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CERTIFICATION CIRCULAR 2 OF 2022

To: Assessment Quality Partners (QPs)
SETAs CEOs
ETQA Managers

QCTO CERTIFICATION CIRCULAR 2 OF 2022: CERTIFICATION FEES

Sections 26 (D) (4) and (H) (3) (b) of the Skills Development Act, 1998 (Act No. 97 of 1998) (SDA) mandates the Quality Council for Trades and Occupations (QCTO) to issue a certificate to any person who has successfully undergone a trade test administered by an accredited trade test centre or who has achieved an occupational qualification, part qualification or skills programme.

In terms of Section 26 (G) (6) (b) of the SDA the QCTO may charge fees for services rendered by it. The QCTO Council has the right to amend fees on an annual basis.

The certification fees approved by the Council for a three-year period 2022/23 to 2024/25 to be implemented on 1 April annually are as follows:

Certification Fees	2022	2023	2024
First issues and Replacements	R134	R141	R149

1. Payment of certification fees for first issues is the responsibility of the requesting authority, i.e. the Assessment Quality Partner (QP).
2. The accreditation letter or Service Level Agreement (SLA) bears reference as to the contact details of the person to whom the invoice will be submitted. The QP can contact the certification team to indicate if another contact person must be acknowledged by sending an email to certification@qcto.org.za.
3. Invoicing for certification is done at the end of the month following the issuing of the certificates.
4. It should be noted that no pro-forma invoice is issued with regard to payment of certificates and the circular with regard to certification fees and the QCTO certification policy serve as information to execute the process.

5. All payments should be made within a 30-day period post invoicing. Non-payment of certification fees will result in the account of the relevant QP being suspended for further certification until outstanding amounts have been settled.
6. The QP is responsible for arranging the collection of printed certificates from the QCTO offices and for the dispatch, thereof to the relevant learner. The cost for collection and distribution of certificates is for the account and arrangement of the QP. Courier services and postal fees are not included in the tariffs determined by the Council.
7. Under no circumstances may the issued certificate be withheld from the person to whom it has been issued.
8. The QP contact person will be informed when certificates are ready for collection from the QCTO offices. Collection arrangements should be made within seven (7) working days of such notification.

All enquiries with regard to invoices and payments should be directed to the QCTO finance department on e-mail address finance@qcto.org.za.

Yours sincerely



Mr V. Naidoo
Chief Executive Officer: QCTO

Date: 19/08/2022