



SOUTH AFRICAN COUNCIL FOR SOCIAL SERVICE PROFESSIONS

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REF: 1/25

10 June 2025

To: Service providers providing translation services and SASL interpretation

INVITATION TO SUBMIT COMPANY PROFILES TO BE INCLUDED TO THE DATABASE FOR TRANSLATORS AND SOUTH AFRICAN SIGN LANGUAGE INTERPRETERS

1. The South African Council for Social Service Professions (SACSSP) as a regulatory authority for the social service professions in South Africa is required to have different types of engagements with diverse audiences. Furthermore, the SACSSP is required to conduct inquiries into alleged unprofessional or improper conduct by social service professionals in terms of section 21 of the Social Service Professions Act 110 of 1978.
2. In the execution of its regulatory mandate, the SACSSP requires from time to time persons to assist with translation in official languages, including South African Sign Language (SASL) interpretation. The SACSSP's Secretariat is in the process of updating its database, and service providers are invited to submit their details should they wish to be included in the database. The database is used to send out requests for quotations from those service providers included on the database when such services are required.
3. The following criteria is applicable for service providers to be included in the database.
 - 3.1 Translation services for Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, siSwati, Tshivenda, Xitsonga, subject to the following:
 - 3.1.1 Language practitioners that have at least two years' experience in providing translations during official proceedings.
 - 3.1.2 Proof of completion of an accredited training in providing translation services is a requirement.
 - 3.1.3 Membership with the South African Translators' Institute (SATI) or similar recognised body in the country is a requirement; and accreditation as a sworn translator shall be an advantage.
 - 3.2 South African Sign Language (SASL) interpretation services, subject to the following:
 - 3.2.1 South African Sign Language interpreters that have at least two years' experience in providing SASL interpretation during official proceedings.

- 3.2.2 Proof of completion of an accredited training in South African Sign Language interpretation is a requirement.
 - 3.2.3 Membership and/or accreditation with the South African Translators' Institute (SATI) or similar recognised body in the country for South African Sign Language interpretation is a requirement.
4. Service providers that meet the specific criteria as indicated above are invited to submit the following information to the attention of the Registrar, Mr Hitler Sekhitla via email at NomvuyoD@sacssp.co.za by **20 June 2025 at 16h00**.
- 4.1 A cover letter on service providers letterhead indicating interest to be placed on the database and that the services provided are consistent with the criteria as per paragraph 3.1 and/or paragraph 3.2; as well as the name and contact details for a contact person.
 - 4.2 Company profile of the service provider.
 - 4.3 Names and contact details of at least two contactable references that used the services in the last six months.
5. The SACSSP reserves the right to decide upon review of the information received by a service provider whether or not to include a service provider on its database. Furthermore, inclusion of a service provider on the SACSSP database does not automatically lead to procurement of services from a service provider, nor does it oblige the SACSSP to solely use service providers on its database; and all appointments shall be done in accordance with the SACSSP procurement procedures.

Ms Pertunia Nkosi
Acting Registrar