



## **STAKEHOLDER COMMUNIQUE**

**TO: ALL STAKEHOLDERS IMPLEMENTING MQA LEARNING PROGRAMMES**

**FROM: MR XOLISA NJIKELANA, CHIEF OPERATING OFFICER**

**DATE: 17 NOVEMBER 2025**

### **THE REQUIREMENTS OF REGISTRATION OF WORKPLACE BASED LEARNING PROGRAMME AGREEMENT ON MQA SIMS SYSTEM**

**Dear Valued Stakeholder,**

The Mining Qualifications Authority (MQA) has established that the companies are capturing the company contact details in the learner field when creating a learning programme agreement. The Workplace Based Learning Programme Agreement Regulations of 2018 require that all fields in the learnership programme agreement be completed in full (no blank fields). The data capturers must ensure that all learner details (names appear the same way as they are in the identity document, ID number is 13 digits, contact details of the learner including cell phone & email address where possible, correct date of birth) are correctly captured on the SETA Integrated Management System (SIMS).

**No employer or Training Provider details should be captured where learner information is required.**

The Work-Based Learning Programme Agreement is a regulated document; therefore, it is required that the stakeholders should capture learner details as stipulated in the regulations.

The stakeholders must also note that the guidelines for registration of Workplace Based Learning Programme Agreement have been uploaded onto the MQA website under (Learning Programmes Operations-Non-Artisan Learnerships-Downloads) for ease of reference for capturing and submission of learner agreements to the MQA.



## **THE REQUIREMENTS OF REGISTRATION OF WORKPLACE BASED LEARNING PROGRAMME AGREEMENT ON MQA SIMS SYSTEM**

For any enquiries on this matter, contact the following person

Name of Manager: Ms. Nonceba Singiswa

Telephone number: 082 326 6239

E-mail address: [NoncebaS@mqa.org.za](mailto:NoncebaS@mqa.org.za)

Yours Faithfully,

Mr. Xolisa Mikelana

Chief Operating Officer

Date:

19/11/2025