



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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TO: SETA Chief Executive Officers
QCTO Accredited Trade Test Centres

CC: SETA Chief Operating Officers

RE: PAYMENT OF TRADE CERTIFICATES

The QCTO through Circular 1 of 2021 issued a notice of the increment of certification fees.

Based on the existing Service Level Agreement (SLA) between NAMB and accredited Trade Test Centres, NAMB as the Assessment Quality Partner (AQP) for trade qualifications and recommending body for accreditation, will take the responsibility to pay the R134.00 for the first issue certificates.

The SLA does not cover a replacement certificate, which must be paid for by a person applying for the certificate, and the cost of a re-issue 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 Identity Document (ID).
- Proof that a trade test was passed, or a certificate issued
- Damaged certificates must be returned
- **PROOF OF PAYMENT OF R134.00 into the Department of Higher Education and Training Bank Account**

PAYMENT OF TRADE CERTIFICATES

Banking details:

Account holder: Department of Higher Education and Training

Bank: ABSA

Account no: 40-7577-9507

Reference: Rep & id number (e.g. Rep8703100000000)

Your cooperation in this regard is appreciated.

Kind regards



Mr MJ Bopape

Acting Chief Director: INDLELA/NAD

30 March 2022