspection of established and registered schools to ensure national education quality and standards are maintained;
- (i) review the policies and criteria on which the National Qualifications Framework is based;
- (j) establish policy, criteria and procedures for, and monitor the process of evaluation and recognition of, competencies acquired formally, informally and non-formally through

Recognition of Prior Learning;

- (k) establish policy and criteria for credit accumulation and credit transfer;
- (l) recognise, evaluate and establish equivalence of foreign qualifications to the levels of the National Qualifications Framework and record the decisions made;
- (m) develop a policy and criteria for the recognition of foreign programmes leading to the award of qualifications and part qualifications delivered by or through local tertiary education and training providers;
- (n) develop a policy for recognition by the Authority of any foreign qualification before the qualification bearer may be entitled to enter into an occupation or a profession;
- (o) promote international recognition of the national qualifications and the international comparability of national qualifications;
- (p) register tertiary education and training providers and other providers of post compulsory education and training and maintain a register to this effect;
- (q) establish criteria for classification of providers and for the transitioning from one category of provider to another in accordance with this Act and made hereunder;
- (r) establish criteria and procedures for the protection of the interests of enrolled learners, which include arrangements for the protection of learners where learners have begun but not completed a programme of education and training where a provider ceases to provide the programme before completion, or ceases to operate;
- (s) establish standards and criteria for teachers and lecturers of providers to deliver programmes and courses to ensure learners are protected;
- (t) provide a national advisory service on foreign qualifications and foreign providers of education and training;
- (u) collaborate with international counterparts on all matters of mutual interest concerning national qualifications frameworks;

- (v) advise the Minister on matters relating to the functions of the Authority and perform any function consistent with this Act that the Minister may, by regulations, determine;
- (w) do all such things and perform all such functions as maybe necessary or conducive for the achievement of the purposes of this Act.

3.2 Powers of the Authority

The Authority shall have all powers necessary or expedient for the performance of its functions including the power to —

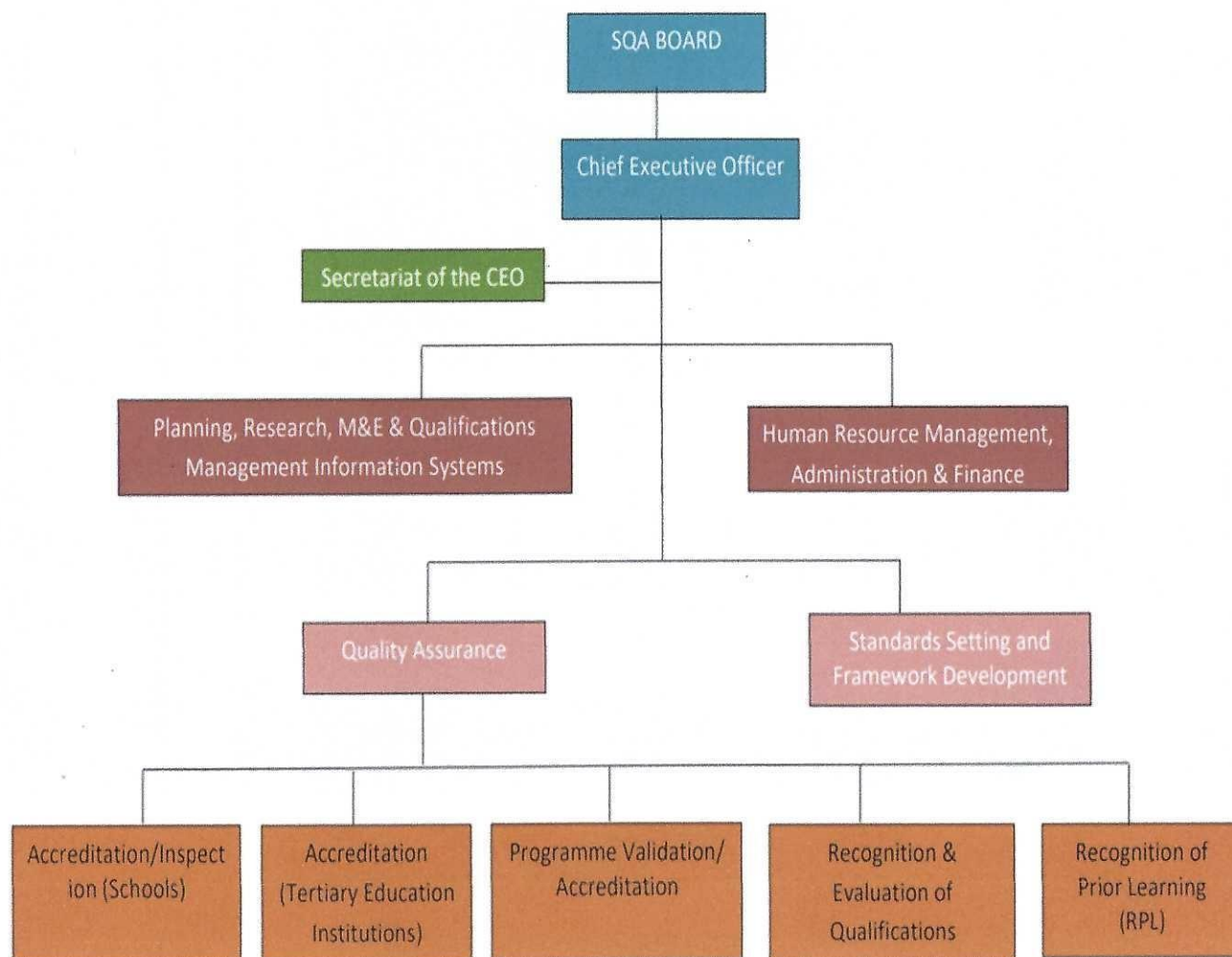
- (a) liaise or enter into agreements with any entity within or outside Seychelles;
- (b) enforce compliance with the provisions of this Act and the elements of the National Qualifications Framework; and
- (c) charge such fees as may be prescribed in respect of any service provided by the Authority.

