



inseta
INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY

Working together for a skilled tomorrow

NEW ASSESSOR AND MODERATOR REGISTRATION APPLICATION FORM

STATUS	APPROVED
CUSTODIAN	ETQA MANAGER
APPROVED	ETQA MANAGER
REVIEW DATE	SEPTEMBER 2019
VERSION NUMBER	ETQA/GL/ Assessor and Moderator Application Form /Vs4/2019
NEXT REVIEW DATE	SEPTEMBER 2022

SECTION A

1. Document Completion Instructions

- a) This application form is to be completed by applicants wishing to apply for new and re – registration of scope against NQF-registered learning programmes as quality assured by the 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 and or documentation are supplied. This will delay evaluation processes.

2. Evaluation Procedure

- a) Please allow **6 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.
- c) No scope will be granted for lapsed registration.

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

The following INSETA policies and guidelines related to the performance of the assessment and moderation function can be found on the INSETA website at www.inseta.org.za

- INSETA Accreditation Policy
- INSETA Appeals Policy
- Assessment and moderation guidelines
- Assessor/Moderator Code of Conduct

4. Application Submission Procedure

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

Name	Ms Ouma Nkoadi
Email	oumam@inseta.org.za
Telephone	(011) 381 – 8900
Hand/Courier deliveries	Please contact the ETQA Administrator , should you wish to make arrangements for hand delivery or courier. Delivery Address : INSETA , Ground Floor, 37 Empire Road, Parktown, Johannesburg, 2017 Please Note: No documents must be sent through registered post.

5. Application Checklist

Documentation Required							Please mark with X			
a) An Updated Comprehensive Curriculum Vitae (CV) <ul style="list-style-type: none"> - A curriculum vitae detailing applicable work experience in the Insurance and related Financial Services sub sectors must be provided. - The applicant's CV must indicate full occupational experience as relates to the qualification/ unit standards applied for. - Curriculum Vitae's should include the details of at least three (3) references from at least three years ago and should be a minimum of 3 pages long. 										
b) A Certified Copy of your Identity Document (ID) for South African Citizens or <ul style="list-style-type: none"> - A Certified Copy of your Passport for non -South African Citizens <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>										
c) Copies of all relevant qualifications, certificates, professional body membership <ul style="list-style-type: none"> - Relevant qualifications refer to learning achievements that have been issued against full qualifications as registered; - Certificates of attendance refer to certification issued in recognition of any formal or informal learning that has been attended - Re registration applicants must submit proof of Continuous Professional Development. 										
d) Confirmation that the INSETA assessment and moderation guidelines have been read and understood.										
e) Application form for Assessor and or Moderator registration must be completed in full										
f) The INSETA unit standards/qualifications applied for are indicated – NB: Full title and ID number of each unit standard and or qualification applied for must be indicated										
APPLICANT'S SIGNATURE			DATE		D	M	Y	Y	Y	Y
FOR INSETA OFFICIAL USE ONLY:										
DATE RECEIVED			DATE		D	M	Y	Y	Y	Y

**SECTION B
APPLICATION FOR NEW AND RE- REGISTRATION**

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

Assessor	<input type="checkbox"/>	<i>I am new Assessor and wish to apply for registration with INSETA</i>
Moderator	<input type="checkbox"/>	<i>I am registered Assessor and would like to be registered as a Moderator</i>
Registration Number	Assessor Registration No	<input type="text"/>
Registration Number	Moderator Registration No	<input type="text"/>

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"/>										
	<input type="text"/>							Postal Code	<input type="text"/>	<input type="text"/>	
Postal Address	<input type="text"/>										
	<input type="text"/>							Postal Code	<input type="text"/>	<input type="text"/>	
Telephone 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"/>	
Fax 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"/>	
Cell 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"/>	
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									
<i>Gender</i>	Male					Female			
<i>Disability</i>	Yes					No			
<i>Nationality</i>									
<i>Highest Educational Level</i>									
<i>Current Occupation</i>									
<i>Years in Occupation</i>									
<i>Racial Group</i>	<i>BA</i>		<i>BC</i>		<i>BI</i>		<i>BA</i>		<i>WH</i>

