

NON-GOVERNMENTAL ORGANIZATION**NOTICE 23 OF 2021**

INVITATION TO THE INDUSTRY FOR THEIR COMMENTS ON THE DRAFT ASSESSMENT POLICY. THE DRAFT POLICY IS ISSUED IN LINE WITH THE PROVISIONS OF SECTION 4 (K) OF THE PRIVATE SECURITY INDUSTRY REGULATIONS ACT 56 OF 2001

The Private Security Industry Regulatory Authority (PSiRA) was established in terms of section 2 of the Private Security Industry Regulatory Act, 56 of 2001 (the PSIR Act). The strategic mandate of the PSiRA originates from the Act and the regulations issued in terms of the Act. In a nutshell, the primary objectives of PSiRA are to regulate the private security industry and to exercise effective control over the practice of the occupation of security service providers in the public and national interest and in the interest of the private security industry itself.

The Private Security Industry Regulatory Authority (PSiRA) has acted in regard to promotion of high quality training and authentication of certification issued to security service providers.

Pursuant to the principles pronounced in the Promotion of Administrative Justice Act No 3 of 2000 the Authority hereby invites all persons and entities having interest in the regulation of the private security industry in South Africa and more particularly with issues relating to training of the security officers to comment on the attached draft policy.

The comments will be opened accepted from **17th February 2021** until **03rd March 2021** which will be the deadline for comments. The comments may be sent using the following addresses comments.assessments@psira.co.za

1. Overview

Private Security Industry Regulatory Authority (PSiRA) was established in 2002, in terms of Section 2 of the Private Security Industry Regulation Act 56 of 2001. The strategic mandate of PSiRA emanates from the Act and the regulations issued in terms of the Act. The primary objectives of PSiRA are to regulate the private security industry and to exercise effective control over the practice of the occupation of security service provider in the public and national interest and in the interest of the private security industry itself.

Glossary of Terms

	Term	Description
1.1	Accreditation	means the certification, usually for a particular period of time of a person, a body or an institution as having the capacity to fulfil a particular function in the quality assurance system set up by the Authority (PSiRA)
1.2	Assessment	means structured process in which evidence is gathered and evaluated in relation to outcomes, and making judgement on individual competency for developmental and or recognition purposes.
1.3	Assessment Centre	A centre accredited by PSiRA for conducting external assessment of security service providers registered in terms of the PSiRA legislation and any other relevant legislation.
1.4	Assessor	The practitioner or instructor responsible for the assessment of the achievement of learning outcomes.
1.5	Digital Assessment	means a computerised based online integrated assessment administered by the Authority to evaluate and to monitor the competency framework and level of trained and assessed existing security officers and potential security, for accreditation and certification as required.

1.6	External Assessment	digital assessment coordinated by the Authority for the assessment of prospective and existing and registered security officers for accreditation and certification as security service provider.
1.7	Formative Assessment	Assessment that takes place during the process of teaching and learning which has as its purpose the progressive development of learner's ability
1.8	Internal assessment	An assessment scheduled and coordinated by security training provider. The type of assessment includes both formative and summative.
1.9	Learning Outcomes	Refers to contextually demonstrated end product of specific learning process which includes knowledge, skills, values and behavioural attitude for a regulated industry.
1.1	Summative assessment	Assessment for making judgement about the achievement of a student at the end of the academic programme,

2. Policy Background and Objectives

Currently, security training and assessment is conducted by security training providers at PSiRA accredited training providers sites. However, due to the changing environment within the security sector and the move to a digitalized society and methods of learning, there is a need to create easier and more convenient ways of assessing prospective and current security officers in line with the changing trends in the training and development sphere.

PSiRA in line with its responsibility and function of regulating the private security industry, must exercise effective control over the practice of the occupation of security service providers and take steps as may be necessary in connection with the training of security service providers to ensure high quality of training and assessment.

Consequently and in line with the legislative mandate of PSiRA, this policy seeks to ensure high quality training, improve professionalisation of the industry through credible training and assessments processes, and to measure knowledge, skills and competencies of trained security officers.

Therefore, it is imperative to establish a management approach that will serve as a building block to authentic certification of security officers.

3. Legislative Framework and Related Documents

- 3.1 Constitution of the Republic of South Africa, Act 108 of 1996
- 3.2 Private Security Industry , Act 56 of 2001;
- 3.3 Code of Conduct for Security Service Providers,2003;
- 3.4 Policy SAQA on Criteria and Guidelines Document for Conducting Outcome Based Assessment;
- 3.5 Policy on Curriculum and Assessment Policy ,2016;
- 3.6 Industry Training policy, March 2019.

