

Moderator Training Programme

Unit Standard:

- SAQA Unit Standard 115759, Conduct moderation of outcomes-based assessments.
NQF Level 6, 10 Credits

Programme Accreditation:

- Education, Training and Development Practices Sector (ETDP SETA) Accredited: ETDP10602

Overview

This SETA accredited *Moderator Training Programme* is ideal for those who wish to learn the methods of Moderation and to register as a Moderator with their relevant SETA or ETQA. This programme imparts the knowledge and skill to make effective judgements for either an internal or external moderation by means of ensuring that the process followed by the assessor is

fair and valid. On successful completion you will also be able to apply quality assurance on assessments conducted by your organisation. *Please see outcomes and course content on page 4.*

What Does a Moderator Do?

- Conducts moderation of outcomes-based assessments.
- Ensures that the assessment process followed by the assessor is fair, valid and relevant.
- Applies quality assurance of learning material used, training, assessment documentation, assessments and record-keeping.
- Liaises with the ETQAs of the SETAs.
- Assists in the development and implementation of skills development policies and procedures.



Who Should Attend the Training?

- Those wishing to attend an accredited training programme for Moderation.
- Moderators wishing to register with a SETA
- Assessors and Moderators
- Facilitators, Trainers and Lecturers
- Skills Development Facilitators (SDF)
- Supervisors and Managers
- HR Practitioners and Managers
- Those working towards the Occupationally Directed Education Training and Development Practices (ODETDP) Qualification

What are the Benefits?

For the Individual	For the Company
<ul style="list-style-type: none"> • Gain a formal qualification as a moderator. • Able to register as a moderator with various SETAs. • Improves skills in moderation. • Credits towards a full qualification. • Can freelance as a registered moderator. • Can perform contractual moderation for ETQAs • Improves employability. • Change in career focus. 	<ul style="list-style-type: none"> • Have a registered/qualified moderator. • Credible outcomes-based in-house moderation. • Implement and quality assure skills development. • Address skills gaps. • Develop, implement and review QMS. • Liaise with SETAs. • Registered employers can claim skills levies when their staff completes this training programme.

What are the Entry Requirements?

- Assessor qualification (US ID: 115753: Conduct Outcomes-based Assessments).
- It is assumed that the person has evaluative expertise within the field in which they are moderating assessments.

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Accreditations: QCTO | ETDP SETA | MICT SETA | Services SETA | SABPP

Duration and Methods of Completion

Training is provided for corporates and individuals. There are various methods such as:

Method	Duration	Comments
1. Class Attendance Portfolio of Evidence (PoE) building takes place during class.	4 Days	<ul style="list-style-type: none"> Presented monthly at ENJO Consultants, Centurion. Attendance dates to be selected from the training schedule. Training can also be presented at the client site for groups (please contact us for a quote for this option).
2. Online Virtual Attendance Portfolio of Evidence (PoE) building takes place during class.	4 Days	<ul style="list-style-type: none"> Training is presented live via a platform such as Zoom or MS Teams. Attendance dates to be selected from the training schedule. Training can also be presented for groups for a client (please contact us for a quote for this option).
3. Distance Learning (Self-Study) 3 months will be granted for the completion of the portfolio; however, the portfolio can be submitted sooner if completed.	3 months the portfolio can be submitted sooner if completed.	<ul style="list-style-type: none"> The learning material will be provided to the learner upon enrolment. Although the distance learning option is offered, class or virtual attendance is highly recommended.
4. Recognition of Prior Learning (RPL).		<ul style="list-style-type: none"> Qualifying persons can complete this training programme as RPL. A RPL Portfolio will be completed.

Learning Material and Templates

The learning material consists of:

- Learner Guide
- Various Moderation Templates are included in the Learner Guide
- Portfolio of Evidence

Does One Need to Write Exams?

No, one does not need to write exams, the Portfolio of Evidence will be assessed to determine competence.

What is a Portfolio of Evidence (PoE)?

- As the name implies, the Portfolio contains different types of evidence for different purposes.
- The Portfolio of Evidence contains various questions and activities which are completed by the learner.
- The Portfolio of Evidence contains evidence of the learner's ability to apply the newly acquired knowledge and skills in the workplace.
- All questions in the Portfolio of Evidence are covered in the Learner Guide.

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Assessment, Verification and Certification

- The Portfolio of Evidence will be assessed by a registered assessor.
- During assessment the assessor measures the evidence the learner submitted against the outcomes and criteria of the unit standard/qualification; compiles a report and if needed, contacts the learner for additional evidence.
- Once the learner is declared competent, the assessor will forward the assessment report to the learner and the Portfolio of Evidence will be submitted to the ENJO Moderator for moderation.
- On successful completion, ENJO Consultants will upload the learner's results onto the ETDP database.
- Results need to be verified by the SETA before the Statement of Results (SoR) and Certificate are issued.
- The ETDP SETA will capture the learner's results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits earned.
- ENJO Consultants will then forward the certificate and Statement of Results to the client/learner.

