



# **DIRECTIVES FOR THE CERTIFICATION OF THE GENERAL EDUCATION AND TRAINING CERTIFICATE**

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## Acronyms

ABET	Adult Basic Education and Training
DHET	Department of Higher Education and Training
FET	Further Education and Training
GET	General Education and Training
LOLT	Language of Learning and Teaching
NQF	National Qualifications Framework
GETC	<i>General Education and Training Certificate</i>
PED	Provincial Education Department
SAQA	South African Qualifications Authority

## Glossary

<b>Assessment body</b>	a department of education or any other body accredited by Umalusi to be responsible for conducting external assessment for all or some learning areas of the GETC.
<b>Certification</b>	certification is the formal recognition of a completed qualification, part-qualification or unit of learning achieved by a candidate.
<b>Learner</b>	refers to any person who has enrolled for tuition in one or more learning areas at a public or independent learning institution under an accredited assessment body.
<b>External examination</b>	an external component of the assessment process; it refers to the culmination of the summative assessment process, when candidates are subjected to a final formal assessment in an examination sitting.
<b>Candidate</b>	a candidate who has enrolled for the examination and who offers a <i>General Education and Training</i> programme. Such a candidate must fulfil all internal assessment requirements.
<b>General Education and Training Certificate</b>	a certificate at NQF Level 1, awarded as a qualification to a candidate who has complied with the relevant rules of combination stipulated in the policy, the <i>General Education and Training Certificate</i> (GETC) – Adult Basic Education and Training (ABET) Level 4, a qualification at Level 1 on the National Qualifications Framework.
<b>Internal assessment</b>	any assessment conducted by a learning institution under an accredited assessment body, the results of which count towards the achievement of the qualification.
<b>Level of competence</b>	the level of achievement awarded to a candidate for a specific learning area against agreed-upon criteria to indicate the level of achievement.

<b>National Qualification Framework (NQF)</b>	is a ten-level framework provided for the registration of national qualifications.
<b>Site-Based Assessment</b>	means a series of various tasks as determined by the assessment body intended for obtaining a candidate's demonstrated achievement that contributes to the final mark and the achievement of the GETC qualification.
<b>Summative assessment</b>	is a component of assessment that is used at the end of a particular learning period to determine a candidate's achievement.
<b>Withdrawal</b>	refers to a candidate who was enrolled for an examination but who did not write the examination.

## **Executive summary**

The purpose of this document is to provide information to assessment bodies which submit candidates' achievement records for GETC certification to Umalusi. This document is specific to the certification of the *General Education and Training Certificate*, and comes into effect as of 30 November 2010.

This document provides:

- Guidelines that clarify the way in which candidates' results are determined after an examination;
- The specific directives regarding the submission of candidate information for certification; outlines the way in which Umalusi certifies; and provides the format in which information is to be submitted for certification.
- The policy which governs the *GETC*; and
- General information on the verification service that Umalusi offers.



## **1. Directives for certification**

### **1.1 Introduction**

The *General and Further Education and Training Quality Assurance Act, 2001* (Act No. 58 of 2001), which established Umalusi, legislates the quality assurance functions for which Umalusi is responsible. In terms of paragraph 16(2)(e) of this Act, Umalusi is responsible for issuing certificates for qualifications in general and further education and training. Umalusi is mandated to ensure that these certificates are credible both nationally and internationally.

Umalusi therefore issues certificates to candidates as stipulated in the regulations for the issuing of certificates. These *Directives for Certification* assist assessment bodies to submit the candidates' assessment records for certification. This document should be read together with the following policies and regulations as approved by the Ministers of Basic Education and Higher Education and Training, as applicable:

- Adult Education and Training Act, 2000 (Act No 52 of 2000)(as amended)
- National Policy on the Conduct of Adult Basic Education and Training (ABET) Level 4 Examinations, Gazette 23590, 5 July 2002.
- Regulations for certification, Government Gazette No. 25794 of 2 December 2003, as amended.
- Quality Assurance of Assessment: Policies, Directives, Guidelines and Requirements, July 2006.
- The *General Education and Training Certificate* (GETC)-Adult Basic Education and Training (ABET) Level 4, A Qualification at Level 1 on the National Qualifications Framework (NQF), Gazette 32793, 11 December 2009 as amended (Gazette 33805 of 26 November 2010). (Qualification ID registered on the NQF 71751).

In order to issue certificates, Umalusi maintains the capacity to:

- develop and maintain policies and directives for certification;
- maintain acceptable quality assurance standards for awarding certificates;
- maintain a certification system and infrastructure, including appropriate security arrangements;
- verify certificates; and
- issue replacement certificates.

Umalusi issues the following certificates in General and Further Education and Training (NQF Levels 1 to 4):

- Senior Certificate (Report 550);
- National Senior Certificate (Schools);
- National Senior Certificate (Reports 190 and 191) ;
- National N3 Certificate (Reports 190 and 191);
- National Certificate (Vocational) (NC(V));
- Subject Certificate (Report 550 and Reports 190 and 191);
- *General Education and Training Certificate (GETC)*;
- Learning Area Certificate (GETC); and
- Subject Statement (NC(V) and NSC)

## **1.2 The purpose of the directives**

The purpose of these directives is to provide a common understanding of the responsibilities and requirements spelled out in the policy document for the *General Education and Training Certificate (GETC)-Adult Basic Education and Training (ABET) level 4, A Qualification at Level 1 on the National Qualifications Framework (NQF)*. Furthermore, these directives are designed to assist assessment bodies to request certification for candidates who offered the *GETC*.

This document also helps assessment bodies to determine a candidate's results in terms of the requirements stipulated in the *GETC* qualification policy, and gives direction on how to structure the information required for submission to Umalusi for the issuing of candidates' certificates.

All requests for certification must be made to Umalusi by an assessment body. Umalusi does not accept requests for certification from candidates. Individual candidates must therefore channel their requests through an assessment body.

## **1.3 Changes to qualifications in General Education and Training**

As prescribed in the Adult Education and Training Act, 2000 (Act No 52 of 2000), the *GETC* is offered to adults, who have not had any formal schooling or who may not have completed formal basic schooling to the equivalent of NQF Level 1.

Candidates who have obtained 120 credits in no less than five learning areas, which may include one or more learning areas from the expired *GETC*

will be considered for the award of the *GETC* on condition that at least one learning area is offered under the policy document: *General Education and Training Certificate (GETC) – Adult Basic Education and Training (ABET) Level 4, a qualification at Level 1 on the National Qualifications Framework*, as (11 December 2009), as amended.

Life Orientation is now a compulsory learning area for the award of the *GETC* qualification. Refer to the requirements outlined in par 2.3 below.

#### **1.4 Compliance by an assessment body**

Umalusi awards qualifications based on the credibility of the assessment provided by accredited assessment bodies. In order to satisfy itself of the integrity of the assessment opportunity offered, Umalusi may require an assessment body in possession of, or seeking accreditation, to:

- submit full details of its assessment system and practices from time to time; and
- notify Umalusi of any amendments to its assessment system.

