

Assessor and Moderator Grant Guidelines

For the Period 1 January to 31 December 2010

Physical Address: Block A, Eva Office Park, Corner Beyers Naude & Judges Avenue, Blackheath
 Postal Address: PO Box 6801, Cresta, 2118 | Phone: (011) 476-8570 | Fax (Grant Applications): 086 574 1962
 Call Centre: 086 101 0001 | Website: <http://www.fasset.org.za> | email: grantapplications@fasset.org.za



INTRODUCTION

In order to support and uphold quality standards in education and training, Fasset has in the past offered support and training to assessors and moderators registered against qualifications in the Seta's education and training scope such as assessor and moderator training sessions and networking events. In this year the Seta has elected to offer a grant to an individual who has undertaken training to become registered as an assessor and / or moderator if the training has been conducted between 1 January and 31 December 2010. The grant is available for claim from 1 April 2010 to 31 March 2011.

The grant will cover the costs of training and assessment of individual/s against the following unit standards which will allow them to successfully register with the Seta as an assessor or moderator for unit standards and qualifications within the Fasset Education and Training Quality Assurance (ETQA) scope:

- Design and Develop Assessment Guides (ASSMT 04)
- Plan and Conduct the Assessment of Learning Outcomes (ASSMT 01)
- Moderate Assessment (ASSMT 02)
- Facilitate the Preparation and Presentation of Assessment Evidence by Candidates (ASSMT 05).
- Conduct Moderation of Outcomes-Based Assessments (115759)
- Facilitate the Preparation and Presentation of Moderation Evidence by Candidates (ASSMT 05)

CRITERIA FOR GRANT APPROVAL

- Limited funding is available. Consequently grants will be processed on a first-come, first-served basis. If a grant application is incomplete, it will be rejected. There will be no query period on the grant applications. Applicants whose grants are rejected may re-apply, provided they are within the time period stipulated in the criteria. Each subsequent application will be treated as a new application, with the first-come, first-served rule commencing with each re-application.
- **Assessors and / or moderators must be registered with Fasset *before* the grant can be claimed.**
- The grant will only be paid for assessors and /or moderators registered with Fasset for qualifications and / or unit standards that fall within Fasset's ETQA scope.
- The grant application must be submitted to Fasset no later than **four (4) months after the individual's registration as an assessor or moderator with Fasset.** Grants received after the four (4) month period has elapsed, will automatically be rejected.
- Employers / professional bodies may apply for the grant on behalf of the individual if they have paid for the assessor or moderator training.
- Approval from the professional body or training provider of the individual as an assessor / moderator must accompany the assessor or moderator application form.
- Only training conducted by the Education and Training Development Practices (ETDP) Sector Education and Training Authority (Seta) accredited training providers will be accepted. Proof of such accreditation must accompany the grant application form. Fasset reserves the right to verify the validity of the training provider.
- The grant covers the costs of training and assessment of any of the unit standards listed below:
 - Design and Develop Assessment Guides (ASSMT 04)
 - Plan and Conduct the Assessment of Learning Outcomes (ASSMT 01)
 - Moderate Assessment (ASSMT 02)
 - Facilitate the Preparation and Presentation of Assessment Evidence by Candidates (ASSMT 05)
 - Conduct Moderation of Outcomes-Based Assessments (115759)
 - Facilitate the Preparation and Presentation of Moderation Evidence by Candidates (ASSMT 05)
- **Allowable costs are as follows:**
 - Course fee: tuition /course fees, examination costs.
- **The following costs are excluded:**
 - Curriculum development: development of curriculum and learning programmes
 - Material development and reproduction: development of learning materials, books, notes, copyright/licensing fees
 - Trainer fee: training the trainers, payment of lecturers, facilitators and permanent training staff
 - Facility fee: costs of running, or the hire of training facilities
 - Training course: costs of conducting seminars, workshops, lectures etc
 - Bursary: bursaries, accommodation/per diem/travel reimbursements/relocation costs to learners

- Research, monitoring and evaluation: company skills audits/training needs analysis, costs of monitoring, reporting, evaluation of company training and interventions
- Professional membership: professional body fees
- Accreditation fees: fees relating to alignment to standards or accreditation requirements.
- Accommodation and travel fees: Fees relating to travel and accommodation for attending the training.
- **Training costs claimed exclude VAT.**

Applications will be processed on a FIRST-COME, FIRST-SERVED basis as of 1 April 2010, due to a limit on the funds available for this grant. Completed grant applications will be processed in the order in which they are received.

COMPLETION GUIDELINES

- The grant must be completed correctly and submitted in the required format.
- Fasset must first approve the Assessor and/or Moderator Grant before any grant payments will be made.
- Applications must be forwarded directly to the **Skills Planning Department**.
- One application form per moderator and/or assessor must be completed.
- **The assessor and moderator must be registered with Fasset first, before any grant payments will be made.**
- Original invoice proving costs incurred for the training and / or assessment must be attached to the application.
- Fasset's letter confirming registration as an assessor/moderator
- Fasset reserves the right to conduct monitoring visits to employers or individuals who have received the grant.
- In the case of fax submission to the Seta, it is the applicant's obligation to ensure that the application is submitted to the Seta via the correct fax number and that a copy of the confirmation slip, with the correct number of pages transmitted, is retained for later use/proof. An original signed document must also be submitted. The correct fax number is 086 574 1962.
- In the case of hand delivery or courier, it is the applicant's obligation to ensure the document is submitted to the correct physical/postal address and physical proof (delivery note of sending the specified document via hand delivery or courier) is retained. The physical address is Block A, Eva Office Park, Corner Beyers Naude & Judges Avenue, Blackheath. Fasset offices close at 16h30 from Monday to Thursday, and at 16h00 on Friday. There is no 'drop-box' on Fasset's premises or means of delivering the physical document after office closure. The application may however be faxed or emailed to the Seta before the deadline date. Please be aware that those delivering the document may not have access to alternative fax and email facilities, and the submission will be deemed late if is received / delivered after the deadline date.
- Postal submissions will not be accepted.
- A copy of the grant application must be kept by the applicant.
- Assessors and moderators that have been successful at applying for the grant, by completing the Assessor and Moderator Grant application form, authorize Fasset publicize their names on the Fasset website.

