



Education Training and Quality Assurance (ETQA)

Document Approval

The following Software Requirements Specification has been accepted and approved by the following:

Signature Printed Name Title Date

Signature	Printed Name	Title	Date

TRAINING GUIDELINE

OVERVIEW AND FUNCTIONS OF THE ETQA DIVISION

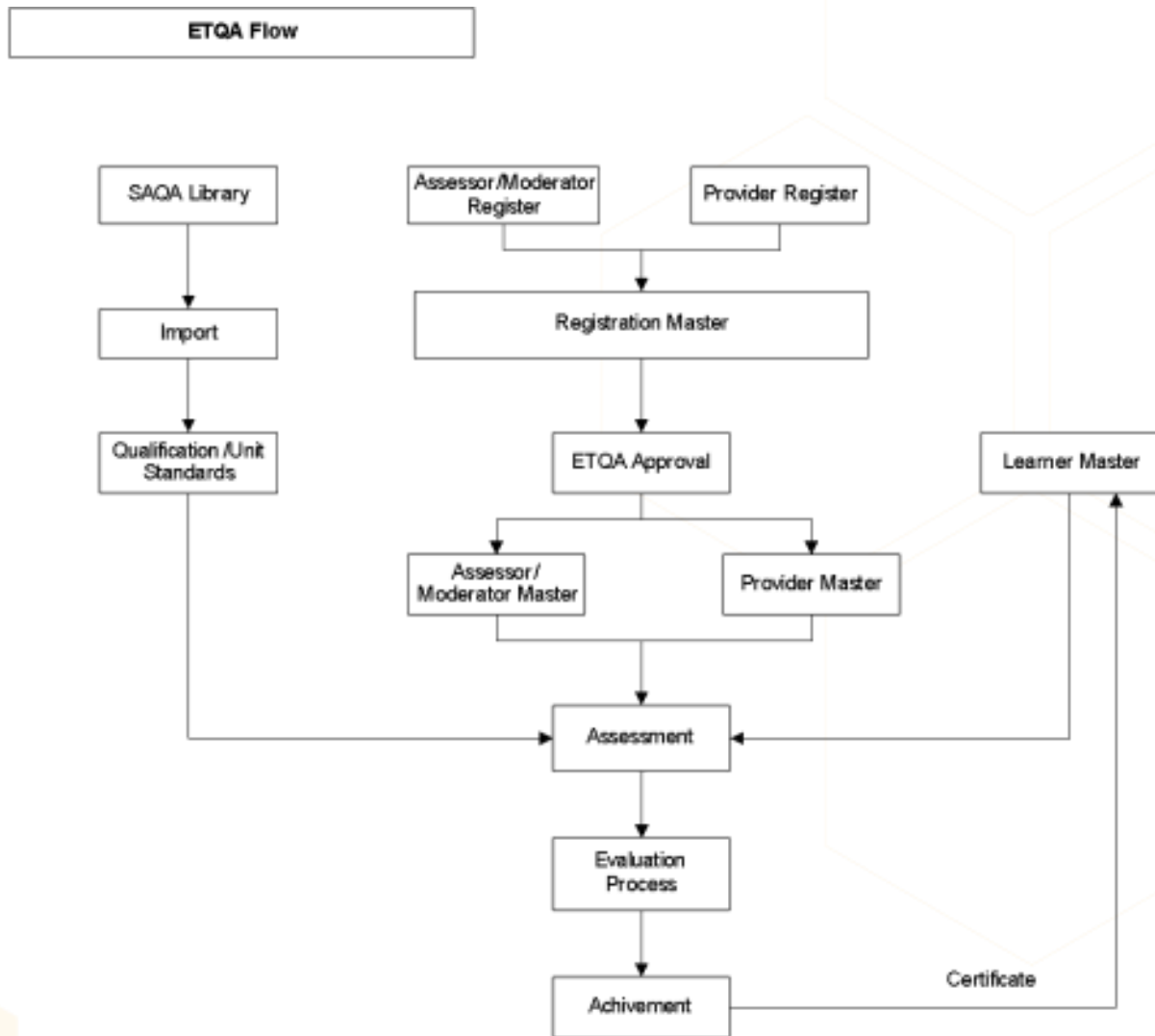
A core function of the SETAs is that they act as Education and Training Quality Assurance bodies (ETQAs) within various economic sectors to ensure quality education and training. The EWSETA ETQA is accredited by SAQA to monitor and audit achievements in terms of national standards and qualifications.

