



Fully-accredited Service Provider with the ETDP SETA, No ETDP-581-PAA-310504-FO179

**ASSESSOR TRAINING**

**Based on the unit standard 115753**

**Conduct Assessment of Learning Outcomes**

Assessors, together with moderators, are the gatekeepers to achieving National Qualifications in South Africa. As such, assessors are required to complete formal recognised training to be able to fulfill this critical function.

The assessor is an individual who is firstly, a functional expert in his/her own sphere of excellence and who has undergone further training in the skills and procedures of assessment. Secondly, he/she is responsible for ensuring that any person who wishes to achieve credits for specific skills undergoes a proper, fair and reliable assessment to determine the required competency.

He/She will consider all evidence relevant to a particular training intervention and institute all appropriate methods and checks to determine whether the identified criteria have been met by the candidate.

*The Assessor training programme is aimed at providing appropriate theoretical and practical training interventions to enable individuals, who must have evaluative expertise within an area of learning, to effectively execute the role of registered Assessor within an organization.*

*This programme is based on the unit standard entitled Conduct Assessment of Learning Outcomes with 15 credits at NQF level 5, and is covered in an intensive small-group training intervention which addresses the following activities:*

- **Demonstrating understanding of outcomes-based assessment**
- **Preparing for assessment**
- **Conducting assessments**
- **Providing feedback on assessments**
- **Reviewing assessments**

*Experienced facilitators conduct the workshops and the theoretical components are further enhanced by the introduction of practical examples of the different tasks of the assessor as well as templates of documentation to be used during the assessment process.*

Assessment requirements are:

- A knowledge questionnaire, and
- Completion of a detailed portfolio of evidence.

**HOW THE TRAINING PROCESS WORKS**

1. Registration for training in one of the venues nationwide with the Edutel Office (011 760 4252)
2. Complete the 4 day training, which includes assistance with the building of your Portfolio of Evidence.
3. Complete and submit the portfolio for assessment together with the questionnaire within 6 months of the training date.
4. Successful candidates' results are submitted to the ETDP SETA for endorsement.
5. Once endorsed, Certificates of Competence are issued to competent learners, together with their ETDP Statement of Results.
6. All NQF credits for competent learners are registered on the National Learner Records Database (NLRD) for future reference, and credit for further training in future.
7. Competent learners must register themselves as an assessor with the ETDP Seta - and in turn, with any other applicable Seta, depending on their subject fields.

please visit our website:  
<http://www.edutel.co.za>

**COST:**

**4 Day Workshop = R5 845.00**

The course fee includes the study material, training, portfolio building and assessment. Lunch and refreshments are included. Accommodation or travelling arrangements and expenses are the responsibility of the candidate.

**FURTHER ENQUIRIES**

Jenny : 011 760 4251  
E-mail: [workshops@edutel.co.za](mailto:workshops@edutel.co.za)