



Engineering Skills Academy  
Trade testing Centre

## ENGINEERING SKILLS ACADEMY GENERAL COURSE INFORMATION HANDBOOK





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Trade testing Centre

## TABLE OF CONTENTS

### 1.0 COURSES OVERVIEW

### 2.0 ARTISANS TRADE TEST PREPARATION AND TESTING ( APPLICANTS WITH A MINIMUM OF 3 YEARS WORK EXPERIENCE)

### 3.0 ARTISANS PRACTICAL MODULES ( APPLICANTS WITH LITTLE OR NO WORK EXPERIENCE)

### 4.0 SHORT COURSES



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## 1. COURSES OVERVIEW

Engineering Skills Academy offers Artisans , Technicians , Technologists & Engineers training in the following disciplines: Electrical, Civil Bricklaying & Plumbing, Mechanical Fitting & Turning, Machining, Mechanical Fitting, Instrumentation Mechanician & Welding. The Artisans training caters for both experienced and inexperienced candidates. The experienced candidates require a minimum of grade 9 and 3 years' work experience to enrol for Trade Test. Candidates with little or no related work experience can enrol for practical Modules

## 2.ARTISANS TRADE TEST PREPARATION AND TESTING( APPLICANTS WITH A MINIMUM OF 3 YEARS WORK EXPERIENCE)

### **Trade Test Registration Information.**

#### 1.0 Trade Test Preparation Course Duration & Times

Full Time Learners: 3 Weeks: Monday – Friday (9:00 – 15:00)

Weekend Learners: 6 Weekends: Saturday (9:00 – 15:00) and Sunday (9:00 – 13:00)

#### 2.0 Trade Test Examination (Testing)

##### a) Enrolment at Department of Higher Education and Engineering Skills Academy

Application for exam enrolment can be sent to Engineering Skills Academy by submitting the following documents and paying the enrolment fee.

i) Certified copies of ID.

ii) Copy of highest qualification

iii) Copy of School certificate

iv) Letter for previous employers proving that the learner has practical experience in the field.

v) Completed Trade Application form

### REQUIREMENTS TO QUALIFY FOR ARTISAN RPL (RECOGNITION OF PRIOR LEARNING) (PREVIOUSLY SECTION 28) 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 NC(V) NQF level 3. 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 (3) months relevant work experience within South Africa, completed of all relevant work experience modules and Relevant Engineering NC(V) NQF level 4. OR

E. Minimum Eighteen (18) months relevant work experience within South Africa and relevant (directly related to the trade theory subjects) N6 certificate or National Technical Diploma (S and N Stream)

F. Minimum four (3) years work experience within South Africa with Grade 9 (Standard 7)

G. Successful completion SETA registered NQF Level 2, 3 and 4 trade related learnerships with minimum three (3) years, inclusive of the institutional and workplace components

H. All candidates seeking access to a trade test through Artisan Recognition of Prior Learning must have

i) Completed a standardised official application from provided in the ARPL toolkit for a specific trade applied for.

ii) Have accumulated at least (3) years relevant verifiable work experience for a particular trade.

\*The above criteria is adopted from the Trade Test Regulations vol. 599 No. 38758 of 8 May 2015 Gazette No.10425

It is the responsibility of the learner to supply these documents to Engineering Skills Academy (ESA) . ESA will assist with the checking of the documents. ESA takes no responsibility for the accuracy and validity of these documents. ESA will submit the documentation for approval, but cannot guarantee approval of the application by QCTO. If the application is approved a convenient (after completion of training) examination date will be scheduled for the learner.



**2.1 Course fees.**

Course fees are R17, 000 for ARPL , Trade Test Preparation, Trade Test

**Detailed fees**

DESCRIPTION	DURATION	ADMISSION REQUIREMENTS	FEEES
ARPL Pre- Assessment	1 day	Minimum Grade 9 & 3 years work Experience	R3500
ARPL Gap Closure	1-2 Weeks	Minimum Grade 9 & 3 years work Experience	R500
ARPL Assessment	1 day	Minimum Grade 9 & 3 years work Experience	R500
Trade Test Preparation	3 Weeks	Minimum Grade 9 & 3 years work Experience	R9000or R750 per day
Trade Test	2 days	Minimum Grade 9 & 3 years work Experience	R3500

REGISTRATION FEE OF R10 000 PAYABLE ON BOOKING OF DATE

Outstanding fee is payable on the starting date of the course or at the latest 1 working day before Trade Test date.

If student cancels in less than 3 days prior to starting date, registration fee is non-refundable. Should a person not arrive for training the full fee is due and there is no refund (space was booked)



Engineering Skills Academy  
Trade testing Centre

### 3.0 Artisans Practical Modules ( Applicants with little or no work experience)

The practical modules cater for candidates with little or no work experience but would like to cover the relevant training to qualify for trade testing. The training duration can be from 12 months to 36 months depending on the candidate’s previous work experience.