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The EWSETA ETQA:

1. Accredits constituent providers for specific standards or qualifications registered on the National Qualifications Framework.
2. Promotes quality amongst constituent providers.
3. Monitors provision by constituent providers.
4. Evaluates assessment and facilitation of moderation among constituent providers.
5. Registers constituent assessors for specified registered standards or qualifications in terms of the criteria established for this purpose.
6. Takes responsibility for the certification of constituent learners.
7. Co-operates with the relevant body or bodies appointed to moderate across ETQA bodies including but not limited to, moderating the quality assurance on specified standards or qualifications for which one or more ETQA bodies are accredited.
8. Recommends new standards or qualifications to National Standards Bodies for consideration, or modifications to existing standards or qualifications to National Standards Bodies for consideration.
9. Maintains a database acceptable to the Authority.
10. Submits reports to the Authority in accordance with the requirements of the Authority, and
11. Performs such other functions that may arise from time-to-time.

ETQA FLOW

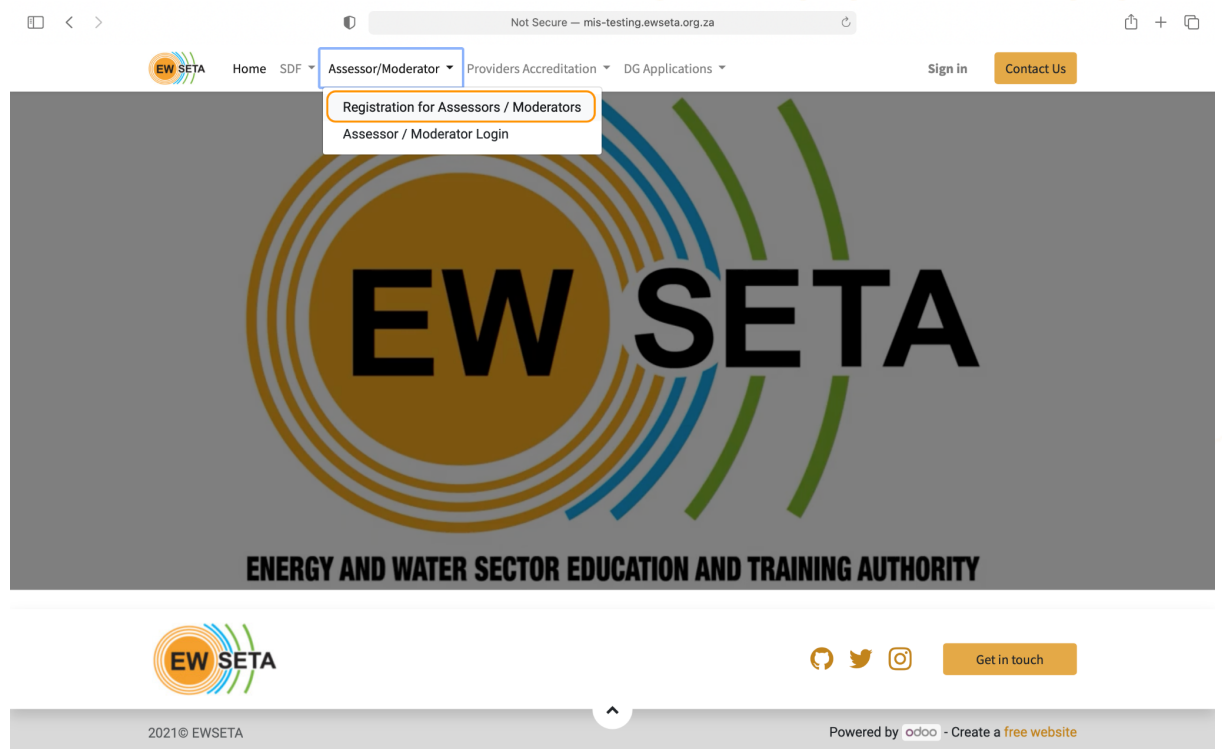


ASSESSOR AND MODERATOR REGISTRATION

Assessor Registration Process

To Register as an Assessor, users have to open the EWSETA web site and click on the Application as shown in the below screen.

<http://mis.ewseta.org.za>



Then click on Register as an Assessor/Moderators as shown in the below screen.

On click of Register as an Assessor/ Moderator below screen will appear for general information

Public Information:

Fill the required fields and click on next

Public Information

Work Address

Position

Organisation SDL Number

Note

34

Main Avenue

Office park

South Africa

Gauteng

Randburg

Zip

Information Technology Company

Consultant

Jon Kretek

L550756490

About You...

Back Next * Indicates mandatory fields

Personal Information

Fill the required fields and click on Next.

Personal Information

Contact Information

Contact Number Home

Contact Number Office

Citizenship & Other Info

Citizen Resident Status

Country Of Nationality

R.S.A. Identification No

Birth Date

SA - South Africa

South Africa

8301014800084

01/01/1983

Nationality Id

Passport No.

ID Document/Passport Upload

Home Language

Browse... Moder....pdf

isiZulu

Additional Document Upload

Qualification Documents

Professional Body

Statement Of Results For Assesors/Moderators

