

# Request for Assessment

(To be completed by the candidate)

Request for Assessment This application serves to confirm that I (full name and ID Number)

request to participate in the process of Recognition of Prior Learning for the following Evidence Unit / full qualification: FETC Business Administration ID 61595 NQF Level 4

Date	2021-08-30
Candidates signature	1 29 8
Assessors signature	

#### **Assessment Confirmation**

#### Dear

This letter serves to confirm that you have been selected to attend a program facilitated by Breaking Ground.

The first meeting to prepare you for assessment will be held on ......

Your program facilitator and coach will be Jennifer Williams.

At the meeting we will discuss:

- The National Qualifications Framework
- Recognition of Prior Learning
- The purpose of assessment
- The assessment team and who can offer you guidance and support
- The unit standard/s that relate to your assessment (Title, ID, NQF level, and credits)
- Your questions and concerns about the assessment process
- The assessment procedure and methods
- The evidence that you need to collect
- Authentication of evidence
- How to present your evidence via a portfolio
- Any special needs or special requirements you may have with this assessment
- How and when feedback will be given
- The moderation process
- The appeals procedure
- Assessment judgments
- The assessment plan, which we will discuss and sign
- Contact details of the coach, assessor, and moderator

Date	2021-08-30
Candidates signature	1 0 A
Assessors signature	

#### Assessment Contract

Please read and sign the assessment contract

Candidates Name	Identity number
	9502255506087
Assessors Name	Assessors number
Moderators Name	Moderators number
Qualification	FETC Business Administration Services ID 61595
Date	

Your rights as a candidate:

- You have a right to appeal against any judgment given because of any assessment.
   You must have valid reasons for doing this.
- You have the right to an interpreter if you need one to perform this function.
- However, if one of the learning assumptions for the standard is that you are competent within the language of assessment you may not have an interpreter. If the interpreter charges a fee you will be liable to pay this fee.
- You can ask that an impartial observer attend any assessment. This observer may not take any part in the assessment.
- If you do not agree with the assessment you have the right to have your assessment internally moderated. If you still do not agree with the result of the assessment you can ask that the ETQA perform an external moderated on the assessment. If any verification upholds the assessment findings you will be held liable for all costs of the verification. If any verification rules that you have been aggrieved because of the assessment, your assessor will be liable for all costs of verification.

If during the assessment you are found 'not yet competent', your assessor will encourage you to master the areas where you have not reached competency, this feedback will be given to you by the assessor and the coach.

In the RPL plan you will be given two opportunities to remediate and be found competent. If you are still not yet competent you may have to apply for a re assessment at your own cost.

# If you fail to hand in assessments on three occasions you will be excluded from the programme.

This assessment leads to the award of the Full Qualification.

Once the assessment is complete application will be made to register and certify you for the qualification with the Services Seta. You may contact the assessor at any time for information that will assist you in learning further.

# Each assessment application, the outcomes, results and candidates, assessors, and moderators will treat reviews as a confidential matter. No references will be made to anyone or any organization outside the SETA about the status of an application during the assessment process. Consent I, TEBELLO MALEKA \_\_\_\_\_, the candidate, hereby state that I have read the

above and understood the contents thereof. I was given the opportunity to clarify any issues relating to the assessment process and my assessment plan. I have requested this assessment following my own free will and without duress.

Candidate's signature : \_\_\_\_\_\_ Date : 2021 - 08 -30

Assessor's signature : \_\_\_\_\_ Date :

# Assessment Preparation Interview

#### Dear Learner

Your program will take place from until you hand in your portfolio of evidence on the

. If any dates are changed you will be notified by the Assessment team and your assessment plan will be changed accordingly.

Content	YES	NO
Explain the context of the NQF and the principles of assessment		
You will be assessed against (add qualification or unit standard		
details)		
Explain the assessment methods that will be used. Give examples		
The evidence that must be produced for this assessment is:		
Explore with the candidate if they have any special needs.		
Explain to the candidate what constitutes special needs e.g.		
Personal needs		
Medical needs		
Access needs		
Other needs.		
Discuss how, when and where feedback will be given		
Discuss the assessment judgments- competent and not yet		
competent		
Explain the reassessment process:		
How many times reassessment will be done?		
The support that will be provided to achieve competence.		
Explain the appeals procedure and ensure that the candidate has a		
copy of the appeals policy		
Discuss confidentiality and explain who receives assessment results.		
Ensure that the candidate understands moderation, who will conduct		
it and how it is done		
Communication with the various SETAS and how qualification/credits		
will be issued		
Explain that you as the assessor will require feedback show assessor		
review documents and where they need to be sent		
Invite questions and answer queries		
Explain the importance of authentic evidence		
Emphasize signing and dating all evidence and documents		

Candidates Decla	aration of Understanding		
declare that I am ready for the assessm	nent and that I have discussed and understood		
the assessment plan with my assessor/coach. I understand the assessment process and			
ım confident that the assessment will be	conducted according to the principles of		
assessment.			
Date			
Assessor's signature			
Candidates signature	1 2 0 1		
	I V U		

# Assessment Meeting Checklist

Welcome to the assessment and training program. This document serves to orientate and prepare you for the assessment(s) that you are about to embark on

Candidates	Qualification title:	FETC BADMIN
Name:		
Assessors	Qualification number:	61595
Name:		
Date:	Credits:	147

Were you welcomed and made to feel at ease?	
Was the purpose and objectives of the meeting explained?	
Were you provided with a clear explanation of the key elements and	
implications of outcomes-based assessments within the context of the NQF?	
Were the assessment processes and principles of good assessment explained?	
Were the roles and responsibilities of the learner, assessor and moderator	
explained?	
Were your rights as a candidate explained to you in terms of the Appeals	
process and re-assessment policies?	
Were special assessment needs identified, discussed, and eliminated?	
Were any unfair barriers to learning and assessment identified, discussed,	
and eliminated e.g. language and disabilities?	
Was every effort made to ensure that the assessment environment and	
activities are aligned with recognized codes of practice, health and safety	
procedures and standard operating procedures?	
Were you advised of the moderation and accreditation process?	
Was the importance of confidentiality in this process explained?	
Was it noted that each assessment application, the outcomes, results, and	
reviews will be treated as a confidential matter by candidates, assessors, and	
moderators?	
Were you provided with a copy of the signed assessment plan and this form?	
Were you informed of the various assessment instruments/tools to be used?	
Were you provided with the opportunity to seek clarification by posing	
questions?	

Declaration of understanding	Yes/No
I understand the purpose and importance of this meeting?	
I declare that the above-mentioned points of the pre-assessment document	
were explained by the Assessor/Coach?	
I declare that I have received copies of the unit standards, assessment plan,	
and assessment schedule and have access to the relevant institutional policies	
and procedures pertaining to the assessment?	
I have read the above assessment contract document and understand the	
contents thereof?	
I was given the opportunity to clarify any issues relating to the assessment	
process and my assessment plan by posing questions?	
I have requested this assessment in accordance with my own free will and	
without duress and consent to this assessment?	
I understand that I am required to attend all training programmes aligned to	
this portfolio of evidence?	
I understand that I am responsible for completing all the activities and	
workplace assignments that are required of me for completion of this Portfolio	
of Evidence. I agree to hand in all workplace assignments on the agreed	
dates, as per the assessment plan, and understand that no late submissions	
will be accepted.	

Candidates signature	Date
1 29 O M	2021 - 08 -30
Assessor's signature	Date

#### Credit Accumulation and Transfer Policy

The Assessment of Fundamental level 3 English as a Second language policy and procedure

#### Purpose of the policy

The purpose of the policy is to exempt learners from being trained on the NQF level 3 communication unit standards, in a second language. Learners who have a senior certificate that shows that they have passed a second language will be exempt from completing the NQF level 3 communication fundamental unit standards.

This policy will inform assessors what they need to do in terms of assessing the fundamental level 3 second language unit standards that one finds in level 4 qualifications.

According to the SAQA proposed model related to CAT the NQF level 3 second language unit standards will be assessed using the CAT principles.

