

Dear Stakeholder,

## **PROCESSES TO FOLLOW WHEN SUBMITTING LEARNER DOCUMENTATION**

The following processes need to be followed when submitting **SP01** (Learner Registration) **QA01** and **LA01** (Learnership Agreement) and **SP02** (Learner Achievements). Learner registrations for Skills Programmes and Qualifications need to be submitted separately using the required form. We are informing all stakeholders of the same for a year, but many are still non-compliant. The procedure to be followed with SP01, QA01, Learnership Agreement, Verification, SP02 and Certification is set out below.

### **SP01/ QA01**

- ▶ Submit learner name list on a company letter head,
- ▶ Make sure that all ID Copies and qualifications are originate certified copies,
- ▶ Enrolment and starting date have to filled,
- ▶ Addresses and learner contacts number are compulsory,
- ▶ Always insist for acknowledgement of received with Batch number,
- ▶ Submit SP01 or QA01.

### **Learnership Agreements**

- ▶ Submit learner name list on a company letter head,
- ▶ Make sure that all ID Copies and qualifications are originate certified copies,
- ▶ All 3 parties have to initialize all pages (Provider, Employer and Learner),
- ▶ 2 sets of agreements have to be submitted to SASSETA (original and Copy),
- ▶ Submit the contract of employment for unemployed learners,
- ▶ Enrolment and training start date have to be filled,
- ▶ Always insist on SASSETA's acknowledgement of receipt and batch number.

### **Verification**

- ▶ Verification need to be requested from the ETQA Department Administrator,
- ▶ The form will be sent to the Training Provider to fill and submit back to ETQA Department,
- ▶ The possible dates will then be communicated to the Training provider

### **SP02**

- ▶ Kindly note that the SP02 must be submitted after verification endorsement
- ▶ Submit learner name list on a company letter head when submitting the SP02
- ▶ Ensure that the accredited assessor and the correct assessor number and is linked to the Provider
- ▶ Assessment date must be set after enrolment/starting date,
- ▶ 10% of learners need to be moderated
- ▶ Remember to attach certified ID copies of learners when submitting the SP02

- ▶ Always submit the SP02 with the acknowledgement of receipt that was issued from the SP01 (learner registration), and lastly,
- ▶ Submit the SP02 with the verification report so that the SP02 can be captured on our system

### **Certification**

- ▶ Note that certificates will be issued within 60 days calculating from the submission of SP02.
- ▶ Certificates can be collected or Couriered to the Provider
- ▶ Appointments have to be made for collection of certificates.

### **Note:**

1. Late submission of registration forms after the training has been completed will not be accepted. Training can commence only once the employer or training provider submits the required registrations forms to SASSETA, and has received acknowledgement of receipt from SASSETA.
2. Applications that do not meet SASSETA requirements will not be accepted and will be returned back to the sender to be rectified.
3. All SP 02 must be submitted after verification endorsement.
4. SP02's that are SASSETA funded and have milestone achievements have to be indicated as such in writing.

Please contact the following SASSETA employees for assistance either by phone on 087 820 5317 or via email as listed below:

### **SP01, QA01 and Learner Agreements**

Ms. B. Letoaba                      Email: [bletoaba@sasseta.org.za](mailto:bletoaba@sasseta.org.za)

### **SP02 (Learner Achievements)**

Ms. H. Mohammed                Email: [hmohammed@sasseta.org.za](mailto:hmohammed@sasseta.org.za)

### **Assessor registration**

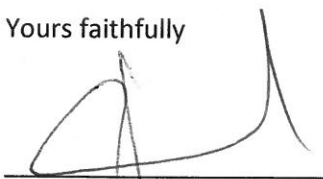
Ms. N. Shabalala                    Email: [nshabalala@sasseta.org.za](mailto:nshabalala@sasseta.org.za)

### **Verification**

Ms. M. Makgalemele                Email: [mmakgalemele@sasseta.org.za](mailto:mmakgalemele@sasseta.org.za)

Ms. M. Malise                        Email: [mmalise@sasseta.org.za](mailto:mmalise@sasseta.org.za)

Yours faithfully



Ms J. Amod

Acting Senior Manager: Skills Implementation and Monitoring