

EDUCATION, TRAINING AND DEVELOPMENT QUALITY ASSURANCE



Guidelines For Desktop External Moderation

AT THE CUTTING EDGE OF SKILLS DEVELOPMENT



1. Purpose of the Guidelines

The purpose of this document is to guide the Skills Development Providers (SDPs) on the process that should be followed in requesting Desktop External Moderation.

The following are crucial steps that have to be followed by SDPs before requesting External Moderation.

- *Learners are enrolled per learning event*
- *Training has been conducted*
- *Assessment and internal moderation have been conducted*
- *Learner assessment results are uploaded onto Indicium for both “Competent” and “Not Yet Competent” learners.*

2. Section A: Skills Development Provider Information

- *SDPs to fill in the Company information as per accreditation letter*

3. Section B: Compliance and Learning Programme

Section B1: Verification History

SDP must list the details of the last External Moderation conducted which must include the date, list whether it was for a full or Part Qualification including the total number of learners assessed and endorsed. Include the total number of learners issued with SOR's and/ or certificates

B2: Uploads and Assessments

SDP to list the event numbers for which they are requesting External Moderation, duration of the theory and simulation sessions, and workplace experiential learning dates per the event.

B3: Assessment Practitioner/s

- *SDP to list the event number, assessor details, indicate whether they are employed full time or on contractual basis.*

- *The purpose of this is to see if the assessors are linked to the provider. The SDP m also must include the ID number of the assessor responsible for the assessment of the particular event.*
- *SDP must ensure that there are signed SLAs with the Assessors and they must be made available if requested.*

B4: Moderation Practitioner/s

- *SDP to list the even number, moderator details, indicate whether they are employed full time or on contractual basis.*
- *The SDP should also include the ID number of the moderator responsible for the moderation of the particular event.*
- *SDP must ensure that there are signed SLAs with the ETD staff and they must be made available if requested.*

B5: Full Qualification Learning Programme

SDP to indicate the following

- *Event numbers*
- *Qualification ID number*
- *Electives unit standards SAQA ID*
- *Start and end date of the programme including contact sessions, simulation sessions and experimental learning*

B6: Part Qualification Learning Programme

SDP to indicate the following

- *Event number*
- *Learning programme name*
- *Unit standards SAQA ID*
- *Start and end date of the programme including contact and simulation sessions.*

4. Section C: Learner Moderation Matrix

- *SDP to include the list of learners that have been through internal moderation.*

NB. 25% of the total number of learners submitted shall be randomly sampled. The sample shall comprise of 10% moderated and 15% assessed Portfolios of Evidence.

5. Section D: Supporting Evidence

The following documents need to be completed/be attached as part of evidence:

- *Assessment Guidelines: Conduct of assessment as stipulated in the SDP's Policy and Procedure document*
- *Moderation Guidelines: and moderation: Conduct moderation as stipulated in the SDP's Policy and Procedure document.*
- *Overarching Moderation Report*
- *Assessment Matrix Report: SDP to submit a completed Indicium Assessment Sheet*
- *Attendance Register: Registers for the theory and simulation training sessions and workplace experiential learning.*

6. Section E: Declaration and Signatory

- *SDP Representative to confirm and commit themselves to declaration conditions.*

Submissions:

SDPs are directed to submit their applications for Desktop External Moderation **by email to the address applicable to their geographical location.**

No.	Province	Email Address
1.	Eastern Cape	ECverification@etdpseta.org.za
2.	Free State	FSverification@etdpseta.org.za
3.	Gauteng	GPverification@etdpseta.org.za
4.	KwaZulu-Natal	KZNverification@etdpseta.org.za
5.	Limpopo	LPverification@etdpseta.org.za
6.	Mpumalanga	MPverification@etdpseta.org.za
7.	Northern Cape	NCverification@etdpseta.org.za
8.	North West	NWverification@etdpseta.org.za
9.	Western Cape	WCverification@etdpseta.org.za