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3 April 2018

Ms Amanda Obbes  
National Coordinator  
The Institute for Timber Construction Southern Africa (ITC-SA)  
PO Box 686  
**ISANDO**  
1600

E-mail address: [amanda@itc-sa.org](mailto:amanda@itc-sa.org)

Dear Ms Obbes

**RENEWAL OF RECOGNITION OF THE INSTITUTE FOR TIMBER CONSTRUCTION  
SOUTHERN AFRICA (ITC-SA) AS A PROFESSIONAL BODY AND REGISTRATION OF ITS  
PROFESSIONAL DESIGNATION(S) ON THE NATIONAL QUALIFICATIONS FRAMEWORK**

In terms of Section 23 of the *Policy and Criteria for Recognising a Professional Body and Registering a Professional Designation for the Purposes of the National Qualifications Framework Act, Act 67 of 2008* "A body that meets the criteria for recognition as a professional body by SAQA is recognized for an initial period of five (5) year, renewable for subsequent five year (5) period, subject to the favourable outcome of a monitoring and evaluation process conducted by SAQA".

The South African Qualifications Authority (SAQA) is pleased to inform you that the SAQA Board on 9 March 2018 renewed the recognition of The Institute for Timber Construction Southern Africa (ITC-SA) as a professional body and registered the following professional designations on the National Qualifications Framework (NQF):

- Accredited Timber Engineer,
- Certified Roof Erector,
- Certified Roof Fabricator,
- Certified Roof Inspector,
- Certified Roof Structure System Software Developer,
- Certified Timber Frame Builder, and
- Certified Timber Roof Truss Designer.

The renewal of the recognition period is from 9 March 2018 until 8 March 2023.

I trust that the renewal of the recognition as a professional body will be to the benefit of your sector as a whole, to ITC-SA, and to the NQF and that it will contribute to skills development and professional service delivery in South Africa.

Kindly refer to copies of the following Annexures:

Annexure A: *Compliance Requirements for Recognised Professional Bodies*; and

Annexure B: *Policy on Usage of SAQA Trademarks by Stakeholders and the SAQA trade mark policy acceptance form.*

I look forward to continuing co-operation between ITC-SA and SAQA.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Joe Samuels', with a horizontal line extending to the right from the end of the signature.

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**JOE SAMUELS**  
**CHIEF EXECUTIVE OFFICER**

cc : Ms EF Nyaka, Director: Registration and Recognition

## ANNEXURE A

### COMPLIANCE REQUIREMENTS FOR RECOGNISED PROFESSIONAL BODIES

Attendance of a compulsory SAQA professional body forum where you will be conferred with your renewal of recognition certificate.

Attendance of compulsory data loads workshops.

A SAQA official from the National Learners' Records Database (NLRD) will contact you to make arrangements for the data regarding your Professional Designation to be uploaded on the NLRD.

The South African Qualifications Authority (SAQA) is the sole and exclusive owner of its various trademarks registered with the Registrar of Patents and Trademarks. *The Policy on the Usage of SAQA Trademarks by Stakeholders*, which is attached, sets forth the terms and conditions that users need to adhere to.

I am pleased to invite you as a NQF-recognised professional body to apply for the use of these SAQA trademarks. The use thereof must be in strict adherence to the terms and conditions of the said policy and solely for purposes related to the advancement of the NQF objectives. Before you use these trademarks, your governing structure must familiarise itself with the contents of the Policy, sign acceptance thereof before submitting it to SAQA.

SAQA reserves the right to terminate the permission or license granted for the use of its trademarks at any time if, in its sole discretion, the trademarks are not being used in accordance with the terms of the policy. Similarly, the withdrawal of the recognition status of a professional body and the subsequent deregistration of its professional designations from the NQF will also result in the termination of use of the SAQA trademarks.

SAQA understands and agrees that, if a professional body's recognition status has ceased, that there may still be published materials in use and existence that bear the SAQA logo. Such professional bodies will need to take reasonable steps in order to replace and update such published materials periodically, until these SAQA trademarks are no longer in use.

I trust that the renewal of recognition and the registration of your Professional Designation will be to the benefit of your sector as a whole, to the professional body itself, and to the NQF and will contribute to skills development and professional service delivery in our country.

Please submit the signed copy of your acceptance to Ms Cleopatra Radebe at e-mail address [cradebe@saqa.org.za](mailto:cradebe@saqa.org.za).

**ANNEXURE B**  
**POLICY ON USAGE OF SAQA TRADEMARKS BY STAKEHOLDERS**