



DIRECTIVES FOR THE CERTIFICATION OF THE GENERAL EDUCATION AND TRAINING CERTIFICATE (SAQA ID 71751)

UMALUSI



Council for Quality Assurance in
General and Further Education and Training

**DIRECTIVES FOR THE CERTIFICATION OF THE
GENERAL EDUCATION AND TRAINING CERTIFICATE
(SAQA ID 71751)**

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Table of Contents

Abbreviations and Acronyms	4
Glossary	5
Executive summary	7
1. Directives for certification.....	8
2. The General Education and Training Certificate (GETC) – Adult Basic Education and Training (ABET) Level 4, a qualification at Level 1 on the NQF... 11	11
3. Minimum promotion requirements for awarding the GETC to candidates with special education needs.....	15
4. Provisos	16
5. Minimum requirements in a learning area.....	16
6. Learning areas and messages listed on the General Education and Training Certificate	16
7. Transaction types and transaction status of certificates	18
8. Processing of dataset received.....	27
9. Format for requesting certificates	29
10. Format for the output dataset to assessment body	36
11. Further clarification for certification for the General Education and Training Certificate	43
12. Verification of certificates	45
13. Nationally approved learning areas that comply with the programme requirements of the General Education and Training Certificate (GETC–ABET Level 4).....	46
ADDENDUM A: Combination of results for the General Education and Training Certificate (ABET Level 4).....	49
14. Introduction.....	49
15. Combination of results	49

Abbreviations and Acronyms

ABET	Adult Basic Education and Training
DHET	Department of Higher Education and Training
FET	Further Education and Training
GET	General Education and Training
GETC	<i>General Education and Training Certificate</i>
IEB	Independent Examination Board
LOLT	Language of Learning and Teaching
NQF	National Qualifications Framework
PED	Provincial Education Department
SAQA	South African Qualifications Authority
SBA	Site-Based Assessment

Glossary

Assessment body	means a department of education or a juristic body, accredited by the Council, as a body responsible for conducting internal assessment and external examinations;
Candidate	refers to a person who has enrolled for the examination and who offers a <i>General Education and Training</i> programme;
Certification	means the formal recognition of the award of a qualification or part qualification to a successful candidate;
change of status	indicates that a certificate issued to a candidate has been replaced by a certificate with a higher status, resulting from the combination of subject credits from more than one examination period;
External examination	means any assessment conducted by an assessment body, the outcomes of which count toward the achievement of a qualification;
General Education and Training Certificate	means a certificate at NQF Level 1, awarded as a qualification to a candidate who has complied with the relevant rules of combination and who has met the requirements as stipulated in the policy, the <i>General Education and Training Certificate (GETC) – Adult Basic Education and Training (ABET) Level 4</i> , a qualification at Level 1 on the National Qualifications Framework;
Internal assessment	means any assessment conducted by a learning institution under an accredited assessment body, the results of which count towards the achievement of the qualification;
Learner	means any person who has enrolled for tuition in one or more learning areas at a public or independent learning institution under an accredited assessment body;

Level of competence	means the level of achievement awarded to a candidate for a specific learning area against agreed-upon criteria to indicate the level of achievement;
National Qualification Framework (NQF)	is a ten-level framework provided for the registration of national qualifications;
Site-Based Assessment	means a series of various tasks, as determined by the assessment body, intended for obtaining a candidate's demonstrated achievement that contributes to the final mark and the achievement of the GETC qualification;
Summative assessment	means a component of assessment that is used at the end of a particular learning period to determine a candidate's achievement;
Umalusi	the Council for Quality Assurance in General and Further Education and Training established in terms of the General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001);
Withdrawn	refers to a candidate who was enrolled for an examination but did not write the examination.

Executive summary

The purpose of this document is to provide information to assessment bodies that submit candidates' achievement records for GETC certification to Umalusi. This document is specific to the certification of the *General Education and Training Certificate*, and comes into effect as of 30 November 2010.

This document does not apply to the expired GETC.

This document provides:

- Guidelines that clarify the way in which candidates' results are determined after an examination;
- The specific directives regarding the submission of candidate information for certification; explains the way in which Umalusi certifies;
- Provides the format in which information is to be submitted for certification;
- The policy which governs the certification of GETC;
- General information on the verification service that Umalusi offers; and
- Addendum A provides further clarification on the combination of results for more than one examination sitting.

1. Directives for certification

1.1 Introduction

The promulgation of the National Qualifications Framework (NQF) Act, 2008, (Act No 67 of 2008), constituted Umalusi as the Quality Council for General and Further Education and Training, as provided for in the amended General and Further Education and Training Quality Assurance Act (GENFETQA) of 2008. Umalusi now serves as the Quality Council for General and Further Education and Training.

In terms of the 2008 amendment of the General and Further Education and Training Quality Assurance Act, 2001 (Act No 58 of 2001), and further explicated in Council Policy, Umalusi's responsibilities are identified as the development and management a sub-framework of qualifications, quality assurance of assessment (both internal and external) at exit points, certification, the accreditation of private assessment bodies and the monitoring of public assessment bodies, as well as the quality assurance of private education institutions that offer qualifications on the General and Further Education and Training Qualifications Sub-framework.

The General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001) legislates the quality assurance functions for which Umalusi is responsible. In terms of section 17(A)(6) of this Act, Umalusi has the responsibility for issuing certificates for qualifications at the exit points in general and further education and training. Umalusi is mandated to ensure that these certificates are credible both nationally and internationally.

In order to issue certificates, Umalusi maintains the capacity to:

- develop and maintain policies and directives for certification;
- maintain acceptable quality assurance standards for awarding certificates;
- maintain a certification system and infrastructure, including appropriate security arrangements;
- verify certificates; and
- issue replacement certificates.

Umalusi issues the following certificates in General and Further Education and Training (NQF Levels 1 to 4):

- Senior Certificate (Report 550);
- National Senior Certificate (Schools);

- National Senior Certificate (Reports 190 and 191);
- National N3 Certificate (Reports 190 and 191);
- National Certificate (Vocational) (NC(V));
- Subject Certificate (Report 550 and Reports 190 and 191);
- *General Education and Training Certificate (GETC)*;
- Learning Area Certificate (GETC); and
- Subject Statement (NC(V) and NSC)

Umalusi, therefore, issues certificates to candidates as stipulated in the regulations for the issuing of certificates. These *Directives for Certification* assist assessment bodies to submit the candidates' assessment records for certification. This document should be read together with the following policies and regulations as approved by the Ministers of Basic Education and Higher Education and Training, as applicable:

- *Adult Education and Training Act, 2000 (Act No 52 of 2000)(as amended)*
- *National Policy on the Conduct of Adult Basic Education and Training (ABET) Level 4 Examinations, Gazette 23590, 5 July 2002.*
- *Regulations for certification, Government Gazette No. 25794 of 2 December 2003, as amended.*
- *Quality Assurance of Assessment: Policies, Directives, Guidelines and Requirements, July 2006: Umalusi*
- *The General Education and Training Certificate (GETC)-Adult Basic Education and Training (ABET) Level 4, A Qualification at Level 1 on the National Qualifications Framework (NQF), Gazette 32793, 11 December 2009 as amended (Gazette 33805 of 26 November 2010). (Qualification ID registered on the NQF 71751).*

1.2 The purpose of the directives

The purpose of these directives is to provide a common understanding of the responsibilities and requirements spelled out in the policy document for the *General Education and Training Certificate (GETC)-Adult Basic Education and Training (ABET) level 4, a Qualification at Level 1 on the National Qualifications Framework (NQF)*. Furthermore, these directives are designed to assist assessment bodies to request for the certification of candidates who have offered the GETC.

This document also assists assessment bodies to determine a candidate's results in terms of the requirements stipulated in the GETC qualification policy, and directs assessment bodies on the structure of the information required for submission to Umalusi for the issuing of candidates' certificates.

All requests for certification must be made to Umalusi by an assessment body. Umalusi does not accept requests for certification from candidates.

Individual candidates must therefore channel their requests through an assessment body.

1.3 Changes to qualifications in General Education and Training

As prescribed in the Adult Education and Training Act, 2000 (Act No 52 of 2000), the GETC is offered to adults, who have not had any formal schooling or who may not have completed formal basic schooling to the equivalent of NQF Level 1.

