

SECTION D – PRACTICAL ASSESSMENT

D1: LEARNER MODERATOR PROOF OF COMPETENCE AS ASSESSOR (USE YOUR BLUE PEN)

Assessor Endorsement Number:	
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Highest Qualification	
Institution	
Date Completed	

NB: Please supply your Assessor Endorsement Number, and a certified copy of your Assessor Certificate under Annexure A.

Please attach a certified copy of your highest certificate as Annexure B.

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D2: MODERATION DOCUMENTS: PLAN, AUDIT, REVIEW, REPORT (USE YOUR BLUE PEN)

Organisation Where moderation will occur	Peritum Agri Institute
Learner Moderator	
Learner Moderator ID Number	
Contextual Unit standard	252022 Develop, implement and evaluate a project plan
Assessor	Eurika Willcock
Assessor Registration Number	Service SETA: 6405070024083
Learner 1 Name	
Learner 2 Name	
Date on which the assessment took place	
Date on which the moderation will take place	
Overview of Organisations' or Institution's Quality Management System	<ul style="list-style-type: none"> • Learners can only be assessed by a qualified assessor who is also a subject matter expert • Learners are briefed at a pre-assessment meeting with regards policy & procedures as well as put at ease and informed of the appeal procedure. • For every unit standard there is a learning guide and assessment evidence guide. • The assessment guide holds, templates for assessment plans, pro-forma evidence development and collection summaries, reports and feedback as well as information on the appeal procedures available to the learner • All documentation must be signed off by both learner and assessor.
Signature Learner Moderator:	

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The Services SETA (Sector Education & Training Authority)
 P O Box 3322, Houghton, 2041
 Tel: 011 – 276 9600, Fax: 011 – 276 9648
 Customer Service Hotline: 0861 10 11 48

Email: customercare@serviceseta.org.za

Website: www.serviceseta.org.za

**SERVICES SECTOR EDUCATION AND TRAINING AUTHORITY
 CONSTITUENT ASSESSOR REGISTRATION**

SECTION 1: PERSONAL DETAILS

APPLICANT DETAILS	
Name:	Eurika
Surname:	WILLCOCK
Title:	Ms
ID Number:	6405070024083
Physical Address:	9 Morkel van Tnder Street Langenhovenpark Bloemfontein 9330
Province:	Free State
Telephone no.: (work)	
Telephone no.: (home)	
Cell phone no:	0823272393
E-mail address:	eurika@agritrader.co.za
ALTERNATIVE CONTACT DETAILS (Not the applicants details)	
Name and Surname:	Sjeanette Viljoen
Contact Number:	0825513150
E-mail address:	sjeanette@dharmalogic.co.za
REGISTRATION DETAILS	
Assessor Registration Granted as per Section 2:	Registration Awarded
Registration Number:	6405070024083-A
Approved Date:	
Registration Start Date:	31/March/2020
Registration End Date:	31/March/2025
EVALUATOR DETAILS	
Name:	Thulile Mabizela
Signature:	

D3: MODERATION PLAN (USE YOUR BLUE PEN)

PLAN & PREPARE FOR MODERATION

Activities	Comments	
Assessor's competence established		
1. Assessor's SME Status		
2. Registration Number		
Date of moderation agreed as (Propose two dates and select one)		
Venue of moderation agreed as		
<ul style="list-style-type: none"> Size of moderation sample required: 	2	
How many assessments have you done since your last moderation?		
Assessment tools / instruments to be reviewed:		
List of possible tools:		
Group Brainstorming Session & Conclusions		
Class Discussion with key-notes		
Mind map		
Flow Diagrams		
Pictorials and Sketches		
Scale Model Construction		
Knowledge questions in worksheet		

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SECTION 2: SCOPE APPLIED AGAINST AND OUTCOMES:

