



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



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**To: SETA CERTIFICATION UNIT
SETA ARTISAN MANAGERS
QCTO MANAGEMENT**

RE: SUPPORTING DOCUMENTS FOR ARTISAN CERTIFICATION APPLICATIONS

The following supporting documents need to be submitted for the following types of certification applications:

1. LEGACY TRADE QUALIFICATIONS

1.1. Contracted candidates, as prescribed by regulation 11(3) of the Trade Test Regulations:

- Trade Test Application (complete document)
- Knowledge component (e.g., Relevant N2 Certificate)
- Signed learner contract.
- Trade Test Report (Signed by Assessor, Moderator (if applicable) and Centre manager)
- Clear certified ID copy
- Workplace Logbook (Signed by mentor and candidate)
- Relevant accreditation as a Trade Test Centre
- Assessor and Moderator registration letters

1.2. Non-Contracted candidates, as prescribed by regulation 11(5) of Trade Test Regulations:

- Trade Test Application (complete document)
- Knowledge component (e.g., Grade 9 minimum)
- Signed service letter on the company letter head with minimum relevant work experience as prescribed by Trade Test Regulations.
- Trade Test Report (Signed by Assessor, Moderator (if applicable) and Centre manager)
- Clear certified ID copy
- Relevant accreditation as Trade Test Centre
- Assessor and Moderator registration letters

1.3 ARPL candidates: ARPL toolkits developed and approved by NAMB:

- Trade Test Application (complete document)
- Signed service letter on the company letterhead with minimum relevant work experience of 3 years or affidavit signed under oath.
- Statement of Results signed by the Subject Matter Expert
- Highest Qualification (Not Mandatory)
- Trade Test Report (Signed by Assessor, Moderator (if applicable) and Centre manager)
- Clear certified ID copy
- Relevant accreditation as Trade Test Centre
- Assessor and Moderator registration letter

2. OCCUPATIONAL QUALIFICATIONS

2.1. Contracted Candidates

- Trade Test Application (complete document)
- Internal and/or External Moderation report
- Statement of Results signed by the Subject Matter Expert (QCTO format)
- Signed learner contract.
- Written component marksheet with actual marks if it is not Centre of Specialisations (QCTO template)
- Post Moderation Report (QCTO format)
- Quality Assurance Report (QCTO format)
- Trade Test Report (Signed by Assessor, Moderator (if applicable) and Centre manager)
- Clear certified ID copy
- FLC certificate or any other exempted qualification as per QCTO circular
- Relevant accreditation as Trade Test Centre
- Assessor and Moderator registration letter

2.2. ARPL candidates: ARPL toolkits developed and approved by NAMB:

- Trade Test Application (complete document)
- Signed service letter on the company letterhead with minimum relevant work experience of 3 years or affidavit signed under oath.
- Statement of Results signed by the Subject Matter Expert
- FLC Certificate or any other exempted qualification as per QCTO circular if it is an Occupational Certificate ARPL Toolkit
- Trade Test Report (Signed by Assessor, Moderator (if applicable) and Centre manager)
- Clear certified ID copy

Additional Information

- All the level certificates must be attached to the application and clearly indicate the level on the trade test report.
- All the trade theory programmes must be verified by the SETA and attached to the application.

3. REPLACEMENTS

3.1. Certificates previously issued by the department of Manpower/Labour/DHET/QCTO

- Application for replacement/Re-Issue in QCTO format.
- Annexure 1
- Clear certified ID copy
- Verified copy of the trade test results (must clearly indicate under which section the trade test was completed)
- Detailed affidavit from the certificate holder clearly indicating the reason for requesting a replacement-not just 'IT IS LOST'
- Proof of Payment into the Departmental Account provided.

3.2. Trainee certificates issued under section 30 of the Manpower Training Act

- Application for replacement/Re-Issue in QCTO format
- Annexure 1
- Clear certified ID copy
- Verified copy of the trade test results (must clearly indicate under which section the trade test was completed)
- Detailed affidavit from the certificate holder clearly indicating the reason for requesting a replacement-not just 'IT IS LOST'. Must be signed and sealed by a commissioner of oaths.
- Proof of Payment into the Departmental Account provided.

3.3. Replacement of certificates with amendments

- Application for replacement/Re-Issue in QCTO format
- Annexure 1
- Clear certified ID copy
- The AQP will be required to verify the information submitted by the SETA/Learner
- Only in exceptional circumstances will the NAMB correct any personal information, trade or date tested reflected on a previously issued by SETA/DOL/DHET certificate.
- Proof of Payment into the Departmental Account provided.

