



**inseta**  
INSURANCE SECTOR EDUCATION  
AND TRAINING AUTHORITY

Working together for a skilled tomorrow

**EXTENSION OF SCOPE APPLICATION FORM  
ASSESSOR AND MODERATOR**

<b>STATUS</b>	<b>APPROVED</b>
<b>CUSTODIAN</b>	<b>ETQA MANAGER</b>
<b>APPROVED</b>	<b>ETQA MANAGER</b>
<b>REVIEW DATE</b>	<b>DECEMBER 2015</b>
<b>VERSION NUMBER</b>	<i>ETQA/GL/ Assessor and Moderator Application Form /vs3/2015</i>
<b>NEXT REVIEW DATE</b>	<b>NOVEMBER 2016</b>

## SECTION A

### 1. Document Completion Instructions

- a) This application form is to be completed by applicants wishing to apply for extension of scope against NQF-registered learning programmes as quality assured by INSETA.
- b) Applicants are required to complete the application form in full and to sign and date all checklists and declarations acknowledging that all documentation as required has been provided.

#### **Please Note:**

Incomplete forms will not be evaluated until all outstanding information/documentation is supplied. This will delay evaluation processes.

### 2. Evaluation Procedure

- a) Please allow **12 weeks** after applying before enquiring on the progress of your application as all applications are referred to the ETQA evaluation panel for consideration.
- b) Constituent assessors and moderators whose scope is due to expire must apply for re-registration no later than **12 weeks** prior to the expiry of their scope. No Extensions of scope will be granted for lapsed registration.

### 3. Guidelines and Policies related to the performance of the assessment function

The following INSETA policies and guidelines related to the performance of the assessment function can be found on the INSETA website at [www.inseta.org.za](http://www.inseta.org.za)

- INSETA Accreditation Policy
- INSETA Appeals Policy
- Policy for assessment and moderation
- Assessor/Moderator Code of Conduct

### 4. Application Submission Procedure

Completed applications and all supporting documents are to be forwarded to:

<b>Email to</b>	<a href="mailto:oumam@inseta.org.za">oumam@inseta.org.za</a>
<b>Telephone</b>	<b>(011) 381 – 8900</b>
<b>Hand/Courier deliveries</b>	<b>Please contact the ETQA Administrator should you wish to make arrangements for hand delivery/ courier.</b> <b>Delivery Address :</b> <b>INSETA , Ground Floor, 37 Empire Road, Parktown, Johannesburg, 2017</b>

**Please Note: No documents must be sent through registered post.**

#### 4. Application Checklist

Documentation Required							Please mark with X			
<b>a) An Updated Comprehensive Curriculum Vitae (CV)</b> - A curriculum vitae detailing applicable work experience in the Insurance and related Financial Services sub sectors must be provided; - Curriculum Vita's should include the details of at least three <b>(3)</b> references from at least three years ago and should be a minimum of 3 pages long.										
<b>a) A Certified Copy of your Identity Document ( ID) for South African Citizens</b> <b>b) A Certified Copy of your Passport for non -South African Citizens</b> <i>*Please note applicants are to provide the above if details have changed from the last recorded information provided to INSETA by the applicant.</i>										
<b>c) Copies of all relevant qualifications, certificates, statement of credits</b> - Relevant qualifications refer to learning achievements that have been issued against full qualifications as registered; - Relevant Statement of Credits refer to learning achievements issued for the completion part qualifications as registered; - Certificates of attendance refer to certification issued in recognition of any formal / informal learning that has been attended.										
<b>d) Confirmation that the INSETA Policy for assessment and moderation has been read and understood.</b>										
<b>e) Application form for Assessor and/or Moderator Extension of Scope completed in full</b>										
<b>f) The INSETA unit standards/qualifications applied for are indicated –</b> <b>NB: Full title and ID number of each unit standard and/or qualification applied for must be indicated</b>										
<b>g) Complete details of the company/companies for which assessments / moderations will be done must be provided with each application for additional scope.</b>										
<b>ASSESSOR MODERATOR SIGNATURE</b>			<b>DATE</b>		<b>D</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
<b>FOR INSETA OFFICIAL USE ONLY:</b>										
<b>DATE RECEIVED</b>			<b>DATE</b>		<b>D</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>

**PLEASE NOTE:**

Applicants are required to indicate competency and proficiency in relation the application is for. The applicant's CV must indicate full occupational experience as relates to the qualification/ unit standards applied for.

