

# Section A – Learner Moderator Demographics

## A1 - Learner Moderator Application in case of RPL

<i>Learner name</i>		
Learner number		
Advisor name		
Assessor name		
Centre name		
Centre number		
Date of interview		
Target award(s)	<b>Moderator Certification</b>	
Unit code(s)	<b>115759</b>	
Signature of applicant		
Please tick that the following issues have been discussed:	Has the application form been completed?	
	Has an action plan been drawn up for the learner?	
	Is there a variety of strong evidence available?	
	Has the appeals and disputes procedure been explained?	
	Has a copy of the target unit standard(s) been supplied to the learner?	
	Does the learner understand the requirements of the unit standard(s)?	
	Have all costs and fees been outlined to the learner?	
	Has a list of The Service Provider's services been given to the learner?	
	Have the roles and responsibilities of all parties involved been explained?	
	Does the learner have the documents to assist with the building of a Portfolio?	
	Does the learner have a 'current' portfolio of evidence that can be used for RPL?	
At which NQF Level is the learner currently?		
<i>Signature of advisor</i>		
General Comments about the learner		

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## A2 - Learner Moderator Personal Information

Learner Moderator's Expression of Interest to Part-take in a Learning Program			
Program Applied for:	115759 – Conduct Moderation of Outcomes-Based Assessment		
Surname			
Name			
ID			
If you do not have an ID, please tick any of the following:			
I am not a SA Citizen	I am under 18 years of age	I have lost my ID / am waiting for a new ID from Home Affairs	
If you are not a SA citizen, please tell us where you are from:			
Gender			
Male		Female	
Home address			
			Postal Code
Contact Tel Number			
Contact Cell Number			
Contact Fax number			
Contact Email			
Work Status			
Employed		Unemployed	
Disabilities			
Yes		No	
If you have indicated that you have a disability, please explain the extent of your disability			

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Please tell us about your language abilities:
Your Home Language / Mother Tongue:

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### **A3 - CV and ID**

Dear Learner Moderator,

Please attach a certified copy of your ID and CV.

## A4 - Learner Moderator declaration of commitment

Dear Learner Moderator,

You have requested to be assessed (*or Your company has requested an assessment*) through our organisation. To ensure effective assessment, there needs to be a commitment from you, that you will attend training if required and submit evidence of workplace application as required by the assessor.

Declaration of commitment:

**I undertake to fulfil all the requirements of the assessment practices as specified by the assessor and service provider.**

<b>Position in Company:</b>	
<b>Full names of learner moderator:</b>	
<b>Signature:</b>	
<b>Date:</b>	

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## A5 - Learner Moderator Declaration of Authenticity

The following evidence were completed as groupwork in the class:

Declaration of Authenticity:

I hereby declare that the rest of the following documentary evidence is my own. I certify that the process followed was ethical and did not infringe on the copyright of any individual or organisation.

<b>Position in Company:</b>	
<b>Full names of learner moderator:</b>	
<b>Signature:</b>	
<b>Date:</b>	

<b>Assessor Number:</b>	
<b>Name and Surname:</b>	
<b>Signature:</b>	
<b>Date:</b>	

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## A6 - Learner moderator assessment contract and pre-assessment meeting

Dear Learner Moderator,

The assessor and / or the facilitator holds a pre-assessment briefing with you before the learning program starts in order to guide you and assist you to make sure that you understand exactly what is expected from you in order to become competent in this learning module.

As part of the pre-assessment briefing, the learner assessment contract must be signed. The assessor will assist you and explain the agreement to you in detail.

