



ETDPSETA Moderator Registration Form

Please be advised that to register as a ETDPSETA moderator you first need to registered as a ETDPSETA assessor.

| | |
|--------------------------|--|
| *Assessor Number: | |
|--------------------------|--|

| 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 qualifications and unit standards which you wish to moderate. | | |
| Qualification /s | SAQA ID | Qualification Title |
| | 1. 2. | |
| Unit Standards | SAQA ID | Unit Standard Title |
| | | |
| | | |
| | | |
| | | |

| ETD EXPERIENCE | | | |
|---|-----------------|-----------|---------|
| *Specify your experience in your area of expertise to moderate 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 |

Moderator 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 Moderator SOR (US 115759) and ETDP assessor registration documentation | 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 moderator

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

Signature
(Moderator 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.

Name & Surname
(Provider Representative)

Date

(For office use only)

| | |
|-------------------------------|--|
| Moderator Type | |
| Moderator Registration Number | |
| Registration Start Date | |
| Registration End Date | |

*mandatory fields

CODE OF CONDUCT FOR ASSESSORS / MODERATORS

PURPOSE

Moderator 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 ETDQA registered moderator. The Moderators' code of conduct has been drawn up to enable ETDQA registered moderators 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 moderation as outlined in the unit standard '*Moderate Assessment*';
- to moderate candidates with reference to the relevant unit standard(s) and or qualification;
- to be guided by the provider's moderation, guide, tools and reporting format,
- to be guided by the assessment manager's selection of the sample and reasons given for the selection;
- to moderate in a fair and transparent manner, avoiding bias and interviewing candidates if this should prove necessary;
- to moderate evidence observing the rules of evidence;
- to give constructive written feedback to assessors; and
- to give feedback to the ETDQA on unit standards and qualifications.

2. Declaration of Interest:

On being requested to moderate a group of assessment, moderators must inform the provider in confidence:

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

3. Working Practices and Quality Standards:

- Moderators must act professionally, accurately and in an unbiased manner and be responsible for their actions in the moderation process.
- Moderators 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.
- Moderators must report any assessment irregularities, complaints or appeals and any attempts to threaten or bribe to the ETDQA in their reports.

- Moderators must not intentionally communicate false or misleading information that may compromise the integrity of any assessment.
- Moderators should keep relationships with candidates, assessors and providers on a professional basis.

4. Confidentiality

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

5. Relationship with ETDQA

- Moderators are registered with the ETDQA; this constitutes a licence to practice in the sector;
- Complaints submitted by moderators to the ETDQA will be addressed by the Irregularities Committee;
- Complaints submitted about moderators to the ETDQA will be investigated, and, should the moderator be in breach of the Code of Conduct, the moderator will be de-registered, and not longer able to practice as an moderator in the sector.
- Should a moderator 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: _____