Candidates who have obtained 120 credits in no less than five learning areas, which may include one or more learning areas from the expired GETC will be considered for the award of the GETC, on condition that at least one learning area is offered under the policy document: *General Education and Training Certificate (GETC) – Adult Basic Education and Training (ABET) Level 4, a qualification at Level 1 on the National Qualifications Framework*, (11 December 2009), as amended.

Life Orientation is now a compulsory learning area for the awarding of the GETC qualification. Refer to the requirements outlined in par 2.3 below.

1.4 Compliance by an assessment body

Umalusi awards qualifications based on the credibility of the assessment provided by accredited assessment bodies and by the state. In order to satisfy itself of the integrity of the assessment opportunity offered, Umalusi may require an assessment body in possession of, or seeking accreditation, to:

- submit full details of its assessment system and practices from time to time; and
- notify Umalusi of any major amendments to its assessment system.

An assessment body:

- determines the results of a candidate in accordance with the national policy on the *GETC-ABET: A qualification at Level 1 on the NQF*, and in accordance with the directives issued by Umalusi; and
- supplies final marks to Umalusi in the format outlined in paragraph 9 of these directives, in terms of regulation 10(g) of the regulations for the issuing of certificates, as promulgated by the Minister of Basic Education.

Further information on accreditation criteria for and the required compliance by assessment bodies can be obtained from Umalusi's website (www.umalusi.org.za), or as hard copies from Umalusi's offices.

1.5 Certification

Certification is the formal recognition of a completed qualification, or part-qualification.

Umalusi will issue the *General Education and Training Certificate* where a candidate has met the minimum requirements for the award of the GETC qualification, or a learning area certificate if the candidate does not meet the minimum requirements for the qualification but meets the requirements of one or more learning areas.

1.6 Certification fees

Umalusi determines certification fees in a three-year cycle and informs assessment bodies well in advance of the certification fees to be paid in respect of the issuing of certificates for a specific financial year.

2. The General Education and Training Certificate (GETC) – Adult Basic Education and Training (ABET) Level 4, a qualification at Level 1 on the NQF

2.1 Entrance requirements

2.1.1 The minimum requirements for entry into the GETC-ABET, a qualification at Level 1 on the National Qualifications Framework (NQF), are:

- i. An official learning area statement at ABET level 3 for the fundamental component issued by a registered institution/centre; or
- ii. An ABET level 3 report card issued by an accredited centre; or
- iii. Proof of level of achievement equivalent to ABET level 3; or
- iv. The results of placement assessment, administered by the centre, indicating readiness for entry into the GETC (ABET level 4) learning programme.

2.2 Duration of the qualification

The minimum duration of the GETC is one year. To obtain a GETC, the candidate must comply with both the internal and external assessment requirements as stipulated in the qualification policy.

A teach-out period of the GETC, as registered on the National Qualifications Framework under the SAQA qualification ID 71751, will be allowed up to

2019. **No** new registrations for this qualification under this qualification ID will be allowed after 30 June 2015. Candidates already enrolled on the qualification by 30 June 2016 will have until 30 June 2019 to obtain their GETC.

2.3 The structure of the qualification and minimum promotion requirements

- (a) The qualification is structured according to specific categories of learning areas and rules of combination. Candidates registered for the GETC qualification must offer and complete the internal and external assessment for not fewer than **five** learning areas selected from the Fundamental, Core and Elective components of the GETC qualifications document, with the proviso that the number of credits for the learning areas completed is greater than or equal to 120 credits.
- (b) The GETC will be awarded to a candidate who has complied with the following minimum learning area requirements:

Learning area
One Language, Literacy and Communication (LLC) Learning Area
Either the Mathematical Literacy (ML), or Mathematics and Mathematical Sciences (MMS) Learning Areas
Life Orientation
2 x Learning Areas selected from the Vocational and/or Academic Learning Areas

- (c) To obtain a GETC, a candidate must fulfil the minimum promotion requirements, viz:
 - i. Achieve at least **40%** in one Language, Literacy and Communication (LLC) Learning Area; and
 - ii. Achieve at least **40%** in either Mathematical Literacy or Mathematics and Mathematical Sciences
 - iii. Achieve at least **40%** in Life Orientation
 - iv. Achieve at least **40%** in two other learning areas selected from the Vocational and/or Academic Learning Area groups
 - v. Obtain a minimum of 120 credits for the qualification
- (d) Umalusi will issue a learning area certificate where a candidate has not met the minimum requirements for the issuing of a GETC, but has met the pass requirements of a learning area or learning areas.

- (e) Candidates who have obtained credits in any number of learning areas from the expired GETC will be considered for the award of the GETC on condition that:
- i. at least one learning area is offered and passed under the policy document: *General Education and Training Certificate (GETC) – Adult Basic Education and Training (ABET) Level 4, a qualification at Level 1 on the National Qualifications Framework*, published on 11 December 2009 as amended;
 - ii. the number of credits for the learning areas offered is greater than or equal to 120 credits;
 - iii. Life Orientation, which is a compulsory learning area, is offered and passed with a final mark of at least 40% in order to obtain the GETC.
- (f) No conversion or condonation of results is applicable.

2.3.1 Credit transfer and credit allocation

Each learning area is allocated a number of credits as stipulated in the GETC policy documents as registered on the National Qualifications Framework under the SAQA qualification ID 71751. For the award of the GETC, it is required that the candidate obtains a minimum of 120 credits in a minimum of 5 learning areas.

Candidates who have obtained credits in the expired GETC in any learning area will retain such credits, as applicable at that time, which will be recognised in determining whether the candidate meets the minimum requirements for the awarding of the GETC. Under no circumstances will a candidate who has written a learning area under the expired GETC be awarded the credit value accorded to that learning area in the current GETC.

The table below indicates the credit allocation for the expired GETC as well as for the current GETC referred to in these directives:

Learning area	Current GETC credit value	Expired GETC credit value
Language, Literacy and Communication	23	20
Mathematical Literacy	16	16
Mathematics and Mathematical Sciences	16	16
Life Orientation	32	16
Human and Social Sciences	23	16
Natural Sciences	15	16
Economic and Management Sciences	21	16
Arts and Culture	17	16

Technology	11	16
Additional Language	23	16
Applied Agricultural Sciences and Agricultural Technology	20	10
Ancillary Health Care	45	10
Small, Medium and Micro Enterprises	17	10
Travel and Tourism	38	10
Information and Communication Technology	23	-
Early Childhood Development	26	-
Wholesale and Retail	27	-

2.4 Learning area combinations for awarding the General Education and Training Certificate

Learning areas are grouped into 3 components, namely, Fundamental, Core and Elective.

2.4.1 Fundamental Component (Compulsory)

- Language, Literacy and Communication (LLC)
- Mathematical Literacy or Mathematics and Mathematical Sciences;

2.4.2 Core Component (Compulsory)

- Life Orientation

2.4.3 Elective Component

A candidate must offer a minimum of **two** approved learning areas from the Academic and/or Vocational Learning Area groups:

2.4.3.1 Academic Learning Areas

Human and Social Sciences
 Natural Sciences
 Economic and Management Sciences
 Arts and Culture
 Technology
 Additional Language

2.4.3.2 Vocational Learning Areas

Applied Agricultural Sciences and Agricultural Technology
 Ancillary Health Care
 Small, Medium and Micro Enterprises

Travel and Tourism
Information and Communication Technology
Early Childhood Development
Wholesale and Retail

2.5 Weighting of internal and external assessment

Umalusi certifies this qualification based on an internal assessment component and an external examination, both of which are mandatory and contribute to the candidate's final result.

The assessment body must ensure that the directives for internal assessment, as stipulated by Umalusi, are adhered to. All candidates *must* comply with the internal assessment requirements related to this qualification.

Learning area information required by Umalusi for determining a candidate's results must include the internal assessment mark as part of the final standardised marks.

The weighting for internal and external assessment is as follows:

Learning area	External assessment	Internal assessment
All learning areas	50%	50%

3. Minimum promotion requirements for awarding the GETC to candidates with special education needs

- (a) Candidates with special education needs are defined as candidates who experience barriers to learning. A number of concessions related to the nature of the barrier to learning, identify permissible variants to the rules of combination.
 - (b) Candidates who have been identified as deaf, aphasic or dyslexic will not receive a concession as the qualification only includes one language.
- 3.1 The following concessions may apply to a candidate who experiences the following barriers to learning:
- (a) A candidate suffering from a mathematical disorder such as dyscalculia may be exempted from offering Mathematical Literacy or Mathematics and Mathematical Sciences, provided that another learning area from the Vocational or Academic Learning Area Groups is offered.

