

Application to Register as an Assessor and/or Moderator

Name and surname of applicant: _____

Application for registration as an assessor and/or moderator can be obtained against HWSETA accredited Qualifications which are registered on the National Qualifications Framework (NQF) at the South African Qualifications Authority (SAQA) in the categories listed in Section A.

As part of revising our processes and streamlining it to the national skills development mandate, the HWSETA would like to inform you of the requirements to be registered as an assessor and/or moderator with the HWSETA. Furthermore, the HWSETA has reviewed its decision to register assessors and moderators for full qualifications only and has reverted to registering applicants for both full qualifications and/or unit standards.

1. Registration Requirements

The HWSETA's criteria to register an individual as an assessor and/or moderator are as follows:

- Submit a **completed application form signed in pen** with the following attachments:
 - ✓ Originally certified copy of ID
 - ✓ Comprehensive CV listing duration and duties
 - ✓ Originally certified copy of ETDP SETA Statement of Result
 - ✓ Originally certified copy of all relevant qualifications / courses
 - ✓ Originally certified copy of Council registration (if applicable)

Note: Applications will be evaluated as per the CRITERIA listed on page 4, in order to ensure that the applicant has the relevant qualifications and occupational experience, which would make the applicant a Subject Matter Expert (SME).

- Applications can be posted or physically handed in at the HWSETA reception.

2. Accreditation and/or Programme approval

In keeping with the requirements of accreditation, Education Training and Development (ETD) Providers will only be accredited or approved for full qualifications or skills programmes.

- ETD Providers who are seeking accreditation, programme approval or extension of scope must ensure that they have suitably **qualified and HWSETA registered** assessors and moderators.

- ETD Providers can make use of more than 1 assessor and moderator as long as collectively the HWSETA registered assessors and moderators are able to assess and moderate the full qualification or skills programme.

Note: Certified copies are only valid for a period of 3 months.

For Office Use Only			
Date Received		Received by	
Action			

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SECTION A: CATEGORIES OF REGISTRATION

Tick	Registration Type	Sections to be completed									
	Registration Renewal	B	C	F	G	H	I	J	K	L	
	New Registration	B	D	F	G	H	I	J	K	L	
	Extension of scope	B	E	F	G	H	I	J	K	L	

Where applicable please ensure that you submit the completed Annexure A with this application form.

SECTION B: APPLICANT DETAILS

Name of Applicant											
SA Identity Number							Gender	Male	Female		
Equity*	BA	BC	X	BI	WH	O#	Specify				
Physical Address											
	Postal										
Postal Address											
	Postal										
Province											
Telephone Number					Cell Number						
Fax Number					Email						
Date of Application											

* **Equity legend** – BI: Black African BC: Black Coloured BI: Black Indian/ Asian WH: White O: Other

*if other please specify

SECTION C: REGISTRATION RENEWAL

Assessor	HWSETA Assessor Number	
Moderator	HWSETA Moderator	

SECTION D: NEW APPLICATION

Assessor – I am competent against “Conduct outcomes-based assessments” US	
Moderator – I am competent against “Conduct moderation of outcomes based	

SECTION E: EXTENSION OF SCOPE

Assessor			HWSETA Assessor Number	
Moderator			HWSETA Moderator	

SECTION F: ORGANISATION DETAILS

Do you represent an organisation?	YE		N		<i>If yes complete details below</i>
Organisation Name					
Accrediting ETQA (Primary)					
Accreditation Number					
Programme Approval (Secondary)					
Approval Number					

