



**the dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001. Tel: (012) 336 1000, Fax: (012) 326 7802  
Private Bag X9148, CAPE TOWN, 8000. Tel: (021) 467 5120, Fax: (021) 467 5484

Enquiries: Ms. Morongoa Morena  
Tel. No: 012 – 336 1165  
Email: psverify@dpsa.gov.za

**TO: ALL HEADS OF NATIONAL DEPARTMENTS, PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS**

**AMENDMENTS TO THE DIRECTIVE ON THE VERIFICATION OF QUALIFICATIONS IN THE PUBLIC SERVICE**

1. The Minister for Public Service and Administration has approved the amendment of the Directive on the Verification of Public Service Employees' Qualifications.
2. In terms of the Directive, departments are requested to undertake the verification of Public Service employees' qualifications with a view to reaching the following objectives:
  - a) To assist in improving the reliability of data on qualifications captured on systems such as PERSAL.
  - b) To establish a comprehensive and reliable aggregated database of the qualifications of public service employees in respect of qualifications verified by SAQA.
  - c) To assist in the implementation of the vetting strategy and to identify possible fraudulent qualifications or any misrepresentation by employees and individuals applying for positions in the Public Service, in terms of the qualifications that they claim to possess.
3. Departments must still use only SAQA for verification of qualifications of all serving and prospective employees.
4. Departments are required to verify and/ or evaluate qualifications of prospective or serving employees with regards to:
  - a) South African/ national qualifications.
  - b) Foreign qualifications.
  - c) High level appointments.

5. The Directive has been amended as follows:
- a) Departments were originally requested to submit the records of existing employees for bulk verification to SAQA by 30 April 2011. Notwithstanding this, departments may still request SAQA to verify the qualifications of employees that have not been verified accordingly.
  - b) The option has been provided in Section 6 of the new directive to allow discretion for departments not to pursue further verification where SAQA confirms that it cannot verify a qualification and if such a qualification is not material in relation to the inherent requirements and employment conditions of the job and was not material in the selection process.
  - c) The costing options for the qualification verification services offered are as determined and published by SAQA from time to time and are subject to change. SAQA's turnaround time is linked to its price structure. Departments should align their submission of qualifications to SAQA with the costing option of their choice. Departments are also urged to contact SAQA to confirm the costing options prior to initiating the budgeting and procurement processes for the types of verification services required.
6. The attached Directive comes into effect on 1 October 2015.

  
DIRECTOR-GENERAL

DATE: 21/09/2015