

TO : ALL PSETA STAKEHOLDERS

FROM : PSETA CHIEF EXECUTIVE OFFICER

SUBJECT : REGISTRATIONS OF LEARNERS ON PRE-2009 HISTORICALLY REGISTERED QUALIFICATIONS AND PART-QUALIFICATIONS (LEARNERSHIPS AND SINGLE UNIT STANDARD)

REF : CIRCULAR NO. PSETA LP-01/2025

1. The Public Service Sector Education and Training Authority (PSETA) is the primary delegated quality assurance body for the following qualifications:

| SAQA ID CODE | QUALIFICATION TITLE | NQF LEVEL | CREDITS |
|--------------|---|-----------|---------|
| 50060 | National Certificate: Public Administration | 5 | 141 |
| 67460 | National Diploma: Public Administration | 6 | 240 |
| 57827 | National Diploma: Public Administration | 7 | 260 |

2. The above-mentioned qualifications have Skills Programmes linked to them, which all PSETA-accredited Skills Development Providers (SDPs) are allowed to train and register learners on. Additionally, SDPs are allowed to train and register learners on Single Unit Standards, which are contained in these qualifications.
3. Following the Department of Higher Education and Training circular No. 51771 dated 13 December 2024 and the Letter from Quality Council for Trades and Occupations (QCTO) and South African Qualifications Authority (SAQA) dated 17 March 2025, the PSETA has decided to issue this circular to outline the processes of registration and to emphasis qualifications extended.
4. The PSETA Management Information System (MIS) will be opened for registration of learners to be trained on the above-mentioned extended qualifications. **The registration will only be limited to the three qualifications as stipulated above.**
5. Stakeholders are requested to take note of the following information:
 - **The PSETA will only accept registration information for learners who were trained from 01 June 2024.**
 - Learner information must meet the registration requirements and follow the relevant process (***Refer to the Implementation process guidelines document***)
 - Learner information must be correctly captured on the system.

6. The DHET circular **No. 51771** indicates that the registration extension end date is **30 June 2026**. The Workplace Based Learning Programme Agreement Regulation states that a SETA must decide whether to **register a learner within 30 working days of receiving the learner's information**. During this period, the SETA will be quality checking learner information captured on the system against learner documents uploaded by the SDP.
7. Therefore, the PSETA request that all accredited SDPs capture information, link learners on a programme and upload required documents on the PSETA Management Information System (MIS) on or before the **31 May 2026**, which is 30 days before the qualification enrolment end date (**30 June 2026**) for pre-2009 Qualifications, Learnerships and Unit Standards.
8. SDPs are encouraged to ensure that they check learner registration status on the PSETA MIS and further ensure that the learner registration status indicates “**Registered**” before **30 June 2026**.
9. SDPs should note that no learner registration of the above pre-2009 Qualifications, Learnerships and Single Unit Standards will be processed after the deadline of **30 June 2026**.
10. The PSETA registration portal system will be opened on **08 June 2025** and close on **31 May 2026**.
11. Enquiries may be directed to the following officials telephonically on 012 423 5700 or via email:
Ms. Sibongile Maqungo Sibongilema@pseta.org.za, Ms. Theshmah Maloka Theshmahm@pseta.org.za, Ms Sheila Legodi Sheilal@pseta.org.za, Ms. Margaret Modau Margaretm@pseta.org.za.

Ms. Bontle Lerumo

Chief Executive Officer