

**REQUEST FOR ONLINE EXTERNAL MODERATION**

**I. Request Information**

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| **Name of Skills Development Provider** |  |
| **Accreditation No.** |  |
| **Contact Person**  |  |
| **Contact Details** |  |  |
|  |
| **Physical Address:** |  |
| **Postal Code** |  |
| **Province** |  |
| **Total number of LA Numbers:** |  |
| **Total number of learners** |  |
| **Is this programme Services SETA Funded Yes/No****If Yes please provide Project Reference Number** |  |
| **Project Reference Number: (DG number)****This number can be obtained from the Lead Employer contracted with the Services SETA**. |  |
| **Actual Start and End date – (Project date) date 14 days after commencement letter has been received)** |  |

**II. Learner Achievement Information**

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| LA Number | No of Learners |
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**III. Quality Assurance**

**ID copies of the learners as per LA numbers to be submitted for quality assurance to be conducted before EM site visits can be scheduled**

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| --- | --- |
| **Option 1** | **Yes/No** |
| **ID copies submitted** |  |
| 1. ID copies to be submitted of the
 |  |

**OR**

**A letter is to be drafted on your company letterhead confirming that learners information captured on the LMIS is correct and has been quality assured by yourself as the SDP.**

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| **Option 2** | **Yes/No** |
| **SDP conducts quality assurance on the learners and submit Letter. Letter is to be fone on a company letterhead**  |  |
| 1. Letter submitted
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**Once quality assurance has been conducted request will be send through to the team to schedule site visit.**

**This quality assurance has been incorporated to cut out the re-issue of certificates with incorrectly printed learners details.**

**ONLINE EXTERNAL MODERATION CHECKLIST FOR SDP**

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| **Criteria**  | **Yes/No** | **Comments** |
| **Training Provider Administration** |  |  |
| 1. QMS Review minutes and date
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| 1. Accreditation documentation for learning programmes. (Can be viewed on the LMIS by the evaluator).
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| 1. Matrix of facilitators, mentors, constituent assessors and moderators applicable per qualification / unit standard with SLA / Employment Contracts.

{Confirmation of registration of constituent assessors and moderators -can be viewed on the LMIS by the evaluator} |  |  |
| 1. Certification Policy and approval of pro-forma template by the SSETA.
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| 1. Offsite venue checklist form completed (where applicable) and attendance registers.
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| **Assessment Process** |  |  |
| 1. Assessment strategy, assessment plan, assessment guides, assessment instruments, model answers.
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| 1. Matrix to show alignment of assessment instruments to unit standards and ELOs. Includes assessment methods for the knowledge, practical and workplace component (formative and summative). Evidence of how fundamental unit standards in a qualification is covered. All range statements/critical cross field outcomes are covered in the assessment instruments.
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| 1. CAT exemptions (where applicable)
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| 1. Assessment process reviewed by the assessor (can be included in the assessor report or in the learners PoE).
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| 1. Assessor Report / Post Assessment.
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| **Internal Moderation Process** |  |  |
| 1. Completed and signed internal moderation report to include:
* Moderation plan/scope
* Complete list of learners and indicate moderated portfolios
* Moderation review
* Post-moderation
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| **Learner's PoE** |  |  |
| 1. Learner’s PoE must be available individually electronically as an e-portfolio, scanned in a shared folder or SDP’s LMIS.
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| 1. All required learner documents such ID, CV and certificates must be presented.
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| 1. All required learner documentary evidence for class activities, summative and workplace application must be presented.
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**Once completed please email the form to:**

1. **Services SETA Funded interventions only:** **ssetafundedem@serviceseta.org.za**
2. **Unfunded and other SETA funded only:** **EMRequest@serviceseta.org.za**