

Have you lost your certificate?
Do you want to verify or evaluate your qualification?
OPEN THE RIGHT DOOR

I want to verify my South African qualification



FREE

Qualification Holder: e-mail your National ID Number and Full Name, with the subject **"Request for Record of Learning"**, to verifications@saqa.org.za



Employers can also verify employee's qualifications. Contact SAQA's Verifications Project on tel: 012 431 5010, email: verifications@saqa.org.za or visit www.saqa.org.za to complete an online request and for more information

FEE

Wow, I got my Record of Learning in 48 hrs!



DID YOU KNOW THAT SAQA EVALUATES FOREIGN QUALIFICATIONS?

Application is done online only! Access the relevant link on the SAQA website through selecting Services; Evaluation of Foreign Qualifications; Online Application

SAQA verifies foreign qualifications, and compares them with local qualifications registered on the South African National Qualifications Framework (NQF)

- To apply, have the following documents:
- Signed Consent Form
 - Certified copy of your National Identity Document
 - Qualification documents
 - FEE (amount available in the application form)



Helpline: 0860 111 673 OR
Website: saqa.org.za

HOW DO I KNOW MY QUALIFICATION IS LEGITIMATE?

- * Always check the credentials of your institution with the Department of Higher Education and Training
- * Make sure that the institution is accredited to offer the qualification that is registered on the National Qualifications Framework
- * You can check the registration of your qualification on the NQF by contacting SAQA



higher education & training
Department: Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Helpline: 086 999 0123
Website: www.dhet.gov.za

I lost my trade/occupational certificate



Requirements for applying for a replacement certificate:

- Affidavit
- Certified copy of ID
- Trade Centre name and year of the trade test
- Personal details
- Administration fees



GO and apply for a new certificate from your

- Assessment Quality Partner (AQP)
- Trade test centre
- Indlela
- National Artisan Moderation Body
- SETA

An AQP is a body delegated by the QCTO to manage the quality assurance of occupational qualifications

I NOW have my replacement certificate



- 1 Replacement of lost occupational/trade certificates
- 2 Maintain a database of issued certificates from which to verify issued certificates and issue replacement certificates
- 3 Quality assurance of occupational/trade qualifications

To request for verification of a trade and occupation qualification - tel: 012 003 1800, email: verification@qcto.org.za or visit www.qcto.org.za

I passed my school leaving qualification but now I can't find my certificate



What you need to apply

- 1 A completed **APPLICATION FORM**, which can be obtained at any of the departments of education or on the website of the National Department of Basic Education (www.education.gov.za)
- 2 A signed **AFFIDAVIT** from a police station stating the status of the original certificate, for example stolen; lost in a move
- 3 A certified copy of the candidate's **IDENTITY DOCUMENT**
- 4 Proof of **PAYMENT** of administration fees

Go and apply for the replacement of your Senior Certificate (SC) and National Senior Certificate (NSC) at the District, Provincial or National Department of Basic Education.



basic education

Department: Basic Education
REPUBLIC OF SOUTH AFRICA

UMALUSI



Umalusi issues and verifies the following certificates: General Education and Training Certificate (GETC); ABET, NSC (Schools and Colleges), SC, N3, NC (V), Subject certificates, Learning Area certificates

Tel: 012 349 1510
Website: www.umalusi.org.za

DID YOU KNOW?

Umalusi verifies certificates issued from November 1992 - contact verification@umalusi.org.za. All certificates issued before November 1992 (SC, N3 certificates) must be verified by the Department of Basic Education - contact verification@dbe.gov.za. The Higher Education and Training Department issues and verifies TVET college certificates and N Diplomas - contact verification@dhet.gov.za.

It wasn't as hard as I thought to get a replacement certificate



I lost my higher education certificate. What must I do?



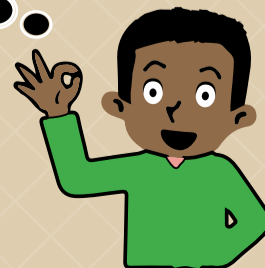
Go to the institution at which you attended.



- 1 Contact the Office of the Registrar/Graduations
- 2 Provide a sworn affidavit declaring the loss of the original certificate, a covering letter indicating your postal address and contact details, and a certified copy of your identity document. Many universities have a copy of the affidavit form on their websites



Thanks to my varsity I now have my replacement



Council on Higher Education (CHE) is responsible for:

- 1 Developing standards and quality assurance for all higher education qualifications
- 2 Accrediting learning programmes offered by public and private higher education institutions

Tel: 012 349 3840
Website: www.che.ac.za