



Fully-accredited Service Provider with the ETDP SETA
Registration No 0394

MODERATOR TRAINING

Although an integral part of the assessment team in an organisation, the moderator's over-riding objective is to conduct quality assurance of all assessments which have been completed. The moderator, therefore, has the prime function of reviewing an assessor's work with a view to determining whether the judgements made are within the principles of fairness, validity, reliability and sufficiency.

Characteristics which a moderator must have are diplomacy, excellent communication skills and strong analytical thinking traits. These will enable the moderator to make judgments about the standard of the assessments and to give objective advice to those concerned, while being pro-actively aware of any assessment shortcomings which may occur

The Moderator training programme is aimed at providing appropriate theoretical and practical training interventions to enable individuals to effectively execute the role of internal moderator within an organisation

*This programme is based on the unit standard entitled **Conduct Moderation of Outcomes-Based Assessments** with 10 credits at NQF level 6, and is covered in an intensive small-group training intervention which addresses the following activities:*

- *Planning and preparing for the moderation*
- *Conducting the moderation within an organisation*
- *Giving feedback to the relevant stakeholders and roleplayers*
- *Advising and supporting the assessors*
- *Reporting on the moderation processes*

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

Assessment requirements are:

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

HOW THE TRAINING PROCESS WORKS

1. **Entry requirement:** National registration as an assessor
2. Registration for training in one of the venues nationwide with the Edutel Office @ 011 760 4252
3. Complete the 2 -day learning programme.
4. A 3rd day will be conducted to assist with the building of your Portfolio of Evidence.
5. Submit the portfolio of evidence, which includes the Knowledge Questionnaire, for assessment
6. Successful candidates' results are submitted to the ETDP SETA for registration
7. Certificates of Competence are issued to competent Learners
8. 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.

please visit our website:

<http://www.edutel.co.za>

COST

3 Day Workshop = R5 080

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

FURTHER ENQUIRIES

Jenny: 011 760 4252 : E-mail: workshops@edutel.co.za