

ENERGY SECTOR EDUCATION AND TRAINING AUTHORITY



**POLICY & PROCEDURES FOR
THE ISSUING OF CERTIFICATES**

INTRODUCTION

Certification is used by ESETA to indicate that certain requirements have been complied with. A certificate is issued by ESETA for three main purposes. These are for the:

- Accreditation of a provider
- Registration of a trainer, assessor or moderator.
- National recognition for a learner

All ETQAs and SETAs establish systems which guarantee that the credits and qualifications they issue have not been tampered with and that credits and qualifications have not been fraudulently issued (refer to the guideline on the use of the SAQA hologram).

The ESETA ETQA maintains a record of all accredited providers and registered trainers, assessors and moderators. It also issues a record of learning for credits achieved and that certificates are issued for the achievement of the full qualification. It is the responsibility of providers to ensure that the ETQA have an accurate and accessible record of all credits achieved by the learner.

1. Lost or Destroyed Certificates

The ESETA will issue: -

Duplicate certificates to constituent providers accredited by the ESETA, constituent assessors and moderators and learners registered with the ESETA at an agreed upon standard price.

A statement of results for constituent assessors, constituent moderators and ETD practitioners registered with the ESETA at an agreed upon standard price.

2. Security of ESETA Certificates

The ESETA will: -

ESETA Policy & Procedure for issuing of certificates Version 2.0	Document Number: APOL003 Last Review Date: 10 December 2007 Page 3 of 4
---	---

Secure the ESETA certificates through restricted access to the certificates stored in a locked ESETA safe. The ETQA Manager will control access to the ESETA certificates.

PROCEDURE FOR THE ISSUING OF A CERTIFICATE

1. Ensure that the
 - 1.1. provider is accredited by ESETA
 - 1.2. the trainer, assessor or moderator is qualified is registered
 - 1.3. achievement by the learner of the standard / qualification is valid.
 - 1.4. Issue a statement of credits achieved.
2. Issue the certificate of competence or compliance with:
 - 2.1. an affixed SAQA hologram
 - 2.2. acknowledgement that the qualification is registered with the NQF
 - 2.3. the NRLD registration number of qualification/unit standards must appear
 - 2.4. the full name of the standards or qualifications must appear on the certificate
 - 2.5. the certificate must have a unique ESETA reference number.
 - 2.6. The certificate must be signed by the HOD ETQA and the ESETA CEO.
 - 2.7. Attach the SAQA hologram logo (refer to the guideline of the use of the SAQA hologram- document **No. APRO008**) **Note:** the certificate must not be highly textured paper as the hologram will not remain permanently affixed.
3. Upload the information to SAQA.
4. Issue the certificate to the provider, trainer, assessor, moderator or learner.
 - 4.1. This should be done in such a way as to minimize the risk of the certificate being misused by any other individual other than the certified owner.
 - 4.2. In all instances the certificate must be signed for in a control register.
 - 4.3. Where it is not possible to personally hand the certificate over to the provider, assessor/moderator or learner, it must be sent through registered mail and this recorded in the control sheet.
 - 4.4. If the learner does not have access to any postal service, every endeavour must be made to have the certificate delivered by the provider.

RESPONSIBILITIES

5. The ESETA CEO is responsible for:
 - Signing the certificate/record of credits achieved;
6. The ETQA HoD is responsible for:
 - Signing off on all achievements;
 - Signing the certificate/record of credits achieved;
 - Attaching the SAQA hologram logo (refer to ESETA procedure)
 - Reporting on issuing of records and certificates of achievement;
 - Ensuring that the provider is accredited
 - Ensuring that the assessor/moderator is qualified and registered
 - Ensuring the integrity of the learner's records.
7. The Administrator is responsible for:
 - Issuing the record of achievements / printing certificates;
 - Distributing records and certificates of achievement to learners or providers;
 - Uploading the information to SAQA.
8. The Accreditation Committee is responsible for:
 - Receiving and reviewing reports of records and certificates of achievement.