

Assessor Registration Form

For detailed information please download the Assessor Registration and Management Policy Document:

<http://www.CATHSSETA.org.za/policies/index.asp?thepage=etqa.htm>

Please be advised that all details requested are in accordance with the SAQA, NLRD¹ requirements.

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SECTION A. Permitted Values Reference Table

*This section will assist in the completion of SECTION B.
Permitted values adhere to SAQA, NLRD and CATHSSETA database requirements.*

Alternate ID Number (SECTION B)	Nationality (SECTION B)	
Birth Certificate Number	Angola	Other and rest of Oceania
Drivers Licence	Asian Countries	Rest of Africa
Employee Number	Australia and New Zealand	SADC except SA
ETQA Record Number	Botswana	Seychelles
HSRC Register No.	Central and South American Countries	South African
Passport No.	European Countries	Swaziland
SAQA Member ID	Lesotho	Unspecified
Student Number	Malawi	Zaire
Temporary ID Number	Mauritius	Zambia
Unknown Permit Number	Mozambique	Zimbabwe
Work Permit Number		
Citizen residence status (SECTION B)	Home Language (SECTION B)	
Dual (SA plus other)	Afrikaans	Siswati
Other	Chinese	Southern Sotho
Permanent Resident	English	TshiVenda
South African	isiNdebele	Tswana
Unknown	isiXhosa	Unknown
	Northern Sotho (Pedi)	xiTsonga (Shangaan)
	Other	Zulu
Disability status (SECTION B)	Socio-economic status (SECTION B)	
None	Employed	
Communication (talking, listening)	N/A Aged<15	
Disabled but Unspecified	N/A: Institution	
Emotional (behavioural or psychological)	Not Working – disabled person	
Hearing Impaired (Even with hearing aid)	Not working _ housewife/homemaker	
Intellectual (difficult in learning)	Not working _ none of the above	
Multiple	Not working _ not looking for work	
Physical (moving, standing, grasping)	Not working _ not wishing to work	
Sight impaired (Even with Glasses)	Not working _ pensioner/retired person	
Unknown Disability status	Not working _ scholar/full-time student	
	unspecified	

¹ National Learner Record's Database

APPLICATION INFORMATION

SECTION B. Personal Details

* Please refer to SECTION A for permitted answers.

Title (<i>Dr, Miss, Mr, Mrs, Ms, Not stated, Prof</i>)	
First Name	
Middle Names	
Surname	
Maiden Name (<i>if applicable</i>)	
RSA ID Number (<i>13 digits</i>)	
Alternate ID Number (<i>if applicable</i>)	
* Alternate ID Type & Country	
* Nationality	
* Citizen residence status	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Equity	<input type="checkbox"/> Black: African <input type="checkbox"/> Black: Coloured <input type="checkbox"/> Black: Indian/Asian <input type="checkbox"/> White
* Home language	
* Disability status	
* Socio-economic status	

SECTION C. Contact Details

Kindly notify CATHSSETA should there be any changes to your contact details during the processing of your application.

Field	Dialling Code	Number
BUSINESS telephone number		
HOME telephone number		
CELLULAR number		
FAX number		
E-mail address		
Preferred Communication~		

~cell phone, e-mail, fax, post, telephone

Address		
	Physical	Postal
Line 1		
Line 2		
Line 3		
City		
Code		
Region~		

~Eastern Cape, Freestate, Gauteng, KwaZulu-Natal, Limpopo, Mpumalanga, North West, Northern Cape, Western Cape)

SECTION D. Application details**SECTION E.** Assessor Type – Select a category.

	Category	Function
<input type="checkbox"/>	INTERNAL	Assessor in the employ of an organizational employer provider, who conducts assessments primarily for that employer as part of organizational performance management. Generally it is understood that this assessors' core function is not assessment.
<input type="checkbox"/>	EXTERNAL	Assessors in the employ of private and public providers, where their core function are most likely ETD practices in general, and assessment is conducted for external learners on a cost basis.

