



## **CRITERIA FOR REGISTRATION OF MODERATORS**

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## 1. PURPOSE

The South African Qualifications Authority Act, 1995 requires accredited training providers to conduct internal moderation as an integral component of their quality assurance. Moderators will also be required to qualify themselves and register with the ETQA.

## 2. REQUIREMENTS FOR THE REGISTRATION OF MODERATORS

A moderator should meet the following criteria:

1. Must have FIVE years relevant occupational experience.
2. Must have been deemed competent and certified for the generic Moderator unit standard

## 3. THE ROLE OF THE MODERATOR

The role of the moderator is to:

1. Provide independent, objective guidance and feedback to practitioners.
2. Monitor the training and assessment process through all its stages.
3. Verify operating methods of practitioners regarding the prescribed use of guidelines, procedures, and instruments.
4. Evaluate the quality of training.
5. Evaluate the quality of the assessment process through all its stages.
6. Sample training and assessment records for accuracy and authenticity.
7. Check administrative and database procedures.
8. Check physical and environmental requirements.
8. Record verification outcomes according to guidelines and procedures.
9. Report according to procedures.
10. Prepare verification requirements.
11. Draw conclusions on assessment/training of practitioner competence.
12. Identify improvement opportunities with regard to the training and assessment process.
13. Monitor and record appeal procedures, including the outcomes of appeals.

## 4. MODERATOR REGISTRATION PROCESS

The CETAQA process for the registration of Constituent Moderators 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 Moderator registration form
3. Attach all relevant and supporting documents
4. Submit original application form and certified copies of supporting documents

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## 5. DE-REGISTRATION PROCESS

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

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

## 6. APPEALS PROCESS

Moderators who have been de-registered or have 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 make decisions to either accept or reject the provider's claim
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

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