



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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TO: SETA Chief Executive Officers
Accredited Trade Centres
CC: SETA Chief Operating Officers

RE: PAYMENT OF TRADE CERTIFICATES

The QCTO has, through Circular 1 of 2017: Review of certification fees, indicating that trade certification fees will be increased annually. NAMB as the AQP for trade qualifications and recommending body will take the responsibility to pay the R119.00 from the 1st of April 2020 to 31st March 2021 for first issue certificates. The rationale for the payment of this certification fees is in line with the Service Level Agreement entered into with the trade test centres.

Replacement certificates however, must be paid for by the person applying for the certificate, and the cost of the re-issues will be absorbed by the QCTO. Kindly note the explanation for the three types of certificates issued below:

- First issue – after the learner was found competent through the assessment process.
- Replacement certificates – lost or damaged certificate, where the learner has through submission of an affidavit indicated that the certificate is lost or damaged and requires a replacement.
- Re-issue of certificates – where an administrative error was made and the original certificate is returned for correction.

For replacement certificate the applicant must submit the following documents:

- Application for a replacement certificate
- Detailed affidavit by certificate holder, to the effect that the certificate was lost, destroyed or damaged
- Certified copy of ID
- Proof that a trade test was passed or a certificate issued
- Damaged certificates must be returned
- **PROOF OF PAYMENT OF R119.00 INTO THE DHET BANK ACCOUNT**

PAYMENT FOR TRADE CERTIFICATES

Banking details:

Account holder: Department of Higher Education and Training

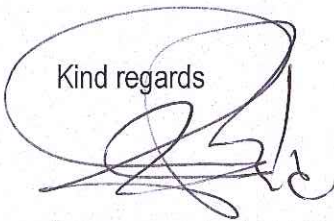
Bank: ABSA

Account no: 40-7577-9507

Reference: Replacement certificate and the surname of the person

Your cooperation in this regard is appreciated.

Kind regards

A handwritten signature in black ink, appearing to be 'DK Mabusela', written over a horizontal line. The signature is enclosed within a large, hand-drawn oval.

Mr DK Mabusela
Chief Director: INDLELA/NAD

25 March 2020



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To: Assessment Quality Partners (AQPs)
Department of Higher Education and Training (DHET)
South African Qualifications Authority (SAQA)

QCTO CERTIFICATION CIRCULAR 1 OF 2017: REVIEW OF CERTIFICATION FEES

Sections 26 D (4) and (H) (3) (b) of the Skills Development Act, 1998 (Act No 97 of 1998) (SDA) mandates the Quality Council for Trades and Occupations (QCTO) to issue a certificate to any person who has successfully undergone a trade test administered by an accredited trade test centre or who has achieved an occupational qualification.

In terms of Section 26 (G) (6) (b) of the SDA, the QCTO may charge fees for services rendered by it. The QCTO Council amended the fee structure for certification for implementation on 1 April 2016 and annually thereafter. The Council has the right to amend fees on an annual basis.

The certification fee approved by the Council for a three year period 2019/20 to 2021/22 is as follows:

Certification Fees	2018	2019	2020	2021
First issues and Replacements	R102	R110	R119	R129

Your attention to note the revised fee structure is appreciated.

Yours sincerely

Vijayen D Naidoo
Chief Executive Officer

Date: 30/11/2017