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INSETA Call

Independent Expert(s) to Review Learning Material

**Qualification = Insurance Claims Administrator: Claims Assessor NQF Level 4
(Occupational Qualification)**

3 MONTHS DURATION

The Insurance Sector Education and Training Authority (INSETA) has issued a call to appoint **Independent Subject Matter Experts in Claims Assessing to review/vet learning material instruments for the occupational qualification: Claims Assessor**. Applications are invited from suitably qualified and experienced independent experts.

1. PRIMARY PURPOSE OF THE SERVICE

Appoint independent/professional subject matter experts in the Claims Assessing field to verify the currency, accuracy and workplace relevance of occupational application of Learning Materials and Formative Assessment tools & instruments that has been developed for the SAQA Qualification Occupational Certificate: Insurance Claims Assessor (99668). The areas of expertise required are:

- a) Short Term
- b) Long Term
- c) Statutory and
- d) Medical

2. KEY PERFORMANCE AREAS (KPA)

- The appointed expert/s will be expected to check the currency of the content under each section of the learning materials; add and/or amend any areas that require additional materials for sufficiency to meet the curriculum requirements of SAQA Qualification Occupational Certificate: Insurance Administrator: Insurance Claims Assessor
- As part of the key deliverables on this contract, the appointed subject matter experts will be expected to:
 - a) Attend monthly meetings with the INSETA Occupational Qualifications Specialist to review work completed and address any challenges experienced,
 - b) Conduct any necessary research through contacting relevant professional bodies and other underwriting experts to obtain wider input and confirmation of content,
 - c) Provide INSETA with a research report findings and recommendation,
 - d) Develop case studies and scenarios to add to the materials and external assessment tools

- database,
- e) Attend meetings with the INSETA-contracted Materials Developers as required for revisions to the content and assessment tools and check any resulting revised materials,
 - f) Provide a final report detailing all the work done under this contract and approval of the final content.

3. QUALIFICATIONS AND EXPERIENCE

Applicants will be expected to provide proof of expertise and qualifications as follows:

- Level 5 Qualification in Short Term/Long Term/Medical field or other relevant NQF Level 6 qualification
- Proven 5-10 years Claims Assessing experience in one or more of the following fields:
 - Short Term Insurance
 - Long Term Insurance
 - Medical
 - Statutory
- Proven track record of similar work done per the template below:

Client Name	Materials developed and/or moderated	Contact telephone number & email address of Client	Date Completed

INSETA is an equal opportunity employer and preference will be afforded to independent experts in terms of our Employment Equity Plan.

Please forward your application proposals supported by any relevant attachments to esethur@inseta.org.za.

Closing date: 21st September 2018

INSETA reserves the right not to make an appointment.

No late proposals will be accepted.