



## SUBMISSION OF LEARNER ACHIEVEMENT INFORMATION

INSTRUCTIONS:

1. This form MUST be completed in full. INCOMPLETE OR ILLEGIBLE SUBMISSIONS WILL NOT BE PROCESSED.
2. Training Provider, Learner, and Unit Standard information MUST correspond with the Learner Registration information on SASSETA records (FORMS LA01 / QA01 / SP01 / FCA01) to be processed. Information on this form is only valid if one of the above forms in on SASSETA records. This form must be completed for every unit standard for which the learner is enrolled.
3. Each completed unit standard MUST be reported on a SEPARATE FORM.

SUBMISSIONS:

By mail:  
 SASSETA  
 ADMINISTRATION  
 P O BOX 7612  
 HALFWAY HOUSE  
 1685

Hand deliveries:  
 THE SASSETA  
 ADMINISTRATION  
 OR LEVEL 3 EAST, GALLAGHER HOUSE  
 GALLAGHER ESTATE  
 MIDRAND  
 1685

SECTION 1 – TRAINING PROVIDER DETAILS											
Name of Training Provider:						Name as it appears on SASSETA Records					
ETQA Accreditation Number:						Only the 12-digit SASSETA Accreditation Number or 20-digit SAQA Code is accepted					
* If the Assessment was done at a different Provider than the Training Provider.											
* Name of Assessment Centre:						Name as it appears on SASSETA Records					
* ETQA Accreditation Number:						Only the 12-digit SASSETA Accreditation Number or 20-digit SAQA Code is accepted					
SECTION 2 – LEARNER INFORMATION											
Student Number:		Training Provider				Provide the Student Number assigned by the Training Provider and/or Assessment Centre					
		Assessment Centre									
		Learnership Registration Number									
Title:		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other – Specify:									
Surname:		These details must correspond with the details provided on enrolment.									
Full Names:											
Type of ID:		<input type="checkbox"/> RSA		ID No:		Provide either the RSA ID or an alternative ID. Restrictions on acceptable ID may apply – please ensure compliance to avoid rejection of records.					
Alternative ID:		<input type="checkbox"/> Temporary ID <input type="checkbox"/> Drivers Licence <input type="checkbox"/> Passport <input type="checkbox"/> Student No <input type="checkbox"/> SAQA ID		Alternate ID							
SECTION 3 – ASSESSMENT DETAILS											
Unit Standard/Course Title:						SAQA/SASSETA ID:					
Assessment Date:						(ccyy/mm/dd)					
Assessment Type:						<input type="checkbox"/> Normal <input type="checkbox"/> RPL					
<b>Result:</b>		<input type="checkbox"/> Competent				<input type="checkbox"/> Not yet competent					
Assessor Registration No:						Name of Assessor:					
I declare that I personally assessed the learner and found him/her competent in accordance with the assessment criteria laid down for the unit standard/course. Signed at _____ on this, the ____ day of _____ 20____.						PROVIDER DATE STAMP					
ASSESSOR											
WHERE THE ASSESSMENT WAS MODERATED – 10% of all assessment results submitted must be moderated.											
Moderation Date:						(ccyy/mm/dd)					
Moderator Registration No:						Name of Moderator:					
I have inspected the assessment records and certify the authenticity and integrity of this assessment result. Signed at _____ on this, the ____ day of _____ 20____.						MODERATOR DATE STAMP					
MODERATOR											