2.1. QUALIFICATION/S APPLIED FOR:

QUALIFICATION ID AND/OR LEARNING PROGRAMME ID	QUALIFICATION TITLE AND/OR LEARNING PROGRAMME TITLE	NQF LEVEL	OUTCOME	REASON FOR DECLINE OF AWARD(SAQA CRITERIA)	EVALUATOR COMMENT
83946/ LP - 23654	National Certificate: Management	NQF Level 03	Registration Awarded		
65110/ LP - 23656	Further Education and Training Certificate: Management	NQF Level 02	Registration Awarded		
57712/ LP - 74630	Further Education and Training Certificate: Generic Management	NQF Level 04	Registration Awarded		
61595/ LP - 35928	Further Education and Training Certificate: Business Administration Services	NQF Level 04	Registration Awarded		
67465/ LP - 23655	National Certificate: Business Administration Services	NQF Level 03	Registration Awarded		
67465/ LP - 67515	National Certificate: Business Administration Services	NQF Level 03	Registration Awarded		
59201/ LP - 60273	National Certificate: Generic Management	NQF Level 05	Registration Awarded		
57712/ LP - 58344	Further Education and Training Certificate: Generic Management	NQF Level 04	Registration Awarded		
71490/ LP - 73269	National Certificate: Contact Centre Support	NQF Level 02	Registration Not Awarded	Qualified subject matter expert to at least one level above the level at which they assess, and if qualified at the maximum possible level, must have three (3) to five (5) years relevant Experience	Kindly provide with relevant academic transcript
50080	Further Education and Training Certificate: Project Management	NQF Level 04	Registration Not Awarded	Qualified subject matter expert to at least one level above the level at which they assess, and if qualified at the maximum possible level, must have three (3) to five (5) years relevant Experience	
61755	General Education and Training Certificate: Business Practice	NQF Level 01	Registration Not Awarded	Qualified subject matter expert to at least one level above the level at which they assess, and if qualified at the maximum possible level, must have three (3) to five (5) years relevant Experience	Kindly provide with relevant academic transcript
71490/ LP - 67516	National Certificate: Contact Centre Support	NQF Level 02	Registration Not Awarded	Qualified subject matter expert to at least one level above the level at which they assess, and if qualified at the maximum possible level, must have three (3) to five (5) years relevant Experience	
67464/ LP - 67514	Further Education and Training Certificate: Marketing	NQF Level 04	Registration Not Awarded	Qualified subject matter expert to at least one level above the level at which they assess, and if qualified at the maximum possible level, must have three (3) to five (5) years relevant Experience	
67464/ LP - 59276	Further Education and Training Certificate: Marketing	NQF Level 04	Registration Not Awarded	Qualified subject matter expert to at least one level above the level at which they assess, and if qualified at the maximum possible level, must have three (3) to five (5) years relevant Experience	
23833	National Certificate: Business Administration Services	NQF Level 02	Registration Not Awarded	Qualified subject matter expert to at least one level above the level at which they assess, and if qualified at the maximum possible level, must have three (3) to five (5) years relevant Experience	

2.2. UNIT STANDARD/S APPLIED FOR:

UNIT STANDARD ID	QUALIFICATION LINKED TO	NQF LEVEL	OUTCOME	REASON FOR DECLINE OF AWARD	EVALUATOR COMMENT
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Outcome of Evaluation:

Registration status: Registration Awarded. Please refer to section 2.

Conditions

A handwritten signature in black ink, appearing to read 'Janine Rabe', written in a cursive style.

**Janine Rabe
Core Business Manager: Certification**

Role-play	
Simulations and Experiments	
Case Studies	
Observation & Experiential Learning	
Interview and SME	
Research and Conclude	
Learner Projects or Models	
Learner Multi-media Presentation according to criteria	
Learner Interview	
Summative Knowledge Questionnaire	
Observation Checklist	
Work Sample or Naturally occurring evidence	
Rating Scale	
Performance Appraisal	
Other	
Learner evidence required indicating:	
Practical competence	
Foundational competence	

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Reflexive competence	
Assessment documents required for moderation	
1. Unit Standard	
2. Assessment Plan	
3. Judgement Document	
4. Feedback Document	
5. Review Document	
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D4: MODERATION AUDIT (USE YOUR BLUE PEN)

CONDUCT MODERATION OF THE ASSESSMENT (AUDIT DOCUMENT)

The following components of the Assessment should be moderated as “Fit for Purpose”

Auditing the Assessment	✓	Comment
A. <i>Planning the Assessment</i> 1. A pre-assessment discussion was conducted between the assessor and the learner to clarify rights, roles and responsibilities		
2. An Assessment Plan (including time frames) is dated and signed by both learner and assessor		
3. The assessment plan included:		
<ul style="list-style-type: none"> • Learner evidence strategised for outcomes that needed to be assessed. 		
<ul style="list-style-type: none"> • Assessment methodologies and tools to be used. 		
4. The assessor explained what the learner and the assessor would be doing during the Assessment (responsibilities).		
5. Special learner needs were strategised to prevent barriers to learning (e.g. reasonable accommodation had been made for learners with disabilities, e.g. provision of wheelchair ramps to gain access to the assessment venue)		
6. Assessment logistics planned included venues, time and resources required for assessments.		

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<p>B. Conducting the Assessment</p> <p>1. The assessment was conducted during circumstances that reflect realistic or lifelike work or learning conditions.</p>		
<p>2. The assessor gathered naturally occurring evidence during the work or learning, where appropriate.</p>		
<p>3. The learner acknowledged the authenticity of each piece of evidence submitted.</p>		
<p>4. The assessor followed the ASSMT 01 process (plan, implement, record, review)</p>		
<p>5. The assessment was conducted without any obstructive disruptions to the learner's performance.</p>		
<p>6. The learner's evidence that was presented matches the evidence strategised in the assessment plan.</p>		
<p>7. Evidence was marked and judged as: Valid, by checking that:</p> <ul style="list-style-type: none"> • Evidence was appropriate for the Specific Outcomes and Assessment Criteria being assessed? 		
<ul style="list-style-type: none"> • The learner had no difficulties in performing the assessment activities due to circumstantial reasons such as a lack of resources, or time or timing for e.g., fatigue after night shift? 		
<ul style="list-style-type: none"> • The evidence enabled a clear decision of Competent <input type="checkbox"/> or Not Yet Competent <input type="checkbox"/> to be reached by the assessor? 		

