

Government Gazette Staatskoerant

Vol. 445

Pretoria, 5

July Julie 2002 No. 23589



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South African Qualifications Authority

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GOVERNMENT NOTICES

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

No. 911

5 July 2002



Established in terms of Act 58 of 1995

Guidelines for Monitoring and Auditing of Education and Training Quality Assurance Bodies:

Registration of Auditors

The South African Qualifications Authority would like to invite all suitably qualified applicants who would like to be registered as Auditors in the Education and Training sector. The closing date for applications is 05 August 2002.

Applications should be forwarded to:

Executive Office SAQA Office Postnet Suite 248 Private Bag x 06 WATERKLOOF 0145

Attention: Ms Vuyelwa Penxa

Telephone number: (012) 482 0808 Facsimile number: (012) 482 0905

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Email: vpenxa@saqa.co.za

ANNE OBERHOLZER

The South African Qualifications Authority calls for applications from Auditors to develop a Register of Auditors in the Education and Training Sector.

Criteria for the Registration of Auditors by the South African Qualifications Authority:

Auditors need to:

A. Have a profound applied understanding of the principles and objectives of the NQF and an applied understanding of the following relevant laws and policies:

+ 1:1 + 1

- SAQA Act i. . .
- SAQA Act ETQA Regulations ii.
- Skills Development Act Skills Levy Act

B. Subscribe to the following Code of Ethics:

•85			or shall maintain an independent attitude and an unbiased viewpoint throughout the auditing
	proc	6 55.	
	20	0	An Auditor shall maintain integrity and objectivity throughout the auditing process, shall be free of conflicts of interest, and shall not knowingly misrepresent facts or subordinate his or her judgment to others.
		•	An Auditor shall comply with the Auditing Standards set by the Authority (see Schedule B2)
**			An Auditor must only disclose confidential information obtained in the course of the auditing process to the Authority.
#3 :8		u .	An Auditor who has been contracted by an ETQA to perform a service may not be an Auditor of that ETQA unless, in the opinion of the Authority, such a service does not affect the independence, lack of bias, integrity or objectivity of the Auditor.

C. Be able to apply the Auditing standards to implement the Auditing procedures as listed below:

The Auditing Standards set out below are closely based on Generally Accepted Auditing Standards. They are divided into 'General Standards', 'Standards of Fleldwork' and 'Standards of Reporting'.

1. General Standards are as follows:

(a) The Audit must be performed by a person or persons having adequate competence as an

An Auditor who has been responsible for providing developmental support to an ETQA may not be an Auditor of that ETQA unless, in the opinion of the Authority, such support does not

materially affect the independence, lack of bias, integrity or objectivity of the Auditor.

- (b) The Auditor or Auditors must maintain an independent mental attitude in all matters relating to the Audit assignment.
- Due professional care must be exercised in the planning and performance of the Audit and the preparation of the Audit Report.

Standards of Fieldwork are as follows:

- (a) The work must be adequately planned and assistants, if any, must be properly supervised.
- (b) A sufficient understanding of the ETQAs management systems is obtained to plan the Audit.
- Sufficient relevant evidence must be obtained through inspection, observation, inquiries and confirmations to afford a reasonable basis for an Audit Report.

- The auditing process must be characterised by regular opportunities for dialogue between the Auditor (or Auditing Panel) the CEO, the ETQA Manager and relevant staff of the ETQA, to facilitate an ongoing mutual understanding of the Audit objectives, procedures, outcomes and evidence requirements, and to maximise opportunities for the gathering of relevant evidence which may be required in addition to the evidence presented in terms of the notification referred to in Procedure 3 of Schedule B3).
- (e) In the case of an in-depth Audit, the design of fieldwork must enable the gathering of evidence to ascertain the causes of any under-performance on the part of the ETQS, and/or any achievement attributable to the ETQA, which is in excess of statutory requirements.