SECTION G: CRITERIA FOR REGISTERING ASSESSORS AND MODERATORS PER QUALIFICATION

QUAL ID No.	QUALIFICATION NAME	NQF Level	Credits	CRITERIA PER QUALIFICATION (AS STATED IN EACH QUALIFICATION)
49279	National Certificate: Victim Empowerment and Support	Level 2	120	Assessors must be in possession of a Qualification in Victim Empowerment or a related sub-field in Human and Social Studies at a minimum of NQF Level 3. Have a minimum of 2 years work experience in the field.
49688	National Certificate: Victim Empowerment	Level 3	127	Assessors must be in possession of a Qualification in Victim Empowerment or a related qualification in the field of Human and Social Studies at a minimum of NQF Level 4. Have a minimum of 2 years work experience in the field.
60209	Further Education and Training Certificate: Child and Youth Care Work	Level 4	165	Assessors are assumed to have competence equivalent to this qualification, or above. Have a minimum of 4 years practical Child & Youth Care Work experience.
74410	Further Education and Training Certificate: Public Awareness Promotion of Dread Disease and HIV/AIDS	Level 4	166	In possession of a relevant Qualification at a minimum of NQF Level 5. Have a minimum experience of 2 years in the fields of primary health care and community development.
49256	Further Education and Training Certificate: Counselling	Level 4	140	Assessors should be in possession of a relevant Qualification at NQF Level 5 or higher. Have a minimum of 2 years work experience in the field.
50041	Further Education and Training Certificate: Probation Work	Level 4	142	Assessors should be in possession of a relevant Qualification at ONE NQF level higher. Have a minimum of 2 years work experience in the field.
23993	Further Education and Training Certificate: Social Auxilliary Work	Level 4	153	Be in possession of a Level 7 qualification in Social Work. Be registered with the SACSSP as a Social Worker. Have a minimum of 5 years practical social work experience.
49872	Further Education and Training Certificate: Victim Empowerment Co-ordination	Level 4	146	Assessors must be in possession of a Qualification in Victim Empowerment or a related qualification in the field of Human and Social Studies at a minimum of NQF level 5. Have a minimum of 2 years work experience in the field.
48891	National Certificate: Theology and Ministry	Level 2	120	Assessors should be in possession of a relevant Qualification at one NQF level higher. Have a minimum of 2 years work experience in the field.
49836	Further Education and Training Certificate: Gender Practice	Level 4	152	Hold a minimum Level 5 qualification in a relevant field. Have a minimum of 2 years experience in the fields of gender practice and development.

49057	Further Education and Training Certificate: Theology and Ministry	Level 4	120	Assessors should be in possession of a relevant Qualification at one NQF level higher. Have a minimum of 2 years work experience in the field.
73250	General Education and Training Certificate: Adult Basic Education and Training: Ancillary Health Care	Level 1	120	To be in possession of a relevant qualification at NQF Level 4 or preferably above. It is recommended that practitioners with NQF Level 4 should work under supervision. To have a minimum of 2 years practical work experience in the sector.
49606	GETC: Ancillary Health Care	Level 1	134	Be in possession of a relevant qualification at NQF level 5 or higher. Be experienced in the fields of primary health care and community development. Have a minimum of 2 years work experience in the field.
64749	National Certificate: Community Health Work	Level 2	140	In possession of a relevant qualification at least one NQF Level higher than that of the Qualification. Acknowledged as an expert in the field of Community Health Work. Have a minimum of 2 years work experience in the field.
64769	National Certificate: Community Health Work	Level 3	140	Hold at least the National Diploma: Nursing, NQF Level 5 and have actual experience in Community Health Work. Have a minimum of 2 years work experience in the field.
64697	Further Education and Training Certificate: Community Health Work	Level 4	156	In possession of a relevant qualification at least one NQF Level higher than that of the Qualification. Acknowledged as an expert in the field of Community Health Work. Have a minimum of 2 years work experience in the field.
64149	National Certificate: Occupational Health, Safety and Environment	Level 2	120	Be in possession of a relevant Qualification at NQF Level 4 or higher. Have minimum 2 years work experience in the field.
74289	National Certificate: Occupational Health, Safety and Environment: Health	Level 2	120	Be in possession of a relevant Qualification at NQF Level 4 or higher. Have a minimum of 2 years work experience in the field.
74290	National Certificate: Occupational Health, Safety and Environment: Safety	Level 2	120	Be in possession of a relevant Qualification at NQF Level 4 or higher. Have a minimum of 2 years work experience in the field.
74291	National Certificate: Occupational Health, Safety and Environment: Environment	Level 2	120	Be in possession of a relevant Qualification at NQF Level 4 or higher. Have a minimum of 2 years work experience in the field.
50062	National Certificate: Occupational Hygiene and Safety	Level 3	144	Be in possession of a relevant qualification at least at NQF level 4. Have at least five years experience in the OHS sector.
50063	Further Education and Training Certificate: Occupational Hygiene and Safety	Level 4	145	Be in possession of a relevant qualification at least at NQF level 5. Have at least five years experience in the OHS sector.
48960	Further Education and Training Certificate: Social Security Administration	Level 4	140	To be in possession of a Qualification in Administration, Public Administration or Management at NQF Level 5 or higher. A minimum of 2 (two) years' practical, relevant occupational experience in Administration.

