

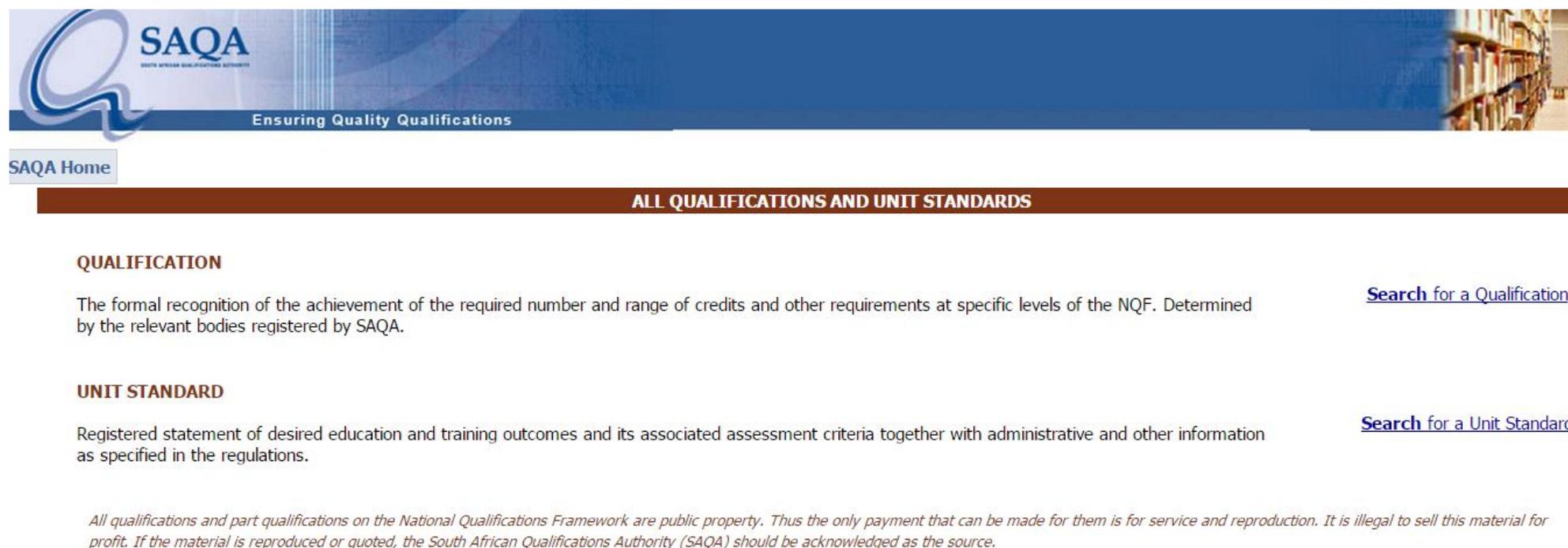
## How to use the Searchable Databases for Qualifications and Part-Qualifications

Please remember the motto for this type of search: **LESS is more**.  
This means that the **less** search criteria you place in the blocks, the **more** answers you will find.

The Searchable Databases for Qualifications and Part-Qualifications are accessed by accessing the SAQA website, [www.saqa.org.za](http://www.saqa.org.za), and selecting the Qualifications and Part-Qualifications section.

You then have a choice between **all qualifications and unit standards**, those that are **currently registered**, those that have **passed their Registration End Date**, those **between Quality Council recommendation and registration on the NQF**, **fundamental unit standards**, and **Trades**.

When selecting, for example, "All qualifications and unit standards" the following screen will display:



The screenshot shows the SAQA website interface. At the top left is the SAQA logo with the tagline 'Ensuring Quality Qualifications'. Below the logo is a 'SAQA Home' button. A dark blue banner across the top of the content area reads 'ALL QUALIFICATIONS AND UNIT STANDARDS'. Below this banner, there are two main sections:

- QUALIFICATION**: The formal recognition of the achievement of the required number and range of credits and other requirements at specific levels of the NQF. Determined by the relevant bodies registered by SAQA. To the right of this text is a link: [Search for a Qualification](#).
- UNIT STANDARD**: Registered statement of desired education and training outcomes and its associated assessment criteria together with administrative and other information as specified in the regulations. To the right of this text is a link: [Search for a Unit Standard](#).

At the bottom of the page, there is a disclaimer: *All qualifications and part qualifications on the National Qualifications Framework are public property. Thus the only payment that can be made for them is for service and reproduction. It is illegal to sell this material for profit. If the material is reproduced or quoted, the South African Qualifications Authority (SAQA) should be acknowledged as the source.*

Click on either [Search for a Qualification](#) or [Search for a Unit Standard](#).