4. Provisos

- 4.1 Candidates *may not* offer:
- 4.1.1 both Mathematical Literacy and Mathematics and Mathematical Sciences
 - 4.1.2 two languages from any one of the following language groups:
 - a. IsiXhosa, isiZulu, SiSwati and isiNdebele;
 - b. Sepedi, Sesotho and Setswana.
- 4.2 Only learning areas identified in paragraph 2.3.1 will be considered for the issuing of a GETC.

5. Minimum requirements in a learning area

Umalusi will consider any learning area, as stipulated in Par 2.3.1, for the award of the GETC, in which the candidate has obtained a minimum of 40%. In cases where a candidate has obtained less than 40% in a learning area, this learning area will not be considered in meeting the minimum requirements for the award of the GETC.

5.1 Candidates who offer the GETC over more than one examination sitting

A candidate, who enters for a subsequent examination sitting in order to fulfil the outstanding requirements for the qualification, will be allowed to repeat a learning area already completed, or to enter for a new learning area.

In all cases, learning area certificates should be requested for the candidate before a replacement certificate (Change of status) can be requested.

Candidates who repeat one or more learning areas will be allowed to combine learning area credits based on the rules of combination and requirements to obtain a GETC, as specified in these directives.

Umalusi certifies examinations on request for the GETC (ABET Level 4) which is offered by the IEB. Subject statements are issued, effective the month following the examination.

6. Learning areas and messages listed on the General Education and Training Certificate

- 6.1 The General Education and Training Certificate lists all learning areas passed by the candidate.

- 6.2 In cases where a candidate offers more than the minimum number of learning areas required, a maximum of twelve (12) learning areas will be printed on a General Education and Training Certificate.
- 6.3 The learning areas for the GETC are listed in the following order:
- Language, Literacy and Communication (LLC)
 - Mathematical Literacy or Mathematics and Mathematical Sciences
 - Life Orientation
 - The remaining learning areas in alphabetical order
- 6.4 The percentage achieved for each learning area is reflected on the certificate.
- 6.5 A line of asterisks is printed under the last learning area.
- 6.6 If a candidate has been awarded a GETC, and additional learning area credits are obtained in a subsequent examination, the additional learning area credits are issued as a separate learning area certificate and cannot be added to the GETC at a later stage.
- 6.7 Umalusi issues a learning area certificate where a candidate has failed to achieve the minimum requirements for the qualification, but has met the minimum pass requirement of 40% for some learning areas. Only those learning areas for which the candidate has achieved a minimum of 40% are recorded on the learning area certificate. Where a candidate has not achieved a minimum of 40% in any learning area, the information must nevertheless be submitted for certification, as explained in paragraph 9. Such data is required for statistical purposes.
- 6.8 The following levels of recognition are recorded on the General Education and Training Certificate and on the learning area certificate:
- (a) **For achievement of the General Education and Training Certificate:** This candidate has been awarded the General Education and Training Certificate and has obtained the minimum 120 credits for this qualification, as registered on the National Qualifications Framework.
- (b) **For those passing only learning areas:** This learning area certificate is not a General Education and Training Certificate and reflects the learning areas where the candidate has satisfied the promotion requirements.

7. Transaction types and transaction status of certificates

Umalusi issues certificates under different categories, and each has a status associated with it. Both the transaction type and status form part of the data structure format for requesting certificates. Paragraph 7.1.1, below, covers both the transaction type and transaction status – the first value reflects the transaction status, while the second value reflects the transaction type:

The *transaction status* indicates whether the certificate is a first issue, a replacement, a re-issue or a certificate that combines a candidate's results. These alternatives are explained in greater detail in paragraph 7.2, below.

The *transaction types* mainly identify whether the certificate requested is a learning area certificate or a *General Education and Training Certificate*. The status also indicates whether a candidate has failed all learning areas or has withdrawn from the examination and/or was absent and/or has outstanding marks in a learning area.

7.1 Transaction Types

Each transaction type, and the information that must be submitted to Umalusi for certification, is outlined under paragraph 9, which deals with the format required for information being submitted for certification.

7.1.1 Examples of transaction types

The following overview explains the way in which a record for a *General Education and Training Certificate* is submitted. For more detail, refer to paragraph 9.

Record type 3 – candidate detail

Transaction status and transaction type	Values XY X->Transaction status 0 = First issue 1 = Replacement (Change of status) 2 = Replacement (Original certificate) 3 = Re-issue (Correction of errors) 4 = Replacement (Post irregularity) 5 = Not used 6 Combination Y → Transaction type 3 = Withdrawal/Absence/Outstanding 4 = Failed all learning areas
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	7 = Learning area certificate 8 = GETC certificate
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For example:

- 02 = First issue: Learning Area Certificate
- 38 = Re-issue: GETC
- 18 = Replacement (change of status): GETC

7.1.2 Withdrawn/Absent/Outstanding

Certification information for candidates who enrolled for one or more learning areas but who did not write the examination due to withdrawal (raw mark 999) from the examination, or who were absent, or who have an outstanding mark should be submitted to Umalusi as a Withdrawn/Absent/Outstanding transaction type, that is, as 03.

These transactions are for statistical purposes only, and no certificate is issued.

7.1.3 Failed all learning areas

Certification information for candidates who failed all the learning areas they enrolled for, must be sent as a 'Failed all learning areas' transaction type, that is, as 04.

Such transactions are for statistical purposes only and no certificate is issued.

In cases where there are different reasons (such as absence from examination, withdrawal from some learning areas or failed all learning areas) for a candidate not having achieved credits in any learning area registered for as part of the GETC qualification, the transaction should nevertheless be submitted as 'failed all learning areas'.

7.2 Transaction status

The transaction statuses and the possible attribute values applicable to the records must be entered onto the type-3 record:

- 0 = First issue
- 1 = Replacement (Change of status)
- 2 = Replacement (Original certificate)
- 3 = Re-issue (Correction of errors)
- 4 = Replacement (Post irregularity)
- 5 = Not used
- 6 = Combination

7.2.1 First issue/Learning area certificate

- (a) A first issue certificate is the first certificate issued to a candidate after an examination has been written. If a candidate fulfils the requirements for the GETC, he/she receives a first issue certificate for one of the types explained in paragraphs 7.1.1 – 7.1.3.

On first issue certificates, no examination dates are printed next to individual learning areas, and the effective date of the certificate is the month following the date of the examination.

7.2.2 Replacement: Change of status

- (a) A replacement certificate (change of status) is issued to a candidate who has qualified for the General Education and Training Certificate over more than one examination sitting and has received a learning area certificate reflecting the relevant learning area credits for each sitting. If the candidate now qualifies for the General Education and Training Certificate when all the results have been combined, a Replacement: Change of status certificate is issued to the candidate.
- (c) The issuing of a replacement certificate (Change of status) does not cancel the previous certificates issued and they are not withdrawn.
- (b) Replacement (Change of status) certificates are printed with the examination date next to each individual learning area, and the effective date of the certificate is the month following the last examination date.
- (c) Where the status of a certificate changes in relation to a certificate previously issued, such as the replacement of a learning area certificate by a General Education and Training Certificate, the previous certificate is not withdrawn, and the different effective dates are retained.
- (d) Learning area credits used in a request for a replacement must all be certified prior the request for a replacement. The assessment body should therefore ensure that, before a replacement is requested, Umalusi has indeed certified all learning areas.
- (e) In the issuing of a first issue certificate or learning area certificate, Umalusi checks the learning area raw mark and standardisation information. In the application for a replacement certificate, it is

therefore not necessary to re-submit the raw mark and standardisation information.

7.2.3 Replacement: Original certificate lost, damaged or destroyed

Umalusi will issue a replacement certificate to replace a certificate that has been lost, damaged or destroyed after a candidate has received the certificate.

In the case where a certificate was damaged, the original certificate must be returned to Umalusi before a replacement is issued.

A detailed affidavit by the certificate-holder to the effect that the certificate was lost or destroyed must be submitted to the assessment body with an application for a replacement certificate. It is the prerogative of Umalusi to request such evidence from the assessment body.

