

Working together for a skilled tomorrow

Ground Floor, North Wing, Oakhurst,
11 St. Andrews Road, Parktown,
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PO Box 32035, Braamfontein 2017

Tel 011 544 2000
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ASSESSOR AND MODERATOR REGISTRATION FORM

STATUS	APPROVED
CUSTODIAN	ETQA MANAGER
APPROVED	ETQA MANAGER
DECISION DATE	26 AUGUST 2013
REVIEW DATE	1 SEPTEMBER 2014
VERSION NUMBER	<i>ETQA/GL/ Assessor and Moderator Application Form /vs2/2013</i>
AMENDMENT DATE	26 AUGUST 2013

Office use Only										
Date Received	d	d	m	m	y	Y	y	y	Received by	

Dear Assessor/Moderator,

The following is required with your application form. Please confirm that you have noted these criteria and include relevant material with your application.

DOCUMENTS REQUIRED	NOTED / INCLUDED Please tick (x)
◆ An Updated Comprehensive Curriculum Vitae (CV) including references (relating to Insurance and/or Fundamentals). Curriculum Vita's submitted should be a minimum of 3 pages long .	
◆ A Certified Copy of your Identity Document (ID).	
◆ Copies of all relevant qualifications, certificates, statement of credits to show evidence of learning in the subject you are applying to assess or moderate (also relating to Insurance activities and/or Fundamentals). Learning Achievements must be at a level higher than the qualification/s that the applicant wishes to assess/moderate.	
◆ A Certified Copy of your assessor/moderator ETDP SETA Statement of Results.	
◆ The INSETA Code of Conduct with new applications. NB: this should be initialled on each page and signed in full where applicable.	
◆ Confirm that you have read and understood the INSQA Policy for assessment and moderation .	
◆ Fill in the Assessor and/or Moderator Application form in detail and send back.	
◆ Please indicate the INSETA unit standards/qualifications that you are applying to assess and/or moderate – NB: we require the full title and ID number of each unit standard and/or qualification that you are applying to assess and/or moderate .	
◆ Complete details of the company/companies you will be doing assessments / moderations for and update these details with each application for additional scope.	
◆ For applications to extend your assessor and/or moderator scope please complete only SECTIONS A, B, C, F, H, J of the application form. However, please indicate if details have changed in any other section so we may update your records.	

Assessor/Moderator Signature		Date	
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Your application will be referred to our ETQA evaluation panel for consideration. Our turn-around time for evaluation is approximately 12 weeks, depending on the quality and completeness of your application documents.

The following can be found on the INSETA website (www.inseta.org.za > divisions > ETQA > assessor/ moderator application pack)

- Assessor/Moderator Application Form
- INSQA Policy for assessment and moderation
- Assessor/Moderator Code of Conduct

Please submit your completed application with all supporting documents to the ETQA Secretary:

Email to	oumam@inseta.org.za
Telephone	(011) 544 – 2000
Hand/Courier deliveries	Please contact INSETA ETQA should you wish to make arrangements to deliver/ courier

Notes:

- Please ensure that the following application form is completed in full with as much detail as possible - do not indicate “refer to CV” in the application form.
- Incomplete forms will not be evaluated until outstanding information/documentation is supplied and will delay our evaluation. Should outstanding information as requested by INSQA not be submitted within 12 weeks of notification, the application will be considered obsolete and will be destroyed and applicants will need to reapply should they wish to continue with the registration process.
- Please allow 12 weeks after applying before enquiring on the progress of your application.
- Constituent assessors and moderators whose scope are due to expire should apply for re-registration no later than 12 weeks prior to the expiry of their scope – no ‘extensions’ of scope due to lapsed registration will be entertained.