The training components covered in the training are detailed as follows;

- Module 1- Theory, Workshop Practicals, Workplace exposure ( Maximum 1 year duration)
- Module 2- Theory, Workshop Practicals, Workplace exposure ( Maximum 1 year duration)
- Module 3- Theory, Workshop Practicals, Workplace exposure & Trade Test ( Maximum 1 year duration)

The candidate will qualify to do the trade test after completion of Module 3

### 3.1 Course fees

DESCRIPTION	DURATION	ADMISSION REQUIREMENTS	FEES
Module 1	Maximum 1 Year	Minimum Grade 9	R20 000 (Monthly R1670)
Module 2	Maximum 1 Year	Minimum Grade 9	R20 000 (Monthly R1670)
Module 3	Maximum 1 Year	Minimum Grade 9	R25 000( Monthly R1670)

### 3.1 Short Courses

Short courses in a form of unit standards are offered. The unit standards bear credits which may count towards the full occupation qualification in the different trades offered.

DESCRIPTION	DURATION	ADMISSION REQUIREMENTS	FEES
PLC ( Programmable Logic Controllers)	1 Week per module( Basic, Intermediate, Advanced)	Minimum Grade 9	R8 000
Variable Speed Drives (VSD)	1 Week per module( Basic, Intermediate, Advanced)	Minimum Grade 9	R7 500
Wireman’s Licence (COC)	1 Week per module( Basic, Intermediate, Advanced)	Minimum Grade 9	R8 500
Unit standards for Occupational Trades	Depends on the number of Credits	Minimum Grade 9	Depends on the number of Credits

Learner Details					
First Names					
Surname		Gender	Please Tick	Male	Female
Identity Number					
Home Address			Postal Address		
	Code		Code		
Contact	Cell		Cell		
E-Mail					

Employment Details			
Name Of Employer:			
Occupation:			
No of Years Employed:		Employer Address:	
		Code:	
Contact Name			
Contact Number			
Email Address			

Educational Details			
Name of Highest Qualification			
Level of Highest Qualification		School Name	
Year Completed			

Accreditation Numbers: AC000294NAMB

AC000364NAMB

Company Registration: 2016/496613/07



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### Trade Test Preparation and Trade Testing

Courses You Wish Attend							
Electrician		Trade Test Preparation	Yes	No	Trade Testing	Yes	No
Mechanical Fitter		Trade Test Preparation			Trade Testing		
Fitter and Turner		Trade Test Preparation			Trade Testing		
Instrumentation		Trade Test Preparation			Trade Testing		
Welder		Trade Test Preparation			Trade Testing		
Bricklayer		Trade Test Preparation			Trade Testing		
Plumber		Trade Test Preparation			Trade Testing		
Millwright		Trade Test Preparation			Trade Testing		

### Short Courses and Unit Standards

Courses You Wish Attend							
Name of Course							
Type of Course	Short Course		Unit Standard		Apprentice		Learnership

### Banking Details

Account Name: Engineering Skills Academy  
 Bank Name: First National Bank  
 Account Number: 62773558344  
 Account Type: Cheque Account  
 Reference: Name And Surname  
 Branch Code: 250 655

I the undersigned declare that the information provided above is accurate and true.

Signature :



Accreditation Numbers: AC000294NAMB  
AC000364NAMB  
Company Registration: 2016/496613/07

## SUPPORTING DOCUMENTS

### A. FOR TRADE TEST PREPARATION AND TESTING APPLICANTS (APPLICANTS WITH WORK EXPERIENCE)

- A Clear Certified Highest Qualification
- A Clear Certified ID Copy
- 3 Years relevant Experience letter from employer for trade applied for
- Complete the attached Trade Test Application form (SECTION 26D)

### B. FOR PRACTICAL MODULES APPLICANTS (APPLICANTS WITH LITTLE OR NO EXPERIENCE)

- A Clear Certified Highest Qualification
- A Clear Certified ID Copy

Email completed application forms and supporting documents to: [registrations@eskillsa.co.za](mailto:registrations@eskillsa.co.za)  
Contact: 012 023 0567 / 073 655 8864/ 082 055 5924/ 063 532 2272

Alternatively, Hand deliver to Engineering Skills Academy, 40 Old Warmbath Road, Pretoria, Hammanskraal, 0400

Location: -25.404251 28.285627

<https://maps.google.com/?q=-25.404251,28.285627>





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	

Nationality : .....

Province: .....

Municipality:.....

Identity/passport number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of Birth:.....

Educational Qualification: .....

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	
-----	--	----	--

Centre Name: .....Date: .....

Trade test attempt no:

Details of Experience:

Attach appendix of outlining the scope of workplace: 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                       NO

**Trade test Serial Number:**

**Trade test date:**

**Trade test Centre:**

**Accreditation number:**

**Receipt no:**

**Comments:**  
.....  
.....

**DE 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.

YES	NO
-----	----

**If YES, please state the nature;**

.....

.....

.....  
Please indicate if you have any disability

 YES NO

**If YES please state the nature:**

.....  
.....  
.....