



# Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA  
REPUBLIEK VAN SUID AFRIKA

Vol. 676

8

October  
Oktober 2021

No. 45275

**PART 1 OF 2**

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ISSN 1682-5845



9 771682 584003



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## DEPARTMENT OF EDUCATION

NO. 1012

8 October 2021

## THE COUNCIL FOR QUALITY ASSURANCE IN GENERAL AND FURTHER EDUCATION AND TRAINING ("UMALUSI")

## NOTICE FOR THE PUBLICATION OF THE POLICY FOR THE CERTIFICATION OF CANDIDATE RECORDS ON THE GENERAL AND FURTHER EDUCATION AND TRAINING QUALIFICATIONS SUB-FRAMEWORK FOR PUBLIC COMMENTS

In terms of Section 24 of the National Qualifications Framework Act (Act 67 of 2008), Umalusi is the Quality Council for General and Further Education and Training. Umalusi is mandated by the General and Further Education and Training Quality Assurance Act, 2001, (Act no 58 of 2001) as amended, to issue certificates to candidates who have successfully achieved qualifications at the exit points in general and further education and training.

In terms of section 27 of the National Qualifications Framework Act, 67 of 2008, Umalusi hereby gives notice for the publication of the gazette for public comments on *the Policy for the certification of candidate records on the General and Further Education and Training Qualifications Sub-framework*.

The gazette may be accessed at [www.umalusi.org.za](http://www.umalusi.org.za)

If any party is unable to access the document from the website for any reason, please contact Mr Gerhard Booyse at 012 030 0739 for assistance.

All interested persons and organisations are invited to comment on the *Policy for the certification of candidate records on the General and Further Education and Training Qualifications Sub-framework* in writing and to direct their comments to:

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Attention: Mr Gerhard Booyse  
E-mail: [Gerhard.Booyse@umalusi.org.za](mailto:Gerhard.Booyse@umalusi.org.za)

Kindly provide the name, address, telephone number, fax number and e-mail address of the person or organisation when submitting comments. Comments should reach the Umalusi within 30 calendar days of publication of this notice.



Prof. JD Volmink  
CHAIRPERSON

Date: 13/09/2021

The Gazette is also available free online at [www.umalusi.org.za](http://www.umalusi.org.za)



Quality Council for General and Further  
Education and Training

**POLICY FOR THE CERTIFICATION OF CANDIDATE RECORDS ON THE GENERAL AND  
FURTHER EDUCATION AND TRAINING QUALIFICATIONS  
SUB-FRAMEWORK**

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**ABBREVIATIONS AND ACRONYMS**

ABET	Adult Basic Education and Training
CET	Community Education and Training
FET	Further Education and Training
GENFETQA	General and Further Education and Training Quality Assurance
GETC	General Education and Training Certificate
GFETQSF	General and Further Education and Training Qualifications Sub-framework
NATED	National Technical Education
NSC	National Senior Certificate
NC(V)	National Certificate (Vocational)
NQF	National Qualifications Framework
NLRD	National Learners' Records Database
SAQA	South African Qualifications Authority
TVET	Technical and Vocational Education and Training
Umalusi	Council for Quality Assurance in General and Further Education and Training

## CHAPTER 1

### DEFINITIONS, OBJECTIVES AND APPLICATION

#### 1. Definitions

The purpose of these definitions is to define the terminology used in developing this policy.

In this Policy-

- (a) any word or expression to which meaning has been assigned in the *National Qualifications Framework Act, 2008 (Act No. 67 of 2008)* and the *General and Further Education and Training Quality Assurance Act 2001, (Act No. 58 of 2001)* shall have the meaning so assigned to it, unless the context otherwise indicates; and
- (b) the singular shall include the plural and vice versa;

**“assessment”** – means the process of identifying, gathering and interpreting information about a learner’s achievement in order to-

- (a) assist the learner’s development and improve the process of learning and teaching; and
- (b) evaluate and certify competence in order to ensure qualification credibility;

**“assessment body”** – means a juristic body accredited by the Council for Quality Assurance in General and Further Education and Training (Umalusi) to quality assure internal assessment and conduct external examinations, and includes a department of education;



**“candidate”** – refers to any person receiving tuition at a public or independent school or at a learning institution under an accredited assessment body, who enrolled for an examination;

**“certification”** – means the formal recognition of a qualification or part qualification awarded to a successful candidate;