3. Standards of Reporting are as follows:

terms of whether the ETQA

(a) The Draft Audit Report must be substantively identical to the Audit Report, except that it will not contain such amendments or annexure as may be directed by the Authority as a result of an appeal contemplated in (Provisions 22 to 24 of Part 2).

(b) The Audit Report must conform the one of the categories of Audit Report set out in (Schedule B5).

- (c) The Audit Report must contain a clear description of the procedures followed in the course of the Audit and the evidence obtained, as well as an assessment of the evidence obtained in
 - i. has carried out its regulated functions effectively over the period audited;
 - ii. continues to satisfy the accreditation criteria established in law;

· iii. has fulfilled any accreditation conditions;

- iv. is likely to continue to carry out its regulated functions, and to satisfy the accreditation criteria established in law, over the next two years from the date of completion of auditing fieldwork.
- (d) Data gathered and examined in the course of the Audit should be both qualitative and quantitative, and quantitative data should be subjected to qualitative analysis
- (e) Careful attention must be given to sample size when gathering data for examination to ensure validity, reliability and objectivity in the Audit outcomes.
- Third party verification of data should be obtained where appropriate, after following protocols to be established in the preliminary meeting referred to in (Procedure 2 of Schedule B3).
- The Audit Report must give attention to comparisons between and relationships among datasets, for example, data corresponding to different time segments of the period covered by the Audit should be examined to establish trends in the functioning of the ETQA.
- (h) The Audit Report must contain a summative assessment, which addresses the issue of whether the ETQA is advancing the objectives of the NQF as contemplated in paragraph (i) of section 3(2) of the SAQA Regulations (R1127 of 8 September 1998). This summative assessment will be supported by a thorough second-level analysis of all evidence gathered in terms of the other accreditation criteria (paragraphs (a) to (h) of section 3(2) of the same Regulations.

The Audit Report may not contain recommendations regarding how the ETQA might address any defects in its functioning.

- An in-depth Audit Report must contain an analysis of the causes of any under-performance on the part of the ETQA, and of the causes of any achievement attributable to the ETQA, which is in excess of statutory requirements.
- (k) An in-depth Audit Report should contain, where appropriate, lessons for the enhancement of quality across ETQAs.

D. Be able to generate an Audit report

An Audit Report may be the result of a regular Audit or an in-depth Audit. Regardless of the type of Audit conducted, three categories of Audit Report may be issued. A Draft Audit Report should also clearly indicate which category applies. The three categories are set out below.

1. Favourable Audit Report

A Favourable Audit Report is issued when the ETQA, in the opinion of the Auditor or the Auditing Panel:

- has carried out its regulated functions effectively over the period audited; (a)
- continues to satisfy the accreditation criteria established in law; (b)
- has fulfilled any accreditation conditions (c)

- (d) is likely to continue to carry out its regulated functions, and to satisfy the accreditation criteria established in law, over the next two years from the dated of completion of auditing fieldwork.
- 2. Qualified Audit Report
- A Qualified Audit Report, which may contain recommendations regarding conditions to be attached to continued accreditation, is issued when the ETQA, in the opinion of the Auditor or the Auditing Panel;
- (a) has largely, but not entirely, carried out its regulated functions effectively over the period audited;
- (b) largely, but not entirely, continues to satisfy the accreditation criteria established in law-
- (c) has largely, but not entirely, fulfilled any accreditation conditions
- (d) the Auditor or the Auditing Panel believe that it is necessary to add comments to the Audit Report regarding issues such as the following:
 - any aspects of the current functioning of the ETQA which have prevented the Auditor or the Auditing Panel from issuing a Favourable Audit Report;
 - (ii) any incidents, which may have occurred during the period audited which have prevented the Auditor or the Auditing Panel from issuing a Favourable Audit Report; or
 - (iii) the possibility that the ETQA may not continue to carry out some, or all, of its regulated functions, or to satisfy some, or all, of the accreditation criteria established in law, over the next two years from the date of completion of auditing fieldwork.