<input type="checkbox"/>	BOTH	Assessors who conduct internal and external assessments.
<input type="checkbox"/>	INDEPENDENT	Assessors not attached to one accredited provider, who contracts their services for a defined scope to several accredited providers

SECTION F. Institutional Assessors Only – Complete current employment details

Name of Organisation	
Position	
Month and year of appointment	
Name of person reporting to	
Contact number / e-mail	

SECTION G. Provider Details – List all Providers you wish to conduct assessment for.

Provider Accreditation no. ² / SDL ³ no.	Provider Name	Provider Contact details: e-mail address

SECTION H. Proof of Authority - Complete nominator details for each Provider in number SECTION G. OR attach letters from Providers/Organisations authorising your linkage.

Provider		Provider	
Nominator		Nominator	
Position		Position	
Signature		Signature	
Date		Date	

Provider		Provider	
Nominator		Nominator	
Position		Position	
Signature		Signature	
Date		Date	

SECTION I. Province of Assessment – Indicate your primary province of assessment.

Province (you may select more than 1)			
<input type="checkbox"/>	Gauteng	<input type="checkbox"/>	Northern Cape
<input type="checkbox"/>	Limpopo	<input type="checkbox"/>	Eastern Cape
<input type="checkbox"/>	North West	<input type="checkbox"/>	Western Cape
<input type="checkbox"/>	Free State	<input type="checkbox"/>	Outside SA
<input type="checkbox"/>	Mpumalanga	<input type="checkbox"/>	SA National Province, unspecified
<input type="checkbox"/>	KwaZulu-Natal	<input type="checkbox"/>	Undefined

SECTION J. Sector of Assessment – Indicate your primary sectors of assessment. Where possible, indicate sub-sectors. (e.g. Hospitality, Accommodation Services).

Sector (you may select more than 1)		Sub-sector
<input type="checkbox"/>	Culture	
<input type="checkbox"/>	Arts	
<input type="checkbox"/>	Tourism	
<input type="checkbox"/>	Hospitality	

² CATHSSETA Accreditation Number (e.g. 613/P/123456/2005)

³ Skills Development Levy Number (e.g. L123456789)

<input type="checkbox"/>	Sport	
<input type="checkbox"/>	Fitness & Recreation	
<input type="checkbox"/>	Travel	
<input type="checkbox"/>	Gaming	
<input type="checkbox"/>	Guiding	
<input type="checkbox"/>	Other (Specify)	

SECTION K. Assessment Scope Details

List the qualifications / skills programme / unit standards you want to assess as an assessor.

Please consult the CATHSSETA Qualifications Framework for SAQA Qualifications & Unit Standards registration codes: <http://www.CATHSSETA.org.za/etqa/index.asp?thepage=qualifications/index.asp> OR refer to SECTION U for quick reference.

SECTION L. National Qualifications – Provide details of CATHSSETA qualifications only.

SAQA ID (e.g. 20155)	National Qualification Title	NQF ⁴ Level	Elective unit standards numbers & Title selected within the qualification	Etqa office use only

SECTION M. Unit Standards – List only those that fall *outside* of the above qualifications, assess as single unit standards

SAQA ID (e.g. 7793)	Unit Standard Title	NQF Level	Etqa office use only

Attach additional pages / insert lines if necessary.

An Assessor may only assess against the listed scope as approved by CATHSSETA.

SECTION N. Motivation of Assessment Competence

Please note that TD Qualifications are expired. Assessors are required to reapply for registration after achieving the new Assessor Unit Standard.

Assessor Unit Standards: 7978, Plan and conduct assessment of learning outcomes 115753 , Conduct outcomes-based assessment	YES	NO
Have you received training in the Assessor unit standards 7978 / 115753?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been declared competent in the Assessor unit standard 7978 / 115753?	<input type="checkbox"/>	<input type="checkbox"/>
Have you received a certificate/letter from the Provider or ETDP SETA? Please attach this document to application if available	<input type="checkbox"/>	<input type="checkbox"/>
Please supply your ETDP learner number (ETDP Statement of Results No). Please attach this ETDP Statement of result document to application COMPULSORY for full registration status		

SECTION O. Prior Learning Review

Complete this section if SECTION N was not answered or NO was selected. Conversions to ASSMT 01 should have been completed by 1 April 2004 for Registrations to have remained valid.

