



EXTERNAL MEMORANDUM

To : **HWSETA Skills Development Providers / Stakeholders**

From : **Baakedi Jane Motubatse**
Executive Manager: ETQA

Date : **30 January 2024**

Subject : **SDPs REQUIREMENTS: EISAs PREPARATIONS**

Dear HWSETA Skills Development Providers / Stakeholder

The HWSETA is the appointed Quality Partner (QP) by the Quality Council for Trades and Occupations (QCTO) for the following Occupational qualifications:

- Health Promotion Officer (HPO) Level 3 with SAQA ID: 94597
- Home Based Care (HBC) Level 2 and Level 3 with SAQA ID: 104792 and 104779
- Child and Youth Care (CYC) Level 5 with SAQA ID: 99510
- Social Auxiliary Worker (SAW) Level 5 with SAQA ID: 98890
- Social Counselling (SC) level 5 SAQA ID, 111142.
- Social Counselling Support Worker (SCSW) Level 4, with SAQA ID 111143
- Occupational Health and Safety Practitioner (OHS) Level 5, with SAQA ID: 99714
- Occupational Health and Safety Officer with SAQA ID: 121929 at NQF level 04 with 120 credits.
- Occupational Health and Safety Assistant with SAQA ID: 121930, at NQF level 04 with 44 credits

The HWSETA Education Training & Quality Assurance (ETQA) division receives its mandate from the QCTO, to perform the delegated function. One of the core functions amongst others as a QP includes the management and administration of the External Integrated Summative Assessment (EISA).

As part of your EISA (External Integrated Summative Assessment) preparation, please note that the following documents must be submitted to the HWSETA **two weeks before** the date of the assessment:

1. **Completed and signed Declaration of Authenticity** – This is a mandatory requirement.
2. **Populated Attendance Registers for Paper 1 and Paper 2** – Please ensure that these are submitted in Word format.
3. **Statement of Results** for all learners who will be sitting for the EISA.
4. **Certified ID Copies** of the learners who will be sitting for the EISA.

Please ensure that all documentation is submitted in a timely manner to avoid any delays or issues on the day of the assessment.

Please Note:

- SDPs with learners in different provinces should complete separate attendance registers for each province.
- The attendance registers must not be signed before the day of the EISA, as they will be used on the actual day of the assessment.
- HWSETA will not be financially responsible for any arrangements made by SDPs to host learners on behalf of other SDPs.
- SDPs hosting Nine (9) or less learners will not receive compensation.

Failure to comply with the requirements above will result in learners not allowed to sit for EISA.

Learners who are not registered with the QCTO and are not listed on the attendance register will not be permitted to sit for the EISA.

Sincere regards.



Ms. Baakedi Jane Motubatse

Executive Manager: ETQA