

27 November 2023

Enquiries: Mr Rowen Paul  
Tel: 012- 003 1800

**MEMO TO:** NAMB  
SETAs  
DEPARTMENT OF HIGHER EDUCATION AND TRAINING

**SCHEDULE FOR SENDING RECOMMENDATIONS FOR CERTIFICATION TO QCTO FOR THE PERIOD  
DECEMBER 2023 AND JANUARY 2024**

The Quality Council for Trades and Occupations (QCTO) was established in terms of the Skills Development Act, 1998 (Act no 97 of 1998). Section 26 D (4) of the act mandates the QCTO to issue trade certificates.

In order to allow our staff to process all recommendations for trade certification and printing and distribution of the certificates before the QCTO closes, you are kindly requested to submit all recommendations according to the following management plan:

<b>ACTIVITY</b>	<b>DATE</b>
1. Last day for NAMB to submit recommendations for certification	08 December 2023
2. Last day to submit supporting documentation	08 December 2023
3. Last day to print certificates	12 December 2023
4. Dispatching of printed certificates to NAMB – NAMB to collect by 12:00	12 December 2023
5. New recommendations received from NAMB	03 January 2024

Recommendations for certification not submitted in line with the above management plan will only be processed from 03 January 2024.

QCTO will, as far as possible ensure that all recommendations for the certificates received by 08 December 2023 are printed and dispatched as arranged. Batches received on 08 December 2023 where supporting documentation is not submitted by 08 December 2023 will be rejected and re-submission will be required in January 2024.

The QCTO certification unit wishes to thank you for your support during 2023. We look forward to working together in 2024.

Yours sincerely



R Paul  
**DIRECTOR: CERTIFICATION**