Power to require information

- (1) The Authority may, by notice in writing require, from any person, provider, or any other entity such information as the Authority deems necessary, for the purposes of the performance of its functions under this Act.
- (2) Where any person or other entity is required to furnish any information to the Authority under subsection (1), it shall be the duty of such person or entity to comply with the request.
- (3) A person or other entity who or which contravenes subsection (2) commits an offence and shall on conviction to a fine of level 2 of the standard scale.
- (4) A person who obtains any information for the Authority under this provision shall take every reasonable step to ensure that such information is kept in such manner as to ensure that the contents of the information are kept confidential and used only for the purposes of performing the functions of the Authority

4. Structure of the Seychelles Qualifications Authority

4.1. In accordance with sub section 53 (2) the Seychelles Qualifications Authority has included in this manual the current structure of its organisation.



4.1.1 In accordance with sub section 53 (2) the Seychelles Qualifications Authority has included in this manual the list of Committees.

- QA Committee (Quality Assurance Committee)
- The Accreditation Sub-committee
- Accreditation Team
- EXCO (Executive Committee)
- Unit Standards Developers
- Unit Standards Evaluators

- Assessors
- Moderators

5. Key contact details for Access to Information of the Seychelles Qualifications Authority

In accordance with sub section 53 (2), the Seychelles Qualifications Authority has included in this manual the relevant contact details for access to information.

5.1 Information Officer

Name: Hilda Miriam Bertin
Tel: 4 32 40 55/ 271 22 35
Email: sso.sqa@email.sc

5.2 Head of Information Holder

Name: Fiona Ernesta
Tel: 4 32 40 55
Email: ceosqa@email.sc

5.3 Head Office Contact

Postal Address: Seychelles Qualifications Authority
PO BOX 1017, Victoria

Physical Address: Seychelles Qualifications Authority
Ebrahim Building, Rue Pierre de Possession
Victoria

Telephone: 4324055

Email: sqa@seychelles.net

Website: www.sqa.sc

6. Description of all remedies available in respect of an ATIA or failure to act by the

Seychelles Qualifications Authority

6.1 Remedies:

1. Functional and updated website
2. Social media presence
3. Distribution of education materials
4. Consultation with stakeholders on the implementation of the NQF tools

7. Categories of records of the Seychelles Qualifications Authority which are available without a person having to request access

In accordance with subsection 53 (1) the Seychelles Qualifications Authority has included in this manual, the categories of information that it will proactively disclose and those which will be made available only through the formal request process.

Table 1 below shows the categories of records of the Seychelles Qualifications Authority which are available without a person having to request access.

