**Assessor Training Programme**

1. The Fibre Processing and Manufacturing (FP&M) SETA extends an invitation to: FP&M sector skills development levy paying firms, TVET Colleges and accredited skills development providers to nominate education, training and development practitioners (ETDP) to attend an ETDP Assessor Training programme. The programme will be conducted between July and August 2015 in the following provinces: Western Cape, Mpumalanga, Limpopo, Free State, Kwa-Zulu Natal and Gauteng.
2. Companies will not be allocated more than two seats for the training due to the limited availability of seats.
3. This programme offered **is funded by the FP&M SETA**. (Travel and parking costs is for the learner’s own cost)
4. Dates for this training will be provided when the booking logistics are completed.

**Application Process**

Submit the booking form below to the relevant regional specialists **before Tuesday, 30th June 2015.** Please note that seats are limited.

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**FP&M SETA ETDP Programme Booking Form**

**Please complete a separate booking form for each delegate**

|  |
| --- |
| **Delegate details**  |
| Name |  |
| ID Number |  |
| Position |  |
| Mobile |  |
| Email |  |
| Qualification/s |  |

|  |
| --- |
| **Company Details** |
| Company name |  |
| Levy/Accreditation number |  |
| Physical address |  |
| City |  |
| Telephone |  |
| Approving Manager |  |
| Designation |  |
| Direct telephone |  |
| Email |  |
| Signature/Date |  |

**Please send your applications to the Regional Specialists using the contacts listed**:

|  |  |  |
| --- | --- | --- |
| **Gauteng, Limpopo, Mpumalanga and North West**Zanele Sithole and Pearl NgibaTel number - 011 403 1700Email: ZaneleS@fpmseta.org.za and PearlN@fpmseta.org.za | **Kwa-Zulu Natal, Eastern Cape and Free State**Linda Zwane and Helvy MnisiTel number - 031 702 4482Email: LindaZ@fpmseta.org.za and HelvyM@fpmseta.org.za | **Western Cape and Northern Cape**Kehilwe Khwane and Gloria NgqinambiTel number – 021-462 0057Email: KehilweK@fpmseta.org.za and GloriaN@fpmseta.org.za |

**Please submit booking forms by Tuesday, 30th June 2015 to avoid disappointment.**

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**COURSE OUTLINE**

**Conduct Outcomes-based Assessments**

**Based on Unit Standard 115753**

**NQF level 5**

|  |
| --- |
| **Course objectives** |
| This generic assessor unit standard is for those who assess people for their achievement of learning outcomes in terms of specified criteria using pre-designed assessment instruments. The outcomes and criteria may be defined in a range of documents including but not limited to unit standards, exit level outcomes, assessment standards, curriculum statements and qualifications. Those who achieve this unit standard will be able to conduct assessments within their fields of expertise. This unit standard will contribute towards the achievement of a variety of qualifications, particularly within the fields of Education Training and Development Practices and Human Resource Development. 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.  |
| **Workshop outcomes**  |
| The course meets all the outcomes of the assessor unit standard.It also provides you with insight into* The NQF system and the Skills Development Act
* Outcomes based Education and Training
* Assessment Process
* Assessment principles and methods
* Assessment implementation and procedures
* Feedback after assessment and documentation required
* Evidence of competence
* RPL assessments and RPL implementation
* Portfolio preparation and assessment systems.
* The New skills development environment
 |
| **Target Group** |
| If you need to assess candidates against unit standards / qualifications, then this generic course is for you. Once you have completed the course, you will be able to conduct assessments within your field of expertise.The course is designed for the following people:* Educators / lecturers, Facilitators and Trainers
* Training co-ordinators; training officers
* HR and HRD practitioners
* Line staff such as supervisors and managers responsible for assessment /learnerships / apprenticeships in the workplace
* Organizations working towards accreditation
 |
| **Duration** |
| The course runs over a total of three to five days:* A three to five days workshop
 |
| **Entry Level Requirements** |
| All you need is a qualification or experience, at least on the same level, in the occupation or subject matter that you will have to assess.  |
| **Unit Standard** |
| **SAQA Code** | **Unit Standard Title** | **Level** | **Credits** |
| 115753 | Conduct outcomes-based assessment  | 5 | 15 |
| **Specific Outcomes** |
| 1. Demonstrate understanding of Outcomes based Assessments
2. Plan and Prepare for Assessment
3. Conduct Assessments
4. Provide feedback on assessment; and
5. Review assessments
 |
| **Assessment and Certification** |
|  ETDP SETA  |