3.4. Replacement of certificates previously issued by the QCTO under Skills Development Act-from 01 November 2013.

- Application for replacement/Re-Issue in QCTO format.
- Annexure 1
- Clear certified ID copy
- Detailed affidavit from the certificate holder clearly indicating the reason for requesting a replacement-not just 'IT IS LOST'. Must be signed and sealed by a commissioner of oaths.
- Proof of Payment into the Departmental Account provided.

3.5. Certificates previously issued by any other Acts repealed by the Manpower Training Act.

- Application for replacement/Re-Issue in QCTO format
- Annexure 1
- Clear certified ID copy
- Detailed affidavit from the certificate holder clearly indicating the reason for requesting a replacement-not just 'IT IS LOST'. Must be signed and sealed by a commissioner of oaths.
- Where QCTO does not have electronic information for the TBVC states a verified and certified copy of the Trade test results/contract/official document from the issuing and state the section.

- Proof of Payment into the Departmental Account provided.

3.6. Certificates previously issued by the SETA or Training Boards.

- Application for replacement/Re-Issue in QCTO format.
- Annexure 1
- Clear certified ID copy.
- Copy of the certificate.
- Verified and certified copy of the trade test results (clearly indicating the section which the trade test results was completed).
- Verified and certified supporting documents indicating the outcome of the trade test, where a trade test report and/or the copy of the certificate is unavailable.
- Detailed affidavit from the certificate holder clearly indicating the reason for requesting a replacement-not just 'IT IS LOST'. Must be signed and sealed by a commissioner of oaths.
- Proof of Payment into the Departmental Account provided.

3.7. Certificates previously issued by the SETA or Training boards.

- Application for replacement/Re-Issue in NAMB format.
- Annexure 1
- Clear certified ID copy
- Copy of the certificate
- Verified and certified copy of the trade test results (clearly indicating the section which the trade test results was completed)
- Detailed affidavit from the certificate holder clearly indicating the reason for requesting a replacement-not just 'IT IS LOST'. Must be signed and sealed by a commissioner of oaths.
- Proof of Payment into the Departmental Account provided.

4. RE-ISSUES OF CERTIFICATES

4.1. Required documentation for Re-Issues

- Application for replacement/Re-Issue in QCTO format
- Annexure 1
- Clear certified ID copy
- The Original certificate must be returned to NAMB (Not a replacement).
- Where the certificate was lost before the receipt by the learner a detailed MEMO/Letter from the SETA/Indlela/AQP/Provider/Company must accompany the request indicating what measures were taken to track down the certificate and stating the certificate was not received by the learner.
- In addition, the learner can also make an affidavit indicating never receiving the certificate.
- Proof of Payment into the Departmental Account provided.

4.2. Required documentation for Re-Issues issued by the QCTO.

- Application for replacement/Re-Issue in QCTO format.
- Annexure 1.
- Clear certified ID copy.
- Must be completed within three months of the issue of the certificate.
- The Original certificate must be returned to NAMB. (Not a replacement).
- Proof of Payment into the Departmental Account provided.

4.3. Required documentation for Re-Issues issued by the QCTO with Administrative Errors.

- Error made by Trade Test Centre/Learner/SETA/INDLELA/AQP that relates to:
 - Trade description
 - Trade test date
 - Personal information of the certificate holder.
- Application for replacement/Re-Issue in NAMB format
- Annexure 1
- Clear certified ID copy
- Must be completed within three months of the issue of the certificate.
- The Original certificate must be returned to NAMB (Not a replacement).
- Supporting documents to validate the request for the change to personal particulars for example.
 - Copy of the ID copy, clearly showing the misspelled name/surname, incorrect ID number, Trade Test report showing the trade description and/or date.
 - Detailed affidavit from the certificate holder clearly indicating the reason for requesting a replacement-not just 'IT IS LOST'. Must be signed and sealed by a commissioner of oaths.
- Proof of Payment into the Departmental Account provided.

4.4. Required documentation for Re-Issues issued by the QCTO with Administrative Errors due to Home Affairs made on the ID document.

- Application for replacement/Re-Issue in QCTO format.
- Annexure
- Clear certified ID copy.
- Detailed affidavit from the certificate holder clearly indicating the reason for requesting a replacement-not just 'IT IS LOST'. Must be signed and sealed by a commissioner of oaths.
- Clear certified ID copy of the learner (Old and New).
- The confirmation letter from the Department of Home of Affairs clearly indicating the error was made by the Department.
- Proof of Payment into the Departmental Account provided.

All candidates must appear on the monthly trade test schedule and with the correct date. No application for an artisan certificate will be processed if the candidate is not on the schedule.

Yours in artisan development.



Ms Heilene Steenkamp
Acting Director: NAMB
Date: 4 March 2024