SECTION A: APPLICATION FOR REGISTRATION:

Please mark with (X) in the appropriate block(s) – tick as many as are appropriate to your application

Assessor	<input type="checkbox"/>	<i>I am competent against “Conduct outcomes-based assessments”</i>
Moderator	<input type="checkbox"/>	<i>I am competent against “Conduct moderation of outcomes based assessments”</i>

Please mark with (X) in the appropriate block(s) – tick as many as are appropriate to your application

Extension of Scope	<input type="checkbox"/>	<i>I am a registered assessor/ moderator but would like to extend my scope for the duration of my current registration period.</i>			
Re-Registration	<input type="checkbox"/>	Assessor Registration No	<input type="text"/>	Moderator Registration No	<input type="text"/>

SECTION B: APPLICANT'S PERSONAL DETAILS:

Title	Ms.	<input type="checkbox"/>	Mrs.	<input type="checkbox"/>	Mr.	<input type="checkbox"/>	Dr.	<input type="checkbox"/>	Prof.	<input type="checkbox"/>						
Surname	<input type="text"/>															
First Names	<input type="text"/>															
Identity Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Date of Application	D	<input type="text"/>	D	<input type="text"/>	M	<input type="text"/>	M	<input type="text"/>	Y	<input type="text"/>	Y	<input type="text"/>	Y	<input type="text"/>	Y	<input type="text"/>

SECTION C: APPLICANT'S CONTACT DETAILS:

Please note that any change in the details below must be communicated via email to the ETQA secretary in order to update our database which is used to disseminate information.

Physical Address	<input type="text"/>										Postal Code	<input type="text"/>
Postal Address	<input type="text"/>										Postal Code	<input type="text"/>
Telephone Number	CODE	<input type="text"/>	NUMBER			<input type="text"/>						
Fax Number	CODE	<input type="text"/>	NUMBER			<input type="text"/>						
Cell Number	CODE	<input type="text"/>	NUMBER			<input type="text"/>						
Email Address	<input type="text"/>											
Province	<input type="text"/>											

At times, INSETA receives requests to provide training providers and employers with the contact details of constituent assessors and moderators – however we will not do so without express permission.

Please indicate below if you would like your information to be shared with providers and employers;

Yes, please do share my information	<input type="checkbox"/>
No, please do NOT share my information	<input type="checkbox"/>

SECTION H: REGISTRATION GUIDELINES

1. When applying for registration, applicants will need to familiarize themselves and comply with the registration criteria as detailed in **Section I** of this application form as well as the contents contained in **ETQA circular 6/2013**. Circular 6/2013 can be found at the end of this application form (see annexure 1).
2. Applicants must identify the details and validity of Qualification(s) and/or Unit Standard(s) that they wish to assess or moderate by visiting the following website (www.saqa.org.za).
3. Please apply only for current qualification(s) and unit standard(s) that you qualify for as per your qualifications and experience. Expired qualifications or unit standards will not be considered during the evaluation process.
4. Please note further that only applications for the **learning programmes** registered against the SAQA qualifications and quality assured by INSQA will be considered for registration eg. In the instance of FETC: Short Term Insurance NQF 4 – INSQA will register applicants against learning programme 49929 which is recorded against the registered qualification 66610. It is the responsibility of the applicant to ensure that the correct learning programmes are identified and listed accordingly in **Section J** of this application form – to do so, please refer to the following website (www.saqa.org.za) for details of **learning programmes recorded against each qualification**.
5. A subject-matter expert needs to sign-off the application as confirmation that the applicant has the requisite experience and skills to assess or moderate in the requested field.
6. Any request to extend scope will, if approved, only be valid for the remaining period of registration and does not 'automatically' extend the registration period.
7. It is the responsibility of the assessor or moderator to ensure that their scope is valid. No extension requests will be entertained and thus individuals are urged to ensure that they submit an application for re-registration at least 12 weeks prior to expiry.
8. Approved assessor and moderator registrations are subject to a maximum period of 3 years, after which application for re-registration must be submitted.
9. Applications for re-registration will always be subject to the currently approved INSQA criteria, as aligned to national and qualification requirements, and re-registered scope may therefore change in line with updated requirements.
10. Constituent assessors and moderators must adhere to the conditions stipulated in the assessor /moderator code of conduct.
11. Upon successful registration, constituent assessors and moderators will receive notification of registration. This will include a scope letter indicating details of the scope awarded as well as an assessor/moderator registration certificate.