3. Adverse Audit Report

An Adverse Audit Report, which may contain recommendations regarding conditions to be attached to continued accreditation, and which in the case of an in-depth Audit may contain recommendations regarding the de-accreditation of the ETQA, is issued when the ETQA, in the opinion of the Auditor or the Auditing Panel:

- (a) has failed to a significant degree to carry out its regulated functions effectively over the period audited;
- (b) fails to a significant degree to satisfy the accreditation criteria established in law;
- (c) has failed to a significant degree to fulfil any accreditation conditions;
- (d) the Auditor or the Auditing Panel believe that it is necessary to add comments to the Audit Report regarding issues such as the following:
 - any aspects of the current functioning of the ETQA which have prevented the Auditor or the Auditing Panel from issuing a Favourable or a Qualified Audit Report;
 - any incidents, which may have occurred during the period audited which have prevented the Auditor or the Auditing Panel from issuing a Favourable or a Qualified Audit Report; or the serious risk that the ETQA may not continue to carry out some, or all, of its regulated functions, or to satisfy some, or all, of the accreditation criteria established in law, over the next two years from the date of completion of auditing fieldwork.

APPLICATION REQUIREMENTS

- (a) Qualifications
- (b) Membership of a Professional Body (if any)
- (c) Work experience
- (d) References
- (e) Competencies

TIME FRAMES, INCLUDING DEADLINES FOR THE SUBMISSION OF APPLICATIONS TO THE COMMITTEE

- > The call for applications will be gazetted in the Government Gazette for a thirty-day period.
- Submissions should be submitted on the following application form:

APPLICATION FOR REGISTRATION AS AN AUDITOR

PERSONAL INFORMATION RIGHTS:

The personal information you are providing to the South African Qualifications Authority under the SAQA Act of 1995, is solely for the purpose of applying for registration as an auditor. The South African Qualifications Authority will hold the information and will not disclose it to any other person except with our authority, or when required to, or authorised by law. The Register of Auditors is in the public domain and provides limited information on the Auditor's name and the registration number. Making a false statement to the Register of Auditors or causing a false entry to be made in the Register of Auditors is an offence and may result in cancellation of registration or suspension from the Register for a specified period of time, as will be decided by SAQA.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM:

- 1.Complete ALL numbered blocks on the form. Print clearly. Where a space does not apply to you, print n/a.
- 2.Do not send originals of any documents.
- 3.Do not send facsimiles.
- Send certified copies of all documents.
- 5.Documents will be kept for reference purposes. They will not be returned to you.

1. PERSONAL DETAILS

First name and surname: Write your name as it to appears in your Identity Document and preferred name (not nickname) as you wish it to appear in the SAQA Register.

Address for Mailing: Your address must be one to which your documentation can be forwarded up to two months after you submit this application. It is essential that you inform the South African Qualifications Authority of any changes of address over the years.

Telephone, cell number, facsimile number and E-mail address: Please supply this information, as the South African Qualifications Authority may need to contact you directly about this application.

2. APPLICANTS WITH OVERSEAS QUALIFICATIONS

Applicants with overseas qualifications should refer to the additional instructions given.

- Auditor Educations and other Tertiary Qualifications (Supported by certified copies of all documents).
 - 1. Name of Completed Qualification: List all Qualifications
 - 2. Year Completed: As shown on the graduate document
 - 3. Name of Institution: Name of University, Technikon and College or any other institution.
 - Duration of the course / number of credits.
 - 5. Part / Full Time: If a full-time course, put FT and, if Part Time, put PT

Applicants with an overseas qualification must submit a certified copy of the qualification and ensure that Note: it is evaluated by the South African Qualifications Authority.

3. CHARACTER REFERENCES AND TESTIMONIAL ON AUDITING

- The character references forms should be given to two referees to complete. The referees should not be your partner or related to you by birth or marriage and should have been acquainted with you for at least 12 months during the last 2 years.
- b. A certified copy of a written testimonial either from your Professional Body or a supervisor / senior manager or client at your current employment / auditing firm is required. The testimonial should be dated, signed and on a company letterhead.