**“Department of Basic Education”** – means the national department responsible for basic education, grades R to 12, which includes general and further education and training;

**“Department of Higher Education and Training”** – means the national department responsible for further education and training/technical and vocational education in colleges, higher education, and adult education and training;

**“General and Further Education and Training Qualifications Sub-framework”** – means the sub-framework of qualifications developed and managed by Umalusi for National Qualifications Framework (NQF) levels 1 to 4 as envisioned in Chapter 2 of the NQF Act;

**“GENFETQA Act”** – means the *General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001, as amended)*;

**“learning area certificate”** – means the certificate issued by Umalusi where a candidate has not met the minimum requirements of the qualification, but has obtained credits towards the qualification;

**“Minister”** – means the minister responsible for Basic Education or the minister responsible for Higher Education and Training;

**“National Qualifications Framework”** – means the comprehensive system, approved by the Minister of Higher Education and Training, for the classification, registration, publication and articulation of quality assured national qualifications and part-qualifications. The South African NQF is a single integrated system comprising three coordinated qualifications sub-frameworks: those for General and Further Education and Training, for Higher Education and Training, and for Trades and Occupations;

**“NQF Act”** – means the *National Qualifications Framework Act, 2008 (Act No 67 of 2008, as amended)*;

**“part qualification”** – means an assessed unit of learning (subject or learning area) with a clearly defined purpose that is, or will be, registered as part of a qualification on the NQF;

**“qualification”** – means a registered national qualification consisting of a planned combination of learning outcomes which has a defined purpose or purposes, intended to provide qualifying learners with applied competence and a basis for further learning and which has been assessed in terms of exit level outcomes, registered on the NQF, and certified and awarded by a recognised body;

**“quality assurance”** – means the process of measuring, evaluating and reporting on quality against standards, and monitoring for ongoing improvement in the qualification, the curriculum/programme, the assessment, the implementation and delivery of the curriculum, and the capacity of the institution or assessment body to offer and/or assess the qualification;

**“replacement certificate”** – means a certificate issued-

- (a) to a candidate who has not qualified for a certificate in one examination sitting (change of status);
- (b) when the original is lost, damaged or destroyed (duplicate); and
- (c) post-irregularity when the sanction period has elapsed;

**“re-issue of a certificate”** – means the re-issuing of a certificate where personal details on the original certificate are not correct or have legally changed;

**“subject statement”** – means the certificate issued by Umalusi where a candidate has not met the minimum requirements of the qualification, but has obtained credits towards the qualification.

## 2. Introduction

- (1) Umalusi, as the quality council for the General and Further Education and Training Qualifications Sub-framework (GFETQSF), must, in adherence to *section 27(i)* of the *National Qualifications Framework Act, 2008 (Act No. 67 of 2008)* (hereinafter referred to as the *NQF Act*), develop policy to ensure compliance by both private and public assessment bodies regarding quality assurance of assessment.
- (2) In adherence to the NQF’s objectives, as contemplated in the aforementioned sub-paragraph (1), Umalusi is, in accordance with *section 17A(6)* of the *General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)* (hereinafter referred to as the *GENFETQA Act*), responsible for the issuing of certificates to candidates who have achieved qualifications or part-qualifications, respectively.

- (3) Certification, as contemplated in sub-paragraph (2) above, is the formal recognition of candidates having successfully completed a qualification or part-qualification. In view of this, Umalusi is mandated to issue such certificates at exit points in general and further education and training.

### 3. Objectives

- (1) In order to issue certificates as stipulated in *section 17A(6)* of the *GENFETQA Act, 2001*, Umalusi maintains the capacity to-
- (a) develop and maintain policies and directives for certification;
  - (b) maintain acceptable standards for awarding certificates; and
  - (c) maintain a certification system and infrastructure, including appropriate security arrangements.
- (2) In compliance with sub-paragraph (1) above, the following objectives are set; to-
- (a) determine standards for the certification of qualifications registered on the GFETQSF as certified by Umalusi;
  - (b) ensure that the standards and requirements for certification are established through rigorous quality assurance processes;
  - (c) develop and manage the certification of candidate achievement through an appropriate certification programme;
  - (d) determine the norms and standards for certification through its directives and outline the certification process;
  - (e) advise the assessment bodies on certification matters; and
  - (f) ensure compliance of candidate resulting and certification data with policies and relevant legislation.

#### 4. Application

- (1) This policy applies to certificates issued for the qualifications listed on the GFETQSF and issued by Umalusi-
  - (a) Senior Certificate (Report 550);
  - (b) National Senior Certificate (Schools);
  - (c) National Senior Certificate (reports 190 and 191);
  - (d) National N3 Certificate (reports 190 and 191);
  - (e) National Certificate (Vocational) (NC(V)), levels 2 to 4;
  - (f) Subject Certificate (Report 550 and reports 190 and 191);
  - (g) General Education and Training Certificate: Adult Basic Education and Training (GETC: ABET);
  - (h) Learning Area Certificates (GETC: ABET);
  - (i) Subject Statement (NC(V) and National Senior Certificate (NSC)); and
  - (j) Senior Certificate (as amended).

## CHAPTER 2

### LEGISLATIVE CONTEXT

#### 5. Underpinning legislation

- (1) This policy is premised on the following acts-
- (a) The *Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996)*;
  - (b) The *National Qualifications Framework Act, 2008 (Act No. 67 of 2008)* (the *NQF Act, 2008*); and
  - (c) The *General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)* (the *GENFETQA Act, 2001*).

#### 6. Mandate and responsibilities of Umalusi regarding certification

- (1) *Section 24 of the NQF Act (2008)* provides for the establishment of Umalusi as a quality council that is responsible for the development and management of a sub-framework of qualifications at levels 1 to 4 of the NQF and the related quality assurance processes.
- (2) In accordance with *section 17A(6) of the GENFETQA Act (2001)*, Umalusi is responsible for the issuing of certificates to learners who have achieved qualifications or part-qualifications registered on the GFETQSF, as contemplated in paragraph 3(1) above.

- (3) In its role as a quality council, Umalusi is committed to issuing candidates with valid and credible certificates that are both nationally and internationally comparable.

## 7. Supplementary documents

This policy must be read in conjunction with the following documents:

- (1) Regulations-
  - (a) *Regulations for the issuing of certificates by the Council for Quality Assurance in General and Further Education and Training, amendment to the regulations as published in Government Gazette No 25794 of 2 December 2003, Government Gazette No. 38820 of 25 May 2015; and*
  - (b) *Regulations pertaining to the National Curriculum Statement Grades R-12, Government Gazette No 40472 of 2 December 2016.*
- (2) Policies-
  - (a) *General and Further Education and Training Qualifications Sub-framework, promulgated in Government Gazette No. 36006 of 14 December 2012, as amended in Government Gazette No. 36803 of 30 August 2013, published on 8 September 2014;*
  - (b) *Conduct, Administration and Management of the National Senior Certificate Examination, Government Gazette No. 30048 of 6 July 2007;*
  - (c) *National Requirements of the National Curriculum Statement Grades R-12, Government Gazette No. 36042 of 28 December 2012;*

- (d) *The Higher Education and Training Qualifications Sub-framework, Government Gazette No. 36003 of 14 December 2012; and*
  - (e) *Policy for the Re-issue of National Certificates, Government Gazette No 41738 of 29 August 2018.*
- (3) Directives for certification-
- (a) *Directives for Certification National Senior Certificate (Schools);*
  - (b) *Directives for Certification National Certificate (Vocational) Levels 2–4;*
  - (c) *Directives for Certification Senior Certificate, as amended;*
  - (d) *Directives for Certification of the General Education and Training Certificate; and*
  - (e) *Directives for Certification by Umalusi. Senior Certificate, National Senior Certificate (FET Colleges), N3 Certificate, General Education and Training Certificate (ABET Level 4).*



## CHAPTER 3

### ENUNCIATION OF UMALUSI'S PROCESSES AND PROCEDURES TO DEVELOP AND MANAGE AN APPROPRIATE SYSTEM FOR THE CERTIFICATION OF CANDIDATE ACHIEVEMENTS

#### 8. Purpose

- (1) The purpose of this policy is to provide direction to assessment bodies and Umalusi for the responsibilities associated with the certification of learner achievements as stipulated in *section 17A(6)* of the *GENFETQA Act, 2001*. This policy addresses responsibilities associated with the certification of existing qualifications, as well as with the certification of new qualifications developed for the GFETQSF managed by Umalusi.
- (2) The policy provides a common understanding of the responsibility and requirement stipulated in the *GENFETQA Act, 2001*.
- (3) The policy directs assessment bodies to request certification for candidates who satisfied the requirements of certificates listed in paragraph 4(1).