The following model is proposed by SAQA:

National Qualification	Literacy / Communication		Numeracy / Mathematics		2 <sup>nd</sup> Language
	Level 3	Level 4	Level 3	Level 4	
Grade 12 with Mathematics	Yes	Yes	Yes	Yes	Yes
Grade 12 without Mathematics	Yes	Yes	No	No	Yes
Grade 11 with Mathematics	Yes	No	Yes	No	Yes
Grade 11 without Mathematics	Yes	No	No	No	Yes
Grade 10 with Mathematics	No	No	No	No	No
Grade 10 without Mathematics	No	No	No	No	No
Grade 9	No	No	No	No	No

The second language unit standards are:

US number	Title	Credits	Level
119472/8968	Accommodate audience and context	5	3
	needs in oral/signed communication		
119457/8969	Interpret and use information from	5	3
	texts		
119467/8973	Use language and communication in	5	3
	occupational learning programmes		
119466/8972	Interpret a variety of literary texts	5	3
119465/8970	Write/present/sign texts for a range of	5	3
	communication texts		

#### The Process

- Learners must be registered for a full qualification at level 4
- The Learner completes the application form (see below)
- The Learner must submit a certified copy of his/her Grade 12 certificate
- The Assessor will use the Grade 12 certificate to apply the CAT principles as indicated in the table according to SAQA. (see below)
- The Assessor completes the Assessor report for the Learner (see below)

Should the learner not have a Grade 12 certificate then the assessor will ensure that the learner is trained and completes the NQF level 3 communication fundamental unit standards in a second language.

This will be done in Afrikaans, but in the event, the learner cannot speak, Afrikaans and they apply for an additional language; we will provide a translator to provide translation services to work as an evidence collector.

This will be done in Afrikaans, but in the event, the learner cannot speak, Afrikaans and apply for an additional language, we will provide a translator to provide translation services to work as an evidence collector.

#### Application for Credit Transfer

Please complete this application form for Credit Transfer or Exemption of 2<sup>nd</sup> language fundamental unit standards

Name of candidate	TEBELLO MALEKA
Id number of candidate	9502255506087
Qualification Title	FETC BADMIN 61595
Date of programme	
Type of programme	Full Qualification
Reason for exemption and proof provided	Senior Certificate attached. Already been
	assessed on these criteria.

The unit standards for which the exemption or transfer is requested					
US number	Title	Credits	Level	Evidence to	
				support	
119472/8968	Accommodate audience and context	5	3	Senior certificate	
	needs in oral/signed communication			indicating Second	
119457/8969	Interpret and use information from	5	3	language	
	texts				
119467/8973	Use language and communication in	5	3		
	occupational learning programmes				
119466/8972	Interpret a variety of literary texts	5	3		
119465/8970	Write/present/sign texts for a range	5	3		
	of communication texts				

#### Learner Declaration

As of today, I have been granted transfer of 20 credits in the 2<sup>nd</sup> language fundamental communication unit standards. These credits are required for me to complete the Further Education and Training certificate – Contact Centre Operations. NLRD 71489.

I declare that the information provided by me is complete and true to the best of my knowledge. I authorise the Training Provider to verify the data provided by me in this application where necessary. I also understand that any false information given in this application will result in nullification of the application or approval.

Signature of learner	1 20 1
Date of submission	

# Assessor Judgement Report CAT

Name of candidate	TEBELLO MALEKA
Id number of candidate	9502255506087
Program attending	Further Education and Training Certificate:
	Business Administration
Date of program	
Type of program	
Qualification Title	FETC BADMIN ID 61595
Reason for exemption and proof	Senior Certificate provided
provided	

#### Assessor judgment report

As the assessor, I declare that the evidence provided by the learner with regards to the CAT process meets the requirements as stated below

National Qualification	Literacy / Communication		Numeracy / Mathematics		2 <sup>nd</sup> Language
	Level 3	Level 4	Level 3	Level 4	
Grade 12 with Mathematics	Yes	Yes	Yes	Yes	Yes
Grade 12 without Mathematics	Yes	Yes	No	No	Yes
Grade 11 with Mathematics	Yes	No	Yes	No	Yes
Grade 11 without Mathematics	Yes	No	No	No	Yes
Grade 10 with Mathematics	No	No	No	No	No
Grade 10 without Mathematics	No	No	No	No	No
Grade 9	No	No	No	No	No

These guidelines have been proposed by SAQA. The following unit standards have been transferred using the learners Senior Certificate as relates to our CAT policy

