

ASSESSOR / MODERATOR DETAIL CHANGE FORM

Please take note of the following:

1. This application must be completed in full by the applicant;
2. **Section 3** should be signed by the applicant, and **Section 5** by the applicant's manager/SDF
3. Provision of supporting documentation with regard to:
 - ✚ The ETQA reserves the right to perform a detail change pending the submission of any document/ that may be requested.

A declaration that the applicant will assess in accordance with the SAQA unit standard for conducting assessments. This declaration must be on a company letterhead and countersigned by the applicant and the manager (Appendix A&B);

SECTION 1: ASSESSOR / MODERATOR DETAILS

Please ensure that all details are accurately and fully entered as this will assist us to correctly link the assessor/moderator in the system.

Title	
Name (s) & Surname	
Identification Number	
Assessor Registration No:	
Moderator Registration No:	

New Contact Details

Contact Details	Work number	
	Cell number	
	E-mail Address	

New Employment And Employer Details

Name of Company	
Name of Manager:	
Telephone Number:	
E-mail Address:	
Levy Number (L Number)	L <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>

SECTION 2: ASSESSOR / MODERATOR DECLARATION

Signing and submission of this completed form also serves as a declaration by the employer that the following is understood and accepted:

1. The assessor's code of conduct will be adhered to.
2. The assessor/moderator may be required to undergo further training during registration should the ETQA deem it necessary to provide a basis for continued registration.
3. The information supplied within and supplementary to this application is true and correct.
4. The ETQA reserves the right to request further evidence before changes are effected.
5. The ETQA reserves the right to grant or not to grant registration in the interests of maintaining integrity of the assessment/moderation process.
6. The assessor/moderator has been formally assessed and registered against the following unit standards 115753 or 115759.
7. The applicant will be subject to ETQA moderation processes, which includes being personally reviewed by an authorised ETQA auditor at least once during the first two-year registration period. Subsequent personal reviews are at the discretion of the ETQA. Evidence of the following must be produced by the assessor/moderator at such reviews:
 - 7.1. Knowledge of the working of the NQF, SAQA, SDA, and the MQA.
 - 7.2. Learnerships, Assessment, Verification and Moderation
8. If concerns over assessor/moderator performance are brought to the attention of the ETQA Committee, one of the following action may be taken:
 - 8.1. Suspend registration whilst further training takes place.
 - 8.2. Require that the assessor/moderate assess under critical supervision for a specified period of time.
 - 8.3. Permanent withdrawal of registration.

Applicant's signature: _____ **Date:** _____

SECTION 3: NEW EMPLOYER SUPPORT AND CONFIRMATION

This section requires the following from the employer of the assessor/moderator:

1. Provision of supporting documentation with regard to:
 - 1.1 Confirmation that information provided in Section 1, 2 and 4 is accurate and part of the company's expertise requirements. (This confirmation should be in the form of a covering letter on a company letterhead signed by the manager. It must be attached to the documentation required.)
 - 1.2 Confirmation that the applicant assesses in accordance with the SAQA unit standard "Conduct outcomes-based assessment" (SAQA NUMBER: 115753). (This confirmation is the document on a company letterhead described Appendix A & B, which is countersigned by the applicant and general manager.)
 - 1.3 A confirmation letter (Appendix B) on company letterhead signed by the manager stating that:
 - 1.3.1 The candidate has the necessary inter-personal, communication, planning and administrative skills to conduct assessments at the required level.
- The candidate is and will continue to be provided opportunity to remain a practising assessor/moderator

SECTION 4: NEW EMPLOYER'S DECLARATION

Signing and submission of this completed form also serves as a declaration by the employer that the following is understood and accepted:

1. The assessor's code of conduct will be adhered to.
2. The assessor/moderator may be required to undergo further training during registration should the ETQA deem it necessary to provide a basis for continued registration.
3. The information supplied within and supplementary to this application is true and correct.
4. The ETQA reserves the right to request further evidence before changes are effected.
5. The ETQA reserves the right to grant or not to grant registration in the interests of maintaining integrity of the assessment process.
6. The assessor/moderator has been formally assessed and registered against the following unit standards 115753 or 115759.
7. The applicant will be subject to ETQA moderation processes, which includes being personally reviewed by an authorised ETQA auditor at least once during the first two-year registration period. Subsequent personal reviews are at the discretion of the ETQA. Evidence of the following must be produced by the assessor/moderator at such reviews:
 - 7.1 Knowledge of the working of the NQF, SAQA, SDA, and the MQA.
 - 7.2 Learnerships, Assessment, Verification and Moderation
8. If concerns over assessor/moderator performance are brought to the attention of the ETQA Committee, one of the following action may be taken:
 - 8.1 Suspend registration whilst further training takes place.
 - 8.2 Require that the assessor/moderate assess under critical supervision for a specified period of time.
 - 8.3 Permanent withdrawal of registration.

Manager's Signature: _____ **Date:** _____

LETTERHEAD OF THE COMPANY

APPENDIX A

Date: _____

The ETQA Manager
Mining Qualification Authority
Private Bag X118
Marshalltown
2107

Dear Sir

Learner Assessor: _____

hereby confirms that the information provided in Section 1,2 and 4 is accurate and part of the companies and mine requirements.

Section 1: Assessor/Moderator details – correct

Section 2: Assessor/Moderator Declaration – Learner understands the points as listed under this section

We also confirm that the applicant was assessed in accordance to Unit Standard 115753 – Plan and conduct assessment of Learning Outcomes and future assessments will be in accordance to this Unit Standard.

Through our signatures we confirm the above as correct.

Applicant: _____

Manager Human Resources: _____

Yours faithfully

HEAD OF TRAINING

Assessor - Moderator Detail Change v3
Document No: MQA/ETQA/04/017
Date Issued: 29/10/2003
Revision: 02
Revised: 21/01/2014

LETTERHEAD OF THE COMPANY

APPENDIX B

Date: _____

The ETQA Manager
Mining Qualification Authority
Private Bag X118
Marshalltown
2107

Dear Sir

I, the Head of Training at _____ hereby confirm that the Assessor/Moderator _____ has the necessary **inter-personal, communication, planning and administrative skills** to conduct assessments at the required level as stipulated in the assessor registration document and in accordance with the specific contextual expertise stipulated.

The Assessor/Moderator is and will continue to be provided the opportunity to remain a practicing assessor/moderator.

Yours faithfully

HEAD OF TRAINING