

## **MODERATOR TRAINING**

4 Days (PoE's in class)

*(Part of National Certificate: Occupationally Directed Education Training and Development Practices NQF 5)*

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### **1. UNIT STANDARDS**

#### **Conduct moderation of outcomes-based assessment**

Unit Standard: 115759  
NQF Level: 6  
Credits: 10

### **2. PROGRAMME OVERVIEW**

People credited with this unit standard are able to carry out assessments in a fair, valid, reliable and practicable manner that is free of all bias and discrimination, paying particular attention to the three groups targeted for redress: race, gender and disability.

### **3. PROGRAMME AUDIENCE**

This course is designed for those who assess people for their achievement of learning outcomes in terms of specified criteria using pre-designed assessment instruments.

### **4. PROGRAMME OBJECTIVES**

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  
Review moderation systems and processes

***Growing People...Building Talent...Creating Leaders***

***Accreditation and Certifications***

*Microsoft, CompTIA, Certiport, Pearson Vue, CerNexus, ICDL, ICB, IMM,  
MICT, MerSeta, BankSeta, Fasset, W&R, ETDP, ServiceSeta, LGSeta & Growing...*

## 5. PROGRAMME OUTLINE

### Module 1: Understanding moderation

Importance of moderation in quality assured assessment and recognition systems  
Moderation Methods  
Principles of Assessment

### Module 2: Plan and Prepare for Moderation

Planning and preparation activities  
The scope of moderation  
Moderation Documentation  
Physical and human resources for moderation

### Module 3: Conduct Moderation

Moderation in accordance to the moderation plan  
Moderation assessment instruments  
Special needs of candidates during assessment  
Appeals procedure  
Confirming assessment decisions

### Module 4: Provide feedback on Assessments

Giving feedback to relevant parties  
Ensuring the feedback is constructive, culturally sensitive and relevant party's needs  
Obtaining feedback  
Deal with disputes/appeals  
Reaching agreements and recording of feedback

### Module 5: Advise and Support Assessors

Nature and quality of advice to facilitate common understanding around relevant outcomes and criteria  
Support towards further development of assessors  
Confidentiality in communication

### Module 6: Report, Record and Administer Moderation

Recording moderation information  
Confidentiality of information to candidates and assessors

### Module 7: Review Moderation Systems and Processes

Strengths and weakness  
Recommendations for improvement in moderation systems  
Review of moderation systems to ensure credibility and integrity

## 6. TRAINING METHODOLOGY

The programme is designed to run at a high level of participation and interaction, and delegates are involved in mock moderations and role-plays. The group leader is a highly experienced accredited moderator who will ensure the learners receive the direction and support they need to meet the demands which the workshop makes for clear thinking and for demonstrating the practical application of principles discussed.

Upon course completion, learners will be required to do a formal Portfolio of Evidence (PoE) to obtain the 10 credits from ETDP SETA and be registered as Moderator.

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## 7. THE NEXT STEP

On successful completion of a formal Portfolio of Evidence (PoE) credits are gained towards the following qualification:

[National Certificate: Occupationally Directed Education Training and Development Practices NQF 5](#)

You might also be interested in the following courses.

[Assessor](#)

[Train-the-Trainer](#)

[Conduct Skills Development Facilitation \(SDF\)](#)

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To access our public schedule, [click here](#)

For in-house or customised training requirements get in touch [here](#)

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