

256 Glyn Street, Hatfield, Pretoria, 0083  
Private Bag X278, Pretoria, 0001  
+27 12 003 1800  
Enquiries: Makopi.B@qcto.org.za  
Tel: 012 003 1843 / 5626 / 0103

**Accreditation Number: 01-QCTO/AC-TTC171024080313**

Head of Institution  
Organisation Unique ID: 1995/009490/07  
Accreditation Unique ID: AC-TTC171024080313  
Dyna Training (Pty) Ltd  
Contact Number: 0215565856  
Block A 1st Floor Lifestyle House, The Forum North Bank Lane Century City  
Cape Town  
Western Cape  
7441

E-mail: [compliance@nqplus.co.za](mailto:compliance@nqplus.co.za)

Dear Chantel Felix,

**Accreditation of Dyna Training (Pty) Ltd Trading as Dyna Training as an Assessment Centre (AC)/  
Trade Test Centre (TTC)**

The subject above refers:

The Quality Council for Trades and Occupations (QCTO) has set [policies](#) to accredit the Trade Test Centre (TTC) /Assessment Centre (AC). This is to ensure that education and training in occupations and trades offered in the country are credible and valid. This is in accordance with the Skills Development Act (SDA), (Act No 97 of 1998) Chapter 6C as well as the Continuing Education and Training Act 16 of 2006.

The QCTO in collaboration with its Quality Partners (QP), after receiving your application, conducted a site inspection of the above institution premises, and we hereby Accredit **Dyna Training** to **Test and Assess** the following Occupation(s)/Trade(s) at the above accredited physical address for a period of 5 Years starting from 2024-10-11T00:00Z to the 2029-10-10T22:00Z:, or until the expiry of the qualification or de-accreditation whichever comes first.

Qualification / Programme Title	NQF Level	ID or OFO Code	Minimum Credits
Occupational Certificate: Office Administrator	NQF Level 05	102161	445
Occupational Certificate: Office Supervisor	NQF Level 05	118740	240

Yours sincerely



Mr. Emmanuel R Mbuwe  
Chief Director: OQA

Date: 2024-10-11T00:00Z

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**Annexure A:**

**Accreditation Number: 01-QCTO/AC-TTC171024080313**

**Dyna Training is hereby Accredited to Test and Assess the following qualifications / Programmes at the accreditation address given below:**

Qualification / Programme Title	NQF Level	ID or OFO Code	Minimum Credits
Occupational Certificate: Office Administrator	NQF Level 05	102161	445
Occupational Certificate: Office Supervisor	NQF Level 05	118740	240

**Accredited Address:**

Dyna Training (Pty) Ltd  
Organisation Unique ID: 1995/009490/07  
Block A 1st Floor Lifestyle House, The Forum North Bank Lane Century City  
Cape Town  
Western Cape  
7441

An application to effect any change of address or location that warrants movement of the current domicile to another should be forwarded to the QCTO before moving. Training learners after relocating to new premises without the revised accreditation letter is against [QCTO policy](#), and learner training and results will not be considered for the Occupation(s) / Trade(s) in such a case.

Your institution should submit learner information data quarterly to the QCTO per the load specifications provided by the QCTO. Ensure you reference the accreditation number when submitting your electronic data files to the QCTO during your data load cycles where applicable.

QCTO and its quality partners will occasionally send forms and documents that need to be filled out and complied with, as per the [QCTO policies](#). Ensure that you comply with the [National Qualification Framework Amendment Act 12 of 2019](#), with a specific focus on section 32B, amongst others.

Quality Assurance representatives from the QCTO, NAMB, SETA or QCTO Quality Partners (QP) will from time to time, visit the institution without any prior notice and conduct quality assurance audits.

Qualification documents, supporting curriculum documents, and [policies](#) can be found at <https://www.qcto.org.za/> and <https://www.saqa.org.za/>.

**You are not allowed to issue any certificates. Should you be found issuing certificates, your accreditation will be revoked.**

**Period of Accreditation: 5 Years, or until the expiry of the qualification or de-accreditation, whichever comes first.**

**Accreditation Start Date: 2024-10-11T00:00Z**

**Accreditation End Date: 2029-10-10T22:00Z**

Yours sincerely



Mr. Emmanuel R Mbuwe  
Chief Director: OQA

Date: 2024-10-11T00:00Z

Accreditation Number: 01-QCTO/AC-TTC171024080313

"Whilst all reasonable steps are taken to ensure the accuracy, completeness and integrity of the information contained herein, the Quality Council for Trades and Occupations accepts no liability or responsibility whatsoever if the information is, for whatsoever reason, incorrect. Nothing will limit any of our liabilities in any way that is not permitted under applicable law, or exclude any of our liabilities that may not be excluded under the applicable law. The Quality Council for Trades and Occupations reserves its right to amend any incorrect information" **Accreditation Number: 01-QCTO/AC-TTC171024080313**