4. Purpose of the policy

- 4.1 The purpose of this policy is to –
 - 4.1.1 set standards for the planning, management, coordination and conducting of internal and external assessments.
 - 4.1.2 ensure and promote credibility in the assessments of security officers (SOs);
 - 4.1.3 provide for systematic approach pertaining to conduct, administration and management of accreditation of security officers,
 - 4.1.4 ensure that learner records kept by the training service provider reflect genuine learner progress during the learning phase; and
 - 4.1.5 ensure the authenticity of internal and external assessments for accreditation and certification of prospective and existing security officers.

- 4.1.6 inform the security training providers, security trainers and instructors, assessors, PSiRA Staff of principles and procedures for the internal and external assessments.

5. Scope of Applicability

5.1 This policy applies to:

- 5.1.1 All accredited security service providers
- 5.1.2 Security Training Providers (instructors and assessors);
- 5.1.3 Assessment Centres;
- 5.1.4 PSiRA Training Unit; and
- 5.1.5 Inspectorate in Law Enforcement

6. Types of Assessment Methods

There are various assessment methods that will be utilised in different phases of learning and training:

- 6.1 **Formative Assessment:** takes place during the process of teaching and learning. This assessment evaluates the progressive development of a learner's ability to achieve the learning outcomes.
- 6.2 **Summative Assessment:** Assessment for making judgement about the achievement of a student at the end of the academic programme.
- 6.3 **External Assessment:** a digital assessment coordinated by the Authority for assessment of learners who have completed internal assessment and RPL candidates.

7. Principles for Credibility of Assessment

- 7.1 All Assessment centres, training providers and assessors must -

- 7.1.1 conduct assessments that are aligned to the accreditation granted and comply with every condition attached to such accreditation;
- 7.1.2 use officially approved methods and procedures when assessing the knowledge, insight or skills of any person undergoing security training;
- 7.1.3 act in an objective manner without showing prejudice or favour;
and
- 7.1.4 employ methods or practices that will not distort the knowledge, insight or skills to be acquired.

8. Obligations of Security Training Providers

- 8.1 All accredited security training providers must when planning, preparing and conducting assessments ensure that –
 - 8.1.1 there is a full training cycle;
 - 8.1.2 assessments are aligned to the knowledge and practical component;
 - 8.1.3 assessment standards are aligned to the modules outcomes and skills being assessed;
 - 8.1.4 necessary evidence is kept as part of learners' portfolio of evidence;
 - 8.1.5 assessments are conducted by security trainers who are registered and accredited as instructors for the same courses they are assessing; and
 - 8.1.6 reporting of the learner's achievements to the Authority is informed by assessment outcomes;
 - 8.1.7 assessment outcomes of internal assessments are submitted to the Authority within fourteen (14) days from the date of the assessments;
 - 8.1.8 assessment outcomes of external assessments are submitted to the authority within 48 hours of completion of assessments.

9. Obligations of Learners

9.1 All registered learners must:

- 9.1.1 attend and complete the courses and undergo assessment for the specified duration;
- 9.1.2 prepare and submit required evidence for both formative and summative assessment;
- 9.1.3 complete and submit the feedback forms in review of the assessment Processes;
- 9.1.4 pay non-refundable booking fee for the external assessment in a manner prescribed by the Authority;
- 9.1.5 report in person for external assessment at the time, venue scheduled by the Authority;
- 9.1.6 obey and comply to all assessment rules.

10. Obligations of the Authority regarding Assessments

10.1 The following functions shall be performed by the Authority in the management and coordination of assessments:

- 10.1.1 develop a data bank of multiple assessment instruments (Questionnaire) moderated internal and external;
- 10.1.2 determine the scale of achievement in percentages for external assessment as form of standard setting;
- 10.1.3 determine the accreditation criteria for assesment of centres;
- 10.1.4 provide the digital platform for the online external assessment to provide for the following business solutions:
 - (a) application and registration of learners
 - (b) random selection of assessment questionnaires
 - (c) uploading of results for summative assessment by security training providers
 - (d) final assessment(External Assessment)
 - (e) automated marking
 - (f) assessment recording and feedback
 - (g) reports

- 10.1.5 ensure the security and maintainance of the digital infrastructure;
- 10.1.6 establish a digital monitoring system for performance reporting on quality of training and internal assessments and external assessments;
- 10.1.7 develop and provide the annual calendar for the scheduled sessions to provide for dates, venues and time on assessents and or define multiple digital platforms enabling learner security officers to access external assessments;
- 10.1.8 provide guidelines for reporting learners results in case where external assessment will remain traditional;
- 10.1.9 determine the learner fee for external assesment, and turn around for booking the external assessment.