#### 9. Processes and procedures for the development and management of an appropriate certification system

In pursuance of its aim, namely, to issue credible certificates to successful candidates which are nationally and internationally comparable, Umalusi has to develop processes and procedures for the development of such a certification system, as set out in paragraph 9(1). In the event of

discrepancies that may occur during the certification process, special provision has been made to cater for these discrepancies in paragraph 9(3).

- (1) Processes and procedures-
  - (a) The resulting data must be approved after an examination was conducted by the assessment bodies;
  - (b) Requests for the certification of candidate achievements must only be done after the results have been approved by Umalusi;
  - (c) All applications and requests for certification must be submitted to Umalusi by an assessment body within three months of the release of the results;
  - (d) Certification for candidates who did not apply for a re-mark or re-checking or a supplementary examination must be submitted within 10 days after the closing date for applications for re-marks, re-checks or supplementary examinations;
  - (e) A signed declaration to confirm the accuracy and authenticity of the examination data must be submitted to Umalusi with the request for the bulk certification;
  - (f) Rules of combination and pass requirements may change from year to year and therefore care must be taken to ensure that evaluation and resulting for a specific year is done in terms of the rules that apply to that examination, irrespective of what the future rules may be. In view of this, the rules applicable are those that applied at the date of the last examination that is included in the examination;
  - (g) The directives for certification, as published by Umalusi, must be adhered to for the certification of candidate records; and

- (h) Amendments to certificates may be requested, provided such amendments comply with the *Policy for the Re-issue of National Certificates*.
- (2) Financial management-
- (a) The following financial principles must be applied-
- (i) Certification tariffs for private assessment bodies and private institutions are revised and set by Umalusi;
  - (ii) Private assessment bodies must be advised well in advance of changes to the tariffs to allow for budgeting;
  - (iii) New tariffs must be implemented on 1 April of each year;
  - (iv) Private assessment bodies must ensure that these tariffs are shared with their relevant stakeholders;
  - (v) Once a data set has been approved for certification, an invoice is generated for the attention of the private assessment body or private institution;
  - (vi) Certificates are released to the private assessment body or the college/school – as the case may be – if the invoices are paid; and
  - (vii) The certificates of private colleges with accounts in arrears for more than 90 days will be withheld until payment is received.
- (3) The occurrence of discrepancies in the certification process-
- (a) Discrepancy between the date for credit accumulation and the date of the enactment of the current certification requirements-
- (i) A candidate is certified when the minimum requirements have been met for a specific qualification or

subject/learning area, as stipulated in policy/regulations and directives that were in place and effective in the qualifying year;

- (ii) If the date for obtaining the minimum requirements differs from the enactment date of the certification requirements, e.g. the final examination was completed in 1996, but the application for certification was in 2007, the qualification will be awarded in terms of the rules that applied in 1996, and the candidate will be resulted and issued with a certificate according to the rules effective in 1996. The current, i.e. 2007, rules do not apply in this case. In other words, the rules for the qualifying year will be applied; and
  - (iii) The application of different certification requirements, as contemplated in sub-paragraph (3)(a)(ii) above, is subject to a verification process by Umalusi to establish whether the differences in dates of meeting the minimum qualification requirements and the certification requirements are valid.
- (b) Recognition of credits previously obtained-
- (i) In the case that a candidate obtains credits towards a national qualification assessed by any of the education departments prior to 1992, i.e. the Senior Certificate, National Senior Certificate, National Technical Education (NATED) Certificate 190/191 or N3 Certificate, such credits may be recognised for the award of the Senior Certificate, National Senior Certificate, NATED 190/191 or N3 Certificate, subject to the compliance of

- the candidate with all the requirements for the award of the qualification; and
- (ii) Changes to any of the qualifications, as contemplated in sub-paragraph (2)(b)(i) above, may affect the ruling as contemplated in the set sub-paragraph, should different transitional arrangements be determined.
- (c) Review of qualifications-
- (i) Following the review of a qualification, it may need to be amended or even regarded as no longer serving a need in the system. In such a case, Umalusi and the relevant ministry of education jointly determine a date after which the offering of a qualification on the GFETQSF ceases;
  - (ii) Transitional arrangements must be regulated, and the South African Qualifications Authority (SAQA) must be advised accordingly. Both parties determine and put into effect the transitional arrangements simultaneously; and
  - (iii) Institutions offering qualifications registered on the GFETQSF (public and private schools, public and private technical and vocational education and training (TVET)/community education and training (CET) colleges, and public and private adult learning/education centres) must be fully advised by means of a circular of amendments to a qualification, or of the transitional arrangements for a qualification that ceases to be offered.

