

MEMORANDUM – EISA EXAM NOTICE

DATE:	14 th Jan 2025	REF NR.	
TO:	1. Skills Development Providers (SDPs) 2. Other	FROM:	QA Division Mr Sibusiso Zulu Stanley Matende
SUBJECT:	NOTICE TO SDPs TO SUBMIT EXTERNAL INTEGRATED SUMMATIVE ASSESSMENT (EISA) ENTRY PACKS FOR THE EXAM SCHEDULED FOR 10 TH APRIL 2025		

1. PURPOSE

This memorandum seeks to notify SDPs to enter registered learners/candidates for the upcoming EISA exams planned for 10th April 2025.

2. BACKGROUND

It is the QCTO requirement (assessment domain) that all learners eligible to write EISA exams are entered for examination for every planned EISA session. SDPs are responsible for submitting EISA entry packs to INSETA.

No candidates will be entered into the EISA exam without submitting EISA exam entry packs to INSETA.

3. LEGISLATION/POLICY/Framework

The Quality Council for Trades & Occupations (QCTO) is a Quality Council established in 2010 in terms of the Skills Development Act (Act 97 of 1998) as amended in 2008. The QCTO among other things is responsible for the following:

- a. Management of the Occupational Qualifications Sub-Framework (OQSF).
- b. Accreditation of Skills Development Providers (SDPs)
- c. Research & Knowledge Development
- d. Development and Maintenance of Occupational Qualifications
- e. Accreditation of Assessment Centres
- f. Stakeholder Management and Advocacy
- g. Assessments & Certification of Candidates

4. SUBMISSION OF EISA PACKS (DOCUMENTS)

4.1. EISA packs must be submitted via email to esethur@inseta.org.za copy stanleym@inseta.org.za

4.2. Deadline for submission of EISA packs must be submitted no later than **3rd Feb 2025** (no entries will be accepted after the date).

4.3. Only learners deemed legible to write the EISA will be allowed entry into the EISA exam: QCTO will confirm eligibility to INSETA.

Board Members: Ms. V. Pearson (Organised Employer), Ms. L. van der Merwe (Organised Employer), Ms. Z. Motsa (Organised Employer), Mr. K.A.A. Sungay (Organised Employer), Mr. M. Soobramoney (Organised Labour), Mr. J.J.M. Mabena (Organised Labour), Ms. S.A. Anders (Organised Labour), Mr. C.B. Botha (Organised Labour), Ms. S.T. Dinyake (Organised Labour), Ms. N.B. Jonas (Organised Labour), Ms. F. Mabaso (Professional Bodies), Mr. S.M. Mpuru (Professional Bodies)

CEO: Ms. G. Mkhize

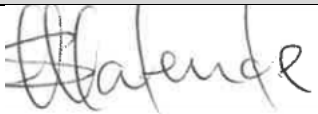

4.4. EISA documents packaged in individual learner/candidate folders must include the following:

- Candidate ID Copy.
- Completed SDP Statement of Results (QCTO template).
- Learner declaration/readiness form to write EISA exam (INSETA template).
- Proof of LEISA submission to QCTO (consolidated list).

5. SUBMISSION NOTES

- No packs shall be accepted past the deadline date.
- Incorrect packs will be sent back to the SDPs for correction & re-submission.
- INSETA will confirm eligible candidates/learners through individual exam permits.
- The candidate/learner readiness declaration form must be completed in full and correctly.

6. SIGN OFF

Designation	Name	Signature	Date
Senior Specialist	Stanley Matende		13/01/2025
QA Manager	Sibusiso Zulu		13/01/2024
Executive Manager Operations	Leslie Kwapeng	