7.2.4 Replacement: Post-irregularity

A replacement certificate: post-irregularity is issued on application in a case where a candidate was found guilty of an examination irregularity, and has been penalised by having his/her certificate withheld for a period of time after the writing of the examination. The candidate may receive a learning area certificate at the time of the irregularity, but his/her General Education and Training Certificate will be withheld as a form of sanction.

Where a candidate's behaviour was irregular in one or more learning areas, but the whole of the examination result has not been forfeited, a learning area certificate is requested for the learning area/s in which the candidate's behaviour was not irregular. The irregular status will be reflected on the candidate's record, but not on the learning area certificate.

Where a candidate has been found guilty of irregular behaviour, but has also met the minimum requirements for the issuing of the GETC, and a sanction period of at least one year has been imposed, only a learning area certificate reflecting the learning area results will be issued.

Only once the sanction period has elapsed may a replacement certificate be requested, if the status of the certificate issued changes.

The replacement certificate: post irregularity will reflect an inception date 12 months or more after the examination sitting during which the learning areas were written, depending on the length of the exclusion sanction period.

Where a candidate's behaviour was irregular, and he/she is obliged to re-write one or more learning areas to comply with the minimum requirements for awarding of the qualification, the candidate will be eligible to re-write only after the sanction has elapsed. Umalusi verifies that the learning areas were written after the sanction period has elapsed before it will issue the replacement certificate.

Where a candidate was found guilty of irregular behaviour in an examination and the sanction is related only to the results of the learning areas in question being nullified, the sanction period should be left blank (zeroes). Supporting documentation confirming the irregularity status must be submitted before the request for certification will be considered.

In the issuing of a first issue certificate, Umalusi checks the learning area raw mark and standardisation information. In the application for a replacement certificate, it is therefore not necessary to re-submit the raw mark and standardisation information.

7.2.5 Re-issues

Umalusi, in its certification responsibility, makes every effort to ensure the credibility and validity of the certificates it issues. Umalusi therefore requires that the assessment body, in registering candidates for the qualifications it offers, ensures that candidate registration information is accurate.

Where possible, the assessment body should, through the assistance of the institution, ensure that all candidates are issued with an identify document prior registration for the examination, and that submission of a copy of the identity document becomes a compulsory prerequisite for the registration of South African citizens. A copy of an equivalent document – passport, study permit or identification document from country of origin – must accompany the registration forms of non-South African candidates.

Within the six month period after certification, but not later than a year after the examination, Umalusi *will* consider a request for a re-issue under the conditions as stated in par 7.2.5.3.

The following procedure is required in an application for a re-issue:

- (i) the request for a re-issue must be made through an assessment body;
- (ii) the original certificate must be returned; and
- (iii) a verification process for each of the documents submitted must be undertaken, along with the changes made so that the computerised

system used for certification is able to recognise the reasons for re-issue. This helps ensure that fraudulent certificates do not go into circulation.

A change to an original certificate will **not** be considered unless the original certificate (not a replacement) is returned.

Supporting documentation with regard to re-issues should reach Umalusi within seven working days, after Umalusi has requested the documentation from the assessment body.

7.2.5.1 Re-issue of certificates for a window period (1 May 2013 – 31 May 2014)

Umalusi will consider applications for the following types of re-issues during a window period of 12 months (1 May 2013 to 31 May 2014).

(a) Change of personal details due to errors

In the case where the spelling of a name on an Identity Document, an ID number or date of birth has been changed as a result of an error made by the Department of Home Affairs, as well as in cases where the candidate is found to share the same identity number with another person, and the ID number has been changed unilaterally by the Department of Home Affairs, an application for a re-issue may be made for consideration by Umalusi.

(b) A certificate may be re-issued where a mark change or a subject change is done after a certificate was issued. Such requests might also include cases where the certificate was requested prior to the finalisation of the supplementary examination results, although this practice is contrary to the directives. The assessment body should submit an explanation and the original registration forms or mark sheets/scripts for such changes with the application for a re-issue.

(c) Umalusi *will* consider a request for a re-issue where there is sufficient proof that the mistake on the certificate, with regard to some aspect of the personal details, is incorrect because of a registration error by the institution or the assessment body. In such cases, the assessment body should submit an explanation for such changes together with the application and the original registration forms.

(d) Where an identity document was issued after the examination, a change of personal information will **not** be considered.

(e) A change to an original certificate will **not** be considered unless the original certificate (not a replacement) is returned.

7.2.5.2 Re-issue: Loss of certificate before receipt

- (a) Where a certificate was issued to a candidate but the certificate was lost by the assessment body before delivery to the candidate, the assessment body should submit a re-issue application for such a certificate and provide an affidavit in this regard, as well as a detailed explanation on measures implemented to locate the missing certificate.

7.2.5.3 Re-issue: Administrative errors

(a) Administrative Errors

Within the six-month period after certification, but not later than a year after the last examination, Umalusi *will* consider a request for a re-issue in the following cases where there is sufficient proof that the mistake on the certificate, either with regard to a subject mark, subject choice or a change in result, or some aspect of the personal details, is incorrect due to a registration error by the school or the assessment body. Umalusi maintains that this is sufficient time as the assessment body, in its responsibilities to conduct the examination in a manner that is fair, *must* ensure that all results are certified within a three-month period after the release of the results for any examination.

- (b) Only in exceptional cases, where sufficient proof (original examination material) can be submitted to prove that a candidate was disadvantaged due to a mark that was incorrectly submitted or that incorrect registration details were submitted to Umalusi, will a re-issue request be considered beyond the 12-month time frame.
- (c) A change to an original certificate *will not* be considered unless the original certificate (not a replacement) is returned.

7.2.5.4 Re-issue: Legal alteration of personal details

A change of personal details due to marriage or civil union or where a person has changed his/her name through legal processes, does *not* qualify for a re-issue. The onus is on the certificate holder to provide the necessary documentation to prove that he/she is the rightful owner of the certificate.

7.2.5.5 Re-issue: Replacement : Change of Status

A re-issue **cannot** be requested to change personal details or subject information once a candidate has received a replacement certificate (change of status). The assessment body must therefore take

particular care in requesting certificates in which results from different examination sittings are used in the request for a replacement certificate (change of status).

In cases where details such as a candidate's date of birth and ID differ from those on the issued certificates, a correction to the erroneous learning area certificate must be finalised before a request for a replacement certificate (change of status) can be processed.

The re-issue of a replacement certificate (change of status) will only be allowed in cases where the certificate was lost by the assessment body prior to receipt by a candidate as explained in par 7.

In exceptional circumstances, where a replacement certificate (change of status) was issued, and an error is identified on the replacement certificate, as a result of an error on previously issued statement/s or certificate/s, the original replacement certificate with the improved status (change of status) must be returned to Umalusi with a request for cancellation. A clear motivation for the reason for the change must be furnished.

Once Umalusi has cancelled the replacement certificate (change of status), the assessment body may then request a re-issue on the now cancelled certificate/statement. Thereafter a new request for a replacement certificate (change of status) must be submitted complete with supporting documentation. This request must, however, be made within the time frame allowed for requests for re-issues.

7.2.5.6 Re-issue: alteration of Sex Description and Sex Status

In the situation where the Director-General of the Department of Home Affairs has granted an application in terms of the *Alteration of Sex Description and Sex Status Act, 2003*, and a person's sex-description has been altered accordingly, the person may, through the relevant assessment body, make application to Umalusi for a re-issue with a change of name/personal details (if requested), and a re-assignment of sex description on the Umalusi data-base.

- (a) For applications with regard to sex description and sex status, the following documentation is required:
- i. Certified copies of the old and new IDs of the candidate;
 - ii. A detailed sworn statement (affidavit) by the candidate;
 - iii. The original certificate;

- iv. The letter from the Department of Home Affairs confirming that it has, on behalf of the person in question, acted in terms of Section 27(A) of the *Births and Deaths Registration Act, 1992*, and has altered the sex description (and the names) of that person.
 - v. Formal electronic request by the assessment body.
- (b) A change to an original certificate will **not** be considered unless the original certificate (not a replacement) is returned.
- 7.2.5.7 Re-issue: Change of personal details due to **errors** on ID Documents made by the Department of Home Affairs.
- (a) In the case where an Identity Document, an ID number or date of birth has been changed as a result of an error made by the Department of Home Affairs, as well as in cases where the candidate is found to share the same identity number with another person, and the ID number has been changed unilaterally by the Department of Home Affairs, an application for a re-issue for consideration by Umalusi may be made. The relevant information, including a letter from the Department of Home Affairs which states the error and how it has been corrected, must accompany the application for a re-issue.
 - (b) *The following documentation is required for applications in respect of errors made by the Department of Home Affairs:*
 - i. Certified copies of the old and new identity documents;
 - ii. A detailed sworn statement (affidavit) made by the candidate;
 - iii. The original certificate;
 - iv. The confirmation letter from the Department of Home Affairs; and
 - v. A formal electronic request by the assessment body.
 - (c) A change to an original certificate will **not** be considered unless the original certificate (not a replacement) is returned.