SECTION P. Alternate Assessor Training – Supply details of alternate Assessor training.

Have you received any other form of Assessor training (e.g. City & Guilds)?	
Name of Training Provider	
Duration of Training	
Standard Title	
Month and year of conversion to ASSMT 01 / 7978 / 115753	

⁴ National Qualifications Framework

SECTION Q. Motivation of Technical (academic) Competence**SECTION R.** Formal Qualifications – List all formal qualifications and associated and relate this to the National Qualification or Unit Standards from requested scope application listed in SECTION K.

Qualification/Course Title (e.g. BSc)	Institution/Training Provider (e.g. UNISA)	Year of Completion	Related NQF Qualification/Unit Standard (e.g. 20155, 8550)

SECTION S. Motivation of Contextual (work experience) CompetenceComplete this section **OR** attach Curriculum Vitae including duties details & references.

Organisation	Job Title	Overview of Functions / duties	Related NQF Qualification	Reference (Name, contact no.)

SECTION T. Declaration by Applicant

I, _____ certify that the information given in this application is true and correct.

Applicant Signature	
Date	

Deliver / Courier completed application form to:**3rd Floor, Block E, Sandhurst Office Park, Cnr Kathrine & Rivonia Road** OR**Post to: P O Box 1329, Rivonia, 2128** OR**Kindly attach to application a signed Code of Conduct document** (see below)

SECTION U. CATHSSETA Qualifications Framework

Qualification per sub-field	Level	Registration Status	SAQA ID Number
Areas in Sub-field – Conservation & Guiding			
National Certificate: Nature Conservation Resource Guardianship	2	Replaces Old Qualification	59389
National Certificate: Natural Resource Guardianship Terrestrial	4	New	63109
FETC: Equine Practices	4	Registered	71469
FETC: Captive Animal Management	4	Re-registered	48435
National Certificate: Conservation: Species care in controlled environment	2	Re-registered	48433
National Certificate: Equine Studies	2	Registered	71491
National Certificate in Tourism: Guiding	2	Re-Registered	17174
FETC in Tourism Guiding	4	Replaces Old Qualification	71549
FETC: Professional Hunting	5	New	58930
National Certificate: Natural Resource Guardianship Terrestrial	5	New	59949
National Certificate in Conservation: Fisheries Resource Management	5	Re- Registered	20153
Areas in Sub-field – Travel			
National Certificate in General Travel	5	Re-Registered	61597/14119
National Diploma in Retail Travel	5	Re-Registered	14122
National Diploma in Wholesale Travel	5	Re-Registered	14118
Areas in Sub-field – Hospitality			
National Certificate in Accommodation Services	2	Re- Registered	14110
National Diploma in Service Management	5	Re-Registered	20414
National Diploma in Accommodation Services	5	Re-Registered	14123
National Certificate in Fast Food Services	3	Re-Registered	14115
National Diploma: Hospitality Operations	5	Registered	24433
National Diploma in Fast Food Services	5	Re- Registered	14109
FETC in Hospitality Reception	4	Re-Registered with Fundamentals	59790
National Certificate in Food & Beverage Services	4	Re- Registered	14113
National Diploma in Food & Beverage Management	5	Re-Registered	61596/14108

