



Got questions on the Verification Process? Well, here are answers to some of the most frequently asked questions we receive. If you still have unanswered burning questions on Verification, please send an email to: [verification@qcto.org.za](mailto:verification@qcto.org.za), or visit our website: [www.qcto.org.za](http://www.qcto.org.za)

## In short:

The QCTO verifies all Occupational Certificates issued since 2016, and trade certificates issued by QCTO and the Departments of Labour/ Manpower/ Higher Education and Training. Verify certificates issued by a SETA with the relevant SETA. Verify certificates issued by a Training Board with the SETA that took over the functions of the Training Board. Verify N4, N5, N6 and N Diploma certificates with the Department of Higher Education and Training. Verify N3 certificates with Umalusi. A certified copy, not older than 3 months, of the certificate must accompany all applications for verification.

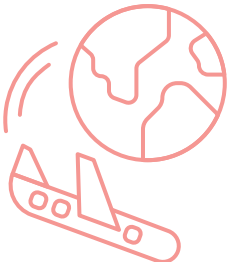


### Why can't I request the QCTO to verify my certificate?

You are the certificate holder and therefore in possession of your original certificate.

### Why can't the public pay the verification fee directly to the QCTO?

Only verification clients who have entered into an agreement with the QCTO, and has been registered, can request a verification and pay the agreed upon fee.



### I require a verification / authentication of my trade certificate for emigration purposes.

In this process, the embassy requires an apostille to be issued by the Department of International Relations and Cooperation (DIRCO). To supply this, DIRCO requires a letter of authentication issued by the QCTO. You can apply directly to the QCTO for this letter at: [verification@qcto.org.za](mailto:verification@qcto.org.za). A minimum service fee is payable. Visit the QCTO website for more information.

### I require documentation for submission to a foreign qualification evaluation authority.

Submit your request titled 'Qualification Evaluation' directly to: [verification@qcto.org.za](mailto:verification@qcto.org.za). A minimum service fee is payable. Important: you must arrange for the documents to be couriered directly from the QCTO to the applicable foreign qualifications evaluation authority.

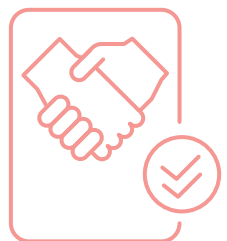


### I require the translation of my trade certificate.

The QCTO will issue an English translation letter for Trade Certificates issued in Afrikaans. A minimum service fee is payable. Submit your request titled 'Translation request' to: [verification@qcto.org.za](mailto:verification@qcto.org.za) for further information.

### Is the trade certificate NQF aligned?

The legacy trade certificate is not pegged at any NQF level but is listed on the NQF. These are phased out by the implementation of occupational trade qualifications, which are registered on the NQF at an NQF level. Your trade certificate in the legacy format stays valid and does not have an expiry date.



### Does QCTO verify trade test reports?

No, the centre that issued the trade test report should be contacted for the verification of a trade test report.

### Does the QCTO verify trade certificates issued by a SETA or a Training Board?

No, the SETA should be contacted for the verification of a certificate issued by them.



### Does QCTO verify N4 - N6 Certificates and N Diplomas?

No. All N4 - N6 Certificates and N Diplomas must be verified by the Department of Higher Education and Training who can be contacted on [verification@dhet.gov.za](mailto:verification@dhet.gov.za)

### Does the QCTO verify wireman's licenses, Occupational Health & Safety certificates and Government Certificates of Competency?

No, wireman's license can only be verified by the Department of Labour; Occupational Health and Safety (OHS), and Government Certificates of Competency (GCC) are verified by the Compensation Fund.