- (d) Completion of outstanding requirements in order to meet certification requirements-
  - (i) The certification of a qualification, as contemplated in sub-paragraph (3)(c)(i), nevertheless remains a possibility. Should Umalusi establish whether the rules of combination prescribed in the policy document have met its approval, it could grant approval to a candidate for the completion of the outstanding requirements by offering a subject/s from an existing qualification;
  - (ii) Subject to Umalusi's decision in such a case, as contemplated in sub-paragraph (3)(d)(i), the qualification will be awarded, and the certificate issued will be effective in the month following the offering of the last subject.
  
- (e) Phased-out qualifications-
  - (i) A qualification that is no longer offered is nevertheless retained on the GFETQSF and remains valid.

**10. Responsibilities of the assessment bodies for the development and management of an appropriate certification system**

- (1) Assessment bodies must adhere to the regulations pertaining to the conduct, administration and management of the national examinations.

The following sections from the regulations are of importance to the certification system-

- (a) Registration of candidates;

- 
- (b) Management of irregularities;
  - (c) Registration and accreditation of independent schools as examination centres;
  - (d) Access to certification information; and
  - (e) Minimum requirements for an examination computer system.
- (2) Assessment bodies must adhere to Umalusi's requirements for standardisation, statistical moderation and resulting, and must submit all candidate records to Umalusi for the approval of the examination results.
- (3) Only candidates' records that were approved during the resulting process must be submitted to Umalusi for certification.
- (4) The certification data submitted to Umalusi must comply with the directives for certification as published by Umalusi for the qualifications registered on the GFETQSF.
- (5) Assessment bodies are responsible for preparing and submitting certification data to Umalusi in terms of first issues, re-issues and replacement certificates for candidates from September 1992 for qualifications on the GFETQSF.
- (6) Assessment bodies must submit a signed declaration with the submission of the examination and resulting data for certification to Umalusi for bulk certification.
- (7) Assessment bodies must ensure that all candidates' records are submitted for certification and are certified by Umalusi.

- (8) Assessment bodies must ensure that candidates that are enrolled at private institutions are registered at an examination centre that is accredited by Umalusi.
- (9) The resulting and certification computer system must also support the automatic combination of academic records (subject statements) into a certificate and be able to process replacements (duplicates) or re-issues of certificates.
- (10) Assessment bodies must ensure and apply stringent security measures during the processing of queries, the combination of results and the verification of results.
- (11) Assessment bodies must ensure that there are backup copies of the electronic certification records and that data is securely saved.
- (12) Assessment bodies are responsible for the collection of the certificates from Umalusi and distribution thereof to certificate holders.

**11. Responsibilities of Umalusi for the development and management of an appropriate certification system**

- (1) Umalusi must ensure that policy and regulations governing the qualifications are translated into directives for certification for implementation on the certification processes and system.



- (2) Umalusi is responsible for ensuring that, through rigorous quality assurance processes, the certificate it issues meets the minimum requirements for the qualification.
- (3) Umalusi must approve the resulting data during the standardisation and resulting processes and provide feedback on non-approved transactions.
- (4) Umalusi must process requests for certification and ensure that all candidates who qualified for a certificate are issued with a certificate.
- (5) Umalusi must ensure that all datasets are processed, records are certified and certificates are issued by ensuring the certification of candidate records and the issuing of certificates to candidates who have achieved a part or full qualification.
- (6) To certify qualifications, Umalusi must verify that the computer system used by the assessment body complies with the qualification policy and requirements and that the data submitted for certification is reliable and valid.
- (7) Umalusi manages the certification of candidate records through developing and managing a certification and verification system that complies with policy requirements and Umalusi's directives for certification, and which verifies and approves data for candidate certification submitted by accredited assessment bodies.
- (8) Umalusi develops and manages suitable systems, processes and procedures for both the certification and verification of qualifications.

