

ARTISAN RECOGNITION OF PRIOR LEARNING (ARPL) TRADE TEST APPLICATION FORM

*REQUIREMENTS TO QUALIFY FOR ARPL TRADE TEST

QUALIFYING CRITERIA CATEGORIES:	
A. Minimum three (3) years relevant work experience within South Africa and N2 certificate including Relevant Trade Theory or	
B. Minimum three (3) years relevant work experience within South Africa and Relevant Engineering NQF Level 3 Certificate or	
C. Minimum three (3) years relevant work experience within South Africa and Technical Grade 12 with Maths, Engineering Science and Related Theory Subject or	
D. Minimum Eighteen (18) months relevant work experience within South Africa with Relevant Engineering NCV Level 4 Certificate or	
E. Minimum Eighteen (18) months relevant work experience within South Africa and Relevant and Directly Related to the Trade Theory Subjects) N6 certificate or National Technical Diploma (S or N Stream) or	
F. Minimum four (4) years' work experience within South Africa with Grade 9 (Standard 7) or	
G. Minimum three (3) years relevant work experience within South Africa and successful completion of an ARPL Toolkits Assessment for the trades that already have toolkits in place - Diesel Mechanic; Automotive Motor Mechanic; Boilermaker; Welder; Pipe-Fitter; Fitter & Turner; Electrician; Heavy Equipment Mechanic; Instrument Mechanic; Lift Mechanic; Shipbuilder; Panel Beater; Vehicle Painter; Bricklayer; Plumber; Carpenter; Sheetfed Lithographer; Mechanical Fitter; Millwright; and Rigger.	
H. Successful completion of the merSETA registered NQF Level 2, 3 and 4 Trade Related Learnerships with minimum two (2) years, inclusive of the institutional and workplace components.	
DOCUMENTS REQUIRED WITH THIS APPLICATION (CERTIFIED BY THE COMMISSIONER OF OATH):	
NB! Certified documents must not be older than three (3) months.	
1. Clear originally certified copy of Identity Document	
2. Clear originally certified copy of Educational Qualification	
3. Clear original or originally certified service letter on a company letter head (with company registration number) as proof of experience within South Africa with detailed daily duties, start date and signed off by the duly authorised person.	
4. Where applicable, documentary proof showing that the applicant is legally in South Africa with exclusion of medical permit.	
5. A candidate, who attempted a trade test and passed at least 50% of the number of tasks given, will be given recognition for those tasks. The recognition will be retained by the candidate for a maximum of 3 attempts or 18 months from the date of successful completion of the trade task whichever comes first. Thereafter, no credit or recognition of tasks applies.	
6. The merSETA will communicate the outcome of the application directly with the applicant and not to third party.	
7. An arrangement may be made for the merSETA to pay for the trade test fee for unemployed candidates.	
8. A pre-assessment may be recommended whereby the cost will be borne by the employer or candidate.	
9. Relevant work experience means according to training schedules for the trade.	
Tool Jig, Die-Maker and Plastic Mould Makers, the applicant needs to do pre-work before attempting the actual trade test. Documentation in this regard must be requested from the applicable Regional Office of the merSETA prior to the trade test date for completion.	
The merSETA may decline the application if there is a conflict of interest with regard to the selected Trade Test Centre.	
*The above criteria is adopted from the Trade Test Regulations Vol. 599 No. 38758 of 8 May 2015 Gazette No. 10425.	

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higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

APPLICATION FOR A TRADE TEST

(This form should be completed in block letters)
In terms of Section 26 D of the Skills Development Act

Surname: _____

First Names: _____

Race and Gender

African	Female		Male	
Indian	Female		Male	
Coloured	Female		Male	
White	Female		Male	

Preferred Trade Test Centre (not apl. To INDLELA): _____

Nationality: _____

Province: _____

Municipality: _____

Identity/passport number:

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Date of Birth: _____

Educational Qualification: _____

Foundational Learning Competence (FLC): _____

Residential Address: _____

Postal Address: _____

Telephone (Home): _____ Telephone (Employer): _____

Cell Phone number: _____

E-mail address: _____

Name and address of current employer: _____

Current Occupation: _____

OFO Code: _____

Trade test applying for (trade title): _____

Specialisation: _____

Have you attempted a trade test previously? If yes, supply date and Centre name

Yes		No	
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Centre Name: _____ Date: _____

Trade test attempt no:

Details of Experience: _____

Attach appendix of outlining the scope of workplace exposure: Evidence in the form of testimonials, certificates of the Skills development provider detailing technical training completed certificates of service by employers or other persons of standing substantiating the training and experience referred to above must accompany the application.