An assessment body shall:

- determine the result of a candidate in accordance with the national policy on the *GETC-ABET: A qualification at Level 1 on the NQF*, and in accordance with the directives issued by Umalusi; and
- supply final marks to Umalusi in the format outlined in paragraph 10 of these directives, in terms of regulation 10(g) of the regulations for the issuing of certificates, as promulgated by the Minister of Basic Education.

Further information on accreditation criteria and required compliance by assessment bodies can be obtained from Umalusi's website ([www.umalusi.org.za](http://www.umalusi.org.za)), or as hard copies from Umalusi's office.

#### **1.5 Certification**

Certification is the formal recognition of a completed qualification, part-qualification, or unit of learning achieved by a candidate. Umalusi issues a certificate or a learning area certificate to a candidate who has been assessed by an accredited assessment body, according to the requirements of an approved qualification and its curricula.

Umalusi will issue the *General Education and Training Certificate* where a candidate has met the minimum requirements for the award of the *GETC*

qualification, and a learning area certificate if the candidate does not meet the minimum requirements for the qualification but meets the requirements for one or more learning areas.

## **1.6 Certification fees**

Umalusi determines certification fees in a three-year cycle and informs assessment bodies well in advance about the certification fees to be paid in respect of the issuing of certificates for a specific financial year.

## **2. The General Education and Training Certificate (GETC) – Adult Basic Education and Training (ABET) Level 4, a qualification at Level 1 on the NQF**

### **2.1 Entrance requirements**

2.1.1 The minimum requirement for entry into the *GETC-ABET, a qualification at Level 1 on the National Qualifications Framework (NQF)*, is:

- i. An official learning area statement at ABET level 3 for the fundamental component issued by a registered institution/centre; or
- ii. An ABET level 3 report card issued by an accredited centre; or
- iii. Proof of level of achievement equivalent to ABET level 3; or
- iv. The results of placement assessment, administered by the centre, indicating readiness for entry into an ABET level 4 learning programme.

### **2.2 Duration of the qualification:**

The minimum duration of the *GETC* is one year. To obtain a *GETC*, the candidate must:

- (a) Complete the qualification within the prescribed period for which the qualification is registered; and
- (b) Comply with both the internal and external assessment requirements as stipulated in the qualification policy.

A teach-out period of the *GETC*, as registered on the National Qualifications Framework under the SAQA qualification ID 71751, will be allowed up to 2015. **No** new registrations for this qualification under this qualification ID will be allowed from 2013.

### **2.3 The structure of the qualification and minimum promotion requirements**

- (a) The qualification is structured according to specific categories of learning areas and rules of combination. Candidates registered for the *GETC* qualification must offer and complete the internal and external assessment for not fewer than **five** learning areas selected from the Fundamental, Core and Elective components of the *GETC* qualifications document, with the proviso that the number of credits for the learning areas completed is greater than or equal to 120 credits.
- (b) The *GETC* will be awarded to a candidate who has complied with the following minimum learning area requirements:

Learning area
One Language, Literacy and Communication (LLC) Learning Area
Either Mathematical Literacy (ML), or Mathematics and Mathematical Sciences (MMS) Learning Areas
Life Orientation
2 x Learning Areas selected from the Vocational and/or Academic Learning Areas

- (c) To obtain a *GETC*, a candidate must fulfil the minimum promotion requirements, viz:
- Achieve at least **40%** in one Language, Literacy and Communication (LLC) Learning Area; and
  - Achieve at least **40%** in Mathematical Literacy or Mathematical Sciences
  - Achieve at least **40%** in Life Orientation
  - Achieve at least **40%** in two other learning areas selected from the vocational and/or academic learning areas
  - Obtain the minimum of 120 credits for the qualification
- (d) Umalusi will issue a learning area certificate where a candidate has not met the minimum requirements for the issuing of a *GETC*.
- (e) Candidates who have obtained credits in any number of learning areas from the expired *GETC* will be considered for the award of the *GETC* **on condition that:**
- at least one learning area is offered and passed under the policy document: *General Education and Training Certificate (GETC) – Adult Basic Education and Training (ABET) Level 4, a qualification at Level 1 on the National Qualifications Framework*, published on 11 December 2009 as amended;
  - the number of credits for the learning areas offered are greater than or equal to 120 credits;
  - Life Orientation, which is a compulsory learning area, is offered and passed with at least 40% in order to obtain the *GETC*.
- (f) No conversion or condonation of results is applicable.

### **2.3.1 Credit transfer and credit allocation**

Each learning area is allocated a number of credits as stipulated in the *GETC* policy documents as registered on the National Qualifications Framework under the SAQA qualification ID 71751. For the award of the *GETC*, it is required that the candidate meet the minimum of 120 credits in a minimum of 5 learning areas.

Candidates who obtained credits in the expired *GETC* in any learning area will retain such credits for recognition for determining if the candidate meets the minimum requirements for the award of the *GETC*. Under no circumstances will a candidate who has written a learning area under the expired *GETC* be awarded the credit value accorded to that learning area in the current *GETC*.

The table below indicates the credit allocation for the expired *GETC* as well as for the current *GETC* referred to in these directives:

<b>Learning area</b>	<b>Current <i>GETC</i> credit value</b>	<b>Expired <i>GETC</i> credit value</b>
Language, Literacy and Communication	23	20
Mathematical Literacy	16	16
Mathematics and Mathematical Sciences	16	16
Life Orientation	32	10
Human and Social Sciences	23	16
Natural Sciences	15	16
Economic and Management Sciences	21	16
Arts and Culture	17	16
Technology	11	16
Additional Language	23	16
Applied Agriculture Sciences and Agricultural Technology	20	10
Ancillary Health Care	45	10
Small, Medium and Micro Enterprises	17	10
Travel and Tourism	38	10
Information and Communication Technology	23	-
Early Childhood Development	26	-
Wholesale and Retail	27	-

## **2.4 Learning area combinations for awarding the *General Education and Training Certificate***

Learning areas are grouped into 3 components, namely, Fundamental, Core and Elective.

### **2.4.1 Fundamental Component (Compulsory)**

- Language, Literacy and Communication (LLC)
- Mathematical Literacy or Mathematics and Mathematical Sciences;

### **2.4.2 Core Component (Compulsory)**

- Life Orientation

### **2.4.3 Elective Component**

A candidate must offer a minimum of **two** approved learning areas from the Academic and/or Vocational Learning Area groups:

#### **2.4.3.1 Academic Learning Areas**

Human and Social Sciences  
Natural Sciences  
Economic and Management Sciences  
Arts and Culture  
Technology  
Additional Language

#### **2.4.3.2 Vocational Learning Areas**

Applied Agriculture and Agricultural Technology  
Ancillary Health Care  
Small, Medium and Micro Enterprises  
Travel and Tourism  
Information and Communication Technology  
Early Childhood Development  
Wholesale and Retail

## **2.5 Weighting of internal and external assessment**

Umalusi certifies this qualification based on an internal assessment component and an external examination, both of which are mandatory and contribute to the candidate's final result.



The assessment body must ensure that the directives for internal assessment as stipulated by Umalusi are adhered to. All candidates *must* comply with the internal assessment requirements associated with this qualification.

Learning area information required by Umalusi for determining a candidate's results must include the internal assessment mark (50%) as part of the final standardised marks.

