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CERTIFICATION CIRCULAR 1: 2022

To: Skills Development Providers (SDPs) (Skills Programme Accreditation and Certification)

QCTO CERTIFICATION CIRCULAR 1 OF 2022: CERTIFICATION FEES FOR SKILLS PROGRAMMES

Sections 26 D (4) and (H) (3) (b) of the Skills Development Act, 1998 (Act No 97 of 1998) (SDA) mandate 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, part qualification or skills programme.

In terms of Section 26 (G) (6) (b) of the SDA, the QCTO may charge fees for services rendered by it. The QCTO Council has the right to amend fees on an annual basis

The certification fees approved by the Council for a three-year period 2022/23 to 2024/25 to be implemented on 1 April annually are as follows:

Certification Fees	2022	2023	2024
First issues and Replacements	R134	R141	R149

1. Payment of certification fees for Skills Programmes for first issues is the responsibility of the Skills Development Provider (SDP) who requests the approval of results and certification of Skills Programmes from the QCTO.
2. The accreditation letter issued with regard to Skills Programme bears reference as the contact details of the person used in the accreditation of the SDP, are also applicable to the certification process.
3. Invoicing for certification is done at the end of the month, following the issuing of certificates to the SDP. It should be noted that no pro-forma invoice is issued with regard to payment of certificates and the circular with regard to certification fees and the QCTO certification policy serve as information to execute the process.

4. An SDP is required to honour the payment of certificates within a 30-day period post invoicing. Non-payment of certification fees will result in the account of the SDP being suspended for further certification until outstanding amounts are settled.
5. SDPs are responsible for the collection of the Skills Programme Certificates from the QCTO and distribution to certificate holders. The cost for distribution of certificates, if not collected from the QCTO office, through courier services, is for the account and arrangement of the SDP. No certificate may be withheld after assessment and certification has been done due to possible outstanding fees or other circumstances that may exist between the SDP and the learner.
6. The SDP contact person will be informed when certificates are ready for collection through an automated email process from the QCTO Certification system.
7. The SDP must keep a register of all certificates received and distributed to learners. The register must clearly indicate the details of the person who received the certificate, both by the SDP and the learner, as well as the date of receipt.

All enquires with regard to invoices and payments should be directed to the QCTO finance department on email address finance@qcto.org.za

Your attention to note the fee structure and arrangements is appreciated.

Yours sincerely



Mr V. Naidoo
Chief Executive Officer: QCTO

DATE: 20/07/2022