

Assessor and Moderator Grant Guidelines 2014/2015

For the Period 1 January to 31 December 2014

Postal Address: PO Box 6801, Cresta, 2118 | Phone: (011) 476-8570 | Fax (Grant Applications): 086 574 1962
 Call Centre: 086 101 0001 | Website: <http://www.fasset.org.za> | email: amg@fasset.org.za



INTRODUCTION

In order to uphold quality standards in education and training, Fasset offers a grant to individuals who have undergone training to become registered assessors and/or moderators with Fasset. The assessor or moderator must have been registered with Fasset or the South African Institute of Chartered Accountants (SAICA) between 1 January and 31 December 2014.

CHANGES FROM THE PREVIOUS YEAR'S GRANT

- The maximum claim for assessor and/or moderator training per applicant is R 4,500. A maximum of R 4,500 may be claimed for assessor training and a maximum of R 4,500 may be claimed for moderator training, amounting to a maximum per person of R 9,000 per annum.
- Payment of the grant will be made into the account holder of the person / entity who paid for the course.
- Grant applications may be submitted from 1 April 2014.

CRITERIA FOR GRANT APPROVAL

- Applications will be processed on a first-come, first-served basis as of 1 April 2014, due to a limit on the funding. Completed grant applications will be processed in the order in which they are received.
- If a grant application is incomplete, it will be rejected. There will be no query process applied to grant applications. Applicants whose grants are rejected may re-apply, provided they re-apply within the time period stipulated in this criteria section. Each subsequent re-application will be treated as a new application, with the first-come, first-served rule commencing with each re-application.
- The maximum claim for assessor and/or moderator training per applicant is R 4,500. A maximum of R 4,500 may be claimed for assessor training and a maximum of R 4,500 may be claimed for moderator training, amounting to a maximum per person of R 9,000 per annum.
- Invoices proving training undertaken must be attached to the application.
- If invoices for a lesser amount are submitted, the lesser amount will be paid.
- Individuals must be registered as assessors and / or moderators with Fasset in 2014, before claiming the grant. A confirmation letter to this effect must be attached.
- SAICA assessors must attach a confirmation letter from SAICA that they have registered as an assessor with SAICA in 2014.
- The grant will only be paid for assessors and / or moderators registered with Fasset for qualifications and / or unit standards that fall within Fasset's Quality Assurance scope.
- Employers / professional bodies may apply for the grant on behalf of an individual if they have paid for the assessor or moderator training.
- Only training conducted by the Education and Training Development Practices (ETDP) Sector Education and Training Authority (Seta) accredited training providers will be accepted.
- The grant will cover the costs of training and the assessment of individual/s against the following unit standards, which will allow them to successfully register with the Seta as an assessor or moderator for unit standards and qualifications within the Fasset Quality Assurance scope:
 - Design and Develop Assessment Guides (ASSMT 04)
 - Plan and Conduct the Assessment of Learning Outcomes (ASSMT 01)
 - Moderate Assessment (ASSMT 02)
 - Facilitate the Preparation and Presentation of Assessment Evidence by Candidates (ASSMT 05)
 - Conduct Moderation of Outcomes-Based Assessments (115759)
 - Facilitate the Preparation and Presentation of Moderation Evidence by Candidates (ASSMT 05)
- **Allowable costs are as follows:**
 - Course fee: tuition / course fees, examination costs
- **The following costs are excluded:**
 - Curriculum development: development of curriculum and learning programmes
 - Material development and reproduction: development of learning materials, books, notes, copyright / licensing fees
 - Trainer fee: training the trainers, payment of lecturers, facilitators and permanent training staff
 - Facility fee: costs of running, or the hire of training facilities
 - Training course: costs of conducting seminars, workshops, lectures etc
 - Bursary: bursaries, accommodation / per diem / travel reimbursements / relocation costs to learners
 - Research, monitoring and evaluation: company skills audits / training needs analysis, costs of monitoring, reporting, evaluation of company training and interventions
 - Professional membership: professional body fees

- Accreditation fees: fees relating to alignment to standards or accreditation requirements.
- Accommodation and travel fees: Fees relating to travel and accommodation for attending the training.
- Training costs claimed exclude VAT.