SECTION D
REGISTRATION CRITERIA
<p>1. Applicant Assessors must:</p> <ul style="list-style-type: none"> • have achieved the unit standard “conduct outcomes - based assessment” and submit an ETDP Statement of Credits; • be a subject matter expert and have at least 5 years direct occupational experience in the field that the applicant wishes to assess and possess a relevant qualification at a level higher, in the same subject field of the qualification or • be a subject matter expert and have at least 5 years direct occupational experience in the field that the applicant wishes to assess and possess membership with a SAQA registered professional body at a level higher, in the same subject field. <p>2. Applicant Moderators must:</p> <ul style="list-style-type: none"> • be a registered Assessor with a minimum of 2 years assessment experience with INSETA or another quality assuring body; • have achieved the unit standard “Conduct the Moderation of Outcomes-Based Assessment” and submit the relevant ETDP Statement of Credits;

- **be a subject matter expert and have at least 5 years direct occupational experience** in the field that the applicant wishes to moderate and possess a **relevant qualification at a level higher**, in the same subject field of the qualification **or**
- **be a subject matter expert and have at least 5 years direct occupational experience** in the field that the applicant wishes to moderate and possess membership with a SAQA registered professional body at a level higher, in the same subject field.

SECTION E

ASSESSOR AND/OR MODERATOR TRAINING

a) UNIT STANDARD OBTAINED

Please mark with an (X) in the appropriate block

	Name of Awarding Provider	ETDP Statement of Results Number
ASSESSOR		
MODERATOR		

b) ASSESSMENT RELATED EXPERIENCE

EXPERIENCE	Number of years assessing /moderating	Description of Experience
ASSESSOR		
MODERATOR		

SECTION F**COMPLETE THE TABLE BELOW FOR QUALIFICATION /UNIT STANDARD SCOPE REQUESTED**

- Applicants are required to complete this section in full
- Your application will not be considered if any of the required columns are not completed
- Qualifications or Unit standards that have expired will not be considered for evaluation purposes.
- Please do not fill in any information in the blue fields. This is for evaluation purposes only.

Qualification(s)/ Standard(s) Title (Refer to www.saqa.org.za for the expiry date and full details)	Unit	SAQA ID	NQF Level	Qualification / Unit Standard (US) Expiry date	FOR INSETA USE ONLY	
					APPROVED	NOT APPROVED

SECTION G
TRAINING PROVIDER DETAILS

Are you representing a training provider Please mark with (X) in the appropriate block.	Yes	No
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If your answer is YES, fill in the table below:
(More than one training provider may be listed – if you work for more than two training providers please complete the details for all these providers)

Training Provider Name	
Region	
Telephone No	
Email address	
Training Provider Name	
Region	
Telephone No	
Email address	

SECTION H
DECLARATION BY THE APPLICANT

I _____ have read the Assessor/Moderator Code of Conduct and the INSETA assessment and moderation guidelines and declare that I will, to the best of my ability abide by the mandates as prescribed in Code of Conduct and hereby declare that the information provided in this application form to the best of my knowledge , is correct and truthful.

Signed at _____ on this _____ day of _____ 20____

Signature of Applicant

SECTION I

**APPLICATION EVALUATION OUTCOME
(FOR INSETA USE ONLY)**

Registration Recommended	Yes		No		
If "YES" Type of Registration Recommended	Assessor		Moderator		
ETQA Evaluator Name			Comments		
Signature				Date	
Recommendation Approved	Yes		No		
Specialist /Administrator Name			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 currency of the Qualification and or Unit Standards that they wish to assess or moderate against by visiting the following website (www.saqa.org.za). Expired qualifications or unit standards will not be considered during the evaluation process.
3. Only applications for the learning programmes recorded against the SAQA qualifications and quality assured by INSETA will be considered for registration. For example, in the instance of the Further Education and Training Certificate : Short Term Insurance NQF 4, the 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. Any request to extend scope will, if approved, only be valid for the remaining period of the qualification.
5. 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.
6. 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.
7. Upon successful registration, constituent assessors and moderators will receive a scope letter indicating details of the scope awarded.
8. In cases where assessor or moderator registration is declined, the assessor or moderate has the right to appeal this decision in line with INSETA's appeals policy.

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** against the **Medical Claims Assessing** and or **Long – Term Risk Assessment** qualifications:

- Applicants will need to possess a qualification at a level higher in the subject field that will be assessed or moderated i.e. 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 OF FACILITATORS

All facilitators facilitating on learning programmes quality assured by INSETA must be constituent registered assessors.