**SECTION B  
APPLICATION FOR EXTENSION OF SCOPE**

Please mark with **X** in the appropriate block(s) – tick as many as are appropriate to your application

Assessor	<input type="checkbox"/>	<i>I am competent against “<b>Conduct outcomes-based assessments</b>”</i>
Moderator	<input type="checkbox"/>	<i>I am competent against “<b>Conduct moderation of outcomes based assessments</b>”</i>
Extension of Scope	<input type="checkbox"/>	<i>I am a registered assessor/ moderator but would like to extend my scope for the duration of my current registration period.</i>
Registration Number	Assessor Registration No	Moderator Registration No

**APPLICANT’S PERSONAL DETAILS**

Title	Ms.	<input type="checkbox"/>	Mrs.	<input type="checkbox"/>	Mr.	<input type="checkbox"/>	Dr.	<input type="checkbox"/>	Prof.	<input type="checkbox"/>	
Surname	<input type="text"/>										
First Names	<input type="text"/>										
Identity 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"/>	
Date of Application	D	D	M	M	Y	Y	Y	Y			

**APPLICANT’S CONTACT DETAILS**

**Please note that any change in the details provided below must be communicated via email to the ETQA Administrator. This is to ensure that our database is updated for information dissemination purposes.**

Physical Address	<input type="text"/>						Postal Code	<input type="text"/>
Postal Address	<input type="text"/>						Postal Code	<input type="text"/>
Telephone Number	CODE	<input type="text"/>	NUMBER	<input type="text"/>				
Fax Number	CODE	<input type="text"/>	NUMBER	<input type="text"/>				
Cell Number	CODE	<input type="text"/>	NUMBER	<input type="text"/>				
Email Address	<input type="text"/>							
Province	<input type="text"/>							

At times, INSETA receives requests to provide training providers and employers with the contact details of constituent assessors and moderators. To comply with POPI Act, INSETA will not do so without express permission obtained from the applicable party.

Please mark **X** below if you would like your information to be shared with providers and employers.

Yes, please do share my information	<input type="checkbox"/>
No, please do not share my information	<input type="checkbox"/>

SECTION C											
STATISTICAL INFORMATION											
Please refer to the equity keys below when completing this section. Mark with an (X) in the appropriate block.											
EQUITY KEYS											
BA > Black African BC > Black Coloured BI > Black Indian BA: Black Asian WH > White O > Other											
Gender	Male						Female				
Disability	Yes						No				
Nationality											
Highest Educational Level											
Current Occupation											
Years in Occupation											
Racial Group	BA		BC		BI		BA		WH	OTHER	Specify:

SECTION D
REGISTRATION CRITERIA
<p><b>1. Applicant Assessors must:</b></p> <ul style="list-style-type: none"> <li>• have achieved the unit standard “<b>conduct outcomes - based assessment</b>” and submit an ETDP Statement of Credits;</li> <li>• possess a <b>relevant qualification/ skills programme at a level higher</b>, preferably in the same subject field of the qualifications/unit standard that the applicant wishes to assess; or a <b>qualification at a level higher, that significantly meets the exit level outcomes</b> of the qualification/unit standards that will be assessed;</li> <li>• <b>be a subject matter expert and have at least 3 years direct occupational experience</b> in the field that the applicant wishes to assess</li> </ul> <p><b>2. Applicant Moderators must:</b></p> <ul style="list-style-type: none"> <li>• be a registered Assessor with a <b>minimum of 2 years assessment experience</b> with INSETA or another quality assuring body;</li> <li>• have achieved the unit standard “<b>Conduct the Moderation of Outcomes-Based Assessment</b>” and submit the relevant ETDP Statement of Credits;</li> <li>• possess a <b>relevant qualification/skills programme at a level higher</b>, preferably in the same subject field of the qualifications/ unit standards that the applicant wishes to moderate; or a <b>qualification at a level higher that significantly meets the exit level outcomes</b> of the qualification/unit standards that will be moderated;</li> <li>• <b>be a subject matter expert and have at least 3 years direct occupational experience</b> in the field that the applicant wishes to moderate.</li> </ul>

<b>SECTION E</b>		
<b>TRAINING PROVIDER /EMPLOYER CONTACT DETAILS</b>		
Are you representing a training provider/employer? Please mark with X in the appropriate block.	Yes	No
If your answer is YES, fill in the table below: (More than one training provider/employer may be listed – if you work for more than two training providers please complete the details for all these providers)		
Training Provider / Employer Trading Name		
Telephone Number		
Email address		
Region		

<p><b>SECTION F</b></p> <p><b>DECLARATION BY THE APPLICANT</b></p> <p>I _____ have read the Assessor/Moderator Code of Conduct and the INSETA policy for assessment and moderation. I declare that I will, to the best of my ability abide by the requirements as prescribed in Code of Conduct. I hereby declare that the information provided in this application form is correct and truthful.</p> <p>Signed at _____ on this _____ day of _____ 20_____</p> <p>_____ Signature of Applicant</p>
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**SECTION G**