The weighting for internal and external assessment is as follows:

<b>Learning area</b>	<b>External assessment</b>	<b>Internal assessment</b>
All learning areas	50%	50%

### **3. Minimum promotion requirements for awarding the GETC to candidates with special educational needs**

(a) Candidates with special needs are defined as candidates who experience barriers to learning. A number of concessions related to the nature of the barrier to learning identify permissible variants to the rules of combination.

3.1 The following concessions may apply to a candidate who experiences the following barriers to learning:

- (a) A candidate suffering from a mathematical disorder such as dyscalculia may be exempted from offering Mathematical Literacy or Mathematics and Mathematical Sciences, provided that another learning area from the Vocational or Academic learning area group is offered.
- (b) Candidates who have been identified as deaf, aphasic or dyslexic will not receive a concession as the qualification only includes one language.

### **4. Provisos**

4.1 Candidates *may not* offer:

- 4.1.1 both Mathematical Literacy and Mathematics and Mathematical Sciences
- 4.1.2 two languages from any one of the following language groups:
  - a. IsiXhosa, isiZulu, SiSwati and isiNdebele;
  - b. Sepedi, Sesotho and Setswana.

- 4.2 Only learning areas described in paragraph 2.4 will be considered for the issuing of a *GETC*.

## **5. Minimum requirements in a learning area**

Umalusi will consider any learning area, as stipulated in Par 2.4, in which the candidate has obtained a minimum of 40% for the award of the *GETC*. In cases where a candidate obtained less than 40% in a learning area, this learning area will not be considered for combination in determining the minimum requirements for the award of the *GETC*.

### **5.1 Candidates registered for the *GETC***

A candidate, who enters for a subsequent examination in order to fulfil the outstanding requirements for the qualification, will be allowed to repeat a learning area already completed, or to enter for a new learning area.

In all cases, learning area certificates should be requested for the candidate *before* a replacement certificate (Change of status) can be requested.

Candidates who repeat one or more learning areas will be allowed to combine learning area credits based on the rules of combination and requirements that obtain to a *GETC*, as specified in these directives.

## **6. Learning areas and messages listed on the *General Education and Training Certificate***

- 6.1 *The General Education and Training Certificate* lists all learning areas passed by the candidate.
- 6.2 In cases where a candidate offers more than the minimum learning areas required, a maximum of twelve (12) learning areas can be recorded on a *General Education and Training Certificate*.
- 6.3 The learning areas for the *GETC* are listed in the following order:
- Language, Literacy and Communication (LLC)
  - Mathematical Literacy or Mathematics and Mathematical Sciences;
  - Life Orientation
  - The remaining learning areas in alphabetical order

- 6.4 The percentage achieved for each learning area is reflected on the certificate.
- 6.5 A line of asterisks is printed under the last learning area.
- 6.6 If a candidate has been awarded a *GETC*, and additional learning area credits are obtained in a subsequent examination, the additional learning area credits are issued as a separate learning area certificate.
- 6.7 Umalusi issues a learning area certificate where a candidate has failed to achieve the minimum requirements for the qualification. Only learning areas in which the candidate has achieved a minimum of 40% are recorded on the *GETC/learning area certificate*. Where a candidate has not achieved a minimum of 40% in any learning area, the information *must* nevertheless be submitted for certification, as explained in paragraph 10. Such data is required for statistical purposes.
- 6.8 The following levels of recognition are recorded on the *General Education and Training Certificate* and on the learning area certificate:
- (a) ***For achievement of the General Education and Training Certificate:*** This candidate has been awarded the *General Education and Training Certificate* and obtained the minimum 120 credits for this qualification, as registered on the National Qualifications Framework
  - (b) ***For those passing only learning areas:*** This learning area certificate is not a *General Education and Training Certificate* but reflects the learning areas where the candidate has satisfied the promotion requirements.

## **7. Transaction types and transaction status of certificates**

Umalusi issues certificates under eight different categories, and each has a status associated with it. Both the transaction type and status form part of the data structure format for requesting certificates. Paragraph 7.1.1, below, covers both the transaction type and transaction status – the first value reflects the transaction status, while the second value reflects the transaction type:

The transaction status indicates whether the certificate is a first issue, a replacement, a re-issue or a certificate that combines a candidate's results. These alternatives are explained in greater detail in paragraph 7.2, below.

The transaction types identify mainly whether the certificate is a learning area certificate or a *General Education and Training Certificate*. The status also indicates whether a candidate has failed all learning areas or was withdrawn from the examination and/or was absent and/or has outstanding marks in a learning area.

## **7.1 Transaction Types**

Each transaction type, and the information that must be submitted to Umalusi for certification, is outlined under paragraph 9, which deals with the format required for information being submitted for certification.

### **7.1.1 Examples of transaction types**

The following explains the way in which a record for a *General Education and Training Certificate* is issued. For more detail, refer to paragraph 9.

#### **Record type 3 – candidate detail**

Transaction status and transaction type	<p>Values</p> <p>XY</p> <p>X-&gt;Transaction status</p> <p>0 First issue</p> <p>1 Replacement (Change of status)</p> <p>2 Replacement (Original certificate)</p> <p>3 Re-issue (Correction of errors)</p> <p>4 Replacement (Post irregularity)</p> <p>5 Replacement (Original lost and Change of personal details)</p> <p>6 Combination</p> <p>Y →Transaction type</p> <p>3 – Withdrawal/Absence/Outstanding</p> <p>4 - Failed all learning areas</p> <p>7 - Learning area certificate</p> <p>8 - GETC certificate</p>
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For example: 07 – First issue: Learning Area Certificate  
38 – Re-issue: *GETC*

### **7.1.2 Withdrawal/Absence/Outstanding**

Certification information for candidates who enrolled for one or more learning areas but who did not write the examination due to withdrawal (raw mark 999) from the examination, or who were absent, or who have an

outstanding mark should be submitted to Umalusi as a Withdrawal/Absence/Outstanding transaction type, that is, as 03.

These transactions are for statistical purposes only, and no certificate will be issued.

### **7.1.3 Failed all learning areas**

Certification information for candidates who failed all the learning areas they enrolled for, must be sent as a 'Failed all learning areas' transaction type, that is, as 04.

Such transactions are for statistical purposes only and no certificate will be issued.

In cases where there are different reasons (such as absence from exam, withdrawal from some learning areas or failed all learning areas) for a candidate not achieving credits in any learning area registered for as part of the *GETC* qualification, the transaction should nevertheless be submitted as 'failed all learning areas'.

## **7.2 Transaction status**

The transaction statuses and the possible attribute values applicable to the records must be entered onto the type-3 record:

- 0 - First issue
- 1 - Replacement (Change of status)
- 2 - Replacement (Original certificate)
- 3 - Re-issue (Correction of errors)
- 4 - Replacement (Post irregularity)
- 5 - Re-issue (Original lost and  
Change of personal details)
- 6 - Combination

### **7.2.1 First issue/Learning area certificate**

- (a) A first issue certificate is the first certificate issued to a candidate after an examination has been written. If a candidate fulfilled the requirements for the *GETC*, he/she receives a first issue certificate for one of the types explained in paragraphs 7.1.1-7.1.3.

