

# Verification Preparations

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# Aim of Verification

- Accuracy and validity of learner assessment records submitted
- Results reflect actual competency against unit standards/qualification achieved
- Assessments are in line with the NQF Principles, guides, policies, plans, etc.
- Methods and instruments are credible
- Reassessment procedures are accessible to learners
- Appeals procedure are accessible and fair
- Recording & Storage is accurate, fair and secure
- Checking samples of learner portfolios
- Checking assessor and moderator decisions through sampling and monitoring

# Roles and Responsibilities

## **Accredited Provider**

- Captures learner information onto the SMS including linking the assessor and moderators.
- Conduct training.
- Appoints a registered assessor and moderator to conduct the assessment & moderation.
- Submits learner achievement via the NLRD Upload Forms.
- Requests verification visit via a Request for Verification Form, INDICIUM Learner List, Assessor and Moderator Report and NLRDs.

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- **INSETA**
  - Verifies Provider information, learner information & achievements.
  - Conduct verification.
  - Verification report submitted to ETQA Manager.
  - ETQA Manager approves the recommendation of endorsements of results.

# Administration File

- List of registered learners (INDICIUM Learner List)
- List of moderated learners
- NLRD Upload Forms (per Skills Programme)
- Class and/or workplace attendance registers
- Copy of the Qualification and/or unit standards
- Learning Programme Schedule (Timetable)
- Proof of assessor and moderator's registration with the INSETA including their scope and their comprehensive CVs
- Contracts with assessors and moderators contracted by the provider

# Assessment Implementation

## Documents:

- Assessment plan prepared
- Pre-assessment meeting conducted
- The assessment plan reflects time frames and location of assessment
- How formative, summative and practical competences will be assessed
- How applied competence will be assessed in an integrated assessment
- Critical Cross Field Outcomes will be assessed

## Assessment Guide

- Assessment Matrix showing where/how each SO, AC and CCFO is being assessed.
- Assessment Policy and Procedures
- Contracts with contracted assessor are in place

# Minimum Instructions to Assessor

## Method:

- Using a red pen or other designated colour pen to assess.
- Number of ticks correspond with individual marks allocated.
- Grand total corresponds with the individual marks.
- Indicate individual mark allocation per question and sign next to grand total / percentage on cover page and indicate **C or NYC**.
- Assessor feedback report per learner
- Overall assessment report showing strengths, weaknesses and development plan on the programme, learners, venue, etc.

- Assessments are conducted along with the NQF Principles
- Assessments are conducted as per the training provider's
- Assessment Plan and Guide
- Were the candidates prepared for the assessment
- Were the candidates informed of his/her right to appeal & the procedure to follow
- Does the trainer provider have support mechanisms for special
- needs e.g. language barriers
- All formative and summative assessments are assessed
- The Qualification rules of combination applied correctly (full qualification only)
- Is there an assessor report per candidate and an overall assessment report
- Feedback is given to and signed by learners



## Documents:

- Moderator plan prepared.
- Pre-moderation meeting conducted.
- Moderation plan reflects time frames and location of the moderation.
- Covers all moderation cycles (Pre-, during & post assessment phases).
- Moderation Guide
- Moderation Policy and Procedures
- Contracts with contracted moderators in place

# Minimum Instructions to Moderator

## Method:

- All formative and summative assessments are moderated.
- Using a green pen to moderate.
- Indicate agreement with individual marks, grand total, percentage and competency level.
- Indicate whether competency is being **upheld and overturned** and sign next to indication.
- Overall INSETA Moderator Report.
- Moderators feedback report to the assessor on their strengths, weaknesses and development plan and is signed by the assessor.

- Moderations are conducted along with the NQF Principles
- Moderations are conducted as per the training provider's Moderation Plan and Guide
- Evidence of meetings and communication between assessor and moderator is available
- Evidence that the policies, guides and plans have been moderated
- It is evident that the Moderator has compared his/her judgment with that of the assessor
- Moderator completed the INSETA Moderation Report
- Evidence of a Comprehensive moderation report that outlines strengths, weaknesses and improvements of the assessor.
- Feedback by the moderator is given to and signed by the assessor.

