



Subject: Serial Number Applications and Mandatory Documentation

Dear Valued Stakeholder,

This communication serves as a reminder to ensure that all users correctly apply for serial numbers through the EWSETA Stakeholder Portal.

To assist you in this process, a **Trade Tests User Manual** is available for download at the following link: [Trade Tests User Manual \(PDF\)](#)

Please ensure that **all mandatory documentation** is uploaded during the serial number application process. Incomplete applications—missing any of the required documents listed below—will not be processed.

MANDATORY DOCUMENTATION BY APPLICATION TYPE

ARPL	Apprenticeship	Occupational
<ul style="list-style-type: none">- Completed and signed application form- ARPL/SOR (fully populated, signed by all relevant parties; note: assessments must not be conducted in a single day)- Certified copy of ID- Service letter (on company letterhead and confirming a minimum of 3 years' experience)- Accreditation letter- Proof of assessor registration- Proof of moderator registration	<ul style="list-style-type: none">- Completed and signed application form- Certified copy of ID- Workplace-Based Learning Agreement- Logbook- Accreditation letter- Proof of assessor registration- Proof of moderator registration	<ul style="list-style-type: none">- Completed and signed application form- Certified copy of ID- Workplace-Based Learning Agreement- Internal Moderation Report- Post Moderation Report- Final Assessment (Quality Assurance Report)- Statement of Results- Written component mark sheet (in Excel format)

We appreciate your cooperation in ensuring a smooth and efficient application process.

For any queries related to the application or issue of serial numbers, please contact:

- Nomawonga Maphuhla nomawongam@ewseta.org.za / (011) 274 4700

Kind regards,

Ashvir Isseri

Quality Assurance and Learning Programmes Manager

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