

**PROCESS FOR THE
REGISTRATION OF CONSTITUENT ASSESSORS****1. PURPOSE**

The purpose of this document is to enable the registration of competent assessors who fall within the BANKSETA ETQA's jurisdiction.

1.1 Definition

SAQA views assessment as a structured process of gathering evidence and making judgments about an individual's performance in relation to registered national standards and qualifications.

A workplace assessor then is the person who is registered by the BANKSETA ETQA to carry out assessments in the workplace as well as in the training room in the banking and micro-finance industry.

The assessments must be in accordance with the criteria and requirements of registered national standards and/or qualifications. All prospective assessors with their area of primary focus as banking and/or micro-finance are required to apply for registration with the BANKSETA ETQA.

1.2 Principles underpinning the registration process

The registration process will:

- Be open, equitable, fair and transparent
- Be efficient and time and cost effective
- Make provision for internal and external assessors
- Provide registration for specific qualifications and unit standards
- Register assessors for a period of three years
- Process the application within 10 working days
- Access to certification will be confined to employees, contractors or consultants working for constituent member organisations or constituent providers of the BANKSETA and its ETQA function.



1.3 Conditions for registering a constituent assessor with BANKSETA

The assessor will:

- Be competent as an ETDP assessor. The evidence required is a copy of the assessor certificate or ETDP SETA statement of results.
- Have sufficient current technical expertise to apply the assessment criteria in the standards in the specified fields and/or sub-fields. The evidence required is a declaration signed by the person accountable for workplace assessment in the organisation.
- Provide a list detailing unit standards and / or qualifications in each field and/or sub-fields for which registration is required.

2. THE PROCESS TO REGISTER ASSESSORS

2.1. BANKSETA to provide information to applicants

Registration information required from assessors who wish to apply will be documented and be made available through a BANKSETA ETQA accredited provider and via the BANKSETA website.

Should applicants require assistance in putting together their applications they may contact the BANKSETA ETQA. The application should be accompanied by the required documentation.

2.2 Review the application: Provider level

The application must be checked (by the provider) for completeness and correctness. If the application does not meet the requirements, the applicant and/or the provider must revise the application. Records of all the referrals are to be kept by the provider.

**2.3 Assess the assessor application to make a decision: ETQA level**

Once the assessor application has been review at provider level,(i.e. all the relevant documentation is there), the application will be submitted (by the provider) to the ETQA.

The ETQA will primarily be concerned whether the applicant has sufficient technical competence and assessment competence. Should the ETQA not be satisfied with the information provided by the applicant, the application will be referred back to the applicant via the provider and a request for further evidence can be made.

Evidence required:

- Completed registration form must be signed by the applicant and by the training provider / employer whose learners the applicant will be assessing
- Signed registration form clearly stating the unit standards / qualifications name, ID and NQF level for which the applicant is requesting registration. These must be unit standards / qualifications which fall within the BANKSETA sector
- Registration form must clearly state the technical competence / relevant work experience already gained by the applicant as proof that the applicant has the necessary working knowledge to assess others on these unit standards / qualifications
- Certified copy of the certificate indicating the ETDP / assessor qualification or unit standards obtained from a university or training provider or FET college
- Statement of results from ETDP SETA as proof of applicant's accreditation as generic assessor
- Copy of the applicant's current CV clearly stating work experience in the field of the relevant unit standards / qualifications.
- Copy of the applicant's Identification documents.



2.4 Reach a decision and communicate

The ETQA specialist will grant or deny registration. If registration is granted the applicant will be notified and the administrator will issue a registration certificate with the code of conduct for assessment.

If not granted reasons will be communicated to the applicant who has the right to appeal the decision. Appeals must be lodged within 90 days of notification of the decision.

3. DATABASE MANAGEMENT

The ETQA database will be updated whenever an assessor is registered. Records of all assessors registered will be kept in this database. The names of assessors registered with the BANKSETA ETQA will be available from the BANKSETA. The database will be updated in cases of de-registration.

4. REVIEW OF POLICIES AND PROCEDURES ON REGISTRATION OF ASSESSORS

The policies and procedures around the registration of assessors will be reviewed annually. The next review will be in January 2010.

5. DE-REGISTRATION

Five causes of de-registration are contemplated. They are:

- ❑ The assessor seeks voluntary de-registration;
- ❑ De-registration resulting from termination of services to a constituent member or provider organisation;
- ❑ De-registration in the event that this is ruled on the basis of moderation by the ETQA;
- ❑ De-registration resulting from non-compliance with relevant legislation and/or regulations (SAQA or banking and micro finance)



The assessor does not conduct assessments in the twelve month period following registration as an assessor

Suspension of registration will be provided as an alternative to de-registration where appropriate in respect of rulings emanating from moderation by the ETQA.

Notification of the recommendation for the de-registration of an assessor must be sent to the ETQA. Such notice must include the name and ID number of the individual as well as the reason for the recommended de-registration.

6. APPEALS

Appeals must be lodged within 90 days of notification of the decision to de-register the assessor. The applicant will need to provide a motivation as to why the decision should be reversed. In the first instance the appeal is referred to the ETQA Manager. If the ETQA Manager is unable to resolve the dispute, the appeal is referred to the ETQA Sub-Committee whose decision will be binding. The applicant is to be notified of the decision.

A moratorium period must be stipulated for re-registration after de-registration. In respect of de-registration resulting from termination of services within the sector and with respect to statutory and regulatory compliance this will be at the discretion of the ETQA. A mandatory moratorium of one year is to apply in respect of other de-registrations.

7. RE-REGISTRATION

Applicants wishing to be re-registered following the moratorium period will need to fulfil the same criteria as for first applicants. Evidence will be required that the applicant has undergone top-up training or coaching to update assessment skills.