

TO : ALL PSETA STAKEHOLDERS

FROM : PSETA CHIEF EXECUTIVE OFFICER

SUBJECT : REGISTRATIONS OF LEARNERS ON PRE-2009 QUALIFICATIONS

REF : CIRCULAR: LP-REGISTRATION-02/2026

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. In accordance with the Department of Higher Education and Training Circular No. 54858, dated 17 June 2026, stakeholders are hereby informed that the enrolment period for learners on the above-mentioned pre-2009 qualifications has been extended to 31 December 2026.
3. The PSETA wishes to inform all stakeholders that the 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.**
4. 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.
5. The DHET circular **No. 54858** states that the registration extension end date is **31 December 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.

6. Therefore, the PSETA requests that all accredited SDPs capture information, link learners to a qualification and upload required documents on the PSETA Management Information System (MIS) on or before **30 November 2026**, which is 30 days before the qualification enrolment end date (**31 December 2026**) for pre-2009 Qualifications.
7. Stakeholders are advised that learner registration is permitted only for the above-mentioned pre-2009 full qualifications. Registrations for part-qualifications, i.e **Skills Programmes and Single Unit standards** will not be accepted.
8. The PSETA registration portal system will be opened on **01 October 2026 and close on 30 November 2026**.
9. 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 Theshmahz@pseta.org.za, Ms Sheila Legodi Sheilal@pseta.org.za, Ms. Margaret Modau Margaretm@pseta.org.za.

Kind Regards

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Chief Executive Officer