

# South African Qualifications Authority

## Verification of national qualifications

### Notice of tariff amendments 2020/21

SAQA verify national qualifications for clients with a contractual agreement or who require a verification letter. The verification is done at various tariffs that are annually amended.

SAQA Board approved the amendment of tariffs on 20 March 2020 and will implement the revised tariffs from 1 April 2020.

### Amended Verification of national qualifications tariffs from

**1 April 2020**

Type of verification	Service level		Fieldwork	Tariff 2020/21
<b>Senior Certificate - pre-1992 (Archived documents)</b>	Individual record	Extra Up to 2 days	Fieldwork required	R245,00
		Special 3 to 5 days		R180,00
		Standard 6 to 20 days		R150,00
		If record not found		R70,00
<b>Senior certificate after 1992</b>	Individual record	Extra Up to 2 days	Electronic / fieldwork	R100,00
		Special 3 to 5 days		R90,00
		Standard 6 to 20 days		R80,00
		If record not found	Fieldwork	R70,00
<b>Tertiary qualification</b>	Individual record	Extra Up to 2 days	No fieldwork	R560,00
			Fieldwork	R890,00
		Special 3 to 5 days	No fieldwork	R280,00
			Fieldwork	R720,00
		Standard 6 to 20 days	No fieldwork	R145,00
			Fieldwork	R450,00
If record not found	Fieldwork	R70,00		
<b>Bulk</b>	More than 125 records in one submission	Standard 6 to 20 days	Bulk excel; minimum 125 records	R6 250,00 minimum and after that R50,00/record submitted
<b>Application Programming</b>	API Bulk interface	3-5 days	No fieldwork	R 3 000,00 minimum per

<b>Interface (API) submission. (Cost of API for the client)</b>				month and after that R10,00/record submitted
<b>Previous verification of record available on NLRD for DPSA clients</b>	Individual record (DPSA)	Various requests (DPSA)	Electronic	R0,00
<b>Cabinet letters</b>	Any qualification	Urgent Extra Up to 1 day	Fieldwork	R 2 215.00
		Special 2 to 5 days	Fieldwork	R720.00
		Standard 6 to 20 days	Fieldwork	R610.00
<b>Learner extract from the NLRD</b>	The extract from the NLRD	Within 20 working days	No Fieldwork	R0,00
<b>Verifications letter</b>	Verifications of national qualifications in a SAQA letter	Standard 6 to 20 days	Yes	R 610,00 per verification letter.
	Confirmation if SAQA issued the letter.	Standard 6 to 20 days	Yes	R100,00 per letter
	Re-issue of an existing letter	Standard 6 to 20 days	No Fieldwork	R100,00 per letter
<b>Part-qualification per record</b>	Individual part-qualification	Extra	Electronic method	R50.00
			Fieldwork	R80.00
	Individual part-qualification	Special	Electronic method	R 35.00
			Fieldwork	R55.00
	Individual part-qualification	Standard 6 to 20 days	Electronic method	R25.00
			Fieldwork	R35.00
	Bulk	Minimum R6000.00 for first 150 records	Electronic method / No fieldwork	Minimum R2 000.00 for first 125 records then R16.00 each per record submitted.
<b>Appeals</b>	<b>Service level</b>	<b>Fieldwork</b>	<b>Tariff 2020/21</b>	
Motivated request for review of a verification result.	Individual record	Standard 6 to 20 days	Fieldwork	R350,00 / record
Request for an appeal against a verification decision after a review was made.		30 days	Fieldwork	R1050,00/ record

## Notes for Verification of national qualifications

- i. Quoting will be based on the requested turnaround times while invoicing will be based on the actual turnaround times.
- ii. Should a record not be able to be verified within the turnaround time selected by a client due to external delays or dependencies, then the next best turnaround option will become applicable. SAQA will inform the client of this.
- iii. The upper end of the range of days indicated is for the maximum time envisaged for the verification of the record; however, actual times may be shorter.
- iv. A “record” is one qualification for a person. Thus, if a person has five qualifications, then five records will be submitted for verification.
- v. “Timeframe (working days)” refers to the number of working days after all required information is submitted.
- vi. “Required information” refers to: correct names and National ID Numbers; right qualification and institution information; all School leaving certificates and or any other documents that SAQA requests explicitly.
- vii. “Fieldwork” refers to the need for research outside SAQA. Whether inside or outside SAQA, “electronic” refers to the situation where it is possible to write programs to find answers, while “manual” refers to the case where a person must do the whole process.
- viii. A Bulk submission is a verification submission of 125 or more records either for National Senior certificates or tertiary records. The minimum fee for a Bulk submission is R6 250.00 with a further R50.00 per document after that. (National Senior Certificate Bulk is only undertaken for School leaving certificates 1992 onwards, and the certificate numbers must be included in the submission.)
- ix. This pricing structure refers to qualifications obtained in South Africa. The evaluation and verification of foreign qualifications are dealt with separately.
- x. All SA Government clients will pay once for the verification of a specific record where after the result will be made available, free of charge, to other governmental clients on submission of a request to verify that particular records.
- xi. The verification of separate Unit Standards will be done for Cabinet, Individuals, and Board member requests. The information on the NLRD will be utilised, and no fieldwork will be done. The rate is calculated for the statement of unit standards achieved and not per unit standard.
- xii. Verification letters will be done within 20 working days after receiving all the required information.