

Date: 25 January 2023

Enquiries: Mr G Moraba

Telephone: 012 003 1800

Email address: [Moraba.G@qcto.org.za](mailto:Moraba.G@qcto.org.za)

---

## NOTICE

### QCTO ACCREDITED SKILLS DEVELOPMENT PROVIDERS (SDP)

#### THE QUALITY COUNCIL FOR TRADES AND OCCUPATIONS (QCTO) LEARNER ENROLMENT AND EXTERNAL INTEGRATED SUMMATIVE ASSESSMENT (EISA) REGISTRATION PROCESS

The Purpose of the NOTICE is for each accredited Skills Development Provider (SDP) or Assessment Centre (AC) offering QCTO Full and Part Qualifications to provide vital learner information required by the Quality Council for Trades and Occupations (QCTO) to perform its Quality Assurance Function for each learner that achieves a Full or Part Qualification. These Quality Assurance functions include Quality Assurance Monitoring, Assessment Assurance and Certification of each learner.

Enrolment Forms must be Completed and Submitted in Two (2) Stages per batch of learners per Full or Part Qual offered. **DO NOT** PDF the spread sheet at any time.

#### 1. FIRST STAGE

Complete Columns A -AJ as well as Date Stamp in Columns AQ on Sheet 2 as per the QCTO Learner Enrolment Guideline Document and submit to the QCTO email address: [Learnerenrolments@qcto.org.za](mailto:Learnerenrolments@qcto.org.za) within 21 Working Days after the start date of the training.

#### 2. SECOND STAGE

Update Columns AK -AP as well as Date Stamp and submit to the QCTO email address: [EISAreadiness@qcto.org.za](mailto:EISAreadiness@qcto.org.za) at least 3 months prior to anticipated EISA date. However, the SDPs will be informed on EISA dates and EISA enrolment closing dates through this link to the QCTO website <https://www.qcto.org.za/learner-enrolment-and-eisa-registration-process.html>

All SDPs must ensure that they enroll learners for EISA as per dates allocated on the calendar, failure which will lead to learners not being enrolled and not accepted to write the EISA. Learners can only be enrolled for EISA when they are ready to write. Enrolments must be submitted to [EISAreadiness@qcto.org.za](mailto:EISAreadiness@qcto.org.za) by using the **LEISA file**. Learners that are enrolled after the closing date will be included in the next scheduled EISA.

The qualifications that are not on the calendar will be included as soon as we identify EISA dates as per the QCTO assessment processes.

#### SDPS OFFERING THE OCCUPATIONAL TRADES

Please note that the process of EISA registration had not changed, the process is still the same.

Yours Sincerely



**Mr Thomas Lata**  
**Chief Director: Occupational Qualifications Management**  
**Date: 08/02/2023**