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ETDQA Circular 7/2008

**Attention:** ALL APPRENTICE TRAINING RELATED ACCREDITED,  
INSPECTED AND POTENTIAL EMPLOYERS, PROVIDERS OF  
PRACTICAL TRAINING;  
ALL TRADE TEST CENTERS FOR APPRENTICE TRAINING

**From:** Ayesha Itzkin, ETDQA Executive Manager

**Cc:** Juanita Wilkins, CHIETA Apprenticeship Co-ordinator

**Date:** 9 June 2008

**SUBJECT: REQUIREMENTS FROM THE REGISTRAR:  
MANPOWER TRAINING REGARDING ARTISAN  
CERTIFICATES**

## **1 BACKGROUND:**

At the last SETA Forum meeting held on 24 April 2008 the Registrar: Manpower Training, Mr. Sam Morotoba, informed the SETAs of the problems that are being encountered by his office with the issuing and re-issuing of artisan certificates.

According to Mr. Morotoba the Department of Labour identified forgery with regards to the issuing and re-issuing of artisan certificates. SETAs therefore need to ensure that stringent checking and verification process are in place before forwarding artisan certificates to him for signature.

Mr. Morotoba indicated that when SETAs submit artisan certificates to him for signature, specific supporting documents need to accompany the application before he will sign and issue the artisan certificates.

## **2. CHIETA ARTISAN CERTIFICATE CHECKING AND VERIFICATION PROCESS:**

The CHIETA has an artisan certification process in place to ensure that artisan certificate requests submitted to the Registrar: Manpower Training for signing are authentic and legitimate. .

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Part of the process is to verify that the required documentation requested by the Registrar: Manpower Training is in place before the certificates can be submitted to the Registrar.

The CHIETA has, as a result of the Registrar's requirements, updated its documentation checklist to ensure that the correct documentation is submitted with the artisan certificates to the Registrar: Manpower Training for signature (please see attached checklist called *Artisan Certificate Checklist*).

### 3. REQUEST TO YOUR COMPANY:

When your company makes a request to the CHIETA for an application for a Section 13 trade test, Section 28 trade test, or to re-issue an artisan certificate your company needs to ensure that all required documentation is duly completed and submitted to the CHIETA.

We encourage your company to introduce a verification process, using the CHIETA *Artisan Certificate Checklist* as a basis, to ensure that all required documentation is in place and has been submitted to the CHIETA, for the Registrar: Manpower Training to sign the artisan certificates without delay.

For any queries please contact Juanita Wilkins on [jwilkins@chieta.org.za](mailto:jwilkins@chieta.org.za)

Please double click on the icon below to open the CHIETA's Artisan Certificate Checklist



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Checklist\SD-069 Arti

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### SD – 069: ARTISAN CERTIFICATE CHECKLIST

*Note: Copies of the following documents must be submitted together with the artisan certificate to the Registrar: Manpower Training*

No.	TOOLS	YES	NO	COMMENTS
<b>SECTION A: APPLICATION FOR A SECTION 13 ARTISAN CERTIFICATE</b>				
1.	Copy of section 13 trade test application			
2.	Copy of registered apprenticeship contract			
3.	Certified copy of apprentice's ID			
4.	Signed copy of the trade test report from INDLELA or the CHIETA accredited DTTC			
<b>SECTION B: APPLICATION FOR A SECTION 28 ARTISAN CERTIFICATE</b>				
5.	Copy of section 28 trade test application			
6.	Certified copies of qualifications / certificates			
7.	Proof of practical experience from accredited / approved provider/s			
8.	Proof of workplace experience from employer/s			
9.	Certified copy of applicant's ID			
10.	Signed copy of the trade test report from INDLELA or the CHIETA accredited DTTC			
<b>SECTION C: APPLICATION FOR A DUPLICATE ARTISAN CERTIFICATE</b>				
11.	Affidavit – reason for applying for duplicate trade test certificate			
12.	Certified copy of applicant's ID			
13.	Signed copy of the trade test report from INDLELA or the CHIETA accredited DTTC			
14.	Proof that applicant is captured on COAITB Data Net system			
<b>CHIETA REPRESENTATIVE</b>		<b>DATE</b>		