

Requirements for registering as an assessor

1. An **assessor** means a person who is registered by the relevant Education and Training Quality Assurance body in accordance with criteria established for this purpose.

2. Registration Criteria

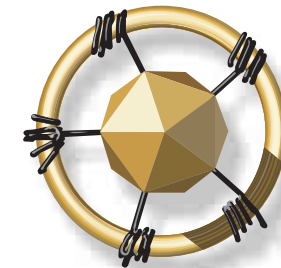
The applicant shall:

- Have sufficient technical expertise to apply the assessment criteria outlined in the unit standards
- Have at least three years' experience in the context in which the assessment is being conducted.
- Be a subject matter expert and be proficient in the assessment process, meaning that he/she shall:
 - Be familiar with the unit standards that they will be assessing.
 - Have completed the unit standard plan and conduct assessment of learning outcomes.
 - Know how to select and use the assessment guides.
 - Be able to plan the assessment.
 - Guide learners in the gathering of evidence.
 - Provide clear feedback in a positive way to learners after assessment.
 - Be able to record and report assessment results.
 - Be able to review the assessment process and effect the appropriate change required.
- Have the ability to communicate effectively with the learners.

4. Evidence Required

The following documents and certificates must be submitted with the application:

- Certified copy of ID document
- Any certified copies of certificates, qualifications or other evidence of training received in the occupational field, assessment and ETD.
- Learner achievement statement from the ETDP SETA for the unit standard Plan and conduct assessment of learning outcomes **or**
- Certificate from an ETDP SETA accredited provider for the abovementioned unit standard.
- Signed copy of the Code of Conduct.
- CV which details both work and assessment experience. The CV needs to detail not only job positions, but the level and categories of function undertaken within each job; the tools used etc. These should relate to the specific competencies required in particular qualifications
- Supporting documentation, such as letters of reference, that confirms information in the CV.
- Contact details of referees, service certificates etc.



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

Registration of ASSESSORS and MODERATORS



LEADERS IN CLOSING THE SKILLS GAP

Requirements for registering as a moderator

1. Moderation means the process which ensures that assessment of the outcomes described in National Qualifications Framework standards or qualifications is fair, valid and reliable.

2. Registration Criteria

The applicant shall:

- Be a registered competent assessor
- Have the necessary assessment experience
- Have completed the unit standard conduct moderation of outcomes based assessments
- Be familiar with the principles of assessment
- Have at least three years' occupational experience
- Have knowledge and/or expertise of the learning field

3. Evidence Required

The following documents and certificates must be submitted with the application:

- Certified copy of ID document.
- Any certified copies of certificates, qualifications or other evidence of training received in the occupational field, assessment and ETD.
- Learner achievement statement from the ETDP

SETA for the unit standard conduct moderation of outcomes based assessment or

- Certificate from an ETDP SETA accredited provider for the abovementioned unit standard
- Signed copy of the Code of Conduct
- CV which details both work experience and assessment experience. The work experience CV needs to detail not only job positions, but the level and categories of function undertaken within each job; the tools used etc. These should relate to the specific competencies required in particular qualifications.
- Supporting documentation, (such as letters of reference), that confirms information in the CV
- Contact details of referees, service certificates etc.

4. Registration period

The assessor moderator shall be registered for a period of three years. Assessors and moderators shall apply for re-registration within the first month of the third year when the registration period expires.

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