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ETDQA Communication 6/2009

**Attention:** ALL CHIETA ACCREDITED DECENTRALISED TRADE TEST CENTERS, EMPLOYERS AND PROVIDERS OF PRACTICAL TRAINING FOR APPRENTICES  
CHIETA INSPECTED EMPLOYERS OF APPRENTICES  
CHIETA APPROVED FET INSTITUTIONS

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

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

**Date:** 3 JUNE 2009

**SUBJECT: STANDARD OPERATING PROCEDURE FOR THE CERTIFICATION OF APPRENTICES / ARTISANS**

**1. BACKGROUND:**

In terms of section 13(12) and 28 of the Manpower Training Act (the Registrar: Manpower Training shall in collaboration with the SETA in question issue a certificate to a successful candidate who has passed the prescribed trade test of the said sections of the MTA.

In view of the aforesaid the Department of Labour recently issued Standard Operating Procedures that need to be implemented with immediate effect by all SETAs. The Procedures aim to minimize the possibility of fraudulent certificates, to improve the standard and quality of artisans qualifying in South Africa, and to avoid delays in the issuing of certificates.

**2. PROCEDURES FOR ISSUING APPRENTICE / ARTISAN CERTIFICATES:**

According to the Department of Labour the following documents must be submitted with an artisan certificate to the Registrar: Manpower Training to obtain her/his signature. The Registrar: Manpower Training will only sign the artisan certificate if the required procedures were followed AND the correct documentation is attached to each candidate's certificate:

ETDQA Circular 2009/6:Standard Operating Procedure For The Certification Of Apprentice / Artisan	CONTROLLED COPY	Page 1 of 3	REVISION A
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## 2.1 Section 13 Certificates

Before a trade test can be attempted, an apprentice must have completed 80 weeks of practical training and all the modules in the training schedule, as well as the relevant N-course or equivalent as approved by the SETA. Completion of the full *Record of Apprentice Training* is the standard of evidence required for access to a trade.

The employer needs to submit together with a certified copy of the *Section 13 Trade Test Application Form* (also see attached below the *Section 13 Trade Test Application*) the following documents:

1. Certified copy of the Identification Document
2. Certified copy of the registered *Contract of Apprenticeship*
3. Certified copy of all the *Phase Reports* (Phase 1 – 4)

***Any Section 13 Trade Test Application submitted to the CHIETA that does not have the required certified documentation attached will not be processed and will be sent back to the employer for completion and re-submission.***

## 2.2 Section 28 Certificates

Any person who has not passed a trade test as contemplated in section 13(2) of the MTA, but who satisfies the CHIETA that s/he has undergone training or gained experience in the trade in question and for a period that reasonably concurs with the conditions of apprenticeship for the trade in question and in the opinion of the CHIETA is adequate, may undergo a trade test.

The candidate / employer needs to submit together with a certified copy of the *Section 28 Trade Test Application* (see attached below the *Section 28 Trade Test Application*) the following documents

1. Certified Copy Of Identification Document
2. Certified copy of relevant educational qualification demonstrating entry requirements into a trade test i.e. N2 or equivalent
3. Certified copies of practical training relevant to the trade
4. Curriculum vitae, outlining relevant on-the job experience i.e. 4-5 years
5. Training record specifying relevant on-the job experience i.e. 4-5 years

***Any Section 28 Trade Test Application submitted to the CHIETA that does not have the required certified documentation attached will not be processed and will be sent back to the employer / candidate for completion and re-submission.***

### 2.3 Duplicate Certificates (Section 13 and Section 28)

A qualified artisan may apply for the issuing of a duplicate certificate. The CHIETA will only submit a duplicate certificate to the Registrar: Manpower Training if the following documentation is submitted with your request:

1. Certified copy of initial trade certificate
2. Certified copy of your identification document
3. Affidavit from applicant stating reason for requesting a duplicate certificate

***Since the Registrar: Manpower Training has now requested a certified copy of the trade certificate before issuing a duplicate certificate; it is recommended that the employer / candidate makes photocopies of the original certificate, get the copies certified and keeps both the original certificate and the certified copies safely.***

Please direct queries to Juanita Wilkins on [jwilkins@chieta.org.za](mailto:jwilkins@chieta.org.za)

THE END