4. AUDITING EXPERIENCE

- a. Position: State position held in Auditing
- b. Organisation: State name as well as the type of organisation audited.
- c. Full Time or Part Time: State whether you were auditing on a full-time or part-time basis.
- d. Date from and Date to: the dates of the duration of the audit must be shown fully on the application for.

5. CHECKLISTS

Failure to provide the correct information required could result in the application not being considered.

6. DECLARATIONS

The purpose of the declaration is to declare that all information given is entirely true and correct.

APPLICATION FORM

APPLICATION FOR REGISTRATION AS AN AUDITOR

(Print Clearly)

1.	PERSC	IAIA	DET	ΓΔΙ	18
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(Read instru	ction 1, before completing th	is section)	
Title		st Name:	8 1
Title		st Name.	
Surname:			¥
Date of Birth	:`		*
Preferred Na	me		si si
ID Number:			6
Gender:	Male	Female	
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Cell No:		15 D	
Fax No:			~ a
Email Addre	ee'	es es es	

2. AUDITOR EDUCATION, OTHER TERTIARY QUALIFICATIONS AND EXPERIENCE

(Read instruction 2, before completing this section)

A. EDUCATIONAL QUALIFICATIONS

(Please arrange the qualifications in a chronological order beginning with the most recent)

- Name of qualification
- > Year awarded
- Name of institution
- Duration
- ➤ Part / Full Time

B. AUDITING EXPERIENCE (if any)

- Position in Auditing team
- Organisation / Department Audited
- > Full-time / part-time
- Date from

DECLARATIONS

Date to

3.

> Number of audits (list on a separate date)

mentioned in this application to verity the information provided.

1							 '
do solemniy d	eclare that	to the best of	of my k	nowledge a	nd belief,	all the infe	ormation
given above	is entirely	true and co	rrect.	l understa	and that	the South	African
Qualifications	Authority	may contac	t any	institution	/ organi	sation or	persons

Note: Making a false statement to the South African Qualifications Authority or causing a false entry in the Register of Auditors can lead to a cancellation of registration and may result in cancellation of registration or suspension from the Register for a specific period of time, as may be decided by SAQA.

		1.0
Signature:	Date:	

4. CHECKLIST

Have you included:

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8	Certified copy of ID	7 8	Te eng	28	3'	2	
	Two (2) Testimonials	* .					
	A signed declaration	#1 #			Ė	9	

5 July 2002

Announcement of Intention to Accredit the Food and Beverages Manufacturing Industry SETA (FOODBEV)

The South African Qualifications Authority (SAQA) hereby notifies the public that it intends to extend the accreditation of the Food and Beverages Manufacturing Industry SETA (FoodBev SETA) to include the following qualifications, which have been registered on the National Qualifications Framework:

FOOD QUALIFICATIONS:

NO	QUALIFICATION	NQF LEVEL	NLRD ID NO
1.	National Certificate: Food and Beverages Processing: Oil and Fat Based Products Processing	Level 3	ID No 20198
2.	National Certificate: Food and Beverages Processing: Fish and Seafood Processing	Level 3	ID No 20194
3.	National Certificate: Food and Beverages Processing: Cereals, Condiments and Culinary Processing	Level 3	ID No 20197
4.	National Certificate: Food and Beverages Processing: Confectionery Processing	Level 3	ID No 20199
5.	National Certificate: Food and Beverages Processing: Fruit and Vegetables Processing	Level 3	ID No 20504
6.	National Certificate: Food and Beverage Manufacturing Technology: Spray Dried Food Product Technologist	Level 4	ID No 20206
7.	National Certificate: Food and Beverages Processing: Oil Refining	Level 3	ID No 20195

BEVERAGES QUALIFICATIONS:

NO	QUALIFICATION	NQF LEVEL	NLRD ID NO
1.	National Certificate: Food and Beverages Processing: Malting Processing	Level 3	ID No 20506
2.	National Certificate: Food and Beverage Packaging	Level 3	ID No 20507
3.	National Certificate: Food and Beverages Processing: Soft Drinks Processing	Level 3	ID No 20508
4.	National Certificate: Food and Beverages Processing: Spirits Processing	Level 3	ID No 20509
5.	National Certificate: Food and Beverages Processing: Wine Processing	Level 3	ID No 20510
6.	National Certificate: Food and Beverages Processing: Brewing Processing	Level 3	ID No 20505

DAIRY QUALIFICATIONS:

NO	QUALIFICATION	NQF LEVEL	NLRD ID NO
1.	National Certificate: Food and Beverage Manufacturing Technology: Dried Dairy Products Technologist	Level 4	ID No 20521
2.	National Certificate: Food and Beverage Manufacturing Technology: Fermented Dairy Product Technologist	Level 4	ID No 20520
3.	National Certificate: Food and Beverage Manufacturing Technology: Frozen Ice Cream and Frozen Ice Cream and Related Products	Level 4	ID No 20519
4.	National Certificate: Food and Beverage Manufacturing Technology: Butter and Butter Related Spreads Technologist	Level 4	ID No 20516
5.	National Certificate: Food and Beverage Manufacturing Technology: Liquid Long Life Dairy Products Technologist	Level 4	ID No 20518
6.	National Certificate: Food and Beverage Processing: Dairy Primary Processing	Level 3	ID No 20214
7.	National Certificate: Food and Beverage Manufacturing Technology: Processed Cheese Technologist	Level 4	ID No 20517
8.	National Certificate: Food Laboratory Practices: Dairy Laboratory Analyst	Level 3	ID No 20212
9.	National Certificate: Food and Beverage Processing: Raw Milk and Cream Handling and Storing	Level 2	ID No 20207
10.	National Certificate: Food and Beverage Manufacturing Technology: Ripened Cheese Technologist	Level 4	ID No 20515
11.	National Certificate: Food and Beverage Manufacturing Technology: Sweetened Condensed Milk Products Technologist	Level 4	ID No 20514
12.	National Certificate: Food and Beverage Manufacturing Technology: Cottage Cheese Technologist	Level 4	ID No 20553

BAKING QUALIFICATIONS

NO	QUALIFICATION	NQF LEVEL	NLRD ID NO
1.	National Certificate: Food and Beverage Processing: Plant Baking Processing	Level 2	ID No 20657
2.	National Certificate: Craft Bread Baking	Level 3	ID No 20882
2. 3.	National Certificate: Flour Confectionery Baking	Level 3	ID No 20656
4.	National Certificate: Food and Beverage Processing: Plant Baking Processing	Level 3	ID No 20881
5.	National Certificate: Craft Bread and Flour Confectionery Baking	Level 2	ID No 20879

The accreditation will be effective from 01 November 2002 to 31 October 2005 in terms of Section 2 (1) of the Education and Training Quality Assurance Regulations (Government Gazette No. 19231 published on 8 September 1998).

Objections to such accreditation must be lodged with the Executive Officer of SAQA by 05 August 2002.

The Executive Officer Postnet Suite 248 South African Qualifications Authority Private Bag X06 WATERKLOOF 0145

Attention: Ms Vuyelwa Penxa

Director: Quality Assurance and Development

Telephone: (012) 482 0808

Fax:

(012) 482 0905

E-mail:

vpenxa@saqa.co.za

5 July 2002

Announcement of Intention to Extend Accreditation of the Primary Agriculture Education and Training Authority (PAETA)

The South African Qualifications Authority (SAQA) hereby notifies the public that it intends to extend the accreditation of the Primary Agriculture Education and Training Authority (PAETA) to include the following qualification, which has been registered on the National Qualifications Framework:

NO	QUALIFICATION	NQF Level	NLRD ID NO
1.	National Certificate in Farming	Level 1	ID No 20287

The accreditation will be effective from 01 November 2002 to 31 October 2005 in terms of Section 2 (1) of the Education and Training Quality Assurance Regulations (Government Gazette No. 19231 published on 8 September 1998).

