



CRITERIA FOR REGISTRATION OF ASSESSORS

Document Title	Criteria for registration of Assessors	Approved	COO
Document Number	ETQA-AR-001	Review	ETQA
Revision Number & Date	Rev 1 of September 2007	Page	Page 1 of 3

1. PURPOSE

To register all assessors whose fields of expertise fall within the scope of accreditation of the CETA. CETA will register constituent assessors for a period of FIVE years, renewable on application.

2. MINIMUM REQUIREMENTS TO BECOME AN ASSESSOR

1. Five (5) years' relevant occupational experience
2. Has the Relevant occupational qualification.
3. Has been deemed competent and certified for the generic assessor unit standard plan and to conduct Assessment of Learning Outcomes by an ETDPSETA accredited provider

3. THE ROLE OF THE ASSESSOR

1. To evaluate portfolios of evidence.
2. Brief and advice candidates on the assessment process.
3. Orientate candidates on unit standards' requirements.
4. Plan and communicate the assessment process (taking into account location, physical requirements, duration, etc.)
5. Conduct assessment interviews (one-on-one basis).
6. Identify special needs regarding disability status, cultural differences, and literacy level.
7. Select or appropriate assessment instruments according to procedures.
8. Use relevant assessment instruments (evidence guides/checklists) according to procedures.
9. Record the assessment process and outcomes according to procedures.
10. Provide feedback to learners and applicable parties
11. Review assessment process
12. Make recommendations with regard to the awarding of competence in applicable unit standards according to procedures.
13. Provide inputs to appertaining appeals.

4. ASSESSOR REGISTRATION PROCESS

The CETAQA process for the registration of Constituent Assessors is as follows:

1. Contact the CETA regional office for an application form or download the application form from the CETA website
2. Complete the CETA Assessor registration form
3. Submit original application form and certified copies of all relevant supporting documents to the regional office.

Document Title	Criteria for registration of Assessors	Approved	COO
Document Number	ETQA-AR-001	Review	ETQA
Revision Number & Date	Rev 1 of September 2007	Page	Page 2 of 3

5. DE-REGISTRATION PROCESS

CETAQA will de-register constituent Assessors for the following reasons:

1. The assessor has breached the code of conduct; or
2. Has compromised the integrity of the assessment process

6. APPEALS PROCESS

An assessor who has been de-registered or has not been granted registration may appeal against the decision by:

1. Submitting a written notice of appeal to the relevant regional office within 10 working days of the decision having been communicated
2. The appeal will be forwarded to the CETA appeals committee who will consider the evidence and decide to either accept or reject the provider's appeal
3. The Regional Manager will communicate the committee's decision to the provider in writing and thereafter, the provider may submit a further appeal to SAQA

Document Title	Criteria for registration of Assessors	Approved	COO
Document Number	ETQA-AR-001	Review	ETQA
Revision Number & Date	Rev 1 of September 2007	Page	Page 3 of 3