76986	Further Education and Training Certificate: Community Development: HIV/AIDS	Level 4	125	Be in possession of a relevant Qualification at NQF Level 4 or higher. Have a minimum of 2 years work experience in the field.
76988	Further Education and Training Certificate: Community Development: Victim Empowerment	Level 4	125	Be in possession of a relevant Qualification at NQF Level 4 or higher. Have a minimum of 2 years work experience in the field.
80447	Further Education and Training Certificate: Institutional-Based Care	Level 4	120	Be in possession of a relevant qualification at least at NQF Level 8. Current registration with the relevant statutory health council is also required. Have a minimum of 2 years work experience in the field.
83386	National Certificate: Community Development: General	Level 5	147	Be in possession of a relevant Qualification at NQF Level 6 or higher. Have a minimum of 2 years work experience in the field.
83387	National Certificate: Community Health	Level 5	147	Be in possession of a relevant Qualification at NQF Level 6 or higher. Have a minimum of 2 years work experience in the field.
83397	National Certificate: Community Development: Victim Empowerment	Level 5	147	Be in possession of a relevant Qualification at NQF Level 6 or higher. Have a minimum of 2 years work experience in the field.
21128	Certificate: Basic Counselling Skills	Level 5	120	Assessors should be in possession of a relevant Qualification at ONE NQF level higher. Have a minimum of 2 years work experience in the field.
21133	Certificate: Methods of Counselling	Level 5	120	Assessors should be in possession of a relevant Qualification at ONE NQF level higher. Have a minimum of 2 years work experience in the field.
58786	National Diploma: Occupational Safety	Level 5	242	Be in possession of a relevant qualification at least at NQF level 6. Have at least five years experience in the OHS sector and/or be a subject matter expert in this learning area.
66389	Higher Certificate: Diagnostic and Procedural Coding	Level 5	120	Have a relevant qualification (national or international) and be a subject matter expert in this learning area and at least have 3 years experience in the skills specific area, post qualification.

SECTION H: QUALIFICATIONS TO BE REGISTERED AGAINST

Using the table below tick against the qualification/s you seek registration against as an assessor and/or moderator. Information on any of the qualifications listed below can be obtained from the SAQA website on www.saqa.org.za.

Please ensure that you apply for qualification/s and or unit standards that you qualify for as per your qualifications listed in Section I in reference with your 2 year occupational experience and/or Subject matter Expertise (SME).

SAQA ID	Qualification / Unit Standard Title	NQF Level	Credits	Tick
49606	GETC: Ancillary Health Care	LEVEL 1	134	
73250	General Education and Training Certificate: Adult Basic Education and Training: Ancillary Health Care	LEVEL 1	120	
48891	National Certificate: Theology and Ministry	LEVEL 2	120	
49279	National Certificate: Victim Empowerment and Support	LEVEL 2	120	
64149	National Certificate: Occupational Health, Safety and Environment	LEVEL 2	120	
64749	National Certificate: Community Health Work	LEVEL 2	140	
74289	National Certificate: Occupational Health, Safety and Environment: Health	LEVEL 2	120	
74290	National Certificate: Occupational Health, Safety and Environment: Safety	LEVEL 2	120	
74291	National Certificate: Occupational Health, Safety and Environment: Environment	LEVEL 2	120	
49688	National Certificate: Victim Empowerment	LEVEL 3	127	
50062	National Certificate: Occupational Hygiene and Safety	LEVEL 3	144	
64769	National Certificate: Community Health Work	LEVEL 3	140	
23993	Further Education and Training Certificate: Social Auxiliary Work	LEVEL 4	153	
48960	Further Education and Training Certificate: Social Security Administration	LEVEL 4	140	
49057	Further Education and Certificate: Theology and Ministry	LEVEL 4	120	
49256	Further Education and Training Certificate: Counseling	LEVEL 4	140	
49836	Further Education and Training Certificate: Gender Practice	LEVEL 4	152	
49872	Further Education and Training Certificate: Victim Empowerment Coordination	LEVEL 4	146	
50041	Further Education and Training Certificate: Probation Work	LEVEL 4	142	

50063	Further Education and Training Certificate: Occupational Hygiene and Safety	LEVEL 4	145	
60209	Further Education and Training Certificate: Child and Youth Care Work	LEVEL 4	165	
64697	Further Education and Training Certificate: Community Health Work	LEVEL 4	156	
74410	Further Education and Training Certificate: Public Awareness Promotion of Dread Disease and HIV/AIDS	LEVEL 4	166	
76986	Further Education and Training Certificate: Community Development: HIV/AIDS	LEVEL 4	125	
76988	Further Education and Training Certificate: Community Development: Victim Empowerment	LEVEL 4	125	
80447	Further Education and Training Certificate: Institutional-Based Care	LEVEL 4	120	
83386	National Certificate: Community Development: General	LEVEL 5	147	
83387	National Certificate: Community Health	LEVEL 5	147	
83397	National Certificate: Community Development: Victim Empowerment	LEVEL 5	147	
21128	Certificate: Basic Counselling Skills	LEVEL 5	120	
21133	Certificate: Methods of Counselling	LEVEL 5	120	
58786	National Diploma: Occupational Safety	LEVEL 5	242	
66389	Higher Certificate: Diagnostic and Procedural Coding	LEVEL 5	120	

SECTION I: UNIT STANDARDS TO BE REGISTERED AGAINST

Please use annexure A to list the unit standard/s you seek registration against

ANNEXURE A

Using the table below insert the Unit Standard/s you seek registration against as an assessor and/or moderator. Information on any of the unit standards can be obtained from the SAQA website on www.saqa.org.za.

