

Certification Policy

Certification of learners

a. Purpose

The purpose of this document is to describe the policy on requirements for learner certification applied by **KTRC**.

b. Scope

The scope of this policy covers the certification of learners after successfully completing a learning programmes based on National qualification Framework registered unit standards in the primary focus of ETDP-SETA.

c. References

- South African Qualification Authority Guidelines and Criteria for Assessment of National Qualification Registered unit standards and qualifications, 2001.
- **ETDP SETA**. Assessment Policy Guidelines
- **ETDP SETA. Certification Policy**

d. Definition

None

e. Policy – Certification of learners

KHANIMAMBA TRAINING AND RESOURCE CENTRE will only issue a certificate for skills programs or short courses.

The learner must retain the certificate issued by KHANIMAMBA TRAINING AND RESOURCE CENTRE as proof of achievement until a full qualification has been achieved. The certificate should, as a minimum contain the following:

- Institution name
- **ETDP-SETA** accreditation number if accredited
- Company logo
- Name & Identify Number of the learner
- Unit standard number and title
- **ETDP-SETA** learner achievement endorsement number
- 2 signatures;
- Date of achievement;
- Date of issue
- **'ETDP-SETA** logo
- SAQA logo

Certificate will have security features like a water mark and other features to prevent fraudulent and corrupt production and issuing of unauthentic certificates. A company specializing in production of security papers will be contracted to produce certificates. A company specializing in production of security papers will be contracted to produce certificates. Certificate Register shall be kept in a lockable cabinet and it shall have the following:

- Name and ID number of a learner
- Name of Qualification or Skill Programme
- Name of Facilitator
- Certificate Number

Duplicates

Should a learner lose the issued certificate, no original replacements will be made. The learner may be issued with a duplicate certificate. The learner will pay a fee for issuing of a duplicate at a fee to be determined **by KHANIMAMBA AND RESOURCE CENTRE** from time based at determined fees.

Certification Procedure

Step 1

The learner's POE is assessed and moderated.

Step 2

The achievement results are verified and endorsed by SETA's ETDQA personnel.

Step 3

The verified results are uploaded to SETA's MIS for final endorsement.

Step 4

Endorsement number is generated by ETQDA and the information uploaded to the NLRD (National Learner Results Database) at SAQA through the SETA's MIS.

Step 5

Notification is sent through to KTRC permitting us to print out statement of results (SOR) for learners who have achieved competency status.

Step 6

A certificate achievement for the learner is developed by KTRC (This certificate is informed by the SOR, hence it cannot be developed before the SOR is issued. It is accompanied by the ETDp-SETA's logo at the bottom left side of the certificate to ensure stamp of approval by ETDp-SETA)

Step 7

The achieved learner will then be informed of his /her achievement status.

Step 8

A record of both the SOR and the certificate will be registered in the KTRC record register book.

Step 9

The statement of the results accompanied by the certificate of competence will then be posted by a registered mail to the learner. Copies of both documents will be stored in a safe for record and safe keeping

Signed at: _____ on this ____ day of _____ 2025

Management signature
signature

Board of Directors' representative