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<p>Authentic by checking that:</p> <ul style="list-style-type: none"> • There was proof that the evidence was the learner's own work? 		
<ul style="list-style-type: none"> • Testimonials were available of observed work signed by the responsible individual? 		
<p>Consistent since</p> <ul style="list-style-type: none"> • All evidence was of a similar standard. 		
<ul style="list-style-type: none"> • Evaluation of evidence. 		
<p>Current since:</p> <ul style="list-style-type: none"> • The evidence related to the latest version of the unit standard or qualification? 		
<ul style="list-style-type: none"> • The evidence related to the learner's current competence? 		
<p>Sufficient since:</p> <ul style="list-style-type: none"> • There was evidence for ALL selected Specific Outcomes and assessment criteria? 		
<ul style="list-style-type: none"> • There is evidence for the selected range statements? 		
<ul style="list-style-type: none"> • Embedded knowledge was assessed. 		
<ul style="list-style-type: none"> • Attributes and critical cross-field outcomes were addressed. 		

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Auditing the Assessment	✓	Comment / Action Required
<p>C. <i>Providing Feedback to Relevant Parties</i></p> <p>1. Feedback was provided to the learner <u>during</u> formative assessments.</p>		
<p>2. Feedback was provided to the learner after the summative assessment.</p>		
<p>3. Feedback from the learner regarding the assessment process was available.</p>		
<p>D. <i>Assessment Judgments and Recording Assessments</i></p> <p>1. An assessment judgment was made.</p>		
<p>2. An action plan was developed.</p>		
<p>3. Learner results were effectively recorded.</p>		
<p>4. Learners had access to an appeal procedure.</p>		
<p>5. The learner and assessor agreed on a re-assessment option in the case of a 'not yet competent' decision.</p>		

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6. Moderation endorsed / did not endorse the judgement.		
E. Assessment Reviewed 1. An assessment review was documented by the assessor and improvements were made where applicable.		
F. Principles of Good Assessment were Adhered to 1. The Validity of the assessment was sanctioned / questioned • The assessment activities were non-discriminatory to all learners with regard to gender, race, religion etc.		
• The assessment activities clearly related to generating evidence of competence according to the outcomes of the unit standard.		
2. The Reliability of the assessment was established • The assessment activities measure what they say they do (e.g. knowledge, understanding, skills, behaviour)		
• The assessment activities directly relate to the Specific Outcomes and Assessment Criteria of the unit standard.		
• ALL the selected Specific Outcomes and Assessment Criteria were addressed.		
• ALL the selected knowledge and skills components were addressed.		
• The ENTIRE selected range was incorporated in the assessment.		

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<ul style="list-style-type: none"> A variety of assessment tools were available to assess competence in different situations or with different learner needs. 		
3. The assessment satisfied the Fairness criteria		
<ul style="list-style-type: none"> The instructions to the learner and assessor are clear, consistent and unambiguous. 		
<ul style="list-style-type: none"> The checklists are clear and objective, with various model answers available to the assessor. 		
<ul style="list-style-type: none"> The assessment activity reflects the learner's demonstration of competence. 		
4. The Manageability (workable)		
<ul style="list-style-type: none"> The assessment activities made use of readily available resources, facilities, equipment and time 		
<ul style="list-style-type: none"> The assessment activities related to the work context relevant to the learner 		
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D5: MODERATION REVIEW AND REPORT (USE YOUR BLUE PEN)

REVIEW THE ASSESSOR'S INTERPERSONAL SKILLS

Auditing the Assessment	✓	Evidence / Action Required
1. Communication skills: <ul style="list-style-type: none"> The assessor asked questions that were clear and did not unfairly lead the learner towards the answer. 		
<ul style="list-style-type: none"> The assessor gave feedback relating to the learner's performance only 		
<ul style="list-style-type: none"> The assessor gave feedback within an agreed timeframe 		
<ul style="list-style-type: none"> The assessor provided feedback on all outcomes and all assessment criteria 		
<ul style="list-style-type: none"> The assessor provided constructive feedback in instances of a learner being 'not yet competent' 		
<ul style="list-style-type: none"> The assessor provided for sensitive handling in instances of the learner being upset or nervous 		
<ul style="list-style-type: none"> The assessor listened effectively 		
<ul style="list-style-type: none"> The assessor clarified or confirmed his/her understanding wherever necessary 		
<ul style="list-style-type: none"> The learner was made aware of the outcome of the assessment and the reasons for the decision. 		
2. The assessor showed good conflict management skills		
3. The assessor recorded information effectively during and post the assessment.		

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D6: MODERATION REVIEW AND REPORT (USE YOUR BLUE PEN)

	✓	Evidence
Endorsement of assessment?		
Moderation audit completed		
Feedback given to assessors		
<ul style="list-style-type: none"> • Re-moderation planned (if necessary) 		
<ul style="list-style-type: none"> • Guidance and counseling provided if necessary to improve the assessment process 		
<ul style="list-style-type: none"> • Moderation records are effective (reference numbers, dates, etc.) 		
<ul style="list-style-type: none"> • Moderators report is available for ETQA quality assurance 		

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