On first issue certificates, no examination dates are printed next to individual learning areas, and the effective date of the certificate is the month following the date of the examination.

### **7.2.2 Replacement: Change of status**

- (a) A replacement certificate (Change of status) is issued to a candidate who has not qualified for the *General Education and Training Certificate* in one examination sitting but who has received a learning area certificate reflecting the relevant learning area credits for each sitting. If the candidate qualifies for the *General Education and Training Certificate* when all the results have been combined, a Replacement: Change of status certificate is issued to the candidate.
- (c) The issuing of a replacement certificate (Change of status) does not cancel the previous certificates issued and they are not withdrawn.
- (b) Replacement (Change of status) certificates are printed with the examination date next to each individual learning area, and the effective date of the certificate is the month following the last examination date.
- (c) Where the *status* of a certificate changes in relation to a certificate previously issued, such as the replacement of a learning area certificate by a *General Education and Training Certificate*, the previous certificate is not withdrawn, and the different effective dates are retained.
- (d) Learning area credits used in a request for a replacement *must* all be certified prior to the request for a replacement. The assessment body should therefore ensure that, before a replacement is requested, Umalusi has indeed certified all learning areas.
- (e) In the issuing of a first issue certificate or learning area certificate, Umalusi checks the learning area raw mark and standardisation information. In the application for a replacement certificate, it is not necessary to re-submit the raw mark and standardisation information.

### **7.2.3 Replacement: Original certificate lost, damaged or destroyed**

Umalusi will issue a replacement certificate to replace a certificate that has been lost, destroyed or damaged *after* a candidate has received the certificate.

In the case where a certificate was damaged, the original certificate must be returned to Umalusi before a replacement is issued.

An affidavit by the certificate-holder to the effect that the certificate was lost or destroyed must be submitted to the assessment body with an application for a replacement certificate. It is the prerogative of Umalusi to request such evidence, if required, from the assessment body.

Umalusi will allow the following changes to a certificate that was lost:

- Correction of misspelt name or surname
- Correction of date of birth or ID number

Sufficient and satisfactory supportive documentary evidence must be provided with such an application.

#### **7.2.4 Replacement: *Post-irregularity***

A Replacement certificate: Post-irregularity is issued on application in a case where a candidate was found guilty of an examination irregularity, and has been penalised by having his/her certificate withheld for a period of time after the writing of the examination. The candidate may receive a learning area certificate at the time of the irregularity, but his/her *General Education and Training Certificate* will be withheld as a form of sanction.

Where a candidate's behaviour was irregular in one or more learning areas, but the whole of the examination result has not been forfeited, a learning area certificate is requested for the learning area/s in which the candidate's behaviour was not irregular. The irregular status will be reflected on the candidate's record, but not on the learning area certificate.

Where a candidate has been found guilty of irregular behaviour, but has also met the minimum requirements for the issuing of the *GETC*, and a sanction period of at least one year has been imposed, only a learning area certificate reflecting the learning area results may be issued.

Only once the sanction period has elapsed may a replacement certificate be requested if the status of the certificate issued changes.

The Replacement certificate: Post Irregularity will reflect an inception date 12 months or more after the examination sitting at which the learning areas were written, depending on the length of the exclusion period/sanction.

Where a candidate's behaviour was irregular, and he/she is obliged to re-write one or more learning areas to comply with the minimum requirements for awarding of the qualification, the candidate will be eligible to re-write only after the sanction has elapsed. Before it issues a replacement

certificate, Umalusi checks whether the learning areas were re-written after the sanction had elapsed.

Where a candidate was found guilty of irregular behaviour in an examination and the sanction is related only to the results of the learning areas in question being nullified, the sanction period should be left blank (zeroes). Supporting documentation confirming the irregularity status must be submitted before the request for certification will be considered.

In the issuing of a first issue certificate, Umalusi checks the learning area raw mark and standardisation information. In the application for a replacement certificate, it is not necessary to submit the raw mark and standardisation information again.

### **7.2.5 Re-issues**

#### **7.2.5.1 Re-issue: Loss of certificate before receipt**

- (a) Where a certificate was issued to a candidate but the certificate was lost by the assessment body *before* delivery to the candidate, the assessment body should submit a re-issue application for such a certificate, and provide an affidavit in this regard, as well as a detailed explanation on measures implemented to locate the missing certificate.

#### **7.2.5.2 Re-issue: Incorrect information printed on the certificate**

In cases where the spelling of a name on an identity document (ID), an ID number or a date of birth has been changed as a result of an error on the part of the Department of Home Affairs, as well as in cases where the candidate is found to share the same identity number with another person and the ID number has been changed unilaterally by the Department of Home Affairs, an application for a re-issue for consideration by the Umalusi Council may be made.

The following documentation will be needed:

- certified copies of the old and new identity documents;
- a sworn statement (affidavit) by the candidate;
- the original certificate;
- a confirmation letter from the Department of Home Affairs; and
- a formal electronic request by the assessment body.



7.2.5.3 Re-issue: Change of marks/learning areas

A certificate may be re-issued where a mark change or a learning area change is made after a certificate was issued. The original certificate is withdrawn in such a case. The assessment body should submit an explanation for such changes together with the application for a re-issue.

7.2.5.4 Re-issue: Legal alteration of personal details

A change of personal details due to marriage or civil union does not qualify for a re-issue.

In the situation where a person has changed his or her name through a legal process and wishes to have the certificate re-issued in a new name, the person may through the relevant assessment body make an application to Umalusi for a re-issue, with a change of personal details being reflected on the Umalusi database, subject to the procedure and requirement outlined in par 7.2.5.5 (b) (vi – ix).

7.2.5.5 Re-issue: Alteration of sex description and sex status

In a situation where the Director-General of the Department of Home Affairs has granted an application in terms of the *Alteration of Sex Description and Sex Status Act, 2003*, and the person's sex-description has been altered accordingly, the person may through the relevant assessment body make an application to Umalusi for a re-issue with a change of name/personal details (if requested) and a re-assignment of the sex description on the Umalusi data-base.

For applications with regard to sex description and sex status, the following documentation is required:

- (i) Certified copies of the old and new IDs belonging to the candidate. In a case where the candidate is not in possession of a birth registration certificate, and the date of birth is to be changed, he/she must endeavour to provide a form of evidence such as a clinic card, baptismal certificate, confirmation certificate or school report that reflects the person's name and date of birth. Should the person have no such documentation, he/she must attest to this fact in an affidavit.
- (ii) A sworn statement (affidavit) by the candidate.

- (iii) The original certificate.
- (iv) A letter from the Department of Home Affairs confirming that it has, on behalf of the person in question, acted in terms of Section 27A of the *Births and Deaths Registration Act, 1992*, and that it has altered the sex description (and the names) of that person.
- (v) Formal electronic request by the assessment body.

The following procedure is required in such an application for a re-issue:

- (vi) the request for a re-issue must be made through an assessment body;
- (vii) the original certificate must be returned;
- (viii) the verification process must be undertaken for each of the documents submitted, along with the changes made so that the computerised system used for certification is able to recognise the reasons for re-issue, and this should help ensure that fraudulent certificates do not go into circulation; and
- (ix) in addition, the candidate must present herself/himself with the above-mentioned documentation and be interviewed by two officials at the assessment body concerned, who should confirm by way of an affidavit that the candidate was interviewed and that the person requesting the re-issue is the person represented in the identity documentation. These affidavits are to accompany the application for the re-issue.