Name and address of workplace	From	To	Detail of practical tasks
(a)			
(b)			
(c)			

(d)			
(e)			

Details of training - (Knowledge and Skills training). *Attach certified copies!*

Original documentation must be provided with the application and the candidate must provide the centre with copies certified by a Commissioner of Oaths.

Name of Skills development provider	From	To	Course
(a)			
(b)			
(c)			
(d)			

Note: Training and experience: (Give full details and exact dates)

Are you currently bound by a learner agreement? Yes No

Learner Agreement No.: _____

Relevant SETA: _____

Applicant's Signature: _____ Date: _____

For Official Use	
Recommended for the Trade Test	YES <input type="checkbox"/> NO <input type="checkbox"/>
Trade test Serial Number:	<input type="text"/>
Trade test date:	<input type="text"/>
Trade test Centre:	<input type="text"/>
Accreditation number:	<input type="text"/>
Receipt no:	<input type="text"/>
Comments:
Delegated Person	
Name:
Signature:

Additional Information (Compulsory)

The purpose of this document is to make the artisan trade test assessor aware of any medical condition in order to ensure the safety of the trade test candidate and the people around him / her.

MEDICAL INFORMATION

Please indicate by means of a cross in the appropriate space, as to whether or not you suffer from any medical disorder or allergy, e.g., high / low blood pressure, epilepsy, etc.

If YES, please state the nature:

Please indicate if you have any disability.

If YES, please state the nature:

*CHECKLIST FOR TRADE TEST REQUIREMENTS

The ARPL APPLICATION FORM must not be in Cam Scanner, Picture format or any other format except PDF	
1. Is the application form fully completed, signed and dated (current date) by the applicant?	
2. Is the preferred training centre indicated?	
3. Is the postal and residential address fully completed and clearly captured?	
4. Is the candidate's email address and contact number(s) recorded clearly for correspondence?	
5. Is the trade's name indicated fully completed correctly without any shortcuts?	
6. Is the applicant SETA funded?	

MANDATORY SUPPORTING DOCUMENTS required must not be in Cam Scanner, Picture format or any other format except PDF	
1. Is the certified ID copy/Passport/Asylum Seeker/Refugee clear?	
2. Are the certified Qualifications/SAQA certificate clear?	
3. Is the service letter clear?	
4. Is the toolkit (Only applies for trades with the toolkit/Statement of Results) fully completed and signed?	

SERVICE LETTER CRUCIAL INFORMATION required must not be in Cam Scanner, Picture format or any other format except PDF	
1. Is the service letter on the company letter head ?	
2. Does the service letter contain the physical address of the company?	
3. Does the service letter contain the contact detail of the company	
4. Does the service letter contain the registration number / CK number of the company?	
5. Does the service letter contain the company author's name, designation and signature ?	
6. Does the service letter contain the date in this format: DD/MM/YYYY ?	
7. Does the service letter contain the candidate's full names, surname and ID number / Passport number / Asylum number / Refugee number ?	
8. Does the service letter contain the candidate's position, duties performed, commencement date and end date in the company?	

TOOLKIT PAGES required must not be in Cam Scanner, Picture format or any other format except PDF	
1. Is the Portfolio of Evidence (POE) checklist page fully completed?	
2. Is the POE signed and dated by the Assessor, Moderator, Candidate and the Administration Clerk ?	
3. Are the Appendix I to Appendix J pages submitted?	
TRADE TEST RESULTS must not be in Cam Scanner, Picture format or any other format except PDF	
1. Does the trade test results correspond with all the trade related information applied for?	

I declare that I am _____ my Employer/ Trade Test Centre Manager permission to collect my certificate on my behalf when it is ready for collection.

I hereby confirm that all the checklist requirements as stipulated above have been complied with and submitted accordingly

Date:

Signature: