

ASSESSOR REGISTRATION FORM

This section requires the following from the applicant:

1. This application must be completed in full by the applicant.
2. **Section 4** should be signed by the applicant, and **Section 6** by the applicant's manager and company SDF (who is registered with the MQA).
3. Provision of supporting documentation with regard to:

A declaration that the applicant assesses in accordance with the SAQA unit standard "Plan and conduct assessment of learning outcomes" (SAQA NUMBER: 7978). 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, in support of **Section 3**. This may be in the form of one of the following:

- A certificate, qualification or formal record of service 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;
- Copy of Curriculum Vitae (CV);
- Assessment report or copy of certificate declaring the applicant competent;
- A copy of the South African bar-coded ID book or passport (for non-SA residence)/work permit.

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

Section 1: Applicants Details

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

Title	
Initial(s)	
First Name(s)	
Last Name:	
Date of Birth*	
Home Language*	
Other Languages*	



Name of Highest Qualification	
Institution Where Obtained	
Marital Status*	Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/>
Race*	African <input type="checkbox"/> Coloured <input type="checkbox"/> Indian <input type="checkbox"/> White <input type="checkbox"/>
Disability (Please specify if any)*	
Identification Number*	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Contact Details:	
Telephone Number:	(Work)
	(Home)
	(Cell)
Fax Number:	
E-mail Address:	
Postal Address	
Postal Code	
Employment and Employer Details:	
Name of Company:	
Position Held:	
Name of Manager:	
Telephone Number	
Fax Number	
E-mail Address	
Name of Skills Development Facilitator (SDF)	
Skills Development Levy Number (L. Number)	L <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Postal Address:	
Postal Code	

Section 2: Learning and Assessment Details

Name and contact number of person and learning institution through which assessor training and assessment was conducted:

Name of Training Provider/Learning Institution	
ETDP SETA Accreditation Number	
Name of Contact Person	
Contact Number	

Indicate assessor unit standard(s) against which the applicant has been assessed:

Plan and Conduct Assessment of Learning Outcomes	(7978) (ASSMT 01)	
Moderate Assessment	(7977) (ASSMT 02)	
Verify Moderation of Assessment	(7975) (ASSMT 03)	
Design and Develop Assessment	(7976) (ASSMT 04)	

Candidates area of expertise:

Engineering		Occupational Hygiene	
Mineral Excavation (Mining)		Integrated Environmental Management	
Cement, Lime, Aggregate, Sand (CLAS)		Geology	
Metallurgy / Mineral Processing		Evaluation (Project)	
Assaying / Laboratory Practice		Sampling / Technical Valuation	
Diamond Processing		ABET	
Jewellery Manufacture		Fundamental (Mathematical Literacy)	
Mineral Surveying		Fundamental (English)	
Strata Control / Rock Engineering		Other (Please specify below)	
Occupational Safety			
Occupational Medicine			

Qualifications and Unit Standards

<p>Which field (family) of unit standards and/or qualifications is the applicant applying to assess in (Please indicate Unit Standard Code and/or Qualification Code)</p> <p>NOTE: All Occupations with a high safety risk are subject to a minimum 2 year work experience in the field applying for.</p> <p>E.g. WED; Engineering Related; Mineral Excavation and Related, Metallurgy.</p>	Unit Standard Code	Qualification Code

Section 4: Applicants Declaration

Signing and submission of this completed application 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 applicant will be formally assessed and registered against Unit Standard No. 7978 (if not already done) within three years of registration being granted.
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 processes, etc.
8. If concerns over assessor performance are brought to the attention of the ETQA Committee, one of the following steps 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.
 - 8.3. 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 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 from *section one* in support of paragraph 6.)
 - 1.2 Confirmation that the applicant assesses in accordance with the SAQA unit standard "Plan and conduct assessment of learning outcomes" (SAQA NUMBER: 7978). (This confirmation is the document on a company letterhead described under section one, 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.
 - 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		Applicants Signature (Section 4)	
Curriculum Vitae		Manager's Signature (Section 6)	
Assessment Report		SDF's Signature (Section 6)	
Relevant Certificates		Section 1 fully Completed	
Appendix A (on company letterhead)		Section 2 fully Completed	
Appendix B(on company letterhead)		Section 3 fully Completed	
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 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 Number: 7978 (if not already done) within two years of registration being granted.
7. Should the registered assessor not conduct any assessments within three years from the date of registration, he/she will be automatically deregistered from the MQA Datatnet and will have to reapply for registration.
8. 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:
 - 8.1. Knowledge of the working of the NQF, SAQA, SDA, and the MQA.
 - 8.2. Learnerships, Assessment, Verification and Moderation
9. If concerns over assessor performance are brought to the attention of the ETQA Committee, one of the following action may be taken:
 - 9.1. Suspend registration whilst further training takes place.
 - 9.2. 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 4 is accurate and part of the companies and mine requirements.

Section 1: Applications details – correct

Section 2: Learning and Assessment details – correct

Section 4: Applicants Declaration – Learner understands the points as listed under this section

We also confirm that the applicant was assessed in accordance to Unit Standard ASSMT 01 – 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

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