CV Document

Browse... Moder....pdf

Browse... No fil...cted.

Browse... Moder....pdf

Browse... Moder....pdf

Status

Gender

Female

Marital Status

Single

Disability

Yes

Disability Type

Back Next * Indicates mandatory fields

Address Information

Fill the required fields and click on Next.

The screenshot shows a web browser window with the URL `mis-testing.ewseta.org.za/assessorModerator`. The page header includes the EW SETA logo, navigation links (Home, SDF, Assessor/Moderator), and utility links (Providers Accreditation, DG Applications, Sign in, Contact Us). The main content area is titled "Address Information" and contains two sections:

- Home Address:** Includes a mandatory field for the number "34", followed by text input fields for "Main Avenue" and "Office Park". Below these are dropdown menus for "South Africa", "Gauteng", and "Ferndale", and a dropdown for "Randburg" and a text input for "Zip".
- Postal Address:** Starts with a checkbox labeled "Postal Address Same as Home Address". Below it is a mandatory field for the number "35", followed by text input fields for "Main Avenue" and "Office Park". It also includes dropdown menus for "South Africa", "Gauteng", and "Ferndale", and a dropdown for "Randburg" and a text input for "Zip".

At the bottom of the form, there are "Back" and "Next" buttons. A red asterisk next to the "Next" button indicates mandatory fields.

Qualification

In this form applicants/users have to select Qualification from the Qualification list and also the Unit Standards related to the selected Qualifications and click on the submit button.

mis-testing.ewseta.org.za/assessorModerator

EW SETA Home SDF Assessor/Moderator Providers Accreditation DG Applications Sign in Contact Us

Qualification You have Selected 1 Option(s)

Type	ID No	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits	<input type="checkbox"/>
Bachelor of Engineering Technology Honours in Electrical Engineering (118322)						
Core	5708	Write for a variety of different purposes and contexts.	Level: TBA:Pre-2009 BelowL1	Below Level: 1	6	<input checked="" type="checkbox"/>
Core	5711	Write for a variety of different purposes and contexts.	Level: TBA:Pre-2009 BelowL1	Below Level: 1	7	<input checked="" type="checkbox"/>
Core	5712	Engage in a range of speaking and listening interactions.	Level: TBA:Pre-2009 BelowL1	Below Level: 1	6	<input checked="" type="checkbox"/>
Fundamental	5710	Read and respond to a range of text types.	Level: TBA:Pre-2009 BelowL1	Below Level: 1	100	<input checked="" type="checkbox"/>