DEADLINE DATE AND MODE OF GRANT SUBMISSION

- Where the grant deadline date falls on a weekend or public holiday, the deadline moves to the last working day before the deadline date.
- The due date for all discretionary grants is Sunday 15 February 2015, however grants must be delivered to Fasset by close of business (16h00) on Friday 13 February 2015. Alternatively, employers may fax or email the document to Fasset to reach the office by 15 February 2015, but no hand deliveries will be received.
- Fasset offices close at 16h30 from Monday to Thursday, and at 16h00 on Friday. There is no 'drop-box' on Fasset's premises or means of delivering the physical document after office closure. The application may however be faxed or emailed to the Seta before the deadline date. Please be aware that those delivering the document may not have access to alternative fax and email facilities, and the submission will be deemed late if is received / delivered after the deadline date.
- In the case of **hand delivery or courier**, it is the applicant's obligation to ensure the document is submitted to the correct physical/postal address and physical proof (delivery note of sending the specified document via hand delivery or courier) is retained. The Seta physical address is **Building 3, Ground Floor, 299 Pendering Road, Blackheath, Johannesburg**. Please be aware that those delivering the document may not have access to alternative fax and email facilities, and the submission will be deemed late if is received / delivered after the deadline date.
- In the case of **fax** submission to the Seta, it is the applicant's obligation to ensure that the application is submitted to the Seta via the correct fax number and that a copy of the confirmation slip, with the correct number of pages transmitted, is retained for later use/proof. An original signed document must also be submitted. The only and correct fax number is **086 574 1962**.
- In the case of **email** submission to the Seta, it is the applicant's obligation to ensure that the application is submitted to the Seta via the correct email address and that a copy of the sent email is kept, and is retained for later use/proof. The only and correct email address is **amg@fasset.org.za**
- Postal submissions received at Fasset offices after the deadline date, will not be accepted for assessment.

COMPLETION GUIDELINES AND OTHER INFORMATION

- The grant must be completed correctly and submitted to the **Skills Planning Department**.
- The relevant Authorised Signatory must sign each page of the grant application form. Names may not be typed in this space, signatures must be manually completed.
- An employer may apply for the grant at different times of the year, for different learners.
- Only submit proof of banking details if you have NOT submitted banking details before or if your banking details have changed since your last submission of banking details information.
- A copy of the grant application must be kept by the applicant.
- Fasset reserves the right to conduct monitoring visits to employers who have received the AMG.
- Fasset must first approve the Assessor and / or Moderator Grant before any grant payments will be made.
- One application form per moderator and / or assessor must be completed.
- The assessor and / or moderator must be registered with Fasset first; before a grant payment is made.
- For SAICA assessors, confirmation from SAICA that they are registered assessors is acceptable.
- The original invoice proving costs incurred for the training and / or assessment must be attached to the application. Payment will be made into the account holder of the person / entity who paid for the course.
- Fasset's letter confirming registration as an assessor / moderator must be attached.
- Assessors and moderators that have been successful at applying for the grant, by completing the Assessor and Moderator Grant application form, authorise Fasset publicise their names on the Fasset website.



Assessor and Moderator Grant Application For the Period 1 January to 31 December 2014

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By completing and signing this application form, the authorised signatory confirms that the Assessor and Moderator Grant Application Guidelines for the period 1 January to 31 December 2014 have been read and understood.

Section A: Particulars of the Organisation

Complete the table below. Please specify all SDL numbers (if applicable) and corresponding organisation names.

Name of organisation/individual				
Skills Development Levy (SDL) or another registration number (include the SDL number and name of main and linked SDLs) if applicable	<table border="1"> <tr> <td style="text-align: center;">SDL Number</td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> </table>	SDL Number		
SDL Number				
Your date of submission of this grant				

Section B: Claimant's Details

Please complete the table below in respect of the individual / employer against whom you are claiming the grant.

