

Postal Address  
PO Box 1329, Rivonia,  
2128, South Africa

Physical Address  
01 Newtown Avenue,  
Kilimarnoy, Johannesburg,  
2193

Contact  
Call Centre: 0860 100 221  
Telephone: 011 217 0600  
Fax: 011 783 7745



04 February 2019

Dear Training Provider

It has come to the attention of the Quality Assurance and Learning Programmes department that there are learners that were trained in the previous years who have not been captured on the system. This therefore means that the Quality Assurance department is unable to certificate these learners. In order for certificates to be generated, the learners have to be captured on the system because the process is conducted electronically.

The certification of learners is one of the key responsibilities of the Quality Assurance department. A special approval has been granted by the CATHSSETA CEO for the affected providers to be given an opportunity to capture these learners to be certificated. This initiative is only applicable up to 31 March 2019.

The required evidence varies according to the financial year, for learners trained in 2013/2014, 2014/2015, 2015/2016 financial years the following evidence is required;

- Training provider enrolment/registration form
- Learner ID copy (does not need to be certified)
- Copy of highest qualification (only for learners enrolled on learnerships)
- Learner passport copy (for international learners)

Learners that were trained in 2016/2017 financial year the following evidence is required;

- Training provider enrolment/registration form
- Certified learner ID copy
- Copy of highest qualification (only for learners enrolled on learnerships)
- Learner passport copy (for international learners)

Postal Address  
PO Box 1329, Rivonia,  
2128, South Africa

Physical Address  
01 Newtown Avenue,  
Killarney, Johannesburg,  
2193

Contact  
Call Centre: 0860 100 221  
Telephone: 011 217 0600  
Fax: 011 783 7745



The process for the capturing of the learners is as follows;

|   | <b>Activity</b>   | <b>Responsible Party</b>                           | <b>Timeframe</b>                        |
|---|---|--|---|
| 1 | Send the template for capturing learner details         | CATHSSETA  | 08 February 2019                        |
| 2 | Submission of completed template and required evidence  | Employer/Training provider                         | 11 February 2019 – 11 March 2019        |
| 3 | Validation of information and evidence                  | CATHSSETA  | As and when the documents are received. |
| 4 | Uploading of learner information on the indicium system | Learning programmes department/IT Service provider | 15 March 2019 – 29 March 2019           |
| 5 | Certification   | ETQA department                                    | 01 April 2019 – 15 April 2019           |

Please ensure that you double check that the learner personal information has been captured correctly. The details on the learner certificate are pulled from the Indicium system.

Yours Sincerely

A handwritten signature in black ink, appearing to read "Sinye Mgidi", is written over a horizontal line.

Sinye Mgidi (Mr)

Chief Operations Officer