- (9) Umalusi maintains an updated database of all certificates issued, and keeps an audit trail on transactions executed by users on the system.
- (10) Umalusi controls access to the system and trains users to undertake the processing of information for candidate certification.
- (11) Umalusi verifies candidate records on request.
- (12) Umalusi must ensure that National Learners' Records Database (NLRD) data is submitted 30 days after quality assurance processes are completed.
- (13) Candidates from unaccredited institutions will not be certified by Umalusi.

## CHAPTER 4

### SECURITY OF THE CERTIFICATION SYSTEM AND THE SAFEKEEPING OF HISTORICAL CERTIFICATE RECORDS

#### 12. Creation of a credible and secure certification environment

(1) Principles for ensuring security-

The following safety measures must be adhered to-

- (a) Users with controlled access to the system must sign a declaration of confidentiality;
- (b) All activities on the system must leave an audit trail;
- (c) Accountable officers such as the system administrators must maintain and manage user access to the system;
- (d) A modular approach for easy management of the system must be followed;
- (e) Storage and printing of certificates must take place in a secure environment;
- (f) A record of all certificates issued must be maintained;
- (g) Credible certificate background paper, which has security features that are regularly enhanced, must be used; and
- (h) Backup and storage of data must be maintained.

(2) Security features of the certificate-

Umalusi must ensure that the format for the certificate background paper includes various security features, and must improve these security features frequently by introducing the latest developments

in the field of security printing, with the aim of avoiding the possibility of fraudulent certificates being produced.

(3) Monitoring of the security system-

Umalusi must-

- (a) Monitor whether its printers comply with security policy; and
- (b) Manage the printing and storage of certificates issued to candidates.

**13. Unclaimed certificates**

- (1) All unclaimed certificates should be shredded after a period of five (5) years. All unclaimed certificates should be kept as follows at a venue or storage before shredding can take place-
  - (a) School: one (1) year;
  - (b) District or circuit: two (2) years; and
  - (c) Assessment body (Head Office): two (2) years.
- (2) After five (5) years, the assessment body should shred all unclaimed certificates during the sixth year.
- (3) Records for all shredded certificates should be captured and stored on the electronic certification system of the assessment body and that of Umalusi.

**14. Access to certificate information and systems**

- (1) Only registered users must have access to the certification system.

- (2) Users who are inactive for a period of six months must be removed.
  
- (3) External users may only be granted viewing rights if approved by Umalusi.

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Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001  
Contact Centre Tel: 012-748 6200. eMail: [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)  
Publications: Tel: (012) 748 6053, 748 6061, 748 6065

This gazette is also available free online at [www.gpwnline.co.za](http://www.gpwnline.co.za)



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REPUBLIC OF SOUTH AFRICA  
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Vol. 676

8

October  
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No. 45275

**PART 2 OF 2**

N.B. The Government Printing Works will not be held responsible for the quality of "Hard Copies" or "Electronic Files" submitted for publication purposes

ISSN 1682-5845



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## CHAPTER 5

### CERTIFICATION OF CANDIDATE ACHIEVEMENT

#### 15. Underlying principles for the certification of qualifications registered on the GFETQSF

- (1) Each qualification that is registered on the GFETQSF is underpinned by-
  - (a) its own policy, which determines the candidate registration and certification requirements; and
  - (b) the necessary supporting documentation that allows for the implementation of the qualification.
- (2) All policy and directives for the certification of qualifications are informed by the following, and are explicated in the relevant directives for certification-
  - (a) The *Policy for Further Education and Training Qualifications Sub-framework*, Government Gazette No 38029 of 29 September 2014; and
  - (b) The individual qualification requirements, derived from the qualification policy.

#### 16. Procedure for the issuing of certificates by means of public or private accredited assessment bodies

- (1) Umalusi is responsible for the registration of qualifications on the GFETQSF of the NQF at SAQA to serve as a formal recognition of a qualification on the NQF.



- (2) Prior to the issuing of a certificate for a qualification, Umalusi must satisfy itself that the results are verified as being of the required standard. Only after such approval of results by Umalusi, may a request from an assessment body for the issuing of a certificate be considered.
- (3) The qualification submitted to Umalusi to be certified must comply with the following-
  - (a) Rules of combination;
  - (b) Council requirements for certification in terms of the *GENFETQA Act, 2001*;
  - (c) The policy governing the specific qualification; and
  - (d) The directives for certification.
- (4) Umalusi must determine the following-
  - (a) Format of the certificate;
  - (b) Printed information on the certificate; and
  - (c) The way in which certificates are replaced.
- (5) The final certificate to be issued must be signed by the CEO of Umalusi.
- (6) The issuing of subject statements is optional and will be issued on request from the assessment body.
- (7) A certification fee must be paid by private colleges and private assessment bodies for the issuing of certificates.