# Verification Challenges

- **Providers not complying with conditions of accreditation.**
- i.e. not capturing learner information and achievements completely or timeously.
- Not complying with their own or INSETA policies and procedures.
- Providers do not request verification.
- Logbooks not implemented for Learnerships.

## **Providers not using registered constituent assessors and moderators.**

- Often use assessors/moderators registered by other ETQAs (especially ETDPSETA).
- Providers do not have INSETA registered assessors and moderators.
- Assessor and Moderator is immediate family which sometimes results in limited feedback given.

## **Records**

- Providers do not keep records of formative assessment in the portfolios.
- Providers do not keep records of which unit standards and outcomes were covered.
- Assessment matrix not developed showing assessment method per SO, AC and CCFOs.

## **Providers not conducting complete moderation**

- Moderation takes place without a plan and seldom adheres to the outcomes they need to achieve.
- Moderation of results are usually the only moderation conducted.
- No moderation of the assessment plan, guide, assessment tools and policy.
- Written feedback is seldom given to the assessors.
- Moderators are not moderating according to INSETA requirements.

# Applying for Verification

After Moderation the SDP needs to apply for verification by forwarding the following documentation to [verifications@inseta.org.za](mailto:verifications@inseta.org.za)

- Request for Verification Form
- Signed Assessor and Moderator Report/s
- Signed NLRD Upload Forms
- Indicium Learner List
- CAT Summary Page

# Purpose of a Skills Programme

A Skills Programme (in our context) is what might also be called a Module.

- The Skills Development Provider (SDP) decides how the Skills Programmes are set up – which unit standards go where/how many Skills Programmes (typically 3-5)/the titles of each Skills Programme and so on – which then form the foundation of a comprehensive roll-out plan that includes all aspects of teaching, learning and assessment.
- The notion of Skills Programmes is critical in terms of Inseta funding and for the purpose of reporting to DHET, QCTO etc.
- The process is that learners are enrolled on the first Skills Programme **for all the unit standards/credits they require**, then when the Skills Programme is done, they are enrolled on the second Skills Programme **again, for all the unit standards/credits they require** and so on.

# When to Verify

- If a learner has NOT exhausted his/her chances to be deemed Competent (according to the SDPs QMS – for example, first SA = NYC; second SA still to be written), then he/she may NOT be included in a Verification at all.
- However, if all chances have been exhausted and the learner is still NYC on one or more of the unit standards/credits for which they were enrolled in a Skills Programme, that learner must be included in the Verification – as either: “Achieved some but not all of the unit standards/credits for **which they were enrolled**” (what we used to call Partially Competent) **OR** “Achieved zero credits” (in this Skills Programme).
- In one Skills Programme, there may be learners enrolled for all the unit standards in that specific Skills Programme and there could also be learners who have previously achieved some unit standards/credits (with another SDP for example) and will therefore only be enrolled for the unit standards he/she has to complete which fall into one or more of this SDP’s Skills Programmes.



- Either way, 'enrolled for all unit standards/credits' or 'enrolled only for the outstanding unit standards/credits' the options are the same:
  - **Achieved all unit standards/credits for which he/she was enrolled**
  - **Achieved some but not all of the unit standards/credits for which he/she was enrolled**
  - **Achieved zero credits i.e. NYC or did not complete**
- Only Skills Programmes and Learnerships that have been closed may be included in a Verification - the three options above are in both the Verification Request and the Verification Report.

# Skills Programme (Design)

- Skill Programmes must represent the same Learning Process as outlined on the SDPs Time Tables.
- Skills Programme Name: e.g Introduction to Insurance
- Skills Programme Code: ST L4: Intro M1
- OFO Code: 332101
- Unit Standards: All the Unit Standards within the Module



# Questions