Assessor / Moderator Full Name	
Postal Address	
Telephone Number	
e-mail Address	

The following information is required by the Department of Higher Education and Training (DHET) for statistical purposes only:

Population Group	<input type="checkbox"/> African <input type="checkbox"/> White <input type="checkbox"/> Coloured <input type="checkbox"/> Indian / Asian <input type="checkbox"/> Non-South African		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No Disability Type (if applicable) _____
South African Citizen	<input type="checkbox"/> Yes – South African Identification Number		
	<input type="checkbox"/> No – Identification Number (SA or Other)		

Course Information

Unit Standard/s Achieved:	Design and Develop Assessment Guides (ASSMT 04) Yes <input type="checkbox"/> No <input type="checkbox"/>
	Plan and Conduct the Assessment of Learning Outcomes (ASSMT 01) <input type="checkbox"/> Yes <input type="checkbox"/> No
	Moderate Assessment (ASSMT 02) Yes <input type="checkbox"/> No <input type="checkbox"/>
	Facilitate the Preparation and Presentation of Assessment Evidence by Candidates (ASSMT 05). Yes <input type="checkbox"/> No <input type="checkbox"/>
	Conduct Moderation of Outcomes-Based Assessments (115759) Yes <input type="checkbox"/> No <input type="checkbox"/>
	Facilitate the Preparation and Presentation of Moderation Evidence by Candidates (ASSMT 05) Yes <input type="checkbox"/> No <input type="checkbox"/>

Grant Amounts

Grant amount being claimed (maximum R 4,500.00)	R _____
Proof of costs, attached and explanation of expense	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section C: Grant Awareness

How did you become aware of this grant? <i>Please tick the correct box.</i>		Fasset e-newsletter
		Fasset Facts newsletter
		Fasset website
		National press
		Professional body publication
		Word-of-mouth
		Previous application submitted
		Other, please specify:

Section D: Impact Measurement

Would you have trained as an assessor or moderator / or funded the training of this assessor or moderator if this grant was not available?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please explain your answer in as much detail as you can.	
Any further comments?	

Section E: Authorisation

Name of **Authorised Signatory** (e.g. CEO, Managing Partner) _____

Position in Organisation _____

Details Authorised Signatory email: _____ telephone: _____ fax: _____

Signed by Authorised Signatory _____ Date _____

I declare that this application is to the best of my/our knowledge true and correct. I understand that Fasset may independently verify the information. I also understand that it is an offence in terms of section 33(b) of the Act to knowingly furnish any false information in this application and that I may be fined or imprisoned for one year if found guilty of knowingly furnishing such false information.

This authorisation certifies that consultation has occurred between employer and employees through the Training Committee, if applicable. This is proof that the signatories certify the accuracy of the information presented in the attached sections. Fasset reserves the right to independently verify information supplied. The responsibility for the correctness of this document rests with the employer. By submitting this application, the parties to the application acknowledge that Fasset and/or any of its affiliates will be processing the personal information included in this application. The processing of such information by Fasset will be carried out in accordance with the law and in a proper and careful manner in order to not intrude upon the privacy of the data subject to an unreasonable extent. The purpose of processing the personal information belonging to the application is to conform with the performance monitoring process instituted by the Department of Higher Education and Training (DHET) which Fasset is required to complete on a quarterly basis. By submitting this application the parties agree that the purpose of collection of the personal information as discussed is adequate, relevant and not excessive. The parties specifically record that all personal information processed shall constitute confidential information and shall be treated as such by all the parties involved respectively. By completing and signing this application form, the authorised signatory confirms that the application guidelines for this grant have been read and understood.

Section F: Banking Details

Only complete this section in full if you have NOT submitted banking details before or if your banking details have changed since your last submission of banking details information. Please note that banking details are only required for the purpose of a refund. Attach at least one of the following to confirm banking details: original cancelled cheque or a letter from the bank.

Registered Name _____

Trading Name _____

Postal address _____ Postal code _____

Skills Development Levy number _____ Company/Entity Registration Number _____

Details of Company/Entity bank account are as follows:

Name of Bank _____ Branch _____

Branch code _____ Account number _____

Type of account *Please tick the appropriate box (✓)*

Savings

Current

To Whom it May Concern: The Company/Entity authorises you to pay any amounts which may accrue to the Company/Entity into the Company's/Entity's account with the bank reflected above. The Company/Entity understands that the credit transfers, which it has authorised, will be processed by computer through a system known as the "ACB ELECTRONIC TRANSFER SERVICES". The Company/Entity also understands that no additional advice of payment will be printed on the Company's/Entity's bank statement or any accompanying voucher. The Company/Entity may cancel this authority by giving thirty (30) days written notice to this effect, such notice to be sent by prepaid registered post.

Name _____ Identity No. _____

Job title _____ Date _____

Signed by the employer representative whose details appear above and who warrants that he/ she is duly authorised to bind the company.