



LGSETA
CREATING GREATER IMPACT

APPLICATION TO REGISTER AS AN ASSESSOR

Contained in this document :	Documents Required:
<ol style="list-style-type: none">1. Application form2. Declaration by Assessor3. Checklist for Assessor4. Code of Conduct	<p><i>ALL DOCUMENTS SUMITTED MUST BE CERTIFIED</i></p> <ol style="list-style-type: none">1. ID2. Copies of Qualifications3. Statement of Results from ETDP SETA4. Detailed CV5. Transcripts (if available)

APPLICATION FORM TO REGISTER AS AN ASSESSOR

TYPE OF APPLICATION

Initial Assessor Registration		Extension of Assessor Scope	
Assessor Re-Registration			

Please tick where applicable.

TYPE OF APPLICANT

Independent		Training Provider	
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Please tick where applicable

PERSONAL DETAILS

Title	Ms	Mr	Dr	Prof	Rev	Other <i>(Please specify)</i>
Surname						
First Name						
Middle Name(s)						
ID Number						
Date Of Birth <i>(dd/mm/yyyy)</i>						
Gender	Male			Female		
Equity Details	African	Coloured	Indian	White	Other <i>(Please specify)</i>	
Nationality	South African		Other <i>(Please specify)</i>			
If not South African, state if you have valid work permit <i>(Proof to be attached)</i>	Yes		No			
Home Language						
Disability Status						
Province where resident	KwaZulu-Natal			Northern Cape		
	Gauteng			Western Cape		
	Mpumalanga			North West		

	Limpopo		Eastern Cape	
	Free State			
Telephone Number				
Fax Number				
Cell Number				
Email Address				
Postal Address				
Physical Address				

Training Provider Details <i>(only applicable if you are a training provider assessor)</i>	
Name of Organisation	
Job Designation (e.g. Training Officer)	
Period Employed (mm/yyyy)	
Physical Address	
Postal Address	
Telephone Number	
Fax Number	
Cell Number	
Email Address	
Webpage (if applicable)	

DECLARATION BY APPLICANT

Declaration of technical competence in the related unit standard(s) and/or qualifications or the related field(s) or sub-field(s). *(Please provide a brief work history detailing your ETDP and work related experience with supporting documents.)*

I attach a certified copy of the certificate(s) showing achievement of the qualification(s) and/or standard(s) at the required level in the field/sub-field in which I wish to assess. And, supply evidence of competence at that level and in the relevant field(s)/sub-field(s).

I attach a certified copy of the page of my ID document which includes my ID number and photograph.

Declaration of achievement of the Assessor standard(s).

I attach a certified copy of endorsement by the ETDPSETA of my achievement of the standard(s).

Declaration of commitment to comply to with the LGSETA Code of Conduct for registered Assessors

I attach a signed copy of the Code of Conduct for registered LGSETA Assessors.

I declare that the information provided above is true and correct.

Signature of Applicant

Date of Application

CHECKLIST *(Please tick where appropriate)*

1. Technical competence in the field/ sub-field/subject at the required NQF level or above the person assessed/moderated (e.g. certified copies of relevant qualifications, etc.).	
2. A brief work history showing ETD and work related experience.	
3. Supporting documents (e.g. CV, references, motivation letter, etc.) on ETDP and work related experience.	
4. A certified copy of the relevant pages of the ID book.	
5. The ETDPSETA endorsement of achievement of the Assessor standard.	
6. Registration as a constituent assessor of the LGSETA, if applicable <i>(Attach evidence)</i> .	
7. The required number of years' experience (2-3YRS) in the field/sub-field as a facilitator/trainer/supervisor/coach/mentor.	
8. Signed copy of the LGSETA Code of Professional Conduct for registered Assessors	

Signature

Date



PROFESSIONAL CODE OF CONDUCT

TO BE SIGNED BY REGISTERED ASSESSOR

I, the undersigned, am applying to become a registered LGSETA assessor. I agree that, if my application is successful, I hereby commit myself to abide by the LGSETA Code of Conduct in relation to all my work conducted as an LGSETA assessor. The Code of Conduct to which I agree is as follows:

- I shall conduct my work as an LGSETA assessor with integrity, seeking at all times to create a positive environment for assessment and to take note of and respect the historical diversity of candidates' cultural, linguistic and educational backgrounds;
- any conflict of interest such as a financial or family relationship or close friendship existing between myself and any candidate shall be declared in advance, and, if requested, I shall recuse myself from the process in such instances;
- all information received during my work as an assessor about individuals or organisations will be treated with the strictest confidentiality unless it is relevant to the fairness, reliability and validity of the assessment process;
- all relevant information about any irregularities in the assessment process of which I become aware will be included in my reports to the moderator; these will include:
 - unplanned environmental, personal or other problems which may have interfered with the performance of the candidate
 - suspected or proven irregularities committed by the candidate
 - suspected or proven irregularities committed by any other parties to the assessment
 - any suspected or proven bribery, threats or sexual or other harassment of or by candidates
 - any grounds for doubting the authenticity of the evidence presented during the assessment process;
- if I have reason to believe the moderator is not addressing irregularities brought by myself to his or her notice, I shall draw these irregularities to the attention of the LGSETA ETQA Manager;
- any constructive comments about the standards or qualifications which I am assessing will be included in my reports to the moderator, to be collated and forwarded to the LGSETA; these will be forwarded to the relevant SGB for inclusion in the SAQA review process.

I shall conduct my work in line with the vision and mission of the LGSETA, particularly in relation to improving the quality of education, training and assessment for learners in the sector, giving guidance and support to all learners to achieve their full potential.

Signed: _____ **Date:** _____

Name in full (printed): _____