

CIRCULAR QA-01/2023

**TO : PSETA ASSESSMENT CENTRES AND SKILLS
DEVELOPMENT PROVIDERS**

FROM : PSETA CHIEF EXECUTIVE OFFICER

**SUBJECT : ROLLOUT OF EXTERNAL INTEGRATED SUMMATIVE
ASSESSMENT (EISA) FOR OCCUPATIONAL CERTIFICATE:
PUBLIC SERVICE ADMINISTRATOR, SAQA ID: 91994, NQF LEVEL 5**

DEAR PSETA VALUED STAKEHOLDER

1. This Circular serve to inform all Assessment Centres and Skills Development Providers (SDPs) that the EISA for the Office Administrator: Public Service Administrator occupational qualification is to be written on **22 February 2024**.
2. The Public Service Sector Education and Training Authority (PSETA) is the Assessment Quality Partner (AQP) for the occupational qualification: Office Administrator: Public Service Administrator, SAQA ID: 91994, NQF Level 5.
3. Assessment Centres must ensure that their learners are registered with QCTO and uploaded on the QCTO's MIS.
4. Note that PSETA is not liable for the registration of learners, therefore you are urged to confirm registration with the QCTO. Learners not registered with the QCTO will not be able to access the exam.
5. For further enquiries please contact Ms Tamara Ntombela at nosiphiwon@pseta.org.za

Kind regards

Ms Bontle Lerumo
PSETA CEO