11. Obligations of Assessment Centres

11.1. All assessment centres recognised and accredited by Authority must:

- 11.1.1. comply with the Authority's policy and procedure on assessment and the guidelines;
- 11.1.2. conclude a formal Memorandum of Agreement with the Authority;
- 11.1.3. in the event where a training provider is a recognised and accredited Assessment Centre, the premises must provide infrastructure for assessment in addition to the training facilities;
- 11.1.4. ensure that access is granted only to registered learners.

12. Planning and Coordination of Internal Assessment

12.1 All assessments must be well coordinated in support of the expected performance by security training and the assessment instruments must be developed in line with the guiding principles and processes.

- 12.1.1 **Prepare Assessment:** this include range of organising and preparing resources, people, schedules venues, assessment

instrument. This must be prepared in line with the policies, guidelines etc.;

- 12.1.2 **Conduct Assessment:** persons entitled by law to conduct such assessment must ensure and demonstrate the ability conclude on assessment judgement using various sources of evidence.
- 12.1.3 **Provide feedback on assessment:** relevant parties to provide feedback includes candidate, assessors, instructors. Other form of feedback may re-direct the candidate to further application of training or re-assessment.
- 12.1.4 **Assessment Reviews:** the assessments referred to are centric to a learner and aims to gather the following aspects:
- (a) Quality of the assessment instruments, against the set outcome;
 - (b) The assessment processes;
 - (c) Candidate readiness

13 External Assessments

- 13.1 Application for external assessments will be considered, where –
- 13.2 A learner has successfully completed the formative and summative assessments and has attained the required pass mark; and
- 13.3 a person who does not have formal qualifications in the private security industry but have experience, has successfully completed the Recognition of Prior Learning(RPL) question are and qualifies to apply for RPL.
- 13.4 The process for application for RPL will be outlined in a form of a Standard Operating Procedure document.
- 13.5 External assessment sessions will be scheduled by the Authority at recognised and accredited assessment centres.

- 13.6 External Assessments outcomes that are recorded for all learners will be provided by the Authority, in a prescribed manner.

14 Pass mark

- 14.1 The **pass mark** for all assessments is 50%.
- 14.2 Learners who do not attain the required pass mark will be afforded two (2) chances to retake the assessment and must make application for re-assessment to the Authority;
- 14.3 Only learners who attain marks between 45% - 49% will qualify to apply for re-assessment.
- 14.4 Where candidates for RPL attain 45%-49%, the candidates shall undergo gap training in order to qualify for re-assessment.

15 Re-Assessment

- 15.1 A learner who fails to attain the required pass mark and who wishes to take the re-assessment must –
- 15.1.1 Submit an application to the training centre where he/she will take the re-assessment;
- 15.1.2 Make payment of the prescribed re-assessment fee as determined from time to time by the Authority;
- 15.1.3 Upon completion of the gap training an RPL candidate must make application for re-assessment to the Authority against payment of the re-assessment fee prescribed by the Authority.

16 Feedback on Assessments

- 16.1 Security training providers must furnish the Authority with assessment results of learners within three (3) business days from the date of the assessments;

- 16.2 The Authority must furnish learners and candidates of RPL with assessment results within seven (7) business days of administration of the external assessment.
- 16.3 All existing, registered and accredited instructors, assessors will conduct assessment in line with paragraph 7 above of this policy and report the achievement of learner's outcomes to the Authority within three (3) working days.
- 16.4 Various methods on reporting assessment for the summative assessment will be used, for access purpose to the external assessments.
- 16.5 12.2.1 The various assessment reporting methods may include, methods and
- 16.6 uploading of actual learners' achievements by security training providers via a digital platform
- 16.7 manual submission of course reports, as it may be informed by any case.

17 Accreditation of Assessment Centres

- 17.1 A training centre that wishes to obtain accreditation by the Authority as an assessment establishment for the assessment of security service providers must be registered as a training centre in terms of the PSiR Act and pay the prescribed accreditation fee.

18 Withdrawal and Termination of Accreditation of Assessment Centres

- 18.1 The withdrawal and/or termination of accreditation of an assessment centre shall be done on three (3) month's written notice under the following circumstances:
- 18.1.1 by agreement between the Authority and the assessments centre;
- 18.1.2 in case the assessment centre relinquishes the status of accreditation agreement, this will be due to due to:

- (a) incapacity to host due to high demand of scheduled request
- (b) growth in the institution student enrolment roll
- (c) lack of interest
- (d) low return in partnership for collaboration
- (e) voluntary withdrawal by the Authority

19 Irregularities

19.1.1 Any event that will act as a compromise to the credibility of assessment

process will be classified as an irregularity including:

19.1.2 an act of dishonesty by a learner;

19.1.3 negligence by instructors and assessors during, before and after preparation and administration of the assessments;

19.1.4 negligence by instructors and assessors in reporting assessment outcomes;

20 Reporting Irregularities

20.1 All irregularities identified during the internal assessment must be reported

to the invigilator/instructor observing the assessment session;

20.2 Reported incidents may disqualify a learner for the assessment;

20.3 All irregularities identified during the external assessment must be reported to the Authority and will be referred to the Training sub-committee for investigation.