SECTION I: QUALIFICATION(S) AND/ OR UNIT STANDARDS TO BE REGISTERED AGAINST

A. Registration Criteria:

1. Assessors must;

- have achieved the unit standard “**conduct outcomes - based assessment**” and submit the ETDP Statement of Credits
- possess a relevant qualification/ skills programme at a level higher, and in the subject field of the qualifications that they wish to assess
- be a subject matter expert and have at least **3 years direct occupational experience** in the field that the applicant wishes to assess

2. Moderators must;

- be a registered assessor with a **minimum of 2 years assessment experience** with INSQA or another quality assuring body
- have achieved the unit standard “**conduct the moderation of outcomes- based assessment**” and submit the relevant ETDP Statement of Credits
- **possess a qualification at a level higher and significantly meeting the Exit Level Outcomes** of the qualifications that they wish to moderate.
- be a subject matter expert and have at least **3 years direct occupational experience** in the field that the applicant wishes to moderate.

Applicants wishing to register as **assessors and/ or moderators** for 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 at 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.

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SECTION J: COMPLETE THE FOLLOWING TABLE FOR QUALIFICATION/UNIT STANDARD SCOPE REQUESTED

Note:

- Applicants are required to complete this section in full.
- Your application will not be considered if any of the grey columns are not completed.
- Qualifications or Unit standards that have expired will not be considered for evaluation purposes.
- Please do not fill in any information in the green fields. This is for INSQA evaluation purposes only.

Qualification(s)/ Unit Standard(s) Title (Refer to www.saga.org.za for expiry date and full details)	SAQA ID	NQF Level	Qualification / Unit Standard (US) Expiry date	FOR INSETA USE ONLY	
				APPROVED	NOT APPROVED

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SECTION K: DECLARATION BY A SUBJECT MATTER EXPERT:

- Applications will not be considered without endorsement by a subject-matter expert
- Subject Matter Experts must confirm that the applicant can assess or moderate the qualification/s and / or unit standard/s being applied for.

I _____ the subject matter expert in the field of _____, has _____ years experience in _____ and belong to the _____ (professional body) hereby declare that to the best of my knowledge the applicant, _____, is qualified to assess and/or moderate the above qualification and/or unit standards.

Signed at _____ on this _____ day of _____ 200_____

Subject-Matter Expert signature:

INSETA USE ONLY

Registration Recommended	Yes		No		
If "YES" Type of Registration Recommended	Assessor		Moderator		
ETQA Evaluator Name			Comments		
Signature				Date	
Recommendation Approved	Yes		No		
ETQA Manager/ Specialist Name			Comments		
Signature				Date	

SECTION I: TRAINING PROVIDER / EMPLOYER CONTACT DETAILS

Are you representing a training provider / Yes No employer?

If your answer is **YES**, fill in the table below:

(more than one training provider / employer may be listed – if you work for more than two training providers please complete the details for all these providers)

<i>Training Provider / Employer Trading Name</i>	
<i>Region</i>	
<i>Telephone No</i>	
<i>Email address</i>	

<i>Training Provider / Employer Trading Name</i>	
<i>Region</i>	
<i>Telephone No</i>	
<i>Email address</i>	

SECTION J: DECLARATION BY THE APPLICANT:

	Yes
I have read the Assessor/Moderator Code of Conduct	
I have read the INSQA policy for assessment and moderation and I will uphold the Assessor Code of Conduct to the best of my ability.	

I _____ the undersigned hereby declare that the above information provided in this application form is correct and truthful, to the best of my knowledge.

Signed at _____ on this _____ day of _____ 200____

Signature of Applicant

ANNEXURE 1

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 in which field of insurance a candidate is deemed to have appropriate subject matter expertise.

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 at 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 constitutently 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 that which is being facilitated, and practitioners must be subject matter experts and have 3 years relevant occupational experience in the same field as that which 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 of the qualification that they wish to moderate.**

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).

Nadia Starr
INSQA Manager