



Private SDPs Capacitation
Capricorn TVET College,
Polokwane Campus
26 – 27 May 2026

Certification Domain Presentation

Categories of Certificates

The QCTO issues the following Certificates:

1. Trade Certificates:
 - For Existing Trades
 - For Occupational Certificates for Listed Trades with associated occupational and part qualifications
2. Occupational Certificates for Occupational and Part Qualifications with minimum specified credits
3. Skills Programme Certificates for QCTO approved skills programmes as registered on the QCTO website.

Types of Certificates

1. First Issue Certificate

First certificate issued to a learner after completing the trade test and being declared competent by way of the trade test report.

2. Replacement Certificate

(original lost, damaged or destroyed by the learner) – where the certificate has been damaged the original must be returned to the QCTO

- Legacy Trade Certificate – Apply through SETA/Training Centre
- Occupational/Skills Programme certificate - QP/SDP/Individual applies at the QCTO:
 - Completed application
 - Fee Payable
 - Required Documents: Certified ID Copy, Affidavit, PoP, Completed Application Form

Types of Certificates - cont

3. Re-Issue Certificate

- **Lost certificate before receipt by the learner** – detailed investigation must be made and reported on by all parties to determine where and how the certificate may have been lost. Submit an affidavit.
- **Re-issue** – change to personal particulars due to **errors** made on ID documents made by the Department of Home Affairs.
- **Re-issue due to administrative errors** – learner details, trade description, test date resulting from an error made by the trade test centre, learner, SETA/Indlela or the AQP/SDP
- **Re-issue – alteration** of sex description and sex status – is contemplated in terms of numerous Acts and the constitution of the Republic of South Africa
- Legacy Trade Certificate – Apply through SETA/Training Centre
- Occupational/Skills Programme certificate - QP/SDP/Individual applies at the QCTO:
 - Completed application
 - Fee Payable
 - Required Documents: Certified ID Copy, Original Certificate, PoP, Completed Application Form

Quality Assurance process to achieve Standards for Certification

- Qualifications are registered on the OQSF and Skills Programmes are approved
- Quality Partners are established.
- Certification is intricately linked to other quality assurance and assessment functions within the QCTO and the QP
- Learners are registered with QCTO Accredited SDPs, enrolled with the QCTO and EISAs are conducted at QCTO-accredited assessment centres or trade test centres
- Quality Assurance processes are adhered to
- Trade tests for legacy trades are conducted according to relevant policies and regulations.
- Quality Partners with certification responsibility in terms of Historically registered Qualifications (HRQs) adhere to the QCTO certification policy
- **CERTIFICATES MUST BE VALID, RELIABLE AND CREDIBLE – LEARNER ACHIEVEMENTS MUST BE VERIFIABLE**

Process for issuing An Occupational Trade Certificate

AFTER A LEARNER HAS SUCCESSFULLY COMPLETED A TRADE TEST:

- The Trade Test Centre will submit an application with all relevant and compliant documents to the respective SETA;
- The SETA verifies compliance of the documents and submits to NAMB;
- NAMB will verify that all standards and requirements are met and submits the results for approval to the QCTO (Assessment Unit)
- Once the results are approved by the QCTO (Assessment Unit), a recommendation is made to the QCTO (Certification Unit) to certify
- The QCTO will then issue an Occupational Certificate Trade once the information has been verified to ensure that the learner satisfies all the requirements as stipulated for the specific Trade.
- An automated ready to collect notification email will be sent to NAMB

Process for issuing an Occupational Certificate

AFTER SUCCESSFULLY COMPLETING AN EISA:

- The relevant Quality Partner will recommend approval of results to the QCTO (Assessment Unit) within 21 working days of the EISA being conducted;
- The Assessment Unit will approve the results by verifying that all Quality Assurance and compliance standards of the qualification are satisfied; and a recommendation will be made to the QCTO (Certification Unit) to certify - within 21 working days;
- The QCTO will then issue an Occupational Certificate once the information has been verified to ensure that the learner satisfies all the requirements for the specific Qualification;
- An automated ready to collect notification email will be sent to the relevant QP

