

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 [#] |
| 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 | If yes complete details below |
| 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 Auxiliary 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.sqa.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 | NO |
|---|-----|----|

SECTION L: CHECKLIST

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

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

***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 declare 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

I _____

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