Quality Council for Trades & Occupations
www.qcto.org.za
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: 07-QCTO/SDP251125150418

Head of Institution
Organisation Unique ID: 2007/017012/07
Accreditation Unique ID: SDP251125150418
Optimi College (Pty) Ltd
Contact Number: 0638517765
7 Impala Avenue, Doringkloof, Irene Link Office Park, Building B
Centurion
Gauteng
0157

E-mail: zanele.nyembe@optimi.co.za anna.sekgoele@optimi.co.za

Dear Sir/Madam Zanele Chirwa,

Accreditation of Optimi College (Pty) Ltd Trading as Optimi College as a Skills Development Provider (SDP)

The subject above refers:

The Quality Council for Trades and Occupations (QCTO) has set policies to accredit Skills Development Providers (SDPs). This ensures 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, after receiving your application, conducted a site inspection of the above institution premises, and we hereby Accredit **Optimi College** to offer the following qualifications/programmes at the above accredited physical address for a period of 5 Years starting from 2025-11-21T00:00Z to the 2030-11-20T22:00Z:, or until the expiry of the qualification or de-accreditation whichever comes first.

Qualification / Programme Title	NQF Level	ID or OFO Code	Minimum Credits
Higher Occupational Certificate: Human Resource Management Administrator	NQF Level 05	121150	120
Advanced Occupational Certificate: Human Resource Management Officer	NQF Level 06	121151	134

Yours sincerely

Mr Emmanuel R Mbuwe
Chief Director: OQA
Date: 2025-11-21T00:00Z
Accreditation Number: 07-QCTO/SDP251125150418

"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: 07-QCTO/SDP251125150418**

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Annexure A:
Accreditation Number: 07-QCTO/SDP251125150418
Optimi College is hereby Accredited to offer the following qualifications / Programmes at the accreditation address given below:

Qualification / Programme Title	NQF Level	ID or OFO Code	Minimum Credits
Higher Occupational Certificate: Human Resource Management Administrator	NQF Level 05	121150	120
Advanced Occupational Certificate: Human Resource Management Officer	NQF Level 06	121151	134

Accredited Address:
Optimi College (Pty) Ltd
Organisation Unique ID: 2007/017012/07
7 Impala Avenue, Doringkloof, Irene Link Office Park, Building B
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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 qualification 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. The accreditation will be revoked if there is no leaners uptake within the first two years of accreditation.

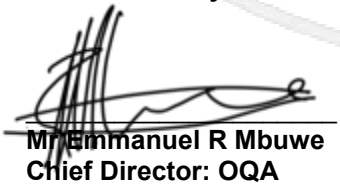
The QCTO quality assurance department will occasionally send forms and documents that need to be filled out and complied with, as per the QCTO policies. Ensure that your institution complies with all requirements. Quality Assurance representatives from the QCTO, SETA's or QCTO Quality Partners (QP) may occasionally visit the institution without any prior notice and conduct quality assurance audits. Ensure that you comply with the National Qualification Framework Amendment Act 12 of 2019, with a specific focus on section 32B, amongst others.

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: 2025-11-21T00:00Z
Accreditation End Date: 2030-11-20T22:00Z

Yours sincerely



Mr Emmanuel R Mbuwe
Chief Director: OQA
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