Process for issuing a QCTO Skills Programmes Certificates

AFTER SUCCESSFULLY COMPLETING A FISA:

- The accredited SDP will submit the moderated results to the QCTO (Assessment Unit) within 21 working days of the FISA being conducted
- The Assessment Unit will approve the results by verifying that all Quality Assurance and compliance standards for the skills programme are satisfied; a recommendation will be made to the Certification Unit to certify - within 21 working days
- The QCTO will then issue a Skills Programme Certificate once the information has been verified to ensure that the learner satisfies all the requirements for the specific Skills Programme;
- An automated ready to collect notification email will be sent to the relevant SDP

Roles and Responsibilities

For Qualifications and Part Qualifications, the QP must:

- Verify learner achievement details;
- verify qualification information;
- Submit the assessment outcome in the prescribed format to QCTO for approval within 21 working days of the EISA being conducted;
- Distribute learner certificates;
- Pay certification fees as approved by the QCTO Council within a 30-day period from invoicing. **Current Fee = R160.00;**
- Maintain records of all assessment results;
- Apply for re-issue of certificates due to administrative errors or lost certificates before delivery to learners

Roles and Responsibilities

For Skills Programmes, the SDP must:

- Verify learner information and details;
- verify Skills programme information;
- Request approval of results for each cohort in the QCTO prescribed format within 21 working days of the FISA being completed;
- Distribute certificates to learners;
- Maintain records of all assessment results;
- Pay certification fees as approved by the QCTO Council within a 30-day period from invoicing. **Current Fee = R160.00.**
- Apply for re-issue of certificates due to administrative errors or lost certificates before delivery to learners

Roles and Responsibilities

Roles and Responsibilities of the QCTO Certification unit:

- Issue certificates within 21 days after receipt of verified learner achievement information following the approval of results; and verify and validate the information
- Communicate with relevant QP/SDP on collection of printed certificates
- Upload learner achievement data for Occupational Qualifications and listed trades to the NLRD (two cycles per year January & July)
- Re-issue and replace certificates on request the relevant QP/SDP or individual
- Revoke certificates due to irregular circumstances
- Take directives from the QCTO council in terms of certificate formats

Replacement of lost certificates and verification of certificates

- The QCTO is responsible for the issuing of replacements for lost trade certificates previously issued by the Department of Manpower/Labour, DHET, SETA's and the QCTO; and occupational and Skills programmes certificates; at a nominal fee
- The QCTO also provides verification services to establish the authenticity of Skills Programme, Occupational and Trade Certificates issued by the QCTO, Department of Manpower/Labour and DHET, at a nominal fee **(R110.00)**. Turnaround time of **5 working days**
- Verification of learner records will be submitted by a registered verification client on a QCTO online system accessible from QCTO website.
- Prepare monthly report on misrepresentation of qualifications to SAQA that is submitted to SAQA CEO

Ensuring Security in the Certification Process

- Users with controlled access
- System logs and audit trail
- System Administrators to manage access
- Secure environment for printing and storage
- Records of all certificates issued are maintained.
- Backup and storage of data is maintained.
- Zero tolerance for fraud
- Protection of Personal Information and Promotion and Administrative Justice Acts

Relevant Policies

- Policy for the certification of learner achievements for trades and occupational qualifications on the OQSF
- Policy on certificate printing and storage of certificate background paper
- Policy for Verification of Trades and Occupational Qualifications on the OQSF
- QCTO website www.qcto.org.za – under the publication tab – policies
- For more information or queries please email:
 - Certification@qcto.org.za
 - Verification@qcto.org.za
- *For urgent intervention on outstanding certificates, please email paul.r@qcto.org.za*

Thank you!

Our Core Values



It's your Call

Let your voice be heard and **stop**
fraud, corruption, misconduct,
bribery, intimidation and theft

TOLL-FREE LINE

0800 111 894



www.thehotline.co.za



Vuvuzela Hotline (App Stores)



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