Unit Standards Select some option(s)

Back Submit * Indicates mandatory fields

Select Unit Standards linked with the qualification selected and make sure the sum of checked unit standards is equal to or greater than the minimum credits required.

mis-testing.ewseta.org.za/assessorModerator

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Elective	5709	Engage in a range of speaking and listening interactions.	Level: TBA:Pre-2009 BelowL1	Below Level: 1	20	<input checked="" type="checkbox"/>
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Unit Standards You have Selected 1 Option(s)

Type	ID No	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits	<input type="checkbox"/>
Bachelor of Engineering Technology Honours in Electrical Engineering (118322)						
Core	5708	Write for a variety of different purposes and contexts.	Level: TBA:Pre-2009 BelowL1	Below Level: 1	6	<input type="checkbox"/>
Core	5711	Write for a variety of different purposes and contexts.	Level: TBA:Pre-2009 BelowL1	Below Level: 1	7	<input type="checkbox"/>
Core	5712	Engage in a range of speaking and listening interactions.	Level: TBA:Pre-2009 BelowL1	Below Level: 1	6	<input type="checkbox"/>
Fundamental	5710	Read and respond to a range of text types.	Level: TBA:Pre-2009 BelowL1	Below Level: 1	100	<input type="checkbox"/>
Elective	5709	Engage in a range of speaking and listening interactions.	Level: TBA:Pre-2009 BelowL1	Below Level: 1	20	<input type="checkbox"/>

Back Submit * Indicates mandatory fields

On the Click of submit button, the system will create a registration entry in the system and move forward for the approval.

Moderator Registration

As per the business process, all Moderators should be registered as Assessor. To register as a Moderator, the User must have the unique assessor number generated in the system. This assessor number should populate all the information that was previously filled in for the

Assessor and what you should upload are any additional documentation

To register as a Moderator user must open the Web portal and click on **register assessor/moderator** as shown in below screen.

EW Seta Home SDF **Assessor/Moderator** Providers Accreditation DG Applications Sign in Contact Us

Code Of Conduct
Please ensure that you are familiar with the Terms & Conditions before continuing
Code Of Conduct & Privacy Statement Notice
I Agree
Not Agree

General Information
Assessor/Moderator Assessor Moderator
Assessor No *

Next

Then click on Register as an Assessor/Moderators as shown in the below screen.

On click of this, the registration form will appear as shown below, select the option as Moderator and enter the unique Assessor number and click on **Next**

EW Seta Home SDF **Assessor/Moderator** Providers Accreditation DG Applications Sign in Contact Us

Code Of Conduct
Please ensure that you are familiar with the Terms & Conditions before continuing
Code Of Conduct & Privacy Statement Notice
I Agree
Not Agree

General Information
Assessor/Moderator Assessor Moderator
Assessor No * EW583ARA0000032

Next

General Information

Code Of Conduct

Please ensure that you are familiar with the Terms & Conditions before continuing

Code Of Conduct & Privacy Statement Notice

I Agree

Not Agree

General Information

Assessor/Moderator	Assessor <input type="radio"/> Moderator <input checked="" type="radio"/>		
Assessor No	* EW583ARA0000032		
Title	* Mrs. <input type="text"/>	Name	* Rachel
Surname	Kretek	Work Email	* rachel@gmail.com
Mobile Number	* e.g. 0824513677	Employed <input type="radio"/>	Unemployed/Freelancer <input type="radio"/>

Next

Public Information : Fill the required fields and click on next

Not Secure — mis-testing.ewseta.org.za

EW SETA Home SDF Assessor/Moderator Providers Accreditation DG Applications Sign in Contact Us

Public Information

Work Address	* 34		
	* Main Avenue		
	Office Park		
	* South Africa <input type="text"/>		
Position	* Gauteng <input type="text"/>	Randburg <input type="text"/>	
	Ferndale <input type="text"/>	Zip	<input type="text"/>
	ICT		
Organisation SDL Number	Consultant		
	Manager		
Note	L0211564654		
	About You...		