Qualification(s)/ Unit Standard(s) Title (Refer to <a href="http://www.sqa.org.za">www.sqa.org.za</a> for the expiry date and details)	SAQA ID	NQF Level	Qualification / Unit Standard (US) Expiry date	FOR INSETA USE ONLY	
				APPROVED	NOT APPROVED

**APPLICATION EVALUATION OUTCOME**

Registration Recommended	Yes		No		ETQA Evaluator Name
If "No" Type of Registration Recommended	Assessor		Moderator		
Comments					
Signature					Date
Registration Recommended	Yes		No		ETQA Evaluator Name
If "No" Type of Registration Recommended	Assessor		Moderator		
Comments					
Signature					Date

## **ANNEXURE A**

### **REGISTRATION GUIDELINES**

**INSETA requires compliance with the following for any scope request to be considered:**

#### **a) ADMINISTRATIVE REQUIREMENTS**

1. When applying for registration, applicants will need to familiarize themselves and comply with the registration criteria in as detailed in the application form.
2. Applicants must identify the details and validity/currency of Qualification(s) and/or Unit Standard(s) that they wish to assess or moderate against by visiting the following website ([www.saqa.org.za](http://www.saqa.org.za)). Expired qualifications or unit standards will not be considered during the evaluation process.
3. Only applications for the learning programmes registered against the SAQA qualifications and quality assured by INSETA will be considered for registration. For example, in the instance of FETC: Short Term Insurance NQF 4, INSETA will register applicants against learning programme 49929 which is recorded against the registered qualification 66610. It is the responsibility of the applicant to ensure that the correct learning programmes are identified as per the SAQA website.
4. A subject-matter expert is required to sign-off your application as confirmation that the applicant has the requisite experience and skills to assess or moderate in the requested field.
5. Any request to extend scope will, if approved, only be valid for the remaining period of the INSETA Licence and will not automatically extend to the qualification registration period.
6. It is the responsibility of the assessor or moderator to ensure that their scope is valid. No extension requests will be granted after the expiry of the current scope. Applicants must submit applications for re-registration at least 12 weeks prior to expiry.
7. Approved assessor and moderator registrations are subject to the INSETA's licensing period.
8. Constituent assessors and moderators must adhere to the conditions stipulated in the assessor /moderator code of conduct and sign a copy of the same for application purposes.
9. Upon successful registration, constituent assessors and moderators will receive notification of registration. This will include a scope letter indicating details of the scope awarded as well as an assessor/moderator registration certificate.
10. In cases where assessor/moderator registration or scope application is declined, the assessor/moderate has the right to appeal this decision in line with INSETA's appeal process.



## **b) REGISTRATION REQUIREMENTS FOR APPLICANTS APPLYING FOR SPECIALISED QUALIFICATIONS**

The following registration criteria will apply for applicants wishing to register as **assessors and/ or moderators** for the **Medical Claims Assessing** and **Long – Term Risk Assessment** qualifications:

- Applicants will need to possess a qualification at a level higher than that which they wish to assess or moderate, in the fields of Medicine, Nursing or Physiotherapy. Other medically related qualifications which have not been listed above and which are deemed applicable at the ETQA's discretion, will be considered.
- Applicants must possess relevant occupational experience in the fields of medical claims assessment and/ or risk assessment depending on the qualification being applied for.

## **c) REGISTRATION REQUIREMENTS FOR APPLICANTS WHO ARE MEMBERS OF PROFESSIONAL BODIES**

Due to varying curricula that make up qualifications against which professional bodies operating within the Insurance Sector confer professional body designations, INSETA has resolved that the approval of assessment or moderation scope will be based on the relevance of learning achievements (and not professional designations) as detailed in an academic transcript confirming the learner's achievement of all learning outcomes as prescribed by a particular qualification. These learning achievements will be evaluated by the ETQA to establish in which field of insurance a candidate is deemed to have appropriate subject matter expertise.

## **d) REGISTRATION OF FACILITATORS**

All facilitators facilitating on learning programmes quality assured by INSETA must be constituent registered assessors with INSETA. This does not apply to faculty members of Public Technical, Vocational Education and Training Institutions. Practitioners at these public institutions will, however, need to comply with the following criteria:

- a) Practitioners must have a relevant qualification at a level higher in the same field as that which is being facilitated.
- b) Practitioners must be subject matter experts and have 3 years relevant occupational experience in the same field as that which is being facilitated.
- c) The public institution facilitators may not conduct assessments in addition to conducting the facilitation. A constituent assessor must be appointed to be responsible for any planning and assessment of learning.