



ETDPSETA Assessor Registration Form

***Name of Training Provider:**

APPLICANTS DETAILS

Title:			
Full name as per ID:			
Surname:			
Initials:			
RSA ID Number:			
Alternative ID Number:			
Nationality:			
Citizen Residential Status:			
Gender:			
Equity:			
Disability:			
Home Language:			
Highest Education:			
Current Occupation:		Experience in Years:	

CONTACT DETAILS

Business Tel No:			
Fax No:			
Cell Phone No:			
Email Address :			
Preferred Communication Method:			

BUSINESS ADDRESS

P.O Box:			
City:			
Postal Code:			
Province:			

QUALIFICATION OR UNIT STANDARD INFORMATION		
*List Qualification/s, skills programmes and unit standards which you wish to assess.		
Qualification	SAQA ID	Qualification Title
	1. 2.	
Unit Standards	SAQA ID	Unit Standard Title

ETD EXPERIENCE				
*Specify your technical competence to assess learners in the related unit standard(s) and/or qualifications for which the registration is required.				
NAME OF ORGANISATION	WORK EXPERIENCE	JOB TITLE	PERIOD	
			yyyy	mm
			yyyy	mm
			yyyy	mm

Provider Details:

*CRITICAL DOCUMENTS SUBMISSION	PLEASE TICK	
NB: The following supporting documents must be submitted with the application otherwise the application will be declined.		
Certified copy of ID	Yes	No
Certified copies of qualification(s)(Certificates, diploma, degree, etc)	Yes	No
Certified copy of Statement of Results (US 115753)	Yes	No
Current Curriculum Vitae (evidence of scope for qualification/unit standards)	Yes	No

***DECLARATION OF AUTHENTICITY BY APPLICANT**

This section needs to be completed by the assessor

I hereby declare that the information supplied is true and correct.

Signature
(Assessor Candidate)

Date

***DECLARATION OF AUTHENTICITY BY PROVIDER REPRESENTATIVE:**

This section should be completed by the provider representative. (if linked to a provider)

I hereby declare that the information supplied by the applicant is to the best of my knowledge true and correct.

(For office use only)

Assessor Type	
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*Mandatory fields

CODE OF CONDUCT FOR ASSESSORS / MODERATORS

Assessor Registration Number :

I, the undersigned, hereby commit myself to abide by the ETDP SETA Code of Conduct in relation to all my work conducted as an ETDP SETA registered assessor. The Assessors' code of conduct has been drawn up to enable ETDQA registered assessors to carry out their functions objectively in line with ETDQA policies and procedures.

The Code of Conduct to which I agree is as follows:

1. Responsibilities:

- to plan and conduct assessments as outlined in the unit standard '*Plan and conduct assessment of learning outcomes*';
- to assess candidates against the relevant unit standard(s) and or qualification;
- to be guided by the provider's assessment plan, guide, tools and reporting format;
- to assess in a fair and transparent manner, avoiding bias and addressing barriers to learning;
- to judge evidence observing the rules of evidence;
- to give constructive written feedback to candidates; and
- to give feedback to moderators on unit standards and qualifications.

2. Declaration of Interest:

On being requested to assess a group of candidates, assessors must inform the provider in confidence:

- Whether they have (past or present) a family relationship with any of the candidates;
- Whether they might have, or be seen to have, difficulty in assessing any candidate objectively because of friendship or other obligation; and
- Any other actual or potential conflict of interest involving candidates, moderators or other relevant parties.

3. Working Practices and Quality Standards:

- Assessors must act professionally, accurately and in an unbiased manner and be responsible for their actions in the assessment process.
- Assessors must not accept any inducements, commission, gift or any other benefit (apart from fair payment), or respond to any threats or harassment from providers, their employees or any interested party, or keep silent about any colleagues who do so.
- Assessors must report any assessment irregularities, complaints or appeals and any attempts to threaten or bribe to the ETDQA in their reports.
- Assessors must not intentionally communicate false or misleading information that may compromise the integrity of any assessment.
- Assessors should keep relationships with candidates, moderators and providers on a professional basis.

4. Confidentiality

- Information on a provider's practices and procedure gained during the assessment process remains confidential to the provider.
- Information about individual learners and their organisations should remain confidential.

5. Relationship with ETDQA

- Assessors are registered with the ETDQA; this constitutes a licence to practice in the sector;
- Complaints submitted by assessors to the ETDQA will be addressed by the Irregularities Committee;
- Complaints submitted about assessors to the ETDQA will be investigated, and should the assessor be in breach of the Code of Conduct, the assessor will be de-registered, and not longer able to practice as an assessor in the sector.
- Should an assessor believe that he or she has been unfairly refused registration, extension of registration, or been unfairly de-registered; the ETDQA has a proper appeals procedure which should be followed.

Name in full (printed): _____

Signed: _____

Date: _____