Objections to the extension of accreditation must be lodged with the Executive Officer of SAQA by 05 August 2002.

The Executive Officer
South African Qualifications Authority
Postnet Suite 248
Private Bag X06
WATERKLOOF
0145

Attention: Ms Vuyelwa Penxa Telephone: (012) 482 0808 Fax: (012) 482 0905

E-mail: vpenxa@saqa.co.za

ANNE OBERHOLZER

5 July 2002

Announcement of Intention to accredit the South African Board for Personnel Practice (SABPP)

The South African Qualifications Authority (SAQA) hereby notifies the public that it intends to extend the accreditation of the South African Board for Personnel Practice (SABPP) to include the following qualifications, which have been registered on the National Qualifications Framework. SABPP will have to sign a Memorandum of Understanding with the Council on Higher Education for the qualifications that fall within the Higher Education and Training Band.

NO	QUALIFICATION	NQF LEVEL	NLRD ID NO
1.	National Certificate in Human Resources Management and Practices Support	Level 4	ID No 20893
2.	National Diploma in Human Resources Management and Practices	Level 5	ID No 20892

The accreditation will be effective from the 01 November 2002 to 31 October 2005 in terms of Section 2 (1) of the Education and Training Quality Assurance Regulations (Government Gazette No. 19231 published on 8 September 1998). Objections to the extension of accreditation must be lodged with the Executive Officer of SAQA by 05 August 2002.

The Executive Officer
South African Qualifications Authority
Postnet Suite 248
Private Bag X06
WATERKLOOF
0145

Attention: Ms Vuvelwa Penxa

Director: Quality Assurance and Development

Telephone: (012) 482 0808 Fax: (012) 482 0905

E-mail: vpenxa@saga.co.za

ANNE OBERHØLZER

5 July 2002

Announcement of Intention to Extend the Accreditation of the Energy SETA

The South African Qualifications Authority (SAQA) hereby notifies the public that it intends to extend the accreditation of the Energy SETA to include the following qualifications, which have been registered on the National Qualifications Framework.

NO	QUALIFICATION	NQF LEVEL	NLRD ID NO
1.	The GETC Basic Technical Practice: Energy	Level 1	ID No 20417
2.	The National Certificate: Electrical Engineering	Level 2	ID No 20418
3.	The National Certificate: Electrical Engineering	Level 3	ID No 20419
4.	The National Certificate: Electrical Engineering	Level 4	ID No 20420

The accreditation will be effective from the 01 November 2002 to 31 October 2005 in terms of Section 2 (1) of the Education and Training Quality Assurance Regulations (Government Gazette No. 19231 published on 8 September 1998).

Objections to the extension of accreditation must be lodged with the Executive Officer of SAQA by 05 August 2002.

The Executive Officer
South African Qualifications Authority
Postnet Suite 248
Private Bag X06
WATERKLOOF
0145

Attention: Ms Vuyelwa Penxa

Director: Quality Assurance and Development

Telephone: (012) 482 0808 Fax: (012) 482 0905 E-mail: vpenxa@saqa.co.za

ANNE OBERHOLÆER

5 July 2002

Announcement of Intention to Extend the Accreditation of the Professional Accreditation Board (PAB)

The South African Qualifications Authority (SAQA) hereby notifies the public that it intends to extend the accreditation of the Professional Accreditation Board to include the following qualifications, which have been registered on the National Qualifications Framework. **PAB** will have to sign a Memorandum of Understanding with the Council on Higher Education for the qualifications that fall within the Higher Education and Training Band.

NO	QUALIFICATION	NQF LEVEL	NLRD ID NO
1.	Diploma: Health and Skin Care Therapy	Level 5	ID No 16694

The accreditation will be effective from the 01 November 2002 to 31 October 2005 in terms of Section 2 (1) of the Education and Training Quality Assurance Regulations (Government Gazette No. 19231 published on 8 September 1998).