National Certificate in Professional Cookery	4	Re- Registered	14111
National Diploma in Professional Cookery	5	Re- Registered	14112
Areas in Sub-field – Tourism			
National Diploma: Event Co-ordination	5	Re-Registered	20613
FETC: Tourism: Event Support	4	Replaces Old Qualification	67461
Areas in Sub-field – Gaming			
National Certificate in Gaming Operations	3	Replaces the 3 Old Qualification	63269
FETC: Gaming Supervision	4	Re-registered	59098
Areas in Sub-field – Sport, Recreation & Fitness			
FETC: Sport Administration	4	New	58009
National Certificate in Sport Management	5	New	60309
National Diploma in Sport Management	5	New	73352
National Diploma in Fitness	5	Re- Registered	21890
National Certificate in Fitness	5	Re- Registered	23374
FETC: Fitness	4	New	63669
FETC: Sport Coaching: Juniors & Beginners	4	New	64369
FETC: Community Recreation	4	New	58163
National Certificate in Community Recreation	5	New	60289
National Diploma in Coaching Science	5	Re- Registered	21891
FETC: Life guarding	4	New	61509
FETC: Volunteer Support	4	New	61609
National Diploma in Professional Golfing	5	Replaces 50017	73209
FETC in Sport Technical Officiating	4	New	66809
FETC in Golfing & Golf Coaching	4	New	73189
FETC in Adventure Based Learning	4	New	65569
National Certificate in Adventure Based Learning	5	New	66190
Learning Programmes			
Generic Management: Adventure Based Learning	5	LP	60278
Generic Management: Sport Management	5	LP	60277
Generic Management: Sport Federations Financial Management	5	LP	60275

Generic Management: Sport Events	5	LP	60276
Generic Management: Sport & Fitness Facilities	4	LP	57712
Generic Management: Sport Administration	4	LP	57712
Generic Management: Sport Entrepreneurship	4	LP	57712
Generic Management: Sport Development	4	LP	57712
Generic Management: Physical Activities	4	LP	57712
Generic Management: Golf Management	4	LP	58343

Detailed information available on <http://www.CATHSSETA.org.za/etqa/index.asp?thepage=qualifications/index.asp>

CITY & GUILDS QUALIFICATIONS			
National Diploma in Reception Operations & Services	5	City & Guilds	65830
FETC in Accommodation Operations and Services	4	City & Guilds	65831
FETC in International Tourism	4	City & Guilds	65859
Diploma: Accommodation Operations and Services	5	City & Guilds	65849
FETC in Reception Operations and Services	4	City & Guilds	65829
Diploma: International Tourism	5	City & Guilds	65860
FETC in Food & Beverage Service	4	City & Guilds	73293
National Certificate in Food Preparation & Cooking	3	City & Guilds	73295
National Certificate in Food Preparation & Cooking (Culinary Arts)	5	City & Guilds	73289
National Diploma in F&B Service	5	City & Guilds	73299
National Certificate in Patisserie	5	City & Guilds	73292
National Certificate in Culinary Arts	5	City & Guilds	73296
Areas in sub-field: Cultural Heritage; Performing & Visual Arts			
FETC in Arts and Culture Administration	4	Registered	48818
FETC in Craft Enterprise	4	Registered	48809
FETC in Heritage Practice	4	Registered	48812
FETC in Music Industry: Sound Technology	4	Registered	48811
FETC in Performing Arts	4	Registered	48808
National Certificate in Archaeology	3	Registered	49772
National Certificate in Arts and Culture Enterprise	5	Registered	57612
National Certificate in Craft Operational Management	5	Registered	49119

National Certificate in Craft Production	2	Registered	48806
National Certificate in Music Section Leadership	5	Registered	59303
National Certificate in Piano Restoration	2	Registered	58010
National Certificate in Heritage Resource Management	5	Registered	62349
FETC in Arts and Culture Development Support	4	Registered	65051
National Certificate in Arts and Culture Development Management	5	Registered	65030
National Certificate in Acoustic Piano Back-Framing	3	Registered	58011
National Certificate in Intellectual Property Administration	5	Registered	59387
National Certificate in Music Industry Practice	3	Registered	58143
National Certificate in Music Industry Practice	2	Registered	58144
National Certificate in Music Industry: Sound Technology	5	Registered	48671
FETC in Visual Arts	4	Registered	78003
FETC in Music	4	Registered	65029
National Certificate in Music	5	Registered	65050
National Certificate in Live Event Technical Production	4	Registered	48669
FETC in Piano Restoration	2	Registered	65510
FETC in Piano Technology	4	Registered	67354
FETC in Dance Instruction	4	Registered	79986

