

ETQA CIRCULAR 6 / 2013

NOTICE OF REGISTRATION CRITERIA FOR ASSESSORS, MODERATORS AND FACILITATORS

This circular serves as a notification to all INSETA ETQA accredited education and training providers, registered assessors and moderators, regarding registration requirements specific to applicants wishing to apply or to extend their scope to assess or moderate learning programmes quality assured by INSQA.

1) REGISTRATION REQUIREMENTS FOR APPLICANTS WHO ARE MEMBERS OF PROFESSIONAL BODIES

- Due to varying curricula that make up qualifications against which professional bodies operating within the Insurance sector confer professional body designation, INSQA has resolved that the approval of assessment or moderation scope will be based on the relevance of learning achievements (and not their professional designation) as detailed in an academic transcript confirming the learner's achievement of all learning outcomes as prescribed by a particular qualification; and
- These learning achievements will be evaluated by the ETQA to establish which field of insurance a candidate is deemed to have appropriate subject matter expertise in.

2) REGISTRATION REQUIREMENTS FOR SPECIALISED QUALIFICATIONS

Applicants wishing to register as **assessors and/ or moderators** against the Medical Claims Assessing and Long – Term Risk Assessment learning programmes are advised that the following registration criteria will apply:

- Applicants will need to possess a qualification at a level higher than that which they wish to assess or moderate, in the fields of Medicine, Nursing or Physiotherapy. Other medically related qualifications which have not been listed here and are deemed applicable will be evaluated and approved at the discretion of the ETQA); and
- Applicants must possess relevant occupational experience in the fields of medical claims assessment or risk assessment depending on the learning programme being applied for.

3) REGISTRATION OF FACILITATORS

All facilitators facilitating on learning programmes quality assured by INSQA must be constituently registered assessors with the quality assurance body. This mandate however, does not apply to faculty members of Public Further and Higher Education and Training Institutions. Practitioners at these public institutions will however need to comply with the following criteria:

- Practitioners must have a relevant qualification at a level higher in the same field as what is being facilitated; and

- Practitioners must be subject matter experts and have 3 years relevant occupational experience in the same field as what is being facilitated.

The public institution facilitators *may not* conduct assessments in addition to conducting the facilitation. A constituent assessor must be present and responsible for any planning and assessment of learning.

4) MODERATION REGISTRATION CRITERIA

After reviewing our current moderator registration criteria, INSQA has revised the moderator registration criteria and will approve applications for moderator registration under the following conditions:

- A Moderator must be a registered assessor and have a minimum of 2 years assessment experience with INSQA or another quality assuring body.
- Have the relevant ETDP Statement of Credits for the unit standard “Conduct the moderation of outcomes based assessment”;
- Must be a subject matter expert and have minimum of **3 years direct occupational experience** in the learning programme/s being moderated; and
- Must **possess a qualification one level higher that significantly meets the Exit Level Outcomes as detailed in the learning programme/s.**

Please note that these new registration criteria come into force with immediate effect. Applicants wishing to apply for moderator registration are to download the updated registration forms which can be found on the Inseta website at [www.inseta.org.za/ divisions/etqa/assessment and moderation](http://www.inseta.org.za/divisions/etqa/assessment%20and%20moderation).

Thank you,

Yours faithfully,

Nadia Starr
INSQA Manager