

WHAT DOES THE QCTO CERTIFY?

TRADES

Section 26 D (4) of the Skills Development Act, 1998 (Act no 97 of 1998) (SDA) mandates the QCTO to issue trade certificates for trade qualifications registered on the National Qualifications Framework. The QCTO has been issuing trade certificates since October 2013.

OCCUPATIONAL QUALIFICATIONS

Section 26 H (3)(b) further mandates the QCTO to issue certificates for occupational qualifications registered on the Occupational Qualifications Sub-Framework (OQSF) of the NQF. These are new qualifications which are developed by the QCTO.

DIFFERENT TRADE CERTIFICATES

The QCTO took over the Certification function from the Department of Higher Education and Training on 1 October 2013. The certification of trades was previously the responsibility of the Department of Labour. This responsibility was transferred to the Department of Higher Education and Training upon its establishment in 2009.

The Departments of Labour, and Higher Education and Training issued trade certificates in terms of the Manpower Training Act, 1981 (Act No 56 of 1981). This Act was repealed by the SDA.

Sector Education and Training Authorities (SETAs), who took over the certification function from the Training Boards in 2001, also issued trade certificates within their different sectors until September 2013. The QCTO is now responsible for the issuing of these certificates.

WHO TO CONTACT

Enquiries with regard to your application for a replacement certificate as well as progress on your application should be lodged with the office of application.

Occupational Certificates

Enquiries with regard to issuing of occupational certificates should be lodged with your Assessment Quality Partner (AQP).

AQPs

Contact information can be obtained from the QCTO website www.qcto.org.za

Trade Certificates

INDLELA

E-mail: Ramphela.e@dhet.gov.za; mojela.v@dhet.gov.za
Tel: 011 206 1164/1072/1169; 011 206 1017; 011 206 1038

SETAs

Mining Qualifications Authority	011 547 2600
Transport Education and Training Authority	011 781 1280
The Energy and Water SETA	011 274 4700
AgriSETA	012 301 5600
Chemical Industries SETA	011 628 7058
Construction Education and Training Authority	011 265 5900
Fibre Processing and Manufacturing SETA	011 234 2311
FoodBev SETA	011 253 7300
Public Service SETA	012 423 5700
Local Government SETA	011 456 8579
Manufacturing, Engineering and Related Services SETA	011 484 9310
Services SETA	011 276 9604



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QCTO CERTIFICATION



ABOUT THE QCTO

The Quality Council for Trades and Occupations (QCTO) was established in terms of the Skills Development Act 1998, (Act no 97 of 1998). The QCTO is the quality council responsible for standards and qualifications for trades and occupations. One of the key responsibilities of the QCTO is to issue occupational and trade certificates to learners who have achieved these qualifications.

PROCESS FOR THE ISSUING OF A TRADE CERTIFICATE AFTER SUCCESSFULLY COMPLETING A TRADE TEST

The trade test centre will recommend your application for a trade certificate by forwarding your moderated trade test results to the respective SETA or INDLELA. The trade test report and documents supporting the admission to the trade test will then be forwarded to the National Artisan Moderating Body (NAMB) to verify that all standards and requirements have been satisfied. NAMB will then make a recommendation to the QCTO requesting the issuing of a trade certificate.

The QCTO will issue a trade certificate once the submitted information has been verified to ensure that the learner satisfies all the requirements as stipulated for the specific trade.

PROCESS FOR THE ISSUING OF AN OCCUPATIONAL CERTIFICATE AFTER SUCCESSFULLY COMPLETING THE EXTERNAL INTEGRATED SUMMATIVE ASSESSMENT

The AQP will recommend your application for the issuing of an occupational certificate by forwarding moderated learner assessment results to the QCTO. The QCTO will issue an Occupational Certificate once the submitted information has been verified to ensure the learner satisfied all the requirements as stipulated in the qualification.

The QCTO will issue the certificate within 21 working days from the date of application and forward it to the AQP for distribution to the learner.

REPLACEMENT OF LOST CERTIFICATES

The QCTO is responsible for the issuing of replacements for lost trade certificates previously issued by the Departments

of Manpower/Labour, Higher Education and Training, SETAs and the QCTO. The QCTO also issues replacements for occupational certificates.

HOW TO APPLY FOR A REPLACEMENT CERTIFICATE

You may only apply for a replacement certificate if:

- Your certificate has been lost, stolen or damaged.

WHEN APPLYING FOR A REPLACEMENT CERTIFICATE, YOU MUST APPLY IN PERSON TO:

- The SETA or INDLELA for a trade certificate
- The AQP for an Occupational Certificate

Documents to be submitted in your application

- Provide proof of identity (certified copy of ID);
- Provide a detailed affidavit (duly signed by a commissioner of oaths that indicates the reason for requiring a replacement certificate);
- Indicate the date, certificate number and qualification details in your application; and
- Pay the required fees where appropriate and attach the proof of payment to the documentation accompanying the application.

The certificate that is replaced will reflect the information as displayed on your original certificate, i.e. the Act and section of the Act under which it was issued. The QCTO cannot change information on a certificate previously issued by another body.

FEES PAYABLE

You may be required to pay a nominal fee for the issuing of your certificate or a replacement of your certificate.

VERIFICATION OF CERTIFICATES

The QCTO provides verification services to establish the authenticity of Occupational and Trade certificates issued by the QCTO as well as trade certificates previously issued by the Departments of Labour; and Higher Education and Training. An application can be lodged through one of the

QCTO registered verification clients or by sending a request to verification@qcto.org.za.

Certificate holders should not apply for the verification of their certificates for employment purposes directly to the QCTO. The application for verification must come via the potential employer or institution of study.

The verification of certificates is carried out at a nominal fee, payable by the verification clients. Consult the QCTO website for fees charged.

THE QUALITY ASSURANCE CHAIN LEADING TO THE ISSUING OF A CERTIFICATE