### **7.2.6 Combination**

A combination is issued when a candidate has written his/her examinations at the same sitting with two assessment bodies. Both assessment bodies must ensure that the learning area certificate for which they are individually responsible have been issued, and thereafter, **one** of the assessment bodies should request a combination certificate where the results are combined.

In the issuing of a first issue learning area certificate, Umalusi checks the learning area raw mark and standardisation information. In the application for a combination, it is not necessary to submit the raw mark and standardisation information again.

## **8. Processing of dataset received**

- (a) The assessment body must send the created dataset by e-mail to the following e-mail address: [certification@umalusi.org.za](mailto:certification@umalusi.org.za). The following information must be indicated in the e-mail:
  - i. Assessment body code and name
  - ii. Name of dataset to be processed
- (b) Umalusi will register the dataset on the certification system. An e-mail will be sent to the contact person of the assessment body indicating that the dataset was received by Umalusi.
- (c) Umalusi will process the dataset. The following steps will be followed:
  - i. Uploading of information in the dataset onto the system;
  - ii. Evaluation of candidate records in the dataset;
  - iii. If required, Umalusi will take receipt of supporting documentation for re-issues and replacements;
  - iv. Calculation of amounts to be paid by assessment bodies;
  - v. Printing of certificates;
  - vi. Generation of return dataset.

Should Umalusi encounter an error during the uploading process, an e-mail will be sent to the contact person at the assessment body informing him or her of the errors encountered. Umalusi will await a new dataset from the assessment body before continuing.

- (d) After the return dataset has been created by Umalusi, an e-mail will be sent to the contact person at the assessment body informing him/her that the output dataset was created. An output dataset will be submitted to the assessment body for updating the assessment body system.
- (e) After the printed certificates and relevant documentation have been printed, an e-mail will be sent to those assessment bodies who have indicated that they will collect the certificates from Umalusi.
- (f) For assessment bodies who have indicated that the certificates must be couriered to them, an e-mail will be sent with the tracking number.

## **8.1 Information needed for processing datasets**

- (a) Umalusi requires the following contact details and information from assessment bodies, in order to contact them and to e-mail feedback to them about the processing of the dataset. Up to four contact persons can be submitted to Umalusi. The information required is:
- i. Contact person
  - ii. Work telephone number
  - iii. Fax number
  - iv. Cell number
  - v. E-mail address
  - vi. Indication of whether certificates will be collected by the assessment body or whether Umalusi should dispatch the certificates to the assessment body.
- (b) Umalusi also requires the following information regarding examination centres:
- i. Examination centre number
  - ii. Examination centre name
  - iii. Region
  - iv. Circuit
  - v. Postal address
  - vi. Street address
  - vii. Telephone number
  - viii. Fax number
  - ix. E-mail address
  - x. Language of learning and teaching (Afrikaans, English or both)
  - xi. Registration type (full time, part time)
  - xii. Centre type (Public, Private)

## **9. Format for requesting certificates**

### **9.1 Introduction**

This part of the directive provides the format for the transfer of information. These directives are subject to review from time to time or when Umalusi deems this necessary. Paragraphs 9-10 of this directive provide the format in which the information is submitted to Umalusi, and provide specific indicators and field values that *must* be used in the transfer of the information.

Assessment bodies are required to submit candidate information for certification to Umalusi in an electronic format.

## **9.2 Electronic dataset:**

### **9.2.1 Naming conventions**

#### **9.2.1.1 Input dataset**

The following naming convention must be used when datasets are created by assessment bodies

**Format: OZEKS.E99.lzzABnnn.DAyyymmdd** where

99 = Province code (See paragraph 9.2, below)

l = Input dataset

zz = assessment body code (See paragraph 9.1, below)

nnn = sequential run number

yy = the year created, for example, 10 if created in 2010

mm = month created

dd = day created.

**Example: OZEKS.E05.l16ABnnn.DA100101**

#### **9.2.1.2 Output dataset**

The return dataset uses the same convention, but the 'l' will be replaced with an 'O'. The 'O' indicates that the dataset is an output dataset.

**Example: OZEKS.E05.O16ABnnn.DA100101**

### **9.2.2 Submitting of datasets to Umalusi**

#### **9.2.2.1 Provincial Education Departments**

The Provincial Education Departments (PEDs) must submit the dataset directly onto the mainframe.

#### **9.2.2.2 Other assessment bodies**

Other assessment bodies must submit the input dataset electronically to Umalusi as arranged.

### **9.2.3 Returning datasets to assessment bodies**

#### **9.2.3.1 Provincial Education Departments**

Return datasets for the PEDs will be created on the mainframe, and the PEDs must upload the dataset from the mainframe onto their system in order to obtain the necessary information provided in the output dataset.

**9.2.3.2 Other assessment bodies**

For other assessment bodies, Umalusi will download the dataset created on the mainframe and supply the downloaded text file to the assessment body in an electronic format as arranged.

**9.3 Composition of data records**

All incomplete data elements must be filled with spaces (for alpha-numeric elements) or zeroes (for numeric elements).

14.3.1 Alpha-numeric data elements, e.g. A10, must be left-justified with trailing spaces to fill the field.

14.3.2 Numeric data elements must be right-justified with leading zeroes to fill the field.

**9.4 Data structure**

The total length of the data record is 1923 characters.

**9.4.1 Record type 1 – Assessment body detail.**

Field description	Type and length	Field descriptions and values
Record type	N(01)	Value = '1'
Assessment body code	N(02)	See par 11 of the Certification Directives
Assessment body name	A(100)	Official name of the assessment body
Date dataset created	N(08)	Format CCYYMMDD
Subsystem	A(03)	GET
Filler	A(1809)	Value spaces

#### 9.4.2 Record type 2 – Examination centre detail

Field description	Type and length	Field descriptions and values
Record type	N(01)	Value = '2'
Examination centre number	N(10)	Unique number of centre
Examination centre name	A(80)	Name of centre
Postal address 1	A(30)	
Postal address 2	A(30)	
Postal address 3	A(30)	
Postal address 4	A(30)	
Postal code	A(04)	
Filler	A(1708)	

#### 9.4.3 Record type 3 – Candidate detail

Field description	Type and length	Field descriptions and values
Record type	N(01)	Value = '3'
Examination centre number	N(10)	Number of the centre where candidate registered and wrote the exam.
Examination date	N(06)	Format CCYYMM
Transaction status and transaction type	N(02)	<p>Values</p> <p>XY</p> <p>X-&gt;Transaction status</p> <ul style="list-style-type: none"> <li>0 First issue</li> <li>1 Replacement (Change of status)</li> <li>2 Replacement (Original certificate)</li> <li>3 Re-issue (Correction of errors)</li> <li>4 Replacement (Post irregularity)</li> <li>5 Replacement (Original lost and Change of personal details)</li> <li>6 Combination</li> </ul> <p>Y →Transaction type</p> <ul style="list-style-type: none"> <li>1 = Not used</li> <li>2 = Learning area certificate</li> </ul>