20.4 All cases reported with shall be dealt with in line with guidelines for the

management of assessments.

21 Monitoring and Review of the Policy

This policy will be monitored by the Training Sub-Committee.

22 Approval of the Policy

This policy will become effective upon approval by the Council of the Private Security Industry Regulatory Authority (PSiRA)

PART B

Consultation Schedule

CATEGORY OF CONSULTATIONS	METHODS / AREAS	LOCATION/DATES	CONTACT DETAILS	DATES/TIME	Facilitator
Written Representations	Email, Letters and Facsimile (All 9 Provinces)	420 Witch-Hazel Avenue, Block B – Eco Glades 2 Office Park, Highveld Ext 70	Email: comments.assessment@psira.co.za (for all written presentations)	3 March 2021 16h00	Anna Tsele
Consultative Workshops	Mpumalanga Province	Virtual (Microsoft Teams)	Mr Siphamandla Zimema Sharon.Matiopoto@psira.co.za (RSVP for workshops) Tel: 012 003 0662	17 February 2021 09h30 - 12h00	Anna Tsele Sharon Shingage
Consultative Workshops	Free State Province	Virtual (Microsoft Teams)	Mr Siphamandla Zimema Sharon.Matiopoto@psira.co.za (RSVP for workshops) Tel: 012 003 0662	18 February 2021 09h00 - 11h30	Anna Tsele
Consultative Workshops	Northern Cape Province	Virtual (Microsoft Teams)	Mr Siphamandla Zimema Sharon.Matiopoto@psira.co.za (RSVP for workshops) Tel: 012 003 0662	18 February 2021 12h30 - 15h00	Anna Tsele
Consultative Workshops	Limpopo Province	Virtual (Microsoft Teams)	Mr Siphamandla Zimema Sharon.Matiopoto@psira.co.za (RSVP for workshops) Tel: 012 003 0662	22 February 2021 9h00- 11h30	Anna Tsele Peter Mafologela
Consultative Workshops	Limpopo Province	Virtual (Microsoft Teams)	Mr Siphamandla Zimema Sharon.Matiopoto@psira.co.za (RSVP for workshops) Tel: 012 003 0662	22 February 2021 12h30 - 15h00	Anna Tsele Mafologela
Consultative Workshops	Eastern Cape Province	Virtual (Microsoft Teams)	Mr Siphamandla Zimema Sharon.Matiopoto@psira.co.za (RSVP for workshops) Tel: 012 003 0662	23 February 2021 9h30- 12h00	Anna Tsele Sidney Stander

Consultative Workshops	Western Cape Province	Virtual (Microsoft Teams)	Mr Siphamandla Zimema Sharon.Matiopoto@psira.co.za (RSVP for workshops) Tel: 012 003 0662	24 February 2021 09h30- 12h00	Anna Tsele Marius Bruwer
Consultative Workshops	Kwa-Zulu Natal Province	Virtual (Microsoft Teams)	Mr Siphamandla Zimema Sharon.Matiopoto@psira.co.za (RSVP for workshops) Tel: 012 003 0662	25 February 2021 09h00- 11h30	Anna Tsele Ntokozo Ncogo
Consultative Workshops	Kwa-Zulu Natal Province	Virtual (Microsoft Teams)	Mr Siphamandla Zimema Sharon.Matiopoto@psira.co.za (RSVP for workshops) Tel: 012 003 0662	25 February 2021 12h30- 15h00	Anna Tsele Ntokozo Ncogo
Consultative Workshops	Gauteng Province JHB	Virtual (Microsoft Teams)	Mr Siphamandla Zimema Sharon.Matiopoto@psira.co.za (RSVP for workshops) Tel: 012 003 0662	26 February 2021 09h00- 11h30	Anna Tsele Greshem Singh
Consultative Workshops	Gauteng Province PTA	Virtual (Microsoft Teams)	Mr Siphamandla Zimema Sharon.Matiopoto@psira.co.za (RSVP for workshops) Tel: 012 003 0662	26 February 2021 12h30- 15h00	Anna Tsele Greshem Singh