- (8) Candidates from colleges that are suspended from receiving certificates due to fees not being paid may apply at Umalusi for the issuing of their individual certificates. The certificates will be printed upon receipt of proof of payment. The certification fee for this category will be reviewed annually.

**17. Certification of foreign qualifications and jointly quality assured qualifications**

- (1) Umalusi may consider the certification of qualifications that are jointly quality assured with other quality councils.
- (2) Should Umalusi agree to certify a qualification (or a variant of a registered qualification) in terms of an inter-governmental agreement, Umalusi will advise the relevant minister of education regarding the role and responsibilities it is able to undertake in respect of the agreement, and will issue directives for certification in this regard.
- (3) Where it has been agreed among the parties that Umalusi will serve as the certification body on behalf of the ministry of education of another state, or will recognise subjects from a foreign qualification as part of a registered South African qualification, such a body will have to adhere to the quality assurance and certification requirements determined by Umalusi.

**18. The management of certified data**

- (1) Umalusi is the custodian of all certified data and is therefore responsible for verifying certified data for qualifications registered on the GFETQSF.

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- (2) Certified data is available for research purposes, but must always be stored in a secured environment to protect the data of individual candidates.
  - (3) Certified data for research purposes, as contemplated in subparagraph (2) above, may only be used-
    - (a) within the parameters determined by Umalusi's Ethics Policy and adherence to public laws;
    - (b) subject to the approval of the CEO in the case of third-party requests for certified data from Umalusi for research purposes only, provided the request has been done in good faith; and
    - (c) if the necessary authority is exercised in compliance with applicable laws relating to protection of information.
  - (4) In the event of an assessment body being de-accredited or closes down-
    - (a) A written agreement with regard to the finalisation of assessment data for certification between Umalusi and the outgoing assessment body must be put in place;
    - (b) All assessment data and examination administration information from the de-accredited assessment body must be handed over to Umalusi for safekeeping; and
    - (c) Candidates from the affected assessment bodies may apply for their lost certificates at Umalusi after the assessment body has been de-accredited.
  - (5) If an assessment body is no longer accredited by Umalusi, the certification data of candidates must be available as reliable and

valid certification data in order to allow a candidate to request a replacement certificate.

- (6) In the event of an assessment body no longer being accredited by Umalusi, as contemplated in sub-paragraph (5), Umalusi, who is the custodian of the certified data, may approach another accredited assessment body or a department of education to host the examination and resulting data for certification purposes.
- (7) The candidates registered at the assessment body no longer accredited by Umalusi, as contemplated in sub-paragraph (6), will be allowed to request a replacement certificate through the nominated hosted assessment body contemplated in sub-paragraph (6). No changes to data of candidates on certificates issued in such case will be accommodated; only a replacement of a certificate must be issued.

## **19. Concessions**

- (1) If a candidate has not complied with the minimum entrance requirements for a qualification, an assessment body may request the minister of education to provide a special concession, after consultation with Umalusi, and the relevant policy must be updated according to the decision taken.

## CHAPTER 6

### REGULATIONS

#### 20. Development of regulations

- (1) In terms of *section 27* of the *GENFETQA Act, 2001*, the Minister of Basic Education may make regulations regarding any matter that may or must be prescribed by regulation in terms of the said Act.
  
- (2) Umalusi may, in terms of *Section 27* of the *GENFETQA Act*, as contemplated in sub-paragraph (1) above, request the Minister of Basic Education to develop regulations with regard to the issuing of certificates for qualifications registered on the GFETQSF.

## CHAPTER 7

### TRANSITIONAL ARRANGEMENTS AND SHORT TITLE

#### 21. Transitional arrangements

Until such time as the Minister has promulgated the *Policy for the Certification of Candidate Records on the General and Further Education and Training Qualifications Sub-framework (External)* in the *Government Gazette*, the said policy will be implemented as directives for a transitional period, commencing on the date of approval by the Umalusi Council.

#### 22. Short title

This policy may be cited as the *Policy for the Certification of Candidate Records on the General and Further Education and Training Qualifications Sub-framework (External)* and will commence on the day of its promulgation in the *Government Gazette*.