

MEMORANDUM – EISA EXAM NOTICE

DATE:	16 th Sept 2025	REF NR.	
TO:	1. Skills Development Providers SDPs) 2. Other	FROM:	QA Division Mr Stanley Matende Mr Sibusiso Zulu
SUBJECT:	NOTICE TO SDPs TO SUBMIT EXTERNAL INTEGRATED SUMMATIVE ASSESSMENT (EISA) ENTRY PACKS FOR THE EXAM SCHEDULED FOR 27 th NOVEMBER 2025		

1. PURPOSE

This memorandum seeks to notify SDPs to enter registered learners/candidates for the upcoming EISA exams planned for 27th Nov 2025.

2. BACKGROUND

It is the QCTO requirement 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:

- Management of the Occupational Qualifications Sub-Framework (OQSF).
- Accreditation of Skills Development Providers (SDPs)
- Research & Knowledge Development
- Development and Maintenance of Occupational Qualifications
- Accreditation of Assessment Centres
- Stakeholder Management and Advocacy
- 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 **30th Sept 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.

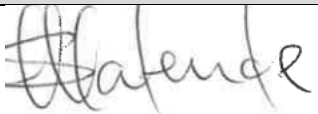

4.4. EISA documents must be packaged in individual learner/candidate folders and must include the following:

- Candidate ID Copy.
- Completed SDP Statement of Results (QCTO template).
- Learner declaration/readiness form to write EISA exam (INSETA template).
- Proof of LEISA-Entry submission to QCTO (consolidated list).
- Completed declaration signed by each learner that is entered for the exam.

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		16/09/2025
QA Manager	Sibusiso Zulu		17/09/2025