7.3 Combination

A combination is issued when a candidate has written his/her examinations during the same sitting with two assessment bodies. Both assessment bodies must ensure that the learning area certificate for which they are individually responsible has been issued, and thereafter, **one** of the assessment bodies must request a combination certificate on which the results are combined.

In the issuing of a first issue learning area certificate, Umalusi checks the learning area raw mark and standardisation information. In the application for a combination, it is therefore not necessary to re-submit the raw mark and standardisation information.

8. Processing of dataset received

- (a) The assessment body must send the dataset information by e-mail to the following e-mail address: certification@umalusi.org.za. The following information must be indicated in the e-mail:
 - i. Assessment body code and name
 - ii. Name of dataset to be processed
- (b) Umalusi will register the dataset on the certification system. An e-mail will be sent to the contact person at the assessment body indicating that the dataset has been received by Umalusi.
- (c) Umalusi will process the dataset. The following steps will be followed:
 - i. Uploading of information in the dataset onto the system;
 - ii. Evaluation of candidate records in the dataset;
 - iii. If required, receipt taken of supporting documentation for re-issues and replacements;
 - iv. Calculation of amounts to be paid by assessment bodies;
 - v. Printing of certificates;
 - vi. Generation of return dataset
 - vii. Couriering or collection of the printed certificates.
 - viii. Invoicing of the assessment body
 - ix. Payment by the assessment body; (except for bulk certification where payment is required prior to the printing of certificates)
- (d) Should Umalusi encounter an error during the uploading process, an e-mail will be sent to the contact person at the assessment body informing him or her of the errors encountered. Umalusi will await a new dataset from the assessment body before continuing.
- (e) After the output dataset has been created by Umalusi, an e-mail will be sent to the contact person at the assessment body. An output dataset will be submitted to the assessment body who should update the assessment body system.

- (f) After the printed certificates and relevant documentation have been printed, an e-mail will be sent to those assessment bodies who have indicated that they will be collecting certificates from Umalusi;
- (g) An e-mail will be sent to those assessment bodies who have indicated that the certificates must be couriered to them, indicating the tracking number.

8.1 Information needed for processing datasets

- (a) Umalusi requires the following contact details and information:
 - i. Indication of whether certificates will be collected by the assessment body or whether Umalusi should dispatch the certificates to the assessment body.
 - ii. Up to four contact persons, but not less than two, must be submitted to Umalusi with the following information:
 - (a) Contact person
 - (b) Work telephone number
 - (c) Fax number
 - (d) Cell number
 - (e) E-mail address
- (b) Umalusi also requires the following information regarding examination centres to be submitted annually by 31 August in an electronic format which is prescribed by Umalusi:
 - i. Examination centre number
 - ii. Examination centre name
 - iii. Region
 - iv. Circuit
 - v. Postal address
 - vi. Street address
 - vii. Telephone number
 - viii. Fax number
 - ix. E-mail address
 - x. Language of learning and teaching (Afrikaans, English or both)
 - xi. Registration type (full time, part time)
 - xii. Centre type (Public, Private)

The examination centre information must be submitted to certification @umalusi.org.za.

9. Format for requesting certificates

9.1 Introduction

This part of the directive provides the format for the transfer of information. These directives are subject to review from time to time. Paragraphs 9 – 10 of these directives provide the format in which the information is submitted to Umalusi, and specific indicators and field values that must be used in the transfer of the information.

Assessment bodies are required to submit candidate information for certification to Umalusi in electronic format.

9.2 Electronic dataset:

9.2.1 Naming conventions

9.2.1.1 Input dataset

The following naming convention must be used when datasets are created by assessment bodies:

Format: OZAET.A99.lzzCSnnn.DAyyymmdd where

99 = Province code (See paragraph 11.2, below)

l = Input dataset

zz = assessment body code (See paragraph 11.1, below)

nnn = sequential run number

yy = the year created, for example, 10 if created in 2010

mm = month created

dd = day created.

Example: OZAET.A08.I15CSnnn.DA120419

9.2.1.2 Output dataset

The output dataset uses the same convention, but the 'I' is replaced with an 'O'. The 'O' indicates that the dataset is an output dataset.

Example: OZAET.A08.O15CSnnn.DA120419

9.2.2 Submitting of datasets to Umalusi

9.2.2.1 Provincial Education Departments

The Provincial Education Departments (PEDs) must submit the dataset directly onto the mainframe.

9.2.2.2 Other assessment bodies

Other assessment bodies must submit the input dataset electronically to Umalusi as arranged.

9.2.3 **Output datasets to assessment bodies**

9.2.3.1 Provincial Education Departments

Output datasets for the PEDs will be created on the mainframe, and the PEDs will upload the dataset from the mainframe onto their system in order to obtain the necessary information provided in the output dataset.

9.2.3.2 Other assessment bodies

For other assessment bodies, Umalusi will download the dataset created on to the mainframe and supply the downloaded text file to the assessment body in electronic format as arranged.

9.3 **Composition of data records**

All incomplete data elements must be filled with spaces (for alpha-numeric elements) or zeroes (for numeric elements).

9.3.1 Alpha-numeric data elements, e.g. A10, must be left-justified with trailing spaces to fill the field. Numeric data elements must be right-justified with leading zeroes to fill the field.

9.4 **Data structure**

The total length of the data record is 1 923 characters.

9.4.1 Record type 1 – Assessment body detail.

Field description	Type and length	Field descriptions and values
Record type	N(01)	Value = '1'
Assessment body code	N(02)	See par 11 of the Certification Directives
Assessment name	A(100)	Official name of the assessment body

Date dataset created	N(08)	Format CCYYMMDD
Subsystem	A(03)	GET
Filler	A(1 809)	Value spaces

9.4.2 Record type 2 – Examination centre detail

Field description	Type and length	Field descriptions and values
Record type	N(01)	Value = '2'
Examination centre number	N(10)	Unique Examination centre number
Examination centre name	A(80)	Name of centre
Postal address 1	A(30)	
Postal address 2	A(30)	
Postal address 3	A(30)	
Postal address 4	A(30)	
Postal code	A(04)	
Filler	A(1 708)	

9.4.3 Record type 3 – Candidate detail

Field description	Type and length	Field descriptions and values
Record type	N(01)	Value = '3'
Examination centre number	N(10)	Examination centre number at which the candidate registered and wrote the examination.
Examination date	N(06)	Format CCYYMM
Transaction status and transaction type	N(02)	Values XY X->Transaction status 0 = First issue 1 = Replacement (Change of status) 2 = Replacement (Original certificate) 3 = Re-issue (Correction of errors) 4 = Replacement (Post irregularity)

		<p>5 = Not used 6 = Combination Y → Transaction type 1 = Not used 2 = Learning area certificate 3 = Not used 4 = Not used 5 = Not used 6 = Not used 7 = Withdrawn/Absent/Outstanding 8 = Failed all subjects 9 = GETC certificate</p>
Instructional programme code	N(10)	GETC: Program code: 770000000
Candidate examination no.	N(13)	
Attendance type	N(01)	2 = Part time
Surname	A(55)	
Given name(s)	A(55)	Name(s) up to 50 characters, thereafter, only initials will be accepted
Date of birth	N(08)	Format CCYYMMDD
Gender	N(01)	1 = Male 2 = Female
ID number	N(13)	
Not used	A(01)	
Special conditions	N(02)	00 = None 10 = Dyscalculia
Not used	A(01)	
Race	A(01)	A = Asian B = Black C = Coloured I = Indian W = White N = Not indicated
Language of learning and teaching (LOLT)	N(02)	01 = Afrikaans 02 = English 03 = IsiNdebele 04 = IsiXhosa 05 = IsiZulu 06 = Sepedi 07 = Sesotho 08 = Setswana

