



HEALTH AND WELFARE SECTOR EDUCATION AND TRAINING AUTHORITY

ASSESSOR REGISTRATION GUIDELINES

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1. ABBREVIATIONS

CEO	Chief Executive Officer
CIPC	Companies and Intellectual Property Commission
DQP	Development Quality Partner
ETDPSETA	Education, Training and Development Practices Sector Education and Training Authority
ETQA	Education and Training Quality Assurance
HWSETA	Health and Welfare Sector Education and Training Authority
ID	Identity document
MOU	Memorandum of understanding
NGO	Non-Governmental Organization
NLRD	National Learner Record Database
NQF	National Qualification Framework
POE	Portfolio Of Evidence
QALA	Quality assurance of learner achievement
QCTO	Quality Council for Trades and Occupations
QMS	Quality Management System
RPL	Recognition of Prior Learning
SAQA	South African Qualification Authority
SDA	Skills development Act
SDL	Skills development levies (Act)
SETA	Sector Education and Training Authority
SDP	Skills Development Provider
SMS	SETA Management System

2. DESCRIPTION OF TERMS

Accreditation	Means the certification, usually for a particular period of time, of a person, a body or an institution as having the capacity to fulfil a particular function within the quality assurance system set up by SAQA.
Accreditation scope	Means the list of qualifications and or skills programmes for which a skills development provider is accredited for.
Accreditation site visit	Means a visit that is conducted by the HWSETA to verify claims made by a training provider in the letter of intent and the accreditation application file, which enables the HWSETA to gather evidence for accreditation.
Achievement	Means the recognition granted to a learner when all required learning outcomes have been successfully demonstrated.
Appeal	Means a process of seeking a review of a decision already made, from higher authority.
Applicant skills development provider	Means a skills development provider who is in the process of applying for accreditation or programme approval with the HWSETA.
Assessment	Means the process in which evidence is gathered and evaluated against agreed criteria in order to make a judgment of competence for developmental and/or recognition purposes.
Assessor or constituent Assessor	Means a person who is registered by the relevant ETQA body to measure the achievement of specified National Qualifications Framework standards or qualifications.
Audit	Means the process undertaken to measure the quality of services that have already been delivered.
Code of Conduct	Means a set of conventional principles and expectations considered binding on any person/s or organization/s registered, approved and/or accredited by the HWSETA.

Education and Training Quality Assurance	Means a body accredited in terms of section 5 (1)(a)(ii) of the SAQA Act, responsible for monitoring and auditing achievements in terms of national standards or qualifications, and to which specific functions relating to the monitoring and auditing of national standards or qualifications have been assigned in terms of section 5 (1)(b)(i) of the Act.
Extension of scope	Means the addition of qualification(s), skills programmes and/or unit standard(s) after approval of the initial application.
Facilitator	Means an individual who facilitates learning processes and activities and manages and administers assessment: educator, teacher, trainer, mentor etc.
Full cycle of training	Means the process whereby the skills development provider has recruited, registered, trained learners, assessed, moderated and verified learners achievements through HWSETA verification process which led to certificates and or statement of results being issued.
Learning programmes	Means a combination of courses, modules or units of learning by which learners can achieve learning outcomes.
Moderation	Means the process which ensures that assessment of the outcomes described in the NQF standards and qualifications is fair, reliable and valid.
Moderator	Means a person who has achieved competence against the moderator standard, certified by the ETDP SETA and registered by an ETQA.
Monitoring	Means a systematic continuous observation process and recording of activities to ensure quality compliance to set criteria and agreed developmental areas for improvement purpose.
National learner record database	Means an electronic information system that assists the South African Qualifications Authority (SAQA) to manage the National Qualifications Framework.
Non-governmental organization	Means an organization set up by ordinary citizens, (primarily run by volunteers or funded by governments, foundations or businesses) that is not part of a government or established for

	profit making purposes.
Organizations	Means legally established entities in line with CIPC requirements and in good standing (which may include but not limited to national and provincial government departments and agencies, institutions, NGOs, companies, centres and consultancies).
Policy	Means a statement of intent implemented as a set of procedure or protocol.
Programme approval	Means a secondary accreditation of an SDP though an MOU signed between the ETQAs.
Quality assurance	Means the process of ensuring that the specified degree of excellence is achieved.
Quality management system	Means the combination of policies and processes used to ensure that the specified degree of excellence is achieved.
Recognition of prior learning	Means the comparison of the previous learning and experience of a learner, howsoever obtained, against the learning outcomes required for a specified qualification, and the acceptance for purposes of qualification of that which meets the requirements,
Registered qualifications	Means qualifications registered by SAQA on the National Qualifications Framework.
Registered unit standards	Means unit standards registered by SAQA on the National Qualifications Framework.
Scope of accreditation	Means the list of qualification/s and/or skills programme/s for which a skills development provider is accredited.
Scope of registration	Means the list of qualification/s, skills programme/s and/or unit standard/s for which an assessor or moderator is registered.
Skills programme	Means the bundling of unit standards from the same qualification that addresses an identified need and allows for progression/completion of a full qualification.
Skills development provider	Means an organization that is accredited or approved to deliver learning programmes.

