

06 August 2025

ABET COMMUNICATION – GETC NQF LEVEL 1 NOVEMBER CYCLE

Concomitant with SACAI's endeavour to successfully quality assure the GETC / ABET qualification, newsletters will be sent on a regular basis to our centres and clients. These newsletters will include important notices of implemented strategies, as well as reminders of important forthcoming due dates.

Should your centre not plan to register any learners for the November examination cycle, please still read through the communication to ensure you comply with the requirements for any future registrations.

1. Communications for 2025

There has been an increase in the need of ABET centres and clients for support and additional information from SACAI. Therefore, SACAI will be implementing the following support to our ABET centres and clients:

- a. Newsletters 2-3 times per examination cycle.
- b. Facilitator Forums to assist ABET centres and clients, to provide clarity on SBA implementation, exam preparedness and other queries.
- c. The establishment of a Training Advisory Council (TAC) to discuss and advise SACAI's Council on important issues that arise from centres and clients during the Facilitator Forum.
- d. Provisional dates for the above-mentioned structures are as follows:
 - i. Facilitator Forum: Tuesday, 19 August 2025 at 10:00.
 - ii. Training Advisory Committee (TAC): Tuesday, 09 September 2025 at 10:00.
 - iii. Both meetings will be hosted online on the MS Teams platform. An official MS Teams invitation and link will be sent closer to the time. The TAC invitation will only be sent to the persons nominated during the Facilitator Forum.

2. 2025/2027 SBA tasks

At the beginning of 2025, new SBA tasks were developed and distributed to clients. Unfortunately, some clients continued to use redundant SBA tasks. Note that it is imperative to ensure that the new SBA tasks are implemented, as Umalusi has queried the incorrect implementation of the older SBAs. A special concession from Umalusi had to be applied for during July 2025. It is truly doubtful if they will approve erroneous SBAs again.

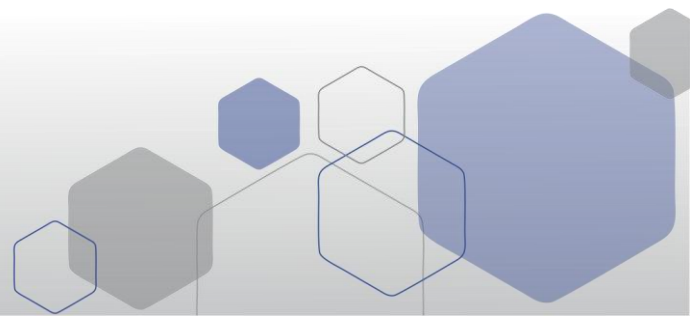
The new SBA tasks can be found [here](#) on our website, or it can be downloaded [here](#) as well.

3. Monitoring of SBAs

SACAI will be monitoring the implementation of SBA tasks during the month of September. Communication in this regard will be sent in the immediate future.

4. Facilitator files

During the June moderation cycle, it was discovered that not all centres submitted complete Facilitator Files along with the SBAs. The printable Facilitator File documents can be downloaded [here](#). Ensure that each file has the relevant cover page and dividers as per the requirements, and that each learner file is organised correctly. Refer to the SBA Checklist in the Facilitator file.



5. Deadline for SBA submissions

As per the SBA Action plan in the Facilitator File, the due date for submission of SBA files for the November cycle is **24 October 2025**. Note that it is the responsibility of the client/centre to courier the SBAs to SACAI and to ensure it reaches SACAI by the due date.

NOVEMBER 2025 SBA IMPORTANT DATES		
Deadline Date	Action / Implementation	By whom
Upon receipt of SBA's.	1. Centre SBA Meeting – Proposed Agenda: a. Unpacking the SBA content b. Appointing Senior Facilitators to act as Site Moderators <ul style="list-style-type: none">discussing the role of moderation asuse of the Moderation Tool c. The role of feedback in SBA's – Feedback Forms. d. Preparing SBA's for submission to Benchmark	<ul style="list-style-type: none">Centre Managers/Chief Invigilators and the Facilitators/Educators
17 October 2025	2. Completion of the SBA Centre Moderation Report NB: There must be a centre moderation report for each learning area - completed by a subject matter expert/centre moderator/educator/facilitator.	<ul style="list-style-type: none">Appointed Personnel/Centre Moderators
20 October 2025	3. Centres compiling SBA's using the SBA Checklist.	<ul style="list-style-type: none">Educators/Facilitators
24 October 2025	4. All SBA's and ALL mark sheets submitted to SACAI.	<ul style="list-style-type: none">Centre Managers/Chief Invigilators and the Facilitators/Educators

6. Deadline for registration

Kindly be reminded that all registrations for the November exam cycle closes on **15 September 2025**. Registrations may be submitted earlier if possible.

The next examination cycle for NQF 1 (Level4) starts on 03 November 2025. The timetable can be found [here](#).

7. Examination Irregularities

Attention is drawn to the following examination irregularities that were encountered during the most recent examination during June 2025 and that had to be formally reported to Umalusi:

- Erroneous SBA tasks: A special concession application had to be submitted to Umalusi to approve the erroneous SBA tasks that were submitted for moderation. It is important to note that if the application was unsuccessful, the affected candidates would not have been able to be resulted. Ensure that the aforementioned paragraphs of this newsletter are brought to the attention of all facilitators as Umalusi will not grant further concessions.
- Late start: It is of the utmost importance to commence with the examination session on the predetermined time. This implies that all candidates must be seated in the exam venue at least 30 minutes prior to the formal commencement time to ensure the following:
 - The seating plan is adhered to;
 - Communication of the examination instructions; and
 - Allowing enough reading time.
- Opening the wrong question paper: The one Chief Invigilator opened the wrong question paper that led to the rescheduling of the examination session to a different date. This caused serious financial losses and great inconvenience for all the candidates and the other examination centres.
- Last 30 minutes of the examination session: Candidates are not allowed to leave the examination venue during the last 30 minutes of the session.
- Not utilising secure storage facilities: It is imperative that all question papers must be stored in a secure storage facility prior to writing, i.e. safe, strong room or lockable cabinet.

8. WhatsApp group – SACAI ABET Centres and Clients

SACAI has established a WhatsApp group to send out important communications. Please ensure that one person from your organisation has joined this group. This group is not open to learners, but only to registered SACAI clients and centres.

This group can be joined by clicking this link: <https://chat.whatsapp.com/lauC3OY7Gxt3zgD8Yqspn5>

9. Acknowledge receipt

Please acknowledge receipt of this important communication by completing this form or scanning this QR code: <https://forms.cloud.microsoft/r/qUijtNMLj0>