		09 = Siswati 10 = Tshivenda 11 = Xitsonga
Irregularity indicator	N(01)	0 = No irregularities 1 = Guilty of examination irregularity
Irregularity date	N(08)	Format CCYYMMDD The date when the irregularity sanction will be lifted. In cases where there is not an sanction period this field should be filled with zeroes
Level obtained	N(02)	01 = GETC certificate 02 = Too few learning areas for GETC qualification 03 = Failed all learning areas 04 = Candidate withdrawn(a candidate who enrolled for the examination but who did not write any learning area)
Not used	A(01)	
Not used	N(01)	
Date with effect from	N(06)	Format CCYYMM
Previous certificate number	A(12)	The number of the certificate to be replaced for: Replacement (Original certificate) Re-issue (Correction of errors)
Cancellation code	N(02)	1 = Mark adjustment 2 = Name corrections 3 = Change of learning area 4 = Certificate lost/damaged 5 = Incorrect date of birth/ID number 6 = Not used 7 = Change of personal details - Legal process 8 = Combination of different errors 9 = Change in result status 10 = Certificate lost before receipt 11 = Post irregularity
Cancellation date	N(08)	Format CCYYMMDD
Number of learning areas	N(02)	The number of learning areas the candidate offered
Certificate language	N(02)	01 = Afrikaans

preference (plus English)		02 = English only 03 = IsiNdebele 04 = IsiXhosa 05 = IsiZulu 06 = Sepedi 07 = Sesotho 08 = Setswana 09 = Siswati 10 = Tshivenda 11 = Xitsonga
Not used	A(01)	
Learning area information (occurs up to 15 times)		N(113) * 15 = 1 695 characters
Learning area code	N(10)	Learning area codes as published in the Directives for the GETC
Percentage obtained	N(03)	The percentage the candidate has obtained 999 = Candidate absent for learning area 777 = Outstanding mark 333 = Candidate was irregular for learning area
Not used	N(01)	
Not used	N(01)	
Learning area indicator	N(02)	1 = Obtained minimum percentage 3 = Did not obtain minimum percentage 5 = Irregular in learning area 7 = Mark is outstanding – any component 8 = Withdrawal 9 = Absent in a learning area component
Date learning area offered	N(06)	Format CCYYMM
Learning area irregularity indicator	N(01)	Indicator if a candidate was guilty of irregularity for specific learning area 0 = Not guilty of irregularity 1 = Guilty of irregularity
Learning area or GETC certificate number	A(12)	A learning area certificate or GETC certificate number has to be provided

		for all replacement documents (Change of status) For example: If a candidate wrote two learning areas in 2008/10 and five in 2009/10, and the issue date is November 2009, learning area certificates are required for all the learning areas offered
Paper 1 – raw mark	N(03)	Raw mark for paper 1 999 = Absent 777 = Outstanding
Paper 2 – raw mark	N(03)	Raw mark for paper 2 999 = Absent 777 = Outstanding
Paper 3 – raw mark	N(03)	Raw mark for paper 3 999 = Absent 777 = Outstanding
Paper 4 – raw mark	N(03)	Raw mark for paper 4 999 = Absent 777 = Outstanding
Paper 5 – raw mark	N(03)	Raw mark for paper 5 999 = Absent 777 = Outstanding
Not used	N(03)	
Internal Assessment – raw mark	N(03)	Raw mark for Internal Assessment 99999 = Absent 777 = Outstanding
Not used	N(03)	
Not used	N(03)	
Disregard Internal Assessment	A(01)	A 'Y' should be in this field if the SBA mark must be disregarded during the calculation of the final percentage due to the standard deviation being less than 5% during the statistical moderation process
Sign (positive/negative adjustment)	A(01)	+ or - sign; space for zero adjustment
Adjustment: External assessment	N(3.7)	
Not used	A(01)	
Not used	N(3.7)	
Sign (positive/negative)	A(01)	+ or - sign; space for zero adjustment

adjustment)		
Adjustment: Internal Assessment mark	N(3.7)	
Sign (positive/negative adjustment)	A(01)	+ or – sign; space for zero adjustment
Final adjustment	N(3.7)	
Not used	A(01)	
End of learning area information		

9.4.4 Record type 4 – Control record detail

Record type	N(01)	Value = '4'
Number of type-2 records	N(06)	Number of examination centres
Hash total type-2 records	N(06)	Last 6 characters of the total of the last three characters of the examination centres' numbers, e.g. 5418332, thus 418332
Number of type-3 records	N(06)	Number of candidate records
Hash total type-3 records	N(06)	Last 6 characters of the total of the last three characters of the examination centres' numbers, e.g. 765419632, thus 419632
Hash total	N(06)	Total number of records on dataset, excluding record type 4
Filler	A(1306)	

10. Format for the output dataset to assessment body

10.1 Data structure

The total length of the data record is 1 412 characters.

10.1.1 Record type 1 – Assessment body detail

Field description	Type and length	Field descriptions and values
Record type	N(01)	Value = '1'
Assessment body code	N(02)	See par 11 of the Certification Directives
Assessment body	A(100)	Official name of the assessment body

name		
Date dataset created	N(08)	Format CCYYMMDD
Subsystem	A(03)	GETC
Filler	A(1298)	Value spaces

10.1.2 Record type 2 – Examination centre detail

Field description 10.1.3	Type and length	Field descriptions and values
Record type	N(01)	Value = '2'
Examination centre number	N(10)	Unique Examination centre number
Examination centre name	A(80)	Name of centre
Postal address 1	A(30)	
Postal address 2	A(30)	
Postal address 3	A(30)	
Postal address 4	A(30)	
Postal code	A(04)	
Filler	A(1 197)	

10.1.3 Record type 3 – Candidate detail

Field description 10.1.4	Type and length	Field descriptions and values
Record type	N(01)	Value = '3'
Examination centre number	N(10)	The Examination centre number at which the candidate registered and wrote the examination
Examination date	N(06)	Format CCYYMM
Transaction status and transaction type	N(02)	Values XY X->Transaction status 0 = First issue 1 = Replacement (Change of status) 2 = Replacement (Original certificate)

		3 = Re-issue (Correction of errors) 4 = Replacement (Post irregularity) 5 = Not used 6 = Combination Y → Transaction type 1 = Not used 2 = Learning area certificate 3 = Not used 4 = Not used 5 = Not used 6 = Not used 7 = Withdrawn/Absent/Outstanding 8 = Failed all learning areas 9 = GETC certificate
Transaction status and transaction type as determined by Umalusi	N(02)	Values XY X->Transaction status 0 = First issue 1 = Replacement (Change of status) 2 = Replacement (Original certificate) 3 = Re-issue (Correction of errors) 4 = Replacement (Post irregularity) 5 = Not used 6 = Combination Y → Transaction type 1 = Not used 2 = Learning area certificate 3 = Not used 4 = Not used 5 = Not used 6 = Not used 7 = Withdrawn/Absent/Outstanding 8 = Failed all learning areas 9 = GETC certificate
Instructional programme code	N(10)	GETC: Program code: 7700000000
Candidate examination no.	N(13)	
Attendance type	N(01)	2 = Part time
Surname	A(55)	

Given name(s)	A(55)	Name(s) up to 50 characters, thereafter, only initials will be accepted
Date of birth	N(08)	Format CCYYMMDD
Gender	N(01)	1 = Male 2 = Female
ID number	N(13)	
Immigrant	A(01)	Y = Candidate is an immigrant N = Candidate is not an immigrant
Special conditions	N(02)	00 = None 10 = Dyscalculia
Not used	A(01)	
Race	A(01)	A = Asian B = Black C = Coloured; I = Indian W = White N = Not indicated
Language of learning and teaching (LOLT)	N(02)	01= Afrikaans 02 = English 03 = IsiNdebele 04 = IsiXhosa 05 = IsiZulu 06 = Sepedi 07 = Sesotho 08 = Setswana 09 = Siswati 10 = Tshivenda 11 = Xitsonga
Irregularity indicator	N(01)	0 = no irregularities 1 = guilty of examination irregularity
Irregularity date	N(08)	Format CCYYMMDD The date when the irregularity sanction will be lifted. In cases where there is not a sanction period, this field should be filled with zeroes
Level obtained assessment body	-	N(02) 01 = GETC certificate 02 = Too few learning areas for GETC qualification 03 = Failed all learning areas 04 = Candidate withdrawn (a

		candidate who enrolled for the examination but did not write any learning area)
Level obtained – Umalusi	N(02)	01 = GETC certificate 02 = Too few learning areas for GETC qualification 03 = Failed all learning areas 04 = Candidate withdrawn (a candidate who enrolled for the examination but did not write any learning area)
Not used	A(01)	
Not used	N(01)	
Date with effect from	N(06)	Format CCYYMM
Previous certificate number	A(12)	The certificate to be replaced for: Replacement (Original certificate) Re-issue (Correction of errors)
Cancellation code	N(02)	1 = Mark adjustment 2 = Name corrections 3 = Change of learning area 4 = Certificate lost/damaged 5 = Incorrect date of birth/ID number 6 = Not used 7 = Change of personal details - Legal process 8 = Combination of different errors
Cancellation date	N(08)	Format CCYYMMDD
Number of evaluation errors	N(02)	Number of evaluation errors for candidate, e.g. 02
Evaluation error codes	A(20)	Evaluation error codes E.g. 20\21 Error codes and descriptions will be supplied
Number of capturing errors	N(02)	Number of capturing errors for the candidate, e.g. 03
Capturing error codes	A(20)	Capturing error codes, e.g. 1\5\8. Error codes and descriptions will be supplied
Number of learning areas	N(02)	The number of learning areas the candidate offered

Learning area information (occurs up to 15 times)		N(75) * 15 = 1 125 characters
Learning area code	N(10)	Learning area codes as published in the Directives for the GETC
Percentage obtained – assessment body	N(03)	The percentage the candidate has obtained as calculated by the assessment body 999 = Candidate absent for learning area 777 = Outstanding mark 333 = Candidate was irregular for learning area
Percentage obtained – Umalusi	N(03)	The percentage the candidate has obtained as calculated by Umalusi 999 = Candidate absent for learning area 777 = Outstanding mark 333 = Candidate was irregular for learning area
Not used	N(01)	
Not used		
Not used	N(01)	
Not used	N(01)	
Learning area indicator – assessment body	N(02)	The learning area indicator as calculated by the assessment body 1 = Obtained minimum percentage 3 = Did not obtain minimum percentage 5 = Irregular in learning area 7 = Mark is outstanding – any component 8 = Withdrawn 9 = Absent in a learning area component
Learning area indicator – Umalusi	N(02)	The learning area indicator as calculated by Umalusi 1 = Obtained minimum percentage 3 = Did not obtain minimum percentage 5 = Irregular in learning area 7 = Mark is outstanding – any component

		8 = Withdrawn 9 = Absent in a learning area component
Date learning area offered	N(06)	Format CCYYMM
Learning area irregularity indicator	N(01)	Indicator if a candidate was guilty of irregularity for specific learning area 0 = Not Guilty of irregularity 1 = Guilty of irregularity
Number of capturing errors for learning area	N(02)	The number of capturing errors found for learning area, e.g. 02
Capturing error codes for learning area	A(20)	The capturing error codes for learning area, e.g. 49\61 Error codes and descriptions will be supplied
Number of structure/evaluation errors found for learning area	N(02)	The number of structure/evaluation errors for the learning area, e.g. 05
Structure/Evaluation errors found for learning area	A(20)	The structure/evaluation errors for the learning area, e.g. 5\6\8\9\10 Error codes and descriptions will be supplied
End of learning area information		
Certificate number	A(12)	Certificate number issued
Rejection indicator	N(02)	99 = Candidate was rejected 00 = Candidate was accepted

10.1.4 Record type 4 – Control record

Record type	N(01)	Value = '4'
Number of type-2 records	N(06)	Number of examination centres
Hash total type-2 records	N(06)	Last 6 characters of the total of the last three characters of the examination centres' numbers, e.g. 5418332, thus 418332
Number of type-3 records	N(06)	Number of candidate records
Hash total type-3 records	N(06)	Last 6 characters of the total of the last three characters of the examination centres' numbers, e.g.

		765419632, thus 419632
Hash total	N(06)	Total number of records on dataset excluding record type-4
Filler	A(1381)	

11. Further clarification for certification for the General Education and Training Certificate

11.1 Assessment body codes to be used for the General Education and Training Certificate

- 11 Independent Examination Board (IEB)
- 13 Eastern Cape Education Department
- 14 Free State Education Department
- 15 Gauteng Education Department
- 16 KwaZulu-Natal Education Department
- 17 Mpumalanga Education Department
- 18 Northern Cape Education Department
- 19 Limpopo Education Department
- 20 North West Education Department
- 21 Western Cape Education Department

11.2 Provincial codes to be used for the General Education and Training Certificate

- 01 Western Cape Education Department
- 02 Northern Cape Education Department
- 03 Free State Education Department
- 04 Eastern Cape Education Department
- 05 KwaZulu-Natal Education Department
- 06 Mpumalanga Education Department
- 07 Limpopo Education Department
- 08 Gauteng Education Department
- 09 North West Education Department

11.3 Due date and information for submission of data required for certification

11.3.1 Assessment bodies must submit candidate data for certification to Umalusi in respect of the October and June examinations **not later than three months** after the examination results were released. Data for candidates who have applied to have scripts re-marked, as well as appeals and irregularities should be submitted no later than four months after the examination.

11.3.2 **All** the learning areas for which the candidate has enrolled must be submitted to Umalusi. This includes the learning areas where marks are

outstanding or where the candidate was absent for an examination.

11.3.3 A numeric mark must be supplied where learning area information has been submitted.

11.3.4 Given names must be supplied in full. Although provision is made for 55 characters for given names and 55 characters for surnames, a maximum of 70 characters (including spaces) can be accommodated on the certificate.

11.3.5 If a candidate's names exceed the space provided on the certificate, some of the given names will be printed in full, while the others may be replaced by initials.

11.3.6 Particular care should be taken with the hexadecimal codes for special characters in the name, as the wrong code means that the name will be printed incorrectly. The onus is on the assessment body to ascertain that the correct codes are provided.

11.3.7 Special characters in names will only be printed if supplied in the correct format.

11.3.8 The previous certificate number must be supplied in the case of an application for a re-issue, a replacement of an original certificate or where a replacement is requested for a change in personal details.

11.3.9 All the learning area certificate numbers/certificate numbers must be supplied in the case of an application for a replacement certificate (Change of status).

11.3.10 The cancellation code and cancellation date must be supplied only when an application is made for a re-issue, or for a replacement of an original certificate in cases where a change in personal details has been legally sanctioned.

11.3.11 Assessment bodies should take care to use the appropriate indicators when records for candidates with special concessions are submitted, to ensure correct resulting.

11.3.12 Where a candidate is found guilty of an examination irregularity in an examination and a learning area certificate is requested, the learning area status will be indicated by a specific value ('1') for the learning area irregularity indicator. The date on which the irregularity sanction will expire must also be supplied. The Umalusi system will reflect the date marking the end of the sanction period. It will only process further data for this candidate after the sanction expired.

11.3.13 Application for the issuing of the GETC for a candidate who has

committed an irregularity in an examination cannot be made within the active sanction period that the candidate is excluded from writing a subsequent examination. In cases where there is not a sanction period, but the learning area result is nullified, the irregularity date should be left blank in the irregularity date field (filled with zeroes).

- 11.3.14 Certificates are automatically sorted according to examination centre numbers during the printing process.
- 11.3.15 The output dataset contains the error codes, as well as Umalusi's evaluation of the candidate, with special reference to transaction type, achievement level at learning area level, the percentage obtained and the learning area indicator. Assessment bodies must print their own error lists. Umalusi will provide the assessment bodies with explanations of the error codes.
- 11.3.16 The learning area codes for the different learning areas consist of eight digits. The learning area codes are defined as indicated in the directives for certification.
- 11.3.17 Due to limited space on a certificate, Umalusi will print a certificate in English only. Where a candidate requires the information printed on the certificate in another official language, the candidate should make application for a transcript of the certificate through an accredited assessment body.

12. Verification of certificates

According to section 17(A)(6) of the General and Further Education and Training Quality Assurance Act, 2001, (Act No. 58 of 2001), Umalusi is the only body that can issue certificates for qualifications, and it is also the Council's responsibility to verify the authenticity of certificates issued.

Umalusi is responsible for verifying its certificates in General and Further Education (NQF Levels 1 – 4), as indicated in paragraph 1 of this document.

