

**RPL TOOLKIT – INSTRUMENT 02 – ASSESSMENT MATRIX (MODULES)***To be completed by the accredited SDP*

RPL Candidate Details		SDP Details	
Candidate Name		SDP Entity Name	
Candidate ID No.		SDP Representative Name	
RPL Occupational Qualification Title	Occupational Certificate: Marketing Coordinator	SDP QCTO Accreditation No.	
SAQA ID	118706	Assessor Name	
Credits and NQF Level	175, L5	Assessor Registration No.	

*The assessment matrix gives an outline of the various means of verification for every module across all three components of learning*

Performance Criteria All criteria must be aligned with the curriculum of the SAQA Registered Occupational Qualification	SAQA Credits	Means of Verification tick ✓ if applicable, cross x if not					Met/Not Met	Gap Credits
		POE	Testimonial	Questioning/ Interview	Assessment Task	Workplace Observation		
Knowledge Modules (insert/delete rows as per qualification):								
333908-001-00-KM-01 Marketing Business skills, Level 5, 5 Credits.								
333908-001-00-KM-02 Ready for Work Standards, Level 5, 4 Credits.								
333908-001-00-KM-03 Campaign /Project Management , Level 5, 4 Credits.								
333908-001-00-KM-04 Marketing Business Tools, Level 5, 8 Credits.								
333908-001-00-KM-05 Business Calculations, Level 5, 4 Credits.								
333908-001-00-KM-06 Customer Relationship Management, Level 5, 3 Credits.								

333908-001-00-KM-07 Business Environment, Level 5, 4 Credits.								
333908-001-00-KM-08 Digital Tools, Level 5, 4 Credits.								
Total number of credits for Knowledge Modules: 36								
<b>Practical Skill Modules (insert/delete rows as per qualification):</b>								
333908-001-00-PM-01 Coordinate Key Deliverables of Products and Services to a Target Market(s), Level 5, 7 Credits.								
333908-001-00-PM-02 Support the Deliverables Across the Full Spectrum of the Communication Mix, Level 5, 8 Credits.								
333908-001-00-PM-03 Coordinate Marketing and Sales Activities, Level 5, 8 Credits.								
333908-001-00-PM-04 Coordinate Customer Relationship Management (CRM) activities, Level 5, 7 Credits.								
333908-001-00-PM-05 Undertake Administrative Tasks Related to Marketing Metrics and Processing of Payments a 5, Level 6, 6 Credits.								
Total number of credits for Practical Skill Modules: 36								
<b>Work Experience Modules (insert/delete rows as per qualification):</b>								
333908-001-00-WM-01 Processes and Procedures for Coordinating Key Deliverables of Products and Services to a Target Market(s), Level 5, 24 Credits.								
333908-001-00-WM-02 Processes and Procedures for Supporting the Deliverables Across the Full Spectrum of the Communication Mix, Level 5, 20 Credits.								
333908-001-00-WM-03 Processes and Procedures for Coordinating Marketing and Sales Activities, Level 5, 27 Credits.								
333908-001-00-WM-04 Processes and Procedures for Coordinating Customer Relationship Management Activities, Level 5, 17 Credits.								
333908-001-00-WM-05 Processes and Procedures within the Scope of Administrative Tasks Related to Marketing Metrics and Processing of Payments, Level 5, 15 Credits.								
Total number of credits for Work Experience Modules: 103.								

**TOTALS**

**Assessor Declaration**

I, the undersigned RPL Assessor and registered Subject Matter Expert, confirm that the assessment matrix has been completed accurately and reflects my professional judgement of the candidate's competence against the requirements of the registered Occupational Qualification. All decisions recorded are based on valid, authentic, current and sufficient evidence, supported by appropriate means of verification and documentary proof. I declare that the assessment was conducted fairly, transparently and in accordance with Services SETA and QCTO assessment requirements.

**Assessor/SME Name:** \_\_\_\_\_

**Services SETA Constituent Registration No.:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_