

ETQA STAKEHOLDER CAPACITY BUILDING SESSION

23 May 2025
MS TEAMS



MICTSETA

Media, Information And
Communication Technologies
Sector Education And Training Authority

SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES



AGENDA

Item	Person	Time
Welcome and Introduction	Ms Lesha Singh	10:00 – 10:05
Subject Matter Expert Registration	Ms Lesha Singh	10:05 – 10:20
LMIS Training – SME online Application	Mr Timothy Chuene	10:20 – 11:30
Questions	Ms Lesha Singh	11:30 – 12:20
Closure	Ms Lesha Singh	12:20 – 12:30

WELCOME AND INTRODUCTION

- ❑ The MICT SETA welcomes stakeholders to the capacity building session.
- ❑ The session aims to capacitate stakeholders on the Subject Matter Expert Registration Process.
- ❑ All participants must be muted – kindly post all questions in the chat box and an ETQA representative will attend to the question. Please include your email address so that support can be provided to you after the session if your query can not be resolved during the session. At the end of the presentation, you will have an opportunity to unmute and raise questions.
- ❑ The presentation will be sent to all participants post the session.

SUBJECT MATTER EXPERT REGISTRATION

Presentation by: Ms Lesha Singh



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DEFINING A SUBJECT MATTER EXPERT

- ❑ A Subject Matter Expert (SME) is an individual with recognized expertise in a specific occupational area, who is used by the Quality Council for Trades and Occupations (QCTO) and/or its quality partners to support the development, delivery, and assessment of occupational qualifications within the Occupational Qualifications Sub-Framework (OQSF).
- ❑ Whilst the QCTO does not require the registration of Subject Matter Experts, MICT requires registered Subject Matter Experts for all programmes whereby the MICT SETA is the delegated Quality Partner and will implement the External Integrated Summative Assessment.
- ❑ Existing Assessors and moderators are encouraged to apply for Subject Matter Expert registration to enable them to be eligible for the assessment and moderation of occupational qualifications.

REGISTRATION OF SUBJECT MATTER EXPERTS

- ❑ In terms of the Occupational Qualifications Sub-Framework (OQSF), Subject Matter Experts (SMEs) are individuals with deep expertise and practical experience in a specific field or occupation. Their role is crucial in the development, design, and evaluation of occupational qualifications, part-qualifications, and related assessments, including External Integrated Summative Assessments (EISA).
- ❑ Applications to become registered as a Subject Matter Expert with the MICT SETA must be done via the LMIS.
- ❑ The requirements for successful registration include, but are not limited to:
 1. The applicant must possess a relevant qualification
 2. The applicant must have a minimum of 2 years occupational experience
 3. The applicant must submit the relevant compliance documents

REGISTRATION OF SUBJECT MATTER EXPERTS

- ❑ The curriculum document for each qualification outlines the Human Resource requirements for Subject Matter Experts.
- ❑ In some instances, Vendor certification is required .e.g. An applicant seeking to register as a Cybersecurity SME must complete a short programme and receive certification. This may be from Microsoft, CompTia, AWS or any other institution.
- ❑ Please note that all certification will be verified.
- ❑ The excerpt below is from the Occupational Certificate: Cloud Administrator curriculum document:
<https://www.qcto.org.za/full---part-registered-qualifications.html>

Human Resource Requirements:

- Lecturer/learner ratio of 1:20 (Maximum)
- Qualification of lecturer (SME):
 - NQF 5 industry recognised qualification with 1 years' experience in the IT industry
 - Vendor certification
- Assessors and moderators: accredited by the MICT SETA

SUBJECT MATTER EXPERT GOVERNANCE PROCESS



Online Application
on ILMS

Evaluation

Recommendation

Approval &
Registration

Issuance of Letter

PLANNED TIMEFRAME – 30 DAYS

FINALISATION DEPENDANT ON COMPLETENESS OF APPLICATION AND TURN-AROUND TIMES FOR GAP-CLOSURE

LMIS TRAINING