## Searching:

Qualification search screen:



Ensuring Quality Qualifications

[SAQA Home](#)

[\[All Qualifications and Unit Standards - Home Page\]](#) [\[Search Unit Standards\]](#)

**Search for any Qualification**

[Frequently Asked Questions \(FAQ\)](#)  
**Important:** Leave most of the blocks (search criteria) blank.  
Only fill in the blocks that will help you in your search. [More Help](#)

|                                     |                      |
|-------------------------------------|----------------------|
| Qualification Title                 | <input type="text"/> |
| Qualification ID                    | <input type="text"/> |
| <a href="#">Pre-2009 NQF Level</a>  | <input type="text"/> |
| <a href="#">NQF Level</a>           | <input type="text"/> |
| ABET Band                           | <input type="text"/> |
| Learning Subfield                   | <input type="text"/> |
| Qualification Type                  | <input type="text"/> |
| NQF Sub-framework                   | <input type="text"/> |
| or <a href="#">Originator</a>       | <input type="text"/> |
| Field                               | <input type="text"/> |
| <a href="#">Accredited Provider</a> | <input type="text"/> |
| <a href="#">Word Search</a>         | <input type="text"/> |

**Go**

Unit Standard search screen:



[SAQA Home](#)

[All Qualifications and Unit Standards - Home Page](#) | [Search Qualifications](#)

**Search for any Unit Standard**

[Frequently Asked Questions \(FAQ\)](#)

**Important:** Leave most of the blocks (search criteria) blank. Only fill in the blocks that will help you in your search. [More Help](#)

|                                     |                      |
|-------------------------------------|----------------------|
| Unit Standard Title                 | <input type="text"/> |
| Unit Standard ID                    | <input type="text"/> |
| <a href="#">Pre-2009 NQF Level</a>  | <input type="text"/> |
| <a href="#">NQF Level</a>           | <input type="text"/> |
| ABET Band                           | <input type="text"/> |
| Learning Subfield                   | <input type="text"/> |
| <a href="#">Originator</a>          | <input type="text"/> |
| or <a href="#">Field</a>            | <input type="text"/> |
| <a href="#">Accredited Provider</a> | <input type="text"/> |
| <a href="#">Word Search</a>         | <input type="text"/> |

**Go**

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See “Examples of how to search for qualifications and unit standards” below for examples on how to search these searchable databases.

To access the detailed report, click on the relevant hyperlink. This is either the Qualification/Unit Standard [ID](#) or the Qualification/Unit Standard [Title](#) of the required record.

## Examples of how to search for qualifications and unit standards:

### To find a qualification with a known ID:

Click on "Search for a qualification".

In the Qualification ID field, type the ID number of the qualification that you want to see.

Click on "Go".

You can also leave the ID Number blank, and rather select a Learning Subfield, such as "Language", to find all the qualifications relevant to language usage. And so on.

\* \* \* \* \*

### To find unit standards with certain words in their titles:

Click on "Search for a unit standard".

In the Unit Standard Title field, type a search word or phrase, e.g. "clean floor".

Click on "Go".

This will show you all the unit standards with "clean floor" or "clean floors" in their titles. You can then choose which ones you want to see in full, and click on each of these in turn (going Back in between looking at each).

Then do exactly the same, typing "housekeeping" instead of "clean floor".

You can also search using multiple words in the title by separating each with the "wildcard", which is the % sign. For example, "clean%floor" will show you all the unit standards with both these words in their titles, even if these words are not adjacent to one another.

\* \* \* \* \*

**To find qualifications that a specific provider is currently accredited to offer:**

Click on "Search for a qualification".

In the Accredited Provider drop-down list, choose the institution in which you are interested. **Leave everything else blank.**

Click on "Go".

This will show you all the qualifications this provider is currently accredited to offer. You can then choose which ones you want to see in full, and click on each of these in turn (going Back in between looking at each).

Note: A list of providers currently accredited to offer a qualification or unit standard is displayed at the bottom of each detailed report.

\* \* \* \* \*

**To find qualifications at Level 5 with "counsel" or "counselling" in their titles:**

Click on "Search for a qualification".

In the Qualification Title field, type "counsel".

In the NQF Level drop-down list, choose "Level 5".

Click on "Go".

You may wish to repeat all of this with "applied psychology" in the Qualification Title field.

\* \* \* \* \*

**To find all qualifications for a specific Originator:**

Click on "Search for a qualification".

In the Originator drop-down list, choose the institution in which you are interested. **Leave everything else blank.**

Click on "Go".

See also the "Frequently Asked Questions", and "More Help".