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Health and Welfare Sector Education and Training Authority
HWSETA

## MODERATOR REGISTRATION PROCEDURE

1. Applicant Moderator completes and signs the application form and the code of conduct form;
2. Applicant Moderator attaches the following documents:
    a. Detailed CV;
    b. Certified copy of ID;
    c. Certified copies of relevant qualifications certificates;
    d. Certified copy of registration with relevant council (for specific qualifications);
3. Applicant Moderator submits the Moderator registration pack to the relevant Provincial Office;
4. The Provincial Office Administrator receives the application pack and conducts a pre-evaluation check using the Moderator registration checklist by checking if;
    a. the application form is fully and correctly completed and signed off;
    b. the Code of conduct is signed off;
    c. the ID, Qualifications certificates and registration with relevant council documents are recently certified
    d. the CV is detailed, with start and end dates (minimum 2 years experience, depending on specific qualifications) of jobs previously appointed to and three references;
    e. the qualifications/unit standards in the skills programme applied for are valid (falls under the registration scope of the HWSETA) and current;
    f. the Applicant Moderator submitted full qualification/s certificate/s if applying for HWSETA full qualifications; or
    g. the Applicant Moderator has applied for single unit standards or registered skills programmes if short courses certificates are submitted.
5. Only when all documents are attached, the Provincial Administrator shall acknowledge submission of the application pack and signs and submit the acknowledgement letter to the Applicant Moderator;
6. If there are outstanding documents not submitted, the Provincial Administrator give advice regarding what documents are outstanding and returns the application pack back to the Applicant Moderator;

7. If compliant, Administrator opens the Moderator file and the complete application pack is entered into the internal submission tracking book and submitted to the Provincial Officer for evaluation;
8. The Provincial Officer signs off the internal document control book acknowledging receipt date of the application;
9. The Provincial Officer conducts a desktop Moderator evaluation by evaluating:
    a. If the Applicant Moderator possesses relevant qualifications to the one applied for:
    b. .1 if the Applicant Moderator applied for full qualification, the Officer checks if the Applicant Moderator possesses a relevant full qualification on the same level or higher to the level applied for;
    c. If the Applicant Moderator applies for skills programme or single unit standards, that short courses certificates submitted are relevant to the ones applied for;
    d. If short courses certificates are submitted, but the Applicant Moderator applies for full qualification/s, a non compliance letter shall be sent;
10. The Officer evaluates the CV against the requirement of the qualification applied for: minimum 2 years experience for all other qualifications and 5 years for selected qualifications (refer to registration criteria)
11. A combination of relevant qualifications and experience qualifies for registration;
12. The Officer completes the Moderator evaluation form and recommends for registration from the Provincial Managerby attaching the Moderator registration application pack
13. The Provincial Manager approves the recommendation for registration of Moderator;
14. The Officer updates SMS and generates a letter of Moderator registration approval with the Moderator names, address, email address, registration number, date of registration, expiry date and qualification/unit standards/skills programme registered for;
15. The registration letter is sent to the Provincial Manager for signature;
16. After approval and signing off, the Administrator make copies of the signed registration letter and files off with the application pack;
17. The signed Moderator registration letter is sent to the registered Moderator via email and courier.