Back Next *Indicates mandatory fields

Personal Information: Fill the required fields and click on Next.

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EW SETA Home SDF Assessor/Moderator Providers Accreditation DG Applications Sign in Contact Us

Personal Information			
Contact Information			
Contact Number Home	0810843904	Contact Number Office	0810845940
Citizenship & Other Info			
Citizen Resident Status	Country Of Nationality	R.S.A. Identification No	Birth Date
* SA - South Africa		* 8301014800084	MM/DD/YYYY
Nationality Id	Passport No.	ID Document/Passport Upload	Home Language
		* Choose File Mode....pdf	Select
Additional Document Upload			
Qualification Documents	Professional Body	Statement Of Results For Assessors/Moderators	CV Document
* Choose File Mode....pdf	Choose File no fi...cted	* Choose File Mode....pdf	* Choose File Mode....pdf
Status			
Gender	* Male	Marital Status	Single
Disability	No		

Back Next * Indicates mandatory fields

Address Information: Fill the required fields and click on Next.

Not Secure — mis-testing.ewseta.org.za

EW SETA Home SDF Assessor/Moderator Providers Accreditation DG Applications Sign in Contact Us

Address Information	
Home Address	* 34 Main Avenue Office Park South Africa Gauteng Randburg Ferndale Zip
Postal Address Same as Home Address	<input type="checkbox"/>
Postal Address	* 34 Main Avenue office Park South Africa Gauteng Randburg Ferndale Zip

Back Next * Indicates mandatory fields

Qualification: In this form users have to select Qualification from the Qualification list

and also the Unit Standards related to the selected Qualifications and click on the submit button.

Qualification

Qualification You have Selected 1 Option(s)

Type	ID No	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits
EWSETA Default Skills Programme Qualification (00000)					
Core	5707	Read and respond to a range of text types.	Level: TBA:Pre-2009 BelowL1	Below Level: 1	8 ✓
Core	5712	Engage in a range of speaking and listening interactions.	Level: TBA:Pre-2009 BelowL1	Below Level: 1	100 ✓
Fundamental	5709	Engage in a range of speaking and listening interactions.	Level: TBA:Pre-2009 BelowL1	Below Level: 1	6 ✓
Elective	5708	Write for a variety of different purposes and contexts.	Level: TBA:Pre-2009 BelowL1	Below Level: 1	6 ✓

Unit Standards Select some option(s)

Back Submit * Indicates mandatory fields

Core	5712	Engage in a range of speaking and listening interactions.	Level: TBA:Pre-2009 BelowL1	Below Level: 1	100	✓
Fundamental	5709	Engage in a range of speaking and listening interactions.	Level: TBA:Pre-2009 BelowL1	Below Level: 1	6	✓
Elective	5708	Write for a variety of different purposes and contexts.	Level: TBA:Pre-2009 BelowL1	Below Level: 1	6	✓

Unit Standards You have Selected 1 Option(s)

EWSETA Default Skills Programme Qualification (00000)

Core	5707	Read and respond to a range of text types.	Level: TBA:Pre-2009 BelowL1	Below Level: 1	8	✓
Core	5712	Engage in a range of speaking and listening interactions.	Level: TBA:Pre-2009 BelowL1	Below Level: 1	100	✓
Fundamental	5709	Engage in a range of speaking and listening interactions.	Level: TBA:Pre-2009 BelowL1	Below Level: 1	6	✓
Elective	5708	Write for a variety of different purposes and contexts.	Level: TBA:Pre-2009 BelowL1	Below Level: 1	6	✓

Back **Submit** * Indicates mandatory fields

On the Click of submit button, the system will create a registration entry in the system and move forward for approval.

Application Submitted Successfully

Thank you for your Moderator application.
Your application will be evaluated.
Your Reference Number is : **EW583ARA000032**

