

BULK REGISTRATION OF LEARNERS FOR 2026

GRADES 10 -12

SACAI REGISTRATIONS FOR 2026

The 2026 academic year is already in full swing and by now learners in grades 10 - 12 have already completed a substantive portion of the work for the respective grades. It is important to ensure that all learners are registered with SACAI as a full academic record and full compliance with all the promotion requirements are non-negotiable. Therefore, we share the following important information regarding the registration of all learners in the FET phase.

1. Why must all grade 10 – 12 learners be registered with SACAI?

The SACAI registered institutions must register all their grade 10 – 12 CAPS learners with SACAI. This will ensure that SACAI will be able to track and trace learners from grade 10 up to grade 12. In terms of national policy there must be a complete record of all FET learners, and a unique SACAI registration number. SACAI was informed by Umalusi, the quality assurer for the NSC examinations, that compliance will henceforth be insisted on as the NSC is a three-year qualification.

2. How must these learners be registered?

These learners must all be registered using the bulk registration form as per the SACAI administrative system.

3. When is the last day for registration?

All registrations, Grades 10 – 12, must be submitted by 13 March 2026. All institutions are requested to ensure that registrations are submitted within this timeframe to avoid unnecessary complications.

4. Who are the eligible learners?

Institutions may register learners who meet the promotion requirements for each subject and the relevant grade.

5. What documentation do we require?

- a. Report cards for all grades, as from grade 9.,
- b. ID / birth certificate / passport, and
- c. Completed excel bulk registration form.



6. What about subject combinations?

Institutions must ensure that –

- a. Learners are registered with the correct subject combinations,
- b. Each learner has a minimum of 7 subjects for NSC,
- c. 2 Official Languages (of which at least one is on Home Language level) AND Mathematics OR Mathematical Literacy AND Life Orientation AND 3 more elective subjects,
- d. A learner may not offer Hospitality Studies and Consumer Studies (only one of these subjects),
- e. A learner may not offer Physical Sciences and Mathematical Literacy - only in combination with Mathematics,
- f. A learner may offer only one language from each of the following language groups:
 - i. isiXhosa, isiZulu, SiSwati and isiNdebele; and from
 - ii. Sepedi, Sesotho and Setswana.
- g. The same language may not be taken on HL and/or FAL and/or SAL level,
- h. A learner may offer two languages on HL level, but not two on FAL level, and
- i. A learner may not offer a HL and a SAL without offering a FAL.

7. Important Reminders

- a. Institutions are responsible for the accuracy of all learner information submitted.
- b. Late registrations will only be considered under exceptional circumstances and may incur additional fees.
- c. All communication regarding registrations should be directed to theo@sacai.org.za and rsmart@sacai.org.za.

8. How must I complete the excel bulk registration form?

- a. Grades 10 and 11 are on one excel workbook and grade 12 is alone on one excel workbook. It is also saved as such.
- b. All grade 12 registrations must be recorded on the spreadsheet for grade 12. All the grades 10 and 11 registrations must be recorded onto the spreadsheet for grades 10 and 11.
- c. For instructions on how to complete these forms, refer to the email sent from rsmart@sacai.org.za on 7 November 2025, 12 December and 29 January 2026.
- d. Ensure that each learner's email address and physical address are added to the list.
- e. Institutions must ensure that all necessary fields, as indicated on the email, are completed.
- f. Do not change the format or the sequence of any dropdown menu or the columns.

9. How to institutions upload these forms?

- a. SACAI is busy with training on the administration system. Ensure that at least one official from your institution attend this training.
- b. After uploading, please send these forms to rsmart@sacai.org.za as well as johan@sacai.org.za.