

To:	INSETA Accredited Skills Development Providers (SDPs)
From:	Lesha Maharajh, INSETA ETQA Manager
Email:	Lesham@inseta.org.za
Date :	31 May 2021
Subject :	INSTRUCTION REGARDING LEARNERS WITH PARTIAL COMPLETIONS

MEMORANDUM

This memo is issued to advise **INSETA** accredited Skills Development Providers of the process regarding learners with partial completions:

1. Learners enrolled for SETA – funded, Industry – funded or self – funded skills programs/part qualifications are to be submitted for external verification conducted by INSETA once the learner has been deemed competent by an INSETA registered assessor and/or moderator.

Learners who do not successfully complete all unit standards comprising of the designed skills program are to be presented with an option to complete these unit standards or be terminated from the program.

Learners who wish to complete the program would be submitted at another external verification for the balance of the outstanding unit standards.

Learners who do not wish to complete the program must be terminated and awarded the achieved unit standards. This must be clearly indicated to an INSETA verifier during external verification.

2. Learners enrolled on learnerships with partial achievements are to be terminated off the learnership and awarded the achieved unit standards.

Where a terminated learner has achieved all unit standards that meet the rules of combination and can be certificated, the skills development provider is required to enroll the learner on a qualification and the learnership be terminated.

Where a terminated learner has achieved partial unit standards that do not meet certification requirements the skills development provider is required to enroll the learner on skills programs so the learner can be awarded a statement of credits for achieved unit standards.

Working together for a skilled tomorrow

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Yours faithfully,



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Quality Assurance Manager



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