

Inseta accredited learning providers please note:

(learners, please note the last section of this document: “Note to learners”):

Learner data uploads and certification: With effect from 1 May 2011 the following schedule will apply:

Cycle	Provider uploads of data to be completed by month end:	Inseta will approve uploads by month end	Certificates for full qualifications will be printed by month end
1	February	March	April
2	May	June	July
3	August	September	October
4	November	December	January

Providers are required to ensure compliance with the checklist below before requesting INSETA approval of uploads. Failure to meet these requirements will result in the following:

- Data uploads will not be approved and hence award of learner credits will be delayed
- Award of full qualifications will be delayed and hence certificates may not be awarded

Only once data has been checked and uploaded correctly, per the criteria below, will the information pull through for Inseta ETQA approval

Learning providers are requested to orientate learners with regard to these requirements and to take responsibility for learner queries and engage with Inseta on behalf of learners.

Check list for Upload of learner data and credits to Inseta SMS: The following checklist must be signed off by the learning provider and submitted to uploads@inseta.org.za to request approval of uploads

Provider Name:	
Name of person responsible for confirming data compliance with the following criteria	
Number of learners uploaded for full qualification approval	
Number of learners uploaded for skills programme /unit standards approval	
Criteria	Checked and signed off for provider (indicate yes)
Each learner Name and Surname has been captured correctly from the Identity Document <i>(NB: Inseta prints data as uploaded by the provider and cannot be responsible for errors on certificates)</i>	
Each learner is linked to the correct qualification, learnership, skills programme, unit standard, as applicable.	
Assessor and Moderator are linked to unit standards as completed by each learner.	

In the case of a learnership or qualification, the certificate will only be awarded if the full qualification has been achieved , as follows:				
The qualification “Rules of combination” have been met as required by the qualification, including:				
1. The required number of core unit standard credits are achieved				
2. The required number of fundamental unit standard credits are achieved				
3. The required number of elective unit standard credits are achieved				
Total credits achieved meet the total credits required for the full qualification. NB: This must be confirmed against the “rules of combination table” on the SMS against each learner’s achievement, example below				
Rules of Combination				
	Core	Fundamental	Elective	Total Credits
Required Credits	62	68	20	150
Total Credits Acheived	0	0	0	0

Note to learners:

The process for award of credits and certificates is as follows:

1. Following assessment, your learning provider will request Inseta verification
2. Once verified and approved, the provider will upload your results to the Inseta system
3. Inseta will evaluate uploads against the above-mentioned checklist. Once approved, credits will then reflect on the learner view system, which can be accessed through the Inseta website
4. Inseta will only issue certificates where full qualifications have been achieved.
5. You may request a certificate for short programmes from your learning provider
6. *Please note the requirements for uploads and certification, and refer any queries to your learning provider.*

Thank you for working with us, from the Inseta ETQA team.