		3 = Not used 4 = Not used 5 = Not used 6 = Not used 7 = Withdraw/Absent/Outstanding 8 = Failed all subjects 9 = GETC certificate
Instructional programme code	N(10)	GETC: Program code: 770000000
Candidate examination no.	N(13)	
Attendance type	N(01)	2 = Part time
Surname	A(55)	
Given name(s)	A(55)	Name(s) up to 50 characters; thereafter, only initials will be accepted
Date of birth	N(08)	Format CCYYMMDD
Gender	N(01)	1 = Male 2 = Female
ID number	N(13)	
Not used	A(01)	
Special conditions	N(02)	00 = None 10 = Dyscalculia
Not used	A(01)	
Race	A(01)	A = Asian B = Black C = Coloured I = Indian W = White N = Not indicated
Language of learning and teaching (LOLT)	N(02)	01 = Afrikaans 02 = English 03 = IsiNdebele 04 = IsiXhosa 05 = IsiZulu 06 = Sepedi 07 = Sesotho 08 = Setswana 09 = Siswati 10 = Tshivenda 11 = Xitsonga
Irregularity indicator	N(01)	0 = No irregularities



		1 = Guilty of examination irregularity
Irregularity date	N(08)	Format CCYYMMDD The date when the irregularity will be lifted. In cases where there is not a sanction period this field should be filled with zeroes
Level obtained	N(02)	01 = GETC certificate 02 = Too few subjects for GETC qualification 03 = Failed all subjects 04 = Candidate withdrawal (a candidate who enrolled for the examination but who did not write any subject)
Not used	A(01)	
Not used	N(01)	
Date with effect from	N(06)	Format CCYYMM
Previous certificate number	A(12)	The number of the certificate to be replaced for Replacement (Original certificate) Re-issue Replacement (Lost certificate and Change of name or date of birth)
Cancellation code	N(02)	1 = Mark adjustment 2 = Name corrections 3 = Change of learning area 4 = Certificate lost/damaged 5 = Incorrect date of birth/ID number 6 = Certificate lost and correction of name or date of birth/ID number 7 = Change of personal details – legal process 8 = Combination of different errors
Cancellation date	N(08)	Format CCYYMMDD
Number of learning areas	N(02)	The number of learning areas the candidate offered
Certificate language preference (plus English)	N(02)	01 = Afrikaans 02 = English only 03 = IsiNdebele 04 = IsiXhosa

		05 = IsiZulu 06 = Sepedi 07 = Sesotho 08 = Setswana 09 = Siswati 10 = Tshivenda 11 = Xitsonga
Not used	A(01)	
<b>Learning area information (occurs up to 15 times)</b>		N(113) * 15 = 1695 characters
Learning area code	N(10)	Learning area codes as in the Directives for the <i>GETC</i>
Percentage obtained	N(03)	The percentage the candidate has obtained 999 : Candidate absent for learning area 777 : Outstanding mark 333 : Candidate was irregular for learning area
Not used	N(01)	
Not used	N(01)	
Learning area indicator	N(02)	1 - Obtained minimum percentage 3- Did not obtain minimum percentage 5 - Irregular in learning area 7 - Mark is outstanding – any component 8 - Withdrawal 9- Absent in any learning area component
Date learning area offered	N(06)	Format CCYYMM
Learning area irregularity indicator	N(01)	Indicator if a candidate was guilty of irregularity for specific learning area 0 = Not Guilty of irregularity 1 = Guilty of irregularity
Learning area or certificate number	A(12)	A learning area certificate or <i>GETC</i> certificate number has to be provided for all replacement documents (Change of status) For example: If a candidate wrote two

		learning areas in 200810 and five in 200910, and the issue date is November 2009, learning area certificates are required for the all the learning areas offered
Paper 1 – raw mark	N(03)	Raw mark for paper 1 999 = Absent 777 = Outstanding
Paper 2 – raw mark	N(03)	Raw mark for paper 2 999 = Absent 777 = Outstanding
Paper 3 – raw mark	N(03)	Raw mark for paper 3 999 = Absent 777 = Outstanding
Paper 4 – raw mark	N(03)	Raw mark for paper 4 999 = Absent 777 = Outstanding
Paper 5 – raw mark	N(03)	Raw mark for paper 5 999 = Absent 777 = Outstanding
Not used	N(03)	
Internal Assessment – raw mark	N(03)	Raw mark for Internal Assessment 99999 = Absent 777 = Outstanding
Not used	N(03)	
Not used	N(03)	
Disregard Internal Assessment	A(01)	A 'Y' should be in this field if the SBA mark must be disregarded during the calculation of the final percentage due to the standard deviation being less than 5% during the statistical moderation process
Sign (positive/negative adjustment)	A(01)	+ or – sign; space for zero adjustment
Adjustment: External assessment	N(3.7)	
Not used	A(01)	
Not used	N(3.7)	
Sign (positive/negative adjustment)	A(01)	+ or – sign; space for zero adjustment
Adjustment: Internal	N(3.7)	

Assessment mark		
Sign (positive/negative adjustment)	A(01)	+ or – sign; space for zero adjustment
Final adjustment	N(3.7)	
Not used	A(01)	
End of learning area information		

#### **9.4.4 Record type 4 – Control record detail**

Record type	N(01)	Value = '4'
Number of type-2 records	N(06)	Number of examination centres
Hash total type-2 records	N(06)	Last 6 characters of the examination centres' numbers, e.g. 5418332, thus 418332
Number of type-3 records	N(06)	Number of candidate records
Hash total type-3 records	N(06)	Last 6 characters of the last three characters of the examination centres' numbers, e.g. 765419632, thus 419632
Hash total	N(06)	Total number of records on dataset, excluding record type 4
Filler	A(1306)	

### **10. Format for the output dataset to assessment body**

#### **10.1 Data structure**

The total length of the data record is 1412 characters.

##### **10.1.1 Record type 1 – Assessment body detail**

<b>Field description</b>	<b>Type and length</b>	<b>Field descriptions and values</b>
Record type	N(01)	Value = '1'
Assessment body code	N(02)	See par 11 of the Certification Directives
Assessment body name	A(100)	Official name of the assessment body
Date dataset created	N(08)	Format CCYYMMDD

Subsystem	A(03)	GETC
Filler	A(1298)	Value spaces

### **10.1.2 Record type 2 – Examination centre detail**

<b>Field description</b>	<b>Type and length</b>	<b>Field descriptions and values</b>
<b>10.1.3</b>		
Record type	N(01)	Value = '2'
Examination centre number	N(10)	Unique number of school/centre
Examination centre name	A(80)	Name of centre
Postal address 1	A(30)	
Postal address 2	A(30)	
Postal address 3	A(30)	
Postal address 4	A(30)	
Postal code	A(04)	
Filler	A(1197)	