Categories	Document Type	Available on website	Available upon request
Legislations / Regulations	SQA Act 2021	X	
	SQA Regulations 2009	X	
Seychelles National Qualifications Framework	National Qualifications Map	X	
	Level Descriptors	X	
Strategic Documents	Strategic Plan 2022-2026		X
	Annual Report		X
	Annual Performance Plan		X
Manuals and Policy Documents	Manual of Internal Procedures		X
	<u>Accreditation Unit Schools</u>		X

	Looking at Our School Framework 2nd Edition, revised in 2015.		X
	Inspection Manual		X
	Self-Evaluation Template and Guidelines		X
	Code of Ethics for Inspectors		
	<u>Institutional Accreditation</u>	X	
	Application form for Institutional Accreditation	X	
	List of Accredited Providers		X
	SQA Institutional Accreditation Manual		X
	Framework of Institutional Accreditation: Standards and Criteria V7		
	<u>Programme Accreditation</u>	X	
	List of Accredited Programmes		X
	Programme Accreditation Manual	X	
	Application for Programme Validation		X
	Programme Accreditation: Guide for Providers		X
	Result sheet		
	<u>Recognition and Evaluation of Qualifications</u>		X
	Policy and Criteria for Recognition and		

	Evaluation of Foreign Qualifications	X	
	Application Form – Qualification Recognition Evaluation	X	
	Consent Form for Release of Information		
	<u>Recognition of Prior Learning</u>	X	
	Application form for RPL	X	
	Guidelines on Fees for Recognition of Prior Learning	X	
	Information leaflet for candidates	X	
	General leaflet on RPL		X
	National Guidelines for the Implementation of RPL		X
	National Policy for RPL		X
	Schedule of allowances for RPL Practitioners		X
	<u>Standards Setting</u>		
	Manual for Development, Evaluation and Approval of Qualifications and Unit Standards		X
	Policy and Criteria for the Registration of Unit Standards, Qualifications and Part Qualifications on the National Qualifications Framework		X

8. Services Available to members of the public from the Seychelles Qualifications

Authority and how to gain access to those services.

8.1. Services available

Institutional Accreditation

Members of the public are able to access this services on a daily basis from Monday to Friday. The public may also call the SQA office on any week days for information or clarification on any other related issue. Documents related to the services of RPL are also posted on the SQA website.

Programme Accreditation

Members of the public are able to access this services on a daily basis from Monday to Friday. The public may also call the SQA office on any week days for information or clarification on any other related issue. Documents related to the services of RPL are also posted on the SQA website.

Recognition and Evaluation of Qualifications

Members of the public are able to access these services on Mondays, Wednesdays and Fridays. However, the public may call the SQA office on any week days for information or clarification on any other related issue. Documents related to the services of RPL are also posted on the SQA website.

The SQA offers the following chargeable services in line with the implementation of the National Qualifications Framework.

(i). Recognition of foreign qualifications.

According to the SQA Act 2021, "Recognition of qualifications" means the formal acceptance of the appropriateness of a foreign qualification for a specific purpose. The process of Recognition and Evaluation of qualifications establishes the level of qualifications on the National Qualifications Framework (NQF).

(ii). Certification of qualifications

According to the SQA Act 2021, "Certified copy" means a copy of an original qualification certificate or other document that has been certified by an authority, legal entity, or any other authorised body as being a true copy of the original. The service of certifying true copy of qualifications is mostly requested by learners applying for further education nationally and in overseas institutions.

Recognition of Prior Learning

According to the SQA Act 2021, "Recognition of Prior Learning" means principles and processes through which the prior knowledge and skills of a person are made visible,

mediated and assessed for the purposes of alternative access and admission, recognition and certification, or further learning and development.

Members of the public are able to access this services on a daily basis from Monday to Friday. The public may also call the SQA office on any week days for information or clarification on any other related issue. Documents related to the services of RPL are also posted on the SQA website.

9. Public Involvement in the formulation of policy or the exercise of powers or performance of duties by the Seychelles Qualifications Authority.

The SQA maintains an open door policy and believes in engagement with its stakeholders. As stipulated in Section 4(1)) of the Act, the SQA regulates all matters to do with education and training leading to a qualification and is responsible to provide for quality assurance of the education and training system nationally. Members of the public are free and encouraged to communicate to the SQA on any issue of concern that might help the organisation to improve on its services.

Consultation meetings were conducted in 2023 by SQA with different stakeholders with regards to the review of the Seychelles National Qualifications Framework. The consultation meetings are important as a means to inform the different stakeholders on the works of the SQA and also to obtain feedback from the stakeholders so as to inform the changes and new propositions that are being made with regards to the implementation of the qualifications framework.

10. Availability of the Manual

This Manual is made available in the following official language -

1. English

A copy of this Manual or the updated version thereof, is also available as follows-

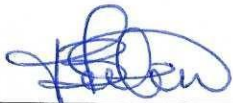
1. On the website of the public body;
2. To any person upon request

11. Updating of the Manual

The Seychelles Qualifications Authority will, if necessary, update and publish this Manual annually.

Issued by:

Hilda Bertin



Information Officer

15/01/2024

Date

Fiona Ernesta



Head of Information Holder

15/01/2024

Date

SEYCHELLES QUALIFICATIONS
AUTHORITY



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TEL : 4324055

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