Is this Training Programme Accredited and Recognised?

- ENJO Consultants are accredited with the ETDP SETA to offer this programme: Accreditation No: ETDP10602.

Where does the training take place?

- ENJO Consultants: Company and Individual Bookings – training takes place according to scheduled dates.
- ENJO Consultants: Group Bookings – training can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Other/Client Site: Training can be presented at various training venues or at the client site depending on numbers and suitability of the venue.

Bookings & Enquiries

Please contact us for further information, quotes or to make a booking.

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NOTE:

- The Moderator Training Programme can be completed on its own.
- It also forms part of full qualifications.
- Full qualifications presented by ENJO Consultants containing this training programme:

Qualification ID	Qualification Title	NQF Level	Credits
50334	National Certificate: Occupationally-Directed Education Training and Development Practices	5	120
50333	National Diploma: Occupationally-Directed Education, Training and Development Practices	5	151
50331	National Certificate: Occupationally-Directed Education, Training and Development Practices (Advanced Certificate)	6	261

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Moderator Training Programme: Unit Standard & Outcomes

The training covers the following registered unit standards:

SAQA US ID:	Title	NQF Level	Credits
115759	Conduct moderation of outcomes-based assessments	6	10

Outcomes / Outline

1. **Outcome 1: Demonstrate understanding of moderation within the context of an outcomes-based assessment system**
 - 1.1. Moderation is explained in terms of its contribution to quality assured assessment and recognition systems within the context of principles and regulations concerning the NQF.
 - 1.2. A variety of moderation methods are described and compared in terms of strengths, weaknesses and applications. The descriptions show how moderation is intended to uphold the need for manageable, credible and reliable assessments.
 - 1.3. Key principles of assessment are described in terms of their importance and effect on the assessment and the application of the assessment results. Examples are provided to show how moderation may be effective in ensuring the principles of assessment are upheld.
 - 1.4. Examples are provided to show how moderation activities could verify the fairness and appropriateness of assessment methods and activities used by assessors in different assessment situations.
2. **Outcome 2: Plan and prepare for moderation**
 - 2.1. Planning and preparation activities are aligned with moderation system requirements.
 - 2.2. The scope of the moderation is confirmed with relevant parties.
 - 2.3. Planning of the extent of moderation and methods of moderation ensures manageability of the process. Planning makes provision for sufficient moderation evidence to enable a reliable judgement to be passed on the assessments under review.
 - 2.4. The contexts of the assessments under review are clarified with the assessors or assessment agency, and special needs are taken into consideration in the moderation planning.
 - 2.5. Moderation methods and processes are sufficient to deal with all common forms of evidence for the assessments to be moderated, including evidence gathered for recognition of prior learning.
 - 2.6. The documentation is prepared in line with the moderation system requirements and in such a way as to ensure moderation decisions are clearly documented.
 - 2.7. Required physical and human resources are ensured to be ready and available for use. Logistical arrangements are confirmed with relevant role-players prior to the moderation.
3. **Outcome 3: Conduct moderation**
 - 3.1. The moderation is conducted in accordance with the moderation plan. Unforeseen events are handled without compromising the validity of the moderation.
- 3.2. The assessment instruments and process are checked and judged in terms of the extent to which the principles of good assessment are upheld.
- 3.3. Moderation confirms that special needs of candidates have been provided for but without compromising the requirements specified in the relevant outcome statements.
- 3.4. The proportion of assessments selected for checking meets the quality assurance body's requirements for consistency and reliability. The use of time and resources is justified by the assessment history or record of the assessors and/or assessment agency under consideration.
- 3.5. Appeals against assessment decisions are handled in accordance with organisational appeal procedures.
- 3.6. The moderation decision is consistent with the quality assurance body's requirements for fairness, validity and reliability of assessments to be achieved.
4. **Advise and support assessors**
 - 4.1. The nature and quality of advice facilitates a common understanding of the relevant outcomes and criteria, and issues related to their assessment by assessors.
 - 4.2. The nature and quality of advice promote assessment in accordance with good assessment principles and enhances the development and maintenance of quality management systems in line with ETQA requirements.
 - 4.3. Support contributes towards the further development of assessors as needed.
 - 4.4. All communications are conducted in accordance with relevant confidentiality requirements.
5. **Report, record and administer moderation**
 - 5.1. Moderation findings are reported to designated role-players within agreed time-frames and according to the quality assurance body's requirements for format and content.
 - 5.2. Records are maintained in accordance with organisational quality assurance and ETQA requirements.
 - 5.3. Confidentiality of information relating to candidates and assessors is preserved in accordance with organisational quality assurance and ETQA requirements.
6. **Review moderation systems and processes**
 - 6.1. Strengths and weaknesses of moderation systems and processes are identified in terms of their manageability and effectiveness in facilitating judgements on the quality and validity of assessment decisions.
 - 6.2. Recommendations contribute towards the improvement of moderation systems and processes in line with ETQA requirements and overall manageability.
 - 6.3. The review enhances the credibility and integrity of the recognition system.

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