CHECKLIST FOR COMPLETION: STEP-BY-STEP PROCESS

(X)	Procedure (What must I do?)	Resource & Deadlines (Where information can be obtained?)
Training		
	Ensure that the training provider selected is ETDP SETA accredited	ETDP SETA Call Centre
Registration with Fasset		
	Ensure registration as an assessor and / or moderator with Fasset	<ul style="list-style-type: none"> • ETQA /Learnerships Department
	Submit application forms no later than four (4) months after registration as an assessor and / or moderator	<ul style="list-style-type: none"> • Skills Planning Department

Assessor and Moderator Grant Application For the Period 1 January to 31 December 2010

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Postal Address: PO Box 6801, Cresta, 2118 | Phone: (011) 476-8570 | Fax (Grant Applications): (011) 459-4350 | Fax (General): (011) 476-5756
Call Centre: 086 101 0001 | Website: <http://www.fasset.org.za> | email: fassetcallcentre@fasset.org.za

By completing and signing this application form, the authorized signatory confirms that the Assessor and Moderator Grant application guidelines for the period 1 January to 31 December 2010 have been read and understood.

Section A: Particulars of the Organisation

Complete the table below. Please specify all SDL numbers (if applicable) and corresponding organisation names.

Name of organisation/individual	
Skills Development Levy (SDL) or another registration number (include the SDL number and name of main and linked SDLs) if applicable	SDL Number
Your date of submission of this grant	

Section B: Claimant's Details

Please complete the table below in respect of the individual / employer against whom you are claiming the grant.

Assessor / Moderator full name (first, middle, surname)			
The following information is required by the Department of Higher Education and Training (DHET) for statistical purposes only:			
Population Group	<input type="checkbox"/> African <input type="checkbox"/> White <input type="checkbox"/> Coloured <input type="checkbox"/> Indian / Asian		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No Disability Type (if applicable) _____
South African Citizen	<input type="checkbox"/> Yes – South African Identification Number		
	<input type="checkbox"/> No – Identification Number (SA or Other)		
Course Information			
Unit standard/s achieved:	Design and Develop Assessment Guides (ASSMT 04) Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Plan and Conduct the Assessment of Learning Outcomes (ASSMT 01) Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Moderate Assessment (ASSMT02) Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Facilitate the Preparation and Presentation of Assessment Evidence by Candidates (ASSMT 05). Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Conduct Moderation of Outcomes-Based Assessments (115759) Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Facilitate the Preparation and Presentation of Moderation Evidence by Candidates (ASSMT 05) Yes <input type="checkbox"/> No <input type="checkbox"/>		
Grant Amounts			
Grant amount being claimed	R _____		
Proof of costs, attached and explanation of expense	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Section C: Authorization

Title _____ First Name _____ Surname _____

Initials _____ Identity No. _____ Tel work _____ Email _____

Name of **Authorised Signatory** (e.g. CEO, Managing Partner) _____

Position in organisation _____

I, the Authorised Signatory, declare that this application for an **Assessor and Moderator Grant 2010/2011** is to the best of my knowledge true and correct. I understand that Fasset may independently verify the information. I also understand that it is an offence in terms of section 33(b) of the Act to knowingly furnish any false information in this application and that I may be fined or imprisoned for one year if found guilty of knowingly furnishing such false information.

Signed (Authorised Signatory) _____ Date _____

Section D: Banking Details

Please complete this section in full even if you have submitted banking details before. Please note that banking details are only required for the purpose of a refund. Payment will be made to the person/entity in whose name the expense was incurred.

Registered Name _____

Trading Name _____

Skills Development Levy number _____ (if applicable)
Company/Entity Registration Number _____

Details of Company/Entity bank account are as follows:

Name of Bank _____ Branch _____

Branch code _____ Account number _____

Type of account Please tick the appropriate box (✓)

Savings

Current

Attach at least one of the following to confirm banking details:

- copy of cheque
- original cancelled cheque
- letter from the bank confirming the details

To Whom it May Concern: The Company/Entity authorizes you to pay any amounts which may accrue to the Company/Entity into the Company's/Entity's account with the bank reflected above. The Company/Entity understands that the credit transfers, which it has authorized, will be processed by computer through a system known as the "ACB ELECTRONIC TRANSFER SERVICES". The Company/Entity also understands that no additional advice of payment will be printed on the Company's/Entity's bank statement or any accompanying voucher. The Company/Entity may cancel this authority by giving thirty (30) days written notice to this effect, such notice to be sent by prepaid registered post.

Name _____ Identity No. _____

Job title _____ Date _____

Signed by the employer representative whose details appear above and who warrants that he/ she is duly authorized to bind the company