SAQA ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS

J: FORMAL OCCUPATIONAL QUALIFICATIONS AND/OR TRAINING OBTAINED

Please complete this section by providing details of the qualifications that you have acquired thus far.

Provide the details of those qualifications that are relevant to the qualification/s that you seek registration against.

Qualification Name	Modules/Courses/Unit Standards	Duration	Specialisation (If applicable)
Qualification Name	Modules/Courses/Unit Standards	Duration	Specialisation (If applicable)

SECTION K: WEBSITE

Would you like to have your details placed on the HWSETA website?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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SECTION L: CHECKLIST

Ensure that the following documents are attached to you application when submitting to the HWSETA.

Document attached	Tick
Updated Comprehensive CV outlining roles, responsibilities and duties.	<input type="checkbox"/>
*Originally Certified Copy of your Identity Document.	<input type="checkbox"/>
Originally Certified Copies of all relevant qualifications and/or certificates.	<input type="checkbox"/>
*Originally Certified Copies of the Statement of Results	<input type="checkbox"/>
*Originally Certified Copy of your assessor/moderator ETDP SETA Statement of Results	<input type="checkbox"/>
*Originally Certified Copy of Current Council registration (if applicable) e.g. SANC,	<input type="checkbox"/>

*Copies should be certified within 3 months of the application date. Copies of certified copies will not be accepted.

SECTION M: DECLARATION BY THE "APPLICANT"

I, _____, (full names) the undersigned hereby declared that the information provided in this application form is correct and true.

Signed at _____ on this _____ day of _____.

Signature*



Code of Conduct for Registered Assessors and Moderators

/ _____

As a registered assessor / moderator of the HWSETA, in order to ensure and maintain the high standards of the ethical conduct, I acknowledge that at all times I shall:

1. Carry out assessments that are fair, valid and reliable.
2. Abide by the principles of transparency and confidentiality.
3. Conduct assessments and/or moderation perform the duties of an assessor and/or moderator with the interests of the learner at heart, without compromising the integrity of the HWSETA in anyway.
4. Use the assessment criteria and the assessment guides for each unit standard as the ultimate measure of the learner competence in that unit standard.
5. Adhere to all the requirements of the HWSETA in promoting the quality of education and training and assessment for all learners, giving guidance and support to all learners to achieve their full potential.
6. Act in a strictly trustworthy and unbiased manner in relation to the HWSETA, Assessors (in the case of a moderator) and Learners.
7. Declare to the HWSETA any relationship I may have with any learner or organization before undertaking any assessment or moderation falling within the current ambit of the HWSETA.
8. Not disclose assessment or moderation findings or any part of them to a third party, unless authorised in writing by the HWSETA and the affected learner(s) to do so.
9. Not act in any way prejudicial to the reputation or interests of the HWSETA and the learners.

I acknowledge that in the event of any alleged breach of this code, I will be subjected to a formal enquiry by the HWSETA whose decision will be final.

Signed: _____



Witnessed: _____

Date: _____

Note: This registration as an Assessor/ Moderator is valid for a period of five (5) years
*The application form must be signed in pen and either hand delivered or posted to the
HWSETA with all supporting documents.
For additional information or clarification you may contact the officials below:

Notification to Assessor/ Moderator Applicants

Dear Stakeholder

The HWSETA is in the process of amending its documents and template. As from the 1st October 2013 assessor and moderator applications will be sent to the following HWSETA staff.

- 1. Gauteng/North West**
Ms. Lebogang Moono
Tel.: (011) 607 6900 /41
Fax2email: 086 572 5927
Email: lebogangm@hwseta.org.za

- 2. KwaZulu-Natal/Free State**
Ms. Samukelisiwe Khumalo
Tel.: (031) 202 5972/3
Fax2email: 086 537 6591
Email: samukelisiwek@hwseta.org.za

- 3. Western Cape/Northern Cape**
Mrs. Juanita Moller
Tel: 073 141 5483
Fax2email: 086 548 2559
Email: juanitam@hwseta.org.za

- 4. Limpopo/Mpumalanga**
Mrs. Raesetja Mokhopa
Tel: (015) 295 4302
Fax2email: 086 239 9632
Email: raesetjam@hwseta.org.za

- 5. Eastern Cape**
Ms. Zameka Ngxelo
Tel: (043) 726 9406/7
Fax2email: 086 566 5644
Email: zamekan@hwseta.org.za

Learner Achievement Manager: Mrs. Hlamalani Ngcobo