

CIRCULAR QA-02/2024

TO : PSETA ASSESSMENT CENTRES AND SKILLS DEVELOPMENT PROVIDERS

FROM : PSETA CHIEF EXECUTIVE OFFICER

SUBJECT : NOTIFICATION 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 has been scheduled to take place on **24 October 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. SDPs must ensure that their learners are issued with a Statement of Results (SOR) before they are registered for EISA with QCTO.
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 any enquiries please email eisa@pseta.org.za

Kind regards

Ms Bontle Lerumo
PSETA CEO

Board Members: Mr T Tshefuta (Chairperson) | Ms C Brink | Mr L Nzimande
Mr NN Maesela | Mr PB Makhafane | Mr MI Napo
Ms T Molefe-Sefanyatso | Mr PB Moopelwa | Ms L Dlodla | Ms N Nzimande
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