



NDZALAMA
COMPETENCY LEARNING

Empower the Trainer to Touch the Hearts of our Nation

TRAIN TO BECOME A SAQA ACCREDITED **MODERATOR**

Learn about different methods of moderating an outcomes-based learning programme and to improve your moderation skills.



Do you want the necessary knowledge and skill to make effective judgements for moderation by means of ensuring that the process followed by the assessor is fair and valid?

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:

Tzaneen Head Office – 4 Annecke Street

Innocent Mabunda / Sanette Wevell

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MODERATOR TRAINING WORKSHOP

CONDUCT MODERATION OF OUTCOMES-BASED ASSESSMENT:

NQF 6, 10 CREDITS

SAQA ID NR. 115759

Who should attend? * New or experienced moderators 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 Moderation of Outcomes-based Assessment”

ID nr. 115759, NQF level 6; Credits 10

LEARNING ASSUMED TO BE IN PLACE

The credit calculation is based on the assumption that learners have previous assessment experience when starting to learn towards this unit standard, and in particular, recognition for the unit standard: 115753: “Conduct outcomes-based assessments”. It is further assumed that the person has evaluative expertise within the field in which they are moderating assessments.

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 2 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 115759: Conduct moderation of outcomes-based assessment.

As soon as a candidate 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 6. (10 credits). This certificate will be accepted by SAQA and the relevant ETQA should you wish to register as a moderator.

WORKSHOP LEARNING OBJECTIVES

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

- Demonstrate understanding of moderation within the context of an outcomes-based assessment system,
- Plan and prepare for moderation,
- Conduct moderation,
- Advise and support assessors,
- Report, record and administer moderation, and
- Review moderation systems and processes.

DAY ONE

Module 1

- Demonstrate understanding of moderation within the context of the NQF
- Explain moderation methods in terms of its strengths, weaknesses and applications
- Examples of how moderation activities can contribute to quality assurance in different assessment activities

Module 2

- Plan and prepare for moderation
- Describe how planning and preparation activities are aligned with moderation system requirements
- Preparation of documentation in line with moderation system requirements

Module 3

- Conduct moderation
- Moderation is conducted in accordance with the moderation plan.
- Assessment instruments and process are checked and judged in terms of the extent to which the principles of good assessment are upheld

Module 4

- Advise and support assessors
- Nature and quality of advice facilitates a common understanding of the relevant outcomes and criteria
- All communications are conducted in accordance with relevant confidentiality requirements

Module 5

- Report, record and administer moderation
- Moderation findings are reported to designated role-players within agreed time-frames and according to the quality assurance body's requirements for format and content

Module 6

- Review moderation systems and processes
- Strengths and weaknesses of moderation systems and processes are identified in terms of their manageability and effectiveness in facilitating judgement
- How review enhances the credibility and integrity of the recognition system

DAY TWO

Portfolio of Evidence

Implementing the practical part of the work (building the Portfolio of Evidence) – Formative activities

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

Cell: 083 454 5405

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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 **MODERATOR 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