Umalusi verifies all certificates issued by the South African Certification Council and Umalusi, the General and Further Education and Training Quality Assurance Council with effect from December 1992.

Certificates issued prior to September 1992 are verified by the relevant assessment body or provincial department of education.

The verification of certificates is carried out at a nominal fee. Umalusi reserves the right to review the tariff annually.

- 13. Nationally approved learning areas that comply with the programme requirements of the General Education and Training Certificate (GETC-ABET Level 4)**

TABLE A1: LANGUAGE, LITERACY AND COMMUNICATION

Fundamental Learning Area	Learning Area Number
Language Literacy and Communication : Afrikaans	613400231
Language Literacy and Communication : English	613400241
Language Literacy and Communication : Sesotho	613400251
Language Literacy and Communication : isiZulu	613400261
Language Literacy and Communication : isiXhosa	613400271
Language Literacy and Communication : Siswati	613400281
Language Literacy and Communication : Sepedi	613400291
Language Literacy and Communication : Tshivenda	613400301
Language Literacy and Communication : Xitsonga	613400311
Language Literacy and Communication : Setswana	613400321
Language Literacy and Communication : isiNdebele	613400331

Fundamental Learning Area (Language Literacy and Communication)	Learning Area Number
Afrikaans Home Language	613410011
Afrikaans First Additional Language	613420021
English Home Language	613410031
English First Additional Language	613420041
IsiNdebele Home Language	613410051
IsiNdebele First Additional Language	613420061
IsiXhosa Home Language	613410071
IsiXhosa First Additional Language	613420081
IsiZulu Home Language	613410091
IsiZulu First Additional Language	613420101
Sepedi Home Language	613410111
Sepedi First Additional Language	613420121
Sesotho Home Language	613410131
Sesotho First Additional Language	613420141
Setswana Home Language	613410151
Setswana First Additional Language	613420161
SiSwati Home Language	613410171
SiSwati First Additional Language	613420181
Tshivenda Home Language	613410191
Tshivenda First Additional Language	613420201
Xitsonga Home Language	613410211
Xitsonga First Additional Language	613420221

* Home languages are listed but not currently offered under the GETC (ABET Level 4)

TABLE A2: MATHEMATICAL SCIENCES

Fundamental Learning Area	Learning Area Number
Mathematical Literacy	61943001
Mathematics and Mathematical Sciences	619440021

TABLE A3: HUMAN AND SOCIAL SCIENCES

CORE	Learning Area Number
Life Orientation	616450011

TABLE B1: ACADEMIC LEARNING AREAS

ACADEMIC LEARNING AREAS*	Learning Area Number
Human and Social Sciences	616460021
Economic and Management Sciences	612460011
Arts and Culture	611460011
Natural Sciences	619460031
Technology	615460011

TABLE B2: VOCATIONAL LEARNING AREAS

VOCATIONAL	Learning Area Number
Applied Agricultural Sciences and Agricultural Technology	610470011
Ancillary Health Care	618470011
Small Medium Micro Enterprises	612470021
Travel and Tourism	620470011
Information and Communication Technology	619470041
Early Childhood Development	614470011
Wholesale and Retail	612470031

*If a second official language listed under Table A1 is offered as an academic elective, the code will remain the same, but the language will be regarded as an elective and not as a fundamental.

ADDENDUM A: Combination of results for the General Education and Training Certificate (ABET Level 4)

14. Introduction

The national policy for the General Education and Training Certificate (GETC)-Adult Basic Education and Training (ABET) Level 4, a qualification at Level 1 on the National Qualifications Framework (NQF), (referred to as the GETC (ABET Level 4) in the rest of the directives), stipulates the minimum requirements for candidates to achieve the GETC (ABET Level 4).

The rules of combination for the GETC (ABET Level 4) allows for a number of possible learning area combinations for awarding a *General Education and Training Certificate*. The policy document stipulates that, subject to the rules of combination, the best learning area results should be considered for the award of the GETC (ABET Level 4). Although the policy stipulates minimum requirements and also allows for concessions, the policy is not clear in cases where learning area combinations across different sittings can be considered for the award of a GETC (ABET Level 4). It is therefore necessary to stipulate the minimum requirements in cases where more than one examination sitting is taken into account for the award of the GETC (ABET Level 4), or where there is an improvement in the status of a certificate as a result of attaining additional learning area credits.

Umalusi, as the Quality Council responsible for the issuing of the GETC (ABET Level 4), stipulates these requirements for the award of the certificate.

The promotion and certification requirements as well as the requirements for submitting data to Umalusi for certification are explained in these directives for certification.

These additional directives are issued as an Addendum to the Directives for Certification for the GETC (ABET Level 4) and will guide assessment bodies in the combination of results where more than one examination sitting must be considered in certification.

15. Combination of results

The following should be noted in the combination of learning area credits for the award of the GETC (ABET Level 4), where a candidate wrote the examination over more than one examination sitting.

15.1 Learning area combinations that cannot be offered together

15.1.1 In the selection of learning areas from the fundamental component for combination, the provisos listed in paragraph 15.1.3 regarding learning areas with a content overlap will apply.

15.1.2 A learning area statement will be issued in cases where a candidate offers such an overlapping learning area, where a candidate was allowed in the registration process to register for both these learning

areas in one examination sitting. Umalusi will certify such a learning area as a separate learning area certificate. The learning area with **best result (percentage)** will be used in certification with other learning areas.

15.1.3 Policy does not allow for candidates to offer the following learning areas in one examination sitting or for consideration in the issuing of the GETC.

15.1.3.1 Mathematical Literacy and Mathematics and Mathematical Sciences

15.1.3.2 Two languages from any one of the following language groups:

IsiXhosa, isiZulu, SiSwati and isiNdebele; and
Sepedi, Sesotho and Setswana

15.1.4 In respect of the combination of results for the following learning areas, the requirements for including the best learning area results explained below should be noted:

15.1.4.1 Mathematical Literacy and Mathematics and Mathematical Sciences

- a. Where a candidate has offered both Mathematical Literacy and Mathematics and Mathematical Sciences, the learning area with the **best result (percentage)** will be used in a combination and in certification.
- b. In cases where the same percentage was obtained in both learning areas, the learning area offered in the last examination will be considered first to be included in the final result.
- c. The candidate may however request the assessment body to include either of the learning areas in the combination when the results are combined for certification. Alternatively the candidate can request for a re-issue of a certificate, to include the alternative learning area instead.

15.1.4.2 Languages of the same origin

- a. Where a candidate has offered more than one language from the same language group, the learning area with the **best result (percentage)** will be used in combination.
- b. The candidate may however request the assessment body to include any of these learning areas in the combination when the results are combined for certification. Alternatively the candidate can also request for a re-issue of a certificate, to include the alternative learning area/language instead.

- 15.1.5 Where the same learning area was offered in the expired GETC and the new GETC, the learning area with the highest **credit value** will be included in the combination, irrespective of the percentage obtained. E.g. Human and Social Sciences offered under the expired GETC (2009) with a credit value of 16 and a mark of 60% and also offered under the new GETC (2010) with a credit value of 23 and a mark of 55%, the results obtained in 2010 with a final mark of 55% will be included in the combination
- 15.1.6 The candidate may however request the assessment body to include either of these learning areas in the combination when the results are combined for certification. Alternatively the candidates can also request for a re-issue of a certificate, to include the learning area with the highest percentage instead, should the candidate still meet the minimum of 120 credits to obtain the GETC.
- 15.1.7 Where the same learning area was offered and the credit value of the two learning areas are the same in both versions of the GETC, the **best learning area result (percentage)** will be included in the combination. In cases where the same percentage was obtained in both versions, the percentage obtained in the **last examination** will be included in the combination.
- 15.1.8 Where a candidate has achieved the GETC (ABET Level 4) and an additional learning area credit is achieved in a subsequent examination, no combination of learning areas will be considered. As the candidate has already achieved the highest level of the qualification, an additional learning area statement will be issued.

15.2 Issuing of replacement certificates

- 15.2.1 A replacement certificate (change of status) is issued to a candidate who:
- i. has received learning area statements reflecting the awarding of the relevant learning areas which will result in a **change of status in the certificate** already issued; and
 - ii. has achieved the necessary combination of learning areas in any number of sittings in order to be awarded the GETC qualification.

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