Objections to the extension of accreditation must be lodged with the Executive Officer of SAQA by 05 August 2002.

The Executive Officer
South African Qualifications Authority
Postnet Suite 248
Private Bag X06
WATERKLOOF
0145

Attention: Ms Vuyelwa Penxa

Director: Quality Assurance and Development

Telephone: (012) 482 0808 Fax: (012) 482 0905

E-mail: vpenxa@saqa.co.za

ANNE OBERHOLZER

5 July 2002

Announcement of Intention to Extend the Accreditation of the Construction **Education Training Authority (CETA)**

The South African Qualifications Authority (SAQA) hereby notifies the public that it intends to extend the accreditation of the Construction Education and Training Authority (CETA) to include the following qualifications, which have been registered on the National Qualifications Framework:

NO	QUALIFICATION	NQF LEVEL	NLRD ID NO
1.	National Certificate: Construction Contracting	Level 2	ID No 20813
2.	National Certificate: Construction Plastering	Level 3	ID No 20814
3.	National Certificate: Construction Tiling	Level 3	ID No 20815

The accreditation will be effective from the 01 November 2002 to 31 October 2005 in terms of Section 2 (1) of the Education and Training Quality Assurance Regulations (Government Gazette No. 19231 published on 8 September 1998). Objections to the extension of accreditation must be lodged with the Executive Officer of SAQA by 05 August 2002.

CONTRACTOR (CAN)

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The Executive Officer South African Qualifications Authority Postnet Suite 248 Private Bag X06 WATERKLOOF 0145

Attention: Ms Vuyelwa Penxa

Director: Quality Assurance and Development

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ANNE OBERHOLZE DEPUTY EXECUTIVE OFFICER

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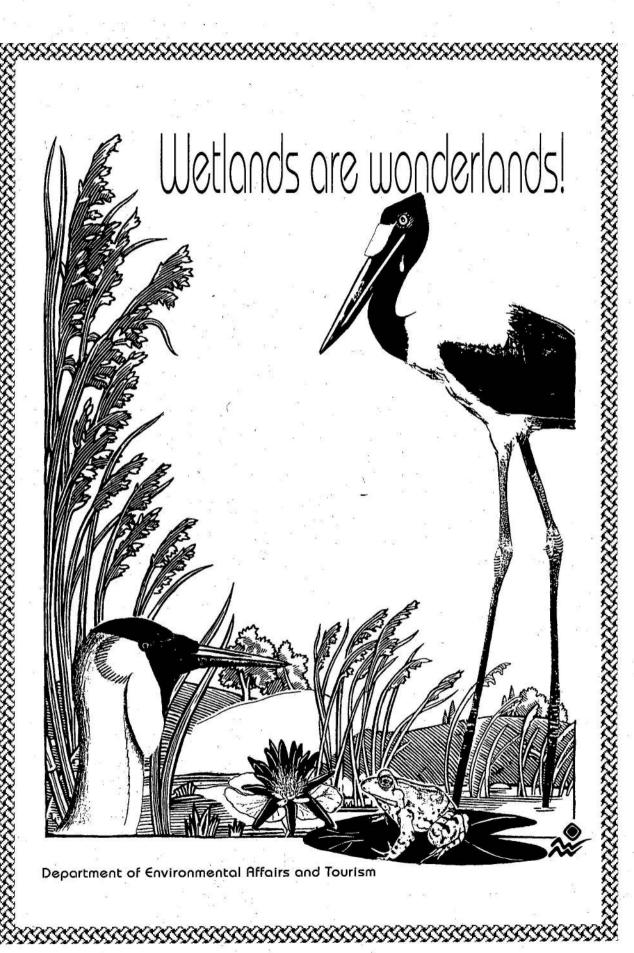
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Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001
Publications: Tel: (012) 334-4508, 334-4509, 334-4510
Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504
Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737
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