SECTION V. Skills Programmes

Please contact the office for a list of registered skills programme. Or visit CATHSSETA website at:

<http://www.cathsseta.org.za/etqa/default.asp?thepage=learnership/skills.htm>

Assessor Code of Conduct

Role of Assessor and Internal Moderator

Individuals fulfilling an Assessor or Internal Moderator role will have high visibility within the organization as well as the Tourism, Hospitality and Sport Education and Training Authority and should be seen to be displaying appropriate values and behaving in accordance with the Code of Conduct as agreed to between the CATHSSETA ETQA and (Organization's name)

Individuals should be guided by the highest possible standards of personal integrity, professional competence, sound judgement, and discretion whilst fulfilling their roles as Assessors and Internal Moderators.

The following is considered as acceptable Assessor and Internal Moderator practice:

To actively and effectively implement the role of Assessor/Internal Moderator as laid down in the Terms and Conditions, thereby ensuring client and user involvement, participation and ownership.

Professionalism

To maintain the professional image of the organization and the CATHSSETA at all times by ensuring:

- ❖ preparation for meetings, assessments and moderation is done in a thorough and timeous manner
- ❖ attendance of all training programmes as identified in order to keep up to date with new assessment and moderation practices, etc.
- ❖ managing personal biases
- ❖ showing respect for demographic and learner differences
- ❖ avoiding conflict of interests
- ❖ evaluating gifts/favors in relation to this code of conduct and ethics

Assessment Practice and Principles

The Assessor undertakes to

- Follow the assessment process as determined by the SAQA and ETQA criteria / requirements:
 1. Plan and prepare assessment
 2. Prepare the candidate
 3. Conduct the assessment
 4. Make a judgement
 5. Record the assessment
 6. Review the assessment
- Maintain a developmental approach to assessment, and show continuous commitment to the principles of professional ethics and learner support,
- Conduct assessment with due care and diligence and adherence to the assessment principles :

- Fair
- Valid
- Reliable
- Direct
- Appropriate
- Manageable
- Integrated into work or learning
- Authentic
- Current
- Transparent
- Direct
- Systematic
- Sufficient

Fraudulent Activities

Due to the nature of the role of Assessors and Internal Moderators, caution must always be exercised to ensure that Assessments and the Moderation thereof are conducted according to the policies and procedures of (Organization's name) , as laid down and submitted to the CATHSSETA ETQA, in their Quality Management System Policy, and that no exceptions will be made. Exceptions of any kind can be construed as fraudulent.

Matters of Confidentiality

As part of your role as Assessor/Internal Moderator you will have access to confidential information/material. This information is a valuable asset and you are not permitted to make a disclosure of this information, or to use it, without the written consent of the company or the third party. This applies both during the course of your employment and thereafter.

De Registration

Failure to adhere to this Code of Conduct could result in the withdrawal of your Assessor/Internal Moderator registration with the CATHSSETA ETQA and disciplinary action by the organization.

The following instances are regarded as serious breaches of the Assessor Code of Conduct, and may lead to de-registration of the assessor”

No	Instance	Description
1	Misconduct	Complaints lodged by learners, providers or other stakeholders regarding conduct or ethics of the assessor during the assessment process
2	Moderation Results	Repeated non-performance and/or policy violations of an assessor emerging in moderation results
3	Misrepresentation	Willful misrepresentation by the assessor of: <ul style="list-style-type: none"> • the provider scope, • his/her own expertise or • CATHSSETA policy issues and/or practices.
4	Competence Audit	An assessor is found to be not competent in the scope of assessment through external moderation

Declaration by Assessor / Moderator

I (Full Name and Surname)	
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Declare that I have read and understood the contents of this document and am aware that any disregard of the regulations could result in my being de-registered as an Assessor/Moderator with CATHSSETA and possibly other SETA's too.

Signed at (place):	
on (date):	
between the following parties:	
Assessor / Internal Moderator	
Full name/s and Surname:	
Signature:	
Representative of Organization	
Full name/s and Surname:	
Signature:	
on behalf of	
Organization Name:	