Moderator Training Programme

Duration: 4 Days
Credits: 10

Unit Standards:
- *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

The *Moderator Training Programme* is ideal for those who wish to learn the methods of moderating an outcomes-based learning programme and to improve their moderation skills. This programme equips the learner with the necessary 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. The learner will also be able to apply quality assurance on assessments conducted by your organisation. Moderation of SAQA programmes is a requirement of all SETA's and ETQAs. This ETDP SETA accredited training programme is linked to the Occupationally Directed Education Training and Development Practices (ODETDP) Qualification. This qualification will allow moderators to register with their relevant SETA as a moderator.

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.
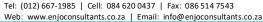

Who should attend the training?

- Those wishing to attend an accredited qualification for this programme
- Moderators wishing to register with a SETA
- Assessors and Moderators
- Facilitators, Trainers and Coaches
- Skills Development Facilitators (SDF)
- Lecturers and Teachers
- Supervisors and Managers
- Human Resource Practitioners and Managers
- Presenters
- Those working towards the Occupationally Directed Education Training and Development Practices (ODETDP) Qualification

What are the benefits?

For the Individual	For the Company
- Allows the individual to gain a formal qualification as a moderator. - Able to register as a moderator with various SETAs. - Improves skills in moderation.	- Have a registered/qualified moderator. - Can provide credible outcomes-based in-house moderation. - Implement and quality assure skills development.

For the Individual	For the Company
• Credits towards a full qualification. • Can freelance as a registered moderator. • Can perform contractual moderation for ETQAs • Improves employability. • Change in career focus.	• Levies - access skills development fund (Grants). • Address skills gaps. • Develop, implement and review QMS. • Liaise with SETAs. • Improved BEE scorecard.

How does one become a Moderator?

- Attend a *Moderator Training Programme*.
- Qualify as a moderator.
- Register as a moderator with the relevant SETA/s.

What are the entry requirements?

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

How is this training programme completed and what is the duration?

- This qualification can be completed either through class attendance, distance learning or Recognition of Prior Learning (RPL).
- Support is available to learners via Skype, email, phone or setting up an appointment to meet with one of our facilitators for guidance.
- Training is provided for corporates and individuals.

What does the class attendance Moderator Training Programme entail?

- A 4-day interactive training programme (discussions/ simulation and practical application).
- Portfolio of Evidence (PoE) submission on day 4 of the training for assessment.

What does the distance learning Moderator Training Programme entail?

- Learners will be required to work through the Learner Guide and Portfolio of Evidence.
- The learner will be required to submit the Portfolio of Evidence for assessment within 3 months after receiving the learning material.

What is a Portfolio of Evidence (PoE)?

- As the name implies, the Portfolio of Evidence 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.

Does one need to write exams?

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

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.
- When 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.

This programme is accredited for the following unit standard:

SAQA US ID	Unit Standard Title	NQF Level	Credits	Outcomes
115759	Conduct moderation of outcomes-based assessments	6	10	1. Demonstrate understanding of moderation within the context of an outcomes-based assessment system. 2. Plan and prepare for moderation. 3. Conduct moderation. 4. Advise and support assessors. 5. Report, record and administer moderation. 6. Review moderation systems and processes.

Is the ENJO Consultants' Moderator Training recognised and accredited?

- ENJO Consultants are accredited with the ETDP SETA to offer this programme. Accreditation No: ETDP10602.
- Accreditation can be verified by the relevant ETQA/SETA.
- The South African Council for Educators (SACE) endorses the ENJO Consultant *Moderator Training Programme* and awards 10 CPTD points for educators who complete the training.

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.

ENJO Consultants (Pty) Ltd

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Bookings and Enquiries

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

Overview

Study Unit 1: Introduction to Moderation
Quality Assurance
Moderation Methods
The Principles of Assessment

Study Unit 2: Plan and Prepare for Moderation
Principles of Best Practice Moderation
Plan Moderation
Moderation Requests

Study Unit 3: Conduct Moderation
Conduct Moderation
Guidelines for Moderation
Moderate The Assessment Plan
Moderate The Assessment Guide
Assessment Implementation (Process)
Assessment Results
Assessment Review

Study Unit 4: Advise and Support Assessors
Introduction
The Assessor
The Assessment
Quality Management Systems
Assessor Development

Study Unit 5: Report, Record and Administer Moderation
Report Moderation

Study Unit 6: Review Moderation Systems and Processes
Review Moderation Systems and Processes

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