The unit standards for which the exemption or transfer is requested					
US number	Title	Credits	Level	Evidence to	Judgement
				support	
119472/8968	Accommodate audience and	5	3	Senior	
	context needs in oral/signed			Certificate	
	communication			indicates	
119457/8969	Interpret and use information	5	3	second	
	from texts			language	
119467/8973	Use language and	5	3	assessment	
	communication in			completed	
	occupational learning				
	programs				
119466/8972	Interpret a variety of literary	5	3		
	texts				
119465/8970	Write/present/sign texts for	5	3		
	a range of communication				
	texts				

## Assessor Comments

The learner has provided a certified copy of their senior certificate indicating that they meet the requirements for Credit transfer of the 2<sup>nd</sup> language fundamental unit standards.

The learner has received a Pass Mark for a second language on their Senior Certificate. See attached senior certificate.

Signature of Assessor	
Date of assessment	
Evidence attached	
Signed by participant	TEBELLO MALEKA

# Breaking Ground Learning and Development Appeal Procedure

Stage 1	Discuss the issue with the assessor
Stage 2	If there is still a disagreement, submit a written complaint to the internal moderator within two weeks of the assessment.
Stage 3	The internal moderator will investigate and meet with both parties
Stage 4	If the candidate is still unhappy about the outcome, he / she should refer the matter to the ETQA

Appeal Form	
Name of Candidate:	
Name of Assessor:	
Date:	
Brief details of Unit and Element:	
Candidate's reasons for the appeal	
The Assessor's rationale for the decision:	
Candidate's signature:	
Assessor's signature:	
Internal moderator's reconsidered decision a	nd rationale:
Internal moderator's signature:	
Advising Assessor's signature:	
Decision and rationale of the Investigatory Pa	anel:
Candidate Declaration	The above decisions have been explained
	to me and I accept the assessment
	decision.
Candidate's signature:	
Date:	

# Assessment Plan and Schedule

Training Dates	Date and Time	Your tasks	Venue

Candidates Name	TEBELLO MALEKA	Assessors Name	
Signature	1 0 1	Signature	
Id Number		Assessors Number	
Moderators Name		Coaches Name	
Signature		Signature	
Moderators Number		ID Number	
Date:			

ASSESSOR'S CURRENT JOB TITLE  ASSESSOR'S CONTACT NUMBERS	
ACCECCORS ADDRESS	
ASSESSORS ADDRESS	
ASSESSORS EMAIL ADDRESS	
ASSESSORS REGISTRATION NUMBER	
DATE	
ASSESSORS SIGNATURE	

Instructions: Complete this form as proof tha	t your evidence is your own work
I TEBELLO MALEKA 9502255506087	
I declare that the contents of this portfolio are compiled/completed by me.	my own evidence and that everything was
Should the integrity of my submission be que dishonest or inappropriate manner I may be ex Police who may take further action.	·
Candidates Signature	Date
V 20 0	2021 - 08 -30
Assessors Name and Registration Number	

Date

**Declaration of Authenticity** 

Assessors Signature

## **Evaluation of the Assessment Process**

Please complete this at the end of your program

Please tell us what you thought about the program you attended to obtain your qualification.

Your Name	TEBELLO MALEKA	
ID Number	9502255506087	
Assessors Name		
	Yes/no	Comments
Did you enjoy the process?		
Did your assessor/coach explain the process to you?		
Did your assessor/coach ask if you had any needs?		
Did you experience the assessment being time-efficient and cost-effective?		
Was the assessment planned to take		
into consideration your other work		
activities?		
Were the assessment instruments		
understandable, fair, and clear?		
Did you feel that you were well		
supported by the assessor and coach?		
Did you understand what was expected of you?		
Did your assessor/coach encourage		
you?		
Did you receive clear and constructive feedback?		
Did your assessor tell you if you were		
competent or not yet competent?		
Was the appeals procedure explained to		
you?		
Did you think that the assessment process was useful?		
Was the moderation process explained to you?		

CANDIDATES DECLARATION OF UNDERSTANDING		
I declare that I am aware of the moderation process and understand that the moderator		
could declare the assessment decision invalid.		
Candidates Signature		
Assessors Signature		
Date		