### **10.1.3 Record type 3 – Candidate detail**

<b>Field description</b>	<b>Type and length</b>	<b>Field descriptions and values</b>
<b>10.1.4</b>		
Record type	N(01)	Value = '3'
Examination centre number	N(10)	The centre number where candidate registered and wrote the exam
Examination date	N(06)	Format CCYYMM
Transaction status and transaction type	N(02)	Values XY X->Transaction status 0 - First issue 1 - Replacement (Change of status) 2 - Replacement (Original certificate) 3 - Re-issue (Correction of errors) 4 - Replacement (Post irregularity)

		5 - Replacement (Original lost and Change of personal details) 6 - Combination Y → Transaction type 1 = Not used 2 = Learning area certificate 3 = Not used 4 = Not used 5 = Not used 6 = Not used 7 = Withdraw/Absent/Outstanding 8 = Failed all subjects 9 = GETC certificate
Transaction status and transaction type as determined by Umalusi	N(02)	Values XY X→Transaction status 0 - First issue 1 - Replacement (Change of status) 2 - Replacement (Original certificate) 3 - Re-issue (Correction of errors) 4 - Replacement (Post irregularity) 5 - Replacement (Original lost and Change of personal details) 6 - Combination Y → Transaction type 1 = Not used 2 = Learning area certificate 3 = Not used 4 = Not used 5 = Not used 6 = Not used 7 = Withdraw/Absent/Outstanding 8 = Failed all subjects 9 = GETC certificate
Instructional programme code	N(10)	GETC: Program code: 7700000000
Candidate examination no.	N(13)	
Attendance type	N(01)	2 = Part time
Surname	A(55)	

Given name(s)	A(55)	Name(s) up to 50 characters; thereafter, only initials will be accepted
Date of birth	N(08)	Format CCYYMMDD
Gender	N(01)	1 = Male 2 = Female
ID number	N(13)	
Immigrant	A(01)	Y = Candidate is an immigrant N = Candidate is not an immigrant
Special conditions	N(02)	00 = None 10 = Dyscalculia
Not used	A(01)	
Race	A(01)	A = Asian B = Black C = Coloured; I = Indian W = White N = Not indicated
Language of learning and teaching (LOLT)	N(02)	01=Afrikaans 02 = English 03 = IsiNdebele 04 = IsiXhosa 05 = IsiZulu 06 = Sepedi 07 = Sesotho 08 = Setswana 09 = Siswati 10 = Tshivenda 11 = Xitsonga
Irregularity indicator	N(01)	0 = no irregularities 1 = guilty of examination irregularity
Irregularity date	N(08)	Format CCYYMMDD The date when the irregularity will be lifted. In cases where there is not a sanction period, this field should be filled with zeroes
Level obtained – assessment body	N(02)	01 = GETC certificate 02 = Too few subjects for GETC qualification 03 = Failed all subjects

		04 = Candidate withdrawal (a candidate who enrolled for the examination but who did not write any subject)
Level obtained – Umalusi	N(02)	01 = GETC certificate 02 = Too few subjects for GETC qualification 03 = Failed all subjects 04 = Candidate withdrawal (a candidate who enrolled for the examination but who did not write any subject)
Not used	A(01)	
Not used	N(01)	
Date with effect from	N(06)	Format CCYYMM
Previous certificate number	A(12)	The certificate to be replaced for: Replacement (Original certificate) Re-issue Replacement (Lost certificate and change of name or date of birth)
Cancellation code	N(02)	1 = Mark adjustment 2 = Name corrections 3 = Change of learning area 4 = Certificate lost/damaged 5 = Incorrect date of birth/ID number 6 = Certificate lost and correction of name or date of birth/ID number 7 = Change of personal details – legal process 8 = Combination of different errors
Cancellation date	N(08)	Format CCYYMMDD
Number of evaluation errors	N(02)	Number of evaluation errors for candidate, e.g. 02
Evaluation error codes	A(20)	Evaluation error codes E.g. 20\21 Error codes and descriptions will be supplied
Number of capturing	N(02)	Number of capture errors for



errors		candidate, e.g. 03
Capturing error codes	A(20)	Capturing error codes, e.g. 1\5\8. Error codes and descriptions will be supplied
Number of learning areas	N(02)	The number of learning areas the candidate offered
<b>Learning area information (occurs up to 15 times)</b>		N(75) * 15 = 1125 characters
Learning area code	N(10)	Learning area codes as in the Directives for the GETC
Percentage obtained – assessment body	N(03)	The percentage the candidate has obtained as calculated by the assessment body 999: Candidate absent for learning area 777 : Outstanding mark 333: Candidate was irregular for learning area
Percentage obtained – Umalusi	N(03)	The percentage the candidate has obtained as calculated by Umalusi 999: Candidate absent for learning area 777 : Outstanding mark 333: Candidate was irregular for learning area
Not used	N(01)	
Not used		
Not used	N(01)	
Not used	N(01)	
Learning area indicator – assessment body	N(02)	The learning area indicator as calculated by the assessment body 1 = Obtained minimum percentage 3 = Did not obtain minimum percentage 5 = Irregular in learning area 7 = Mark is outstanding – any component 8 = Withdrawal 9 = Absent in any learning area component
Learning area indicator – Umalusi	N(02)	The learning area indicator as calculated by Umalusi

		1 = Obtained minimum percentage 3 = Did not obtain minimum percentage 5 = Irregular in learning area 7 = Mark is outstanding – any component 8 = Withdrawal 9 = Absent in any learning area component
Date learning area offered	N(06)	Format CCYYMM
Learning area irregularity indicator	N(01)	Indicator if a candidate was guilty of irregularity for specific learning area 0 = Not Guilty of irregularity 1 = Guilty of irregularity
Number of capturing errors for learning area	N(02)	The number of capturing errors found for learning area, e.g. 02
Capturing error codes for learning area	A(20)	The capturing error codes for learning area, e.g. 49\61 Error codes and descriptions will be supplied
Number of evaluation errors found for learning area	N(02)	The number of structure errors for the learning area, e.g. 05
Evaluation errors found for learning area	A(20)	The structure errors for the learning area, e.g. 5\6\8\9\10 Error codes and descriptions will be supplied
End of learning area information		
Certificate number	A(12)	Certificate number issued
Rejection indicator	N(02)	99 – Candidate was rejected 00 – Candidate was accepted

#### **10.1.4 Record type 4 – Control record**

Record type	N(01)	Value = '4'
Number of type-2 records	N(06)	Number of examination centres

Hash total type-2 records	N(06)	Last 6 characters of the examination centres' numbers, e.g. 5418332, thus 418332
Number of type-3 records	N(06)	Number of candidate records
Hash total type-3 records	N(06)	Last 6 characters of the examination centres' numbers, e.g. 765419632, thus 419632
Hash total	N(06)	Total number of records on dataset excluding record type 4
Filler	A(1381)	

## **11. Further clarification for certification for the *General Education and Training Certificate***

### **11.1 Assessment body codes to be used for the *General Education and Training Certificate***

- 11 Independent Examination Board (IEB)
- 13 Eastern Cape Education Department
- 14 Free State Education Department
- 15 Gauteng Education Department
- 16 KwaZulu-Natal Education Department
- 17 Mpumalanga Education Department
- 18 Northern Cape Education Department
- 19 Limpopo Education Department
- 20 North West Education Department
- 21 Western Cape Education Department

### **11.2 Provincial codes to be used for the *General Education and Training Certificate***

- 01 Western Cape Education Department
- 02 Northern Cape Education Department
- 03 Free State Education Department
- 04 Eastern Cape Education Department
- 05 KwaZulu-Natal Education Department
- 06 Mpumalanga Education Department
- 07 Limpopo Education Department
- 08 Gauteng Education Department
- 09 North West Education Department

### **11.3 Due date and information for submission of data required for certification**

- 11.3.1 Assessment bodies must submit candidate data for certification to Umalusi in respect of the October examination ***not later than three months*** after the

examination results were released. Data for candidates who have applied to have scripts re-marked, as well as appeals and irregularities should be submitted by the latest four months after the main examination.