3. REGULATORY FRAMEWORK

- 3.1 NQF Act 67 of 2008;
- 3.2 SDA Act 97 of 1998 (as amended by the SDL Act 9 of 1999, Skills Development Amendment Act 31 of 2003, Skills Development Amendment Act 37 of 2008, Higher Education Laws Amendment Acts 26 of 2010); and
- 3.3 Sub-regulation 9(1) (a) of the Education and Training Assurance bodies regulation, 1998 (No.R1127 of 1998).

4. PURPOSE

The purpose of these guidelines is to:

- 4.1 communicate clear requirements for assessor registration to relevant parties;
- 4.2 ensure compliance by applicant assessors; and
- 4.3 ensure standardization and consistency of the assessor registration process;

5. SCOPE AND RESPONSIBILITIES

- 5.1 The HWSETA shall ensure that applicant and registered Assessors comply with the guidelines as presented;
- 5.2 Applicant and registered Assessors shall comply with the guidelines as presented; and
- 5.3 SDPs shall familiarize themselves with the content of these guidelines.

6. REQUIREMENTS FOR ASSESSOR REGISTRATION

- 6.1 Applicant Assessors wishing to be registered with the HWSETA shall be qualified as
Assessors (be found competent against the ETPSETA Assessor course);
- 6.2 Assessors shall be subject matter experts: (having relevant qualifications and 2-5 years occupational experience depending on the qualification applied for);

6.3 Assessors registered with the HWSETA shall be required to perform the following functions:

- 6.3.1 Facilitate learning i.e train learners;
- 6.3.2 Plan and design assessments (or source appropriate assessment methods and instruments and modify these if necessary);
- 6.3.3 Support and guide learners in the collection of evidence;
- 6.3.4 Assist learners in planning for assessment;
- 6.3.5 Conduct assessment and provide constructive feedback;
- 6.3.6 Make an assessment decision, i.e. 'competent, or not yet competent'
- 6.3.7 Compile and provide signed assessment/s reports for the specific assessments conducted to the HWSETA during learner achievement verification visits; and
- 6.3.8 Cooperate with the HWSETA for implementation of any new directives as and when introduced.

6.4 The following documents shall be submitted for assessor registration with the HWSETA:

- 6.4.1 Fully completed and signed Assessor/Moderator registration application form;
- 6.4.2 Signed Code of conduct form;
- 6.4.3 Recently certified copy of ID;
- 6.4.4 Recently certified copies of qualification certificates relevant to the qualification applied for (not attendance certificates);
- 6.4.5 Detailed CV reflecting qualifications, work history with start and end dates, responsibilities/duties performed and references;
- 6.4.6 Recently certified copy of registration with the relevant council for some qualifications; and
- 6.4.7 Recently certified copy of the ETDPSETA Assessor statement of results;
- 6.5 Only fully compliant applications as per clause 4.5 shall be accepted;
- 6.6 Applicant Assessors who obtained qualifications outside South Africa shall be required to submit the SAQA foreign qualification equivalent certificate/s;
- 6.7 Applicant Assessors shall abide by the signed Code of conduct when conducting assessments;
- 6.8 Applicant Assessors shall qualify to apply for full qualifications only if relevant full qualifications certificates are submitted;
- 6.9 Completed short courses/programmes shall qualify the applicant Assessor to apply for registration for single unit standards;

6.10 Applicant Assessors shall be approved upon submission of full qualifications certificates; and

6.11 Applicant Assessors shall be approved for single unit standards for completed short courses or skills programmes.

7. ASSESSOR RE-REGISTRATION REQUIREMENTS

7.1 Assessors are expected to apply for re-registration at least 3 (three) months before expiry of registration period;

7.2 When unit standards and or qualifications are reviewed, replaced or cancelled, Assessors shall be required to re-apply for registration for the new unit standard/s, qualification/s and or new skills programme/s;

7.3 Registered Assessors shall apply for the replacement of expired qualifications and unit standards provided they qualify for the new requirements.

8. DE-REGISTRATION OF ASSESSORS

8.1 De-registration of Assessors shall be as a result of one or more of the following reasons:

8.1.1 Voluntary de-registration;

8.1.2 Non-compliance with the Code of conduct;

8.1.3 Conducted assessments for expired qualifications and unit standards;

8.1.4 Conducted assessments for qualifications and unit standards for which they are not registered; and

8.2 De-registered Assessors shall be considered for registration after a period of 2 (two) years.

9. RELATIONSHIP TO OTHER DOCUMENTS

9.1 The assessor registration guidelines shall be read in relation to the following:

9.1.1 Assessment, moderation and verification policy;

9.1.2 Assessor registration flow chart;

9.1.3 Certification policy;

9.1.4 Accreditation policy;

9.1.5 RPL guidelines.