



ASSESSOR REGISTRATION FORM

This registration form requires the following from the applicant:

1. **Section 1** should be completed in full by the applicant;
2. **Section 4** should be signed by the applicant, and **Section 6** by the applicant's manager/SDF
3. Provision of supporting documentation with regard to:
 - 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);
 - Proof of contextual competence, falling within the scope of the MQA, This may be in the form of one of the following:
 - ✚ A recognized qualification related to the unit standards in which assessments intend be conducted.
 - ✚ A certificate or qualification in a relevant family of qualifications endorsed by relevant experience in the areas related to the unit standards in which assessments intend be conducted.
 - Formal record of service indicating a minimum of 2 year technical working experience in the field applying for (Signed by the relevant employer)
 - ETDP SETA certificate **OR** a statement of results of competency declaring the applicant competent as an assessor.
 - A copy of a South African bar-coded ID book or passport (for non-SA residence)

Please note that failure to provide the above will result in registration being declined/delayed.

Section 1: Applicants Details

(*) This information is required for statistical and reporting purposes.

Title (mr.,ms.,adv.,prof., etc):											
First name (ONLY):						Surname					
Identification /Passport Number*:											
Contact Details:											
Telephone Number:	(Work)										
	(Cell)										
E-mail Address:											

Employer Details:

Name of Company:									
Name of Site:									
Name of Manager/ SDF:									
Telephone Number:									
E-mail Address									
SDL Number of Site (L. Number)	L								

Section 2: Learning and Assessment Details

Details of the person at the learning institution through which assessor training and assessment was conducted:

Name & surname		Contact number	
Learning institution			
Unit standards Title		Unit standard ID	

Section 3: Scope of Assessment: Candidates area of expertise:
Which field (family) of unit standards and/or qualifications is the applicant applying to assess in

	Unit Standard /Skills programmes (Code only)	Qualification Code (Code only)

**NOTE: All Occupations with a high safety risk are subject to a minimum 2 year work experience in the field applying for.
e.g. WED; Engineering Related; Mineral Excavation and Related, Metallurgy**

Section 4: Applicants Declaration

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

1. The assessor's code of conduct will be adhered to.
2. The applicant 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 registration is granted.
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 registration will be subject to ETQA moderation processes, which includes being personally reviewed by an authorised ETQA auditor. Subsequent personal reviews are at the discretion of the ETQA. Evidence of the following must be produced by the applicant (assessor) at such reviews:
 - 6.1. Knowledge of the working of the NQF, SAQA, SDA and the MQA.
 - 6.2. Learnerships, Assessment, Verification and Moderation processes, etc.
7. If concerns over assessor performance are brought to the attention of the ETQA Committee, one of the following steps may be taken:
 - 7.1. Suspend registration whilst further training takes place.
 - 7.2. Require that the assessor assess under critical supervision for a specified period of time.
 - 7.3. Permanent withdrawal of registration.

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

Section 5: Employer Support And Confirmation:

This section requires the following from the employer of the applicant:

1. Provision of supporting documentation with regard to:
 - 1.1 Confirmation that information provided in Section 1, 2 and 3 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. Appendix A.
 - 1.2 Confirmation that the applicant will assess in accordance with the SAQA unit standard
 - 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.
 - 1.3.2 The candidate is and will continue to be provided opportunity to remain a practising assessor.

SELF CHECK

Copy of Bar-coded Identity Document/Passport		Applicants Signature (Section 4)	
Technical Relevant Certificates/Qualification		Manager/SDF Signature (Section 6)	
Proof of work experience/Record of Service on company letterhead and signed (for occupations with high safety risk)		Section 1 fully Completed	
ETDP SETA statement of results/certificate declaring the applicant competent as an assessor		Section 2 fully Completed	
Appendix A (on company letterhead and signed)		Section 3 fully Completed	
Appendix B(on company letterhead and signed)		L Number (Section 1)	

IMPORTANT: Please note that failure to complete the application form in full and to provide all required documents will result in registration being declined/delayed.

Section 6: Employer's Declaration

Signing and submission of this completed application 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 applicant 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 registration is granted.
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 applicant will be formally assessed and registered against SAQA Unit Standard for conducting assessments.
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 applicant (assessor) 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 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 assess under critical supervision for a specified period of time.

Manager's Signature: _____

Date: _____

Acknowledged,

Skills Development Facilitator: _____

Date: _____

COMPANY LETTERHEAD

APPENDIX A

Date: _____

The ETQA Manager
MQA
Private Bag X118
MARSHALLTOWN
2107

Dear Sir

Learner Assessor: _____
hereby confirms that the information provided in Section 1,2 and 3 is accurate and part of the companies and mine requirements.

Section 1: Applications details – correct

Section 2: Learning and Assessment details – correct

Section 3: Applicants Declaration – Learner understands the points as listed under this section

We also confirm that the applicant was assessed in accordance to the SAQA registered Unit Standard for conducting assessments 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 Registration Form v9
Document number: MQA/ETQA/04/015
Created: 06/09/ 2001
Revision: 09
Revised: 26/03/ 2015

COMPANY LETTERHEAD

APPENDIX B

Date: _____

The ETQA Manager
MQA
Private Bag X118
MARSHALLTOWN
2107

Dear Sir

I, the Head of Training at _____ hereby confirm that the Candidate Assessor _____ 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 Candidate is and will continue to be provided the opportunity to remain a practicing assessor.

Yours faithfully

HEAD OF TRAINING