<b>Learner Assessment Contract</b>	
<b>Learner Moderator 's Name:</b>	
<b>Assessor's Name:</b>	
<b>Unit Standard:</b>	<b>115759</b>
<b>Your rights as a learner are:</b>	
<ol style="list-style-type: none"> <li>1. You have a right to appeal against any judgment given as a result of any assessment. You must have valid reasons for doing this.</li> <li>2. You have the right to an interpreter if you need one. However, if one of the learning assumptions for the unit standard is that you are competent within the language of assessment, you may not have an interpreter.</li> <li>3. You can ask that an impartial observer attend any assessment. This observer may not take any part in the assessment.</li> <li>4. If you do not agree with the assessment, you have the right to have your assessment internally moderated. If you still do not agree with the result of the assessment you can ask that the ETQA to perform an external moderation on the assessment. If any verification upholds the assessment findings, you will be held liable for all the costs of the verification. If any verification rules that you have been aggrieved as a result of the assessment, your assessor will be held liable for all cost of verification.</li> <li>5. If during the assessment you are found not yet competent, your assessor will encourage you to master the areas where you have not reached competency. This will be recorded on a development plan. You are required to arrange with the assessor for a new assessment schedule. The assessor can only permit three such re-assessments. If a learner has not reached mastery after three additional attempts, the assessor reserves the right to remove you from the program.</li> </ol>	
<u>Qualification</u>	
This standard leads to the award of credits for unit standard <b>115759</b> . Once the assessment is complete application will be made to register and certify you for that standard with the ETDP SETA. You may contact the assessor or facilitator at any time for information to assist you with further studies.	
<u>Confidentiality</u>	
Each assessment application, the outcomes, results and reviews will be treated as a confidential matter by you, the learner, the assessor(s) and moderator(s). No references will be made to anyone or any organisation outside the SETA about the status of an application during the assessment process.	

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Consent

I, ..... the learner moderator, hereby state that I have read the above and understood the contents thereof. I was given the opportunity to clarify any issues relating to the assessment process and my assessment plan. I have requested this assessment of my own free will and without duress.

**Learner Moderator's  
Signature**

**Date:**

**Assessor's Signature**

**Date:**

**PRE-ASSESSMENT  
MEETING CHECKLIST**

<b>Learner</b>		<b>Unit Standard Number</b>	115759	<b>Credits</b>	10
<b>Assessor</b>		<b>Unit Standard Title</b>	Conduct moderation	<b>Level</b>	6
<b>Moderator</b>					
<b>Nr</b>	<b>Points to be Covered</b>				
1	Welcome the Learner and put them at ease.	✓			
2	Explain the purpose and objectives of the meeting.				
3	Provide clear explanations of the key elements and implications of standards based assessments within the context of the NQF.				
4	Explain the assessment process and the principles of good assessment practice.				
5	Explain the roles and responsibilities of the Learner, assessors and moderators.				
6	Explain the Learner's rights, discuss the appeal process and reassessment policies.				
7	Provide Learner with a copy of the relevant unit standard and criteria against which they will be assessed.				
8	Discuss and identify any special assessments needs of the Learner.				
9	Identify and eliminate any unfair barriers e.g. language, disabilities.				
10	Discuss the evidence requirements with the Learner, and agree on evidence the Learner must submit.				
11	Explain and agree the best assessment methods, instruments and activities to be used				
12	Ensure the assessment environment and activities are aligned with recognized codes of practice, health and safety procedures and standards operating procedures				
13	Agree on an assessment schedule with the Learner, which reflects: assessment criteria, types of evidence to be collected, assessment methods, timing of assessments, sequence of activities, deadlines and arrangements for reviewing the assessment plan.				
14	Discuss the importance of confidentiality of all information.				
15	Discuss the moderation and certification process.				
16	Give the Learner opportunity to seek clarification on any items discussed.				
17	Provide the Learner with a copy of the assessment contract which is signed and safely stored away.				
18	Explain how the learner will be supported during the assessment process.				
<b>Declaration of understanding</b>					
I am ready to be assessed against this unit standard.					
I declare that the points of the Pre-Assessment Meeting Checklist were explained by the assessor.					
I declare that I have received copies of the Unit standards, assessment plan/schedule and copies of the relevant policies and procedures pertaining to my assessment.					
<b>ASSESSOR SIGNATURE</b>				<b>DATE</b>	
<b>LEARNER MODERATOR SIGNATURE</b>				<b>DATE</b>	

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