- 11.3.2 **All** the learning areas for which the candidate has enrolled must be submitted to Umalusi. This includes the learning areas where marks are outstanding or where the candidate was absent for an examination.
- 11.3.3 A numerical mark must be supplied where learning area information has been submitted.
- 11.3.4 Given names must be supplied in full. Although provision is made for 55 characters for given names and 55 characters for surnames, a maximum of 70 characters (including spaces) can be accommodated on the certificate.
- 11.3.5 If a candidate's names exceed the space provided on the certificate, some of the given names will be printed in full, while the others may be replaced by initials.
- 11.3.6 Particular care should be taken with the hexadecimal codes for special characters in the name, as the wrong code means that the name will be printed incorrectly. The onus is on the assessment body to ascertain that the correct codes are provided.
- 11.3.7 Special characters in names will only be printed if supplied in the correct format.
- 11.3.8 The previous certificate number must be supplied in the case of an application for a re-issue, a replacement of an original certificate or where a replacement is requested for a change in personal details
- 11.3.9 All the learning area certificate numbers/certificate numbers must be supplied in the case of an application for a replacement certificate (Change of status).
- 11.3.10 The cancellation code and cancellation date must be supplied only when an application is made for a re-issue, or for a replacement of an original certificate in cases where a change in personal details has been legally sanctioned.
- 11.3.11 Assessment bodies should take care to use the appropriate indicators when records for candidates with special concessions are submitted, to ensure correct resulting.
- 11.3.12 Where a candidate is found guilty of an examination irregularity in an examination and a learning area certificate is requested, the learning area status will be indicated by a specific value ('1') for the learning area

irregularity indicator. The date on which the irregularity sanction will expire must also be supplied. The Umalusi system will reflect the date marking the end of the exclusion period. It will only process further data for this candidate after the sanction has been lifted.

- 11.3.13 Application for the issuing of the GETC for a candidate who has committed an irregularity in an examination cannot be made within the period that the candidate is excluded from writing a subsequent examination. In cases where there is not a sanction period, but the learning area result is nullified, the irregularity date should be left blank in the irregularity date field (filled with zeroes).
- 11.3.14 Certificates are automatically sorted according to centre numbers during the printing process.
- 11.3.15 The output dataset contains the error codes, as well as Umalusi's evaluation of the candidate, with special reference to transaction type, achievement level as well as on a learning area level, the percentage obtained and the learning area indicator. Assessment bodies must print their own error lists. Umalusi will provide the assessment bodies with explanations of the error codes.
- 11.3.16 The learning area codes for the different learning areas consist of eight digits. The learning area codes are defined as indicated in the directives for certification.
- 11.3.17 Due to limited space on a certificate, Umalusi will print a certificate in English only. Where a candidate requires the information printed on the certificate in another official language, an application for a transcript of the certificate may be requested by a candidate through an accredited assessment body.

## **12. Verification of certificates**

According to section 16(4)(e) of Act No. 58 of 2001, Umalusi is the only body that can issue certificates for qualifications, and it is also the Council's responsibility to verify the authenticity of certificates issued.

Umalusi is responsible for verifying its certificates in General and Further Education (NQF Levels 1-4), as indicated in paragraph 1 of this document.

Umalusi verifies all certificates issued by the South African Certification Council and Umalusi, the General and Further Education and Training Quality Assurance Council issued since 1992.

Certificates issued prior to September 1992 are verified by the relevant assessment body.

The verification of certificates is carried out at a nominal fee. Umalusi reserves the right to review the tariff annually.

**13. Nationally approved subjects that comply with the programme requirements of the *General Education and Training Certificate (GETC–ABET Level 4)***

**TABLE A1: LANGUAGE, LITERACY AND COMMUNICATION**

<b>Fundamental Learning Area</b>	<b>Learning Area Number</b>
Language Literacy and Communication : Afrikaans	613400231
Language Literacy and Communication : English	613400241
Language Literacy and Communication : Sesotho	613400251
Language Literacy and Communication : isiZulu	613400261
Language Literacy and Communication : isiXhosa	613400271
Language Literacy and Communication : Siswati	613400281
Language Literacy and Communication : Sepedi	613400291
Language Literacy and Communication : Tshivenda	613400301
Language Literacy and Communication : Xitsonga	613400311
Language Literacy and Communication : Setswana	613400321
Language Literacy and Communication : isiNdebele	613400331

<b>Fundamental Learning Area (Language Literacy and Communication)</b>	<b>Learning Area Number</b>
Afrikaans Home Language	613410011
Afrikaans First Additional Language	613420021

English Home Language	613410031
English First Additional Language	613420041
IsiNdebele Home Language	613410051
IsiNdebele First Additional Language	613420061
IsiXhosa Home Language	613410071
IsiXhosa First Additional Language	613420081
IsiZulu Home Language	613410091
IsiZulu First Additional Language	613420101
Sepedi Home Language	613410111
Sepedi First Additional Language	613420121
Sesotho Home Language	613410131
Sesotho First Additional Language	613420141
Setswana Home Language	613410151
Setswana First Additional Language	613420161
SiSwati Home Language	613410171
SiSwati First Additional Language	613420181
Tshivenda Home Language	613410191
Tshivenda First Additional Language	613420201
Xitsonga Home Language	613410211
Xitsonga First Additional Language	613420221

**TABLE A2: MATHEMATICAL SCIENCES**

<b>Fundamental Learning Area</b>	<b>Learning Area Number</b>
Mathematical Literacy	61943001
Mathematics and Mathematical Sciences	619440021

**TABLE A3: HUMAN AND SOCIAL SCIENCES**

<b>CORE</b>	<b>Learning Area Number</b>
Life Orientation	616450011



**TABLE B1: ACADEMIC LEARNING AREAS**

<b>ACADEMIC LEARNING AREAS*</b>	<b>Learning Area Number</b>
Human and Social Sciences	616460021
Economic and Management Sciences	612460011
Arts and Culture	611460011
Natural Sciences	619460031
Technology	615460011

**TABLE B2: VOCATIONAL LEARNING AREAS**

<b>VOCATIONAL</b>	<b>Learning Area Number</b>
Applied Agricultural and Agricultural Technology	610470011
Ancillary Health Care	618470011
Small Medium Micro Enterprises	612470021
Travel and Tourism	620470011
Information and Communication Technology	619470041
Early Childhood Development	614470011
Wholesale and Retail	612470031

\*If a second official language listed under Table A1 is offered as an academic elective, the code will remain the same, but the language will be regarded as an elective and not as a fundamental.