

TRAIN TO BECOME A SAQA ACCREDITED ASSESSOR

Learn about different assessment methods and procedures that will enable you to register with a SETA as a subject matter assessor.



Do you want to obtain the necessary knowledge and skill to make effective judgements on a learner's competency by means of assessments?

ATTEND THIS CUTTING EDGE WORKSHOP

VENUE & DATE: Refer to Training Schedule

TIME: 8:30 – 15:30 daily

COST: Refer to Pricelist



ACCREDITED TRAINING
ALIGNED TO SAQA UNIT
STANDARDS

FOR MORE INFORMATION CONTACT:

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ASSESSOR TRAINING WORKSHOP

CONDUCT OUTCOMES-BASED ASSESSMENT:

NQF 5, 15 CREDITS

SAQA ID NR. 115753

Who should attend? ■ New or experienced assessors who have not had formal education in training ■ Facilitators, Trainers & Coaches ■ Skills Development Facilitators (SDF) ■ Lecturers and Teachers Supervisors and Managers

PURPOSE

The purpose of this workshop is to address the requirements of Unit Standard “Conduct Outcomes-based Assessment”

ID nr. 115753, NQF level 5; Credits 15

LEARNING ASSUMED TO BE IN PLACE

Participants do not require any previous knowledge of the NQF nor do they need to have assessment experience. However, assessors do need to have a qualification or experience (at least on the same level) in the occupation or subject matter they will be assessing.

FACILITATION METHODOLOGY

Learners are required to participate fully in group and individual learning activities throughout the workshop. Learners are also encouraged to identify and express their specific learning needs and to contribute freely from their own experience. During the two day contact session, the facilitator also focus on change management and motivational aspects, as we've identified these issues as key areas of SAQA and implementing the NQF.

ASSESSMENT METHODOLOGY

During the workshop, participants will be briefed on how to prepare and present a Portfolio of Evidence for assessment against Unit Standard 115753: Conduct outcomes-based assessment.

As soon as a candidate assessor is found to be competent, and once NCL has received endorsement – including your official registration number from the ETDP SETA, we will issue the necessary certificate on NQF level 5. (15 credits). This certificate will be accepted by SAQA and the relevant ETQA should you wish to register as an assessor.

WORKSHOP LEARNING OBJECTIVES

In preparing for assessment against this Unit Standard, participants will learn how to:

- Demonstrate understanding of outcomes-based assessment
- Prepare for assessments
- Conduct assessments
- Provide feedback on assessments
- Review assessments

DAY ONE

Module One

- The functions of SAQA and the NQF
- What is a Unit Standard?
- Overview of the role of the assessor

Module Two

- Analyse a Unit Standard
- Identify what an assessor would plan to look for in an assessment against a Unit Standard
- You will be supplied with a template for your Portfolio of Evidence. Once you have completed the activities that address each outcome for ‘Plan and conduct assessment of learning’ you will be given the pages to refer to in this template. This will allow you to make notes that will help you complete your Portfolio for assessment purposes.

Module Three

- Overview of Unit Standard—“Conduct Outcomes-based Assessment”
- Specific Outcome 1—Demonstrate understanding of outcomes-based assessment
- Specific Outcome 2—Prepare for assessment

DAY TWO

Module Four

- Specific Outcome 3—Conduct assessment
- Specific Outcome 4— Provide feedback on assessments
- Specific Outcome 5— Review assessment

Module Five

- Consolidation
- Essential Embedded Knowledge/Critical Cross-field Outcomes
- Start to complete parts of Portfolio of Evidence in class

NOTE The course requires that learners develop portfolios of evidence in their own time and submit it to Ndzalama Competency Learning for assessment within 90 days of completion after the initial workshop.

Why choose us?

Experience & reliability - 15 years of successful training

Quality service - as per SAQA requirements

Flexibility - Training is flexible. From small group training at head office, to in-house training at your workplace for groups (4 or more depending on the location) and corporate groups of up to 25.



Sanette Wevell

Director of Quality Assurance

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Sanette is a qualified EDT Practitioner that has 15 years experience in facilitation and assessment as well as managing and co-ordinating various training projects. She was contracted by the ETDP SETA as an Accreditation Facilitator and Learning Programme Evaluator. These services included assisting emerging providers to obtain accreditation status as training providers. Through her assistance, numerous organisations obtained full accreditation status and registered on the ETDP SETA list of accredited training providers. She was a founding member of Ndzalama Competency Learning and has been facilitating ETDP accredited courses on NQF level 4-6 since 2002. She has 15 years experience as a Skills Development Facilitator (SDF) and also facilitates the SDF course. Her passion is to help with the ongoing development of ETDP-Practitioners - enabling them to fulfil their potential and to progress in their careers - through innovative training and development interventions.



Ferdie Wevell

Director of Finance & Marketing

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Ferdie is a qualified accountant with experience covering a diverse field of expertise from agriculture, education, training to financial management. Being a financial manager, he knows the “ins and outs” of running a business. His approach to training and development was mainly matured in his season at The King Court in Modjadjiskloof. Exposure to this unique education environment, as educator and vice principal, convinced him that a caring and gentle but bold approach to training is the way forward. He believes that most equipping should take place within a strong family culture. Unfortunately, many individuals did not have this privilege at home growing up. Ndzalama Training would therefore like to address this need by expanding their unique business culture into all geographical areas and training fields. Ndzalama Training will therefore be an educational ‘home’ for all.

NCL LEARNER ENROLMENT FORM

Please complete this document and fax together with your proof of payment to the administrator at 015 307 1419 **3 working days** before the commencement date of the course.

Please enrol me for the **ASSESSOR WORKSHOP**. I accept that this workshop will not automatically lead to certification, but that I will have to be assessed on a Portfolio of Evidence, (cost included in workshop) to be completed within 90 days of completing the workshop.

(Please fill in print)

Location / Town of training:	
Training date:	_____ (day) _____ (month) 201_
Title:	
Surname:	
Full Names:	
ID number:	
Company Name (if applicable):	
Cellular number:	
E-Mail Address:	
Telephone Number:	
Fax Number:	
Any food allergies / requests:	

BANKING DETAILS:

Fees to be deposited or electronically transferred into our bank account **before** the workshop

Account holder: Ndzalama Training		
ABSA Bank	Branch Code: 334-349	Account No: 4056767175

Details of payment *(Cheques deposits are only accepted by prior arrangement)*

Date of payment	Payment method: tick (√) appropriate method
____ / ____ / 201__	EFT <input type="checkbox"/> Cash <input type="checkbox"/> Deposit Other _____
Additional information regarding payment:	

Please send us a copy of your deposit slip / **proof of payment** to headoffice@ncl.co.za or fax to 015 307 1419

Name of candidate

Signature of candidate