

**ARTISAN ASSESSMENT PRACTITIONER REGISTRATION FORM**

**FOR NAMB USE:**

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| --- |
| **Assessor Registration No Allocated** |
|  |
| **Moderator Registration No Allocated** |
|  |

Assessor Registration No Allocated

Moderator Registration No

**Please attach the following to your application**

|  |
| --- |
| **Copy of Identity Document**   * Verification not older than 3 months |
| **Copy of Qualifications**   * Relevant trade certificate/s only * Verification not older than 3 months |
| **Assessor and/or Moderator Qualification/s**   * Certificate/s or statement of results * Verification not older than 3 months |
| **Service letters**   * Current employment at Trade Test Centre |
| **Copy of CV** |
| **Signed Code of Conduct**   * Attached herewith |

**PLEASE DO NOT ADD OR DELETE ANYTHING ON THIS FORM**

**Application Type**

|  |  |  |  |
| --- | --- | --- | --- |
| Trade Assessor Registration | | |  |
| Trade |  | | |
| Internal Trade Moderator Registration | | |  |
| Constituent Trade Moderator Registration | | |  |
| Trade Area | |  | |
| Assessor Reg.No | |  | |

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | | |
| First Names: |  | | |
| Signature: |  | | |
| Race: |  | Gender: |  |
| Trade qualified in |  | | |
| Identity number: |  | | |
| Residential Address: |  | | |
|  | | |
|  | | |
| Postal Address: |  | | |
|  | | |
|  | | |
| Telephone (Home): |  | | |
| Cell Phone number: |  | | |
| E-mail address: |  | | |

Language Proficiency

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Language** | | **Speak** | | | | **Read** | | | | **Write** | | | |
| home Language |  | Y |  | N |  | Y |  | N |  | Y |  | N |  |
| Other language 1 |  | Y |  | N |  | Y |  | N |  | Y |  | N |  |
| Other language 2 |  | Y |  | N |  | Y |  | N |  | Y |  | N |  |

**Employment History**

Please ensure that this is reflected in the CV attached.

**Current Employment**

|  |  |
| --- | --- |
| Employer Name |  |
| Accreditation No |  |
| Employer Address |  |
|  |
|  |
|  |
|  |
| Telephone number |  |
| Position |  |
| Commencement of service |  |

Qualifications: *(artisan, assessor and moderator training)*

|  |  |  |
| --- | --- | --- |
| Title | Provider | Date achieved |
|  |  |  |
|  |  |  |
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**CODE OF CONDUCT FOR PRACTICING ARTISANS:**

A practicing artisan is a person qualified in a trade and practicing that trade in any of the following contexts:

* + Artisan working on the trade in a production, service or maintenance environment.
  + Line supervisor or manager to a specific trade utilizing his trade expertise in the fulfillment of his daily tasks
  + Trade training staff, mentors and coaches.
  + Trade assessment practitioners.

**OBJECTIVES**

The objectives of this code of conduct for artisans are to:

* + 1. Define acceptable behavior for practicing artisans in the workplace.
    2. Develop and maintain a high quality of artisan practices and promote best practices within the occupation in the workplace and training environment.
    3. Provide norms and standards for practicing for evaluating their own practices and behaviors;
    4. Guide artisan to practice their trade with integrity, sincerity and in accordance with the accepted standards of the artisan occupation
    5. To ensure artisans respect the interests of clients and the integrity of the artisan occupation.

**CODE OF CONDUCT**:

All practices artisans must conduct their occupation in line with the general rules and guidelines stipulated below:

1. Execute their job functions with professionalism, good attitudes and values, due care and diligence.
2. Must adhere to acceptable practices and high quality standards when carrying out their work
3. Continuously improve their skills within the trade area and mentor and guide new entrants in the occupation.
4. Not perform their work or conduct them in any manner that will compromise the standard of the occupation or training in and for the occupation.
5. Not engage in any act of dishonesty, corruption or bribery in the execution of their duties.

1. Must disclose to the relevant parties any interest in clients, business or stakeholders to avoid any perceived, real or potential conflict of interest at all times.
2. Not knowingly misrepresent or permit misrepresentation of their own trade qualification or competency or those of any other person involved with work
3. Must give artisan workplace or training decisions, recommendations or opinions that are honest, objective and based on facts.
4. May neither personally or through another person improperly seek to obtain work, or by way of commission or otherwise, make or offer to make payment for a client or prospective client for obtaining such work
5. May not unless required by law or by these rules divulge any information of a confidential nature which they obtained in the exercise of their duties in the workplace or in the training and assessment environment.
6. Must notify NAMB immediately if they become aware of any violation of these rules by any registered artisan in the workplace or in the training and assessment environment
7. Must notify without delay NAMB if they become aware of any assessment practitioner conducting their responsibility in any manner harmful to the occupation.
8. Actively participate in activities to develop and enhance trade occupations
9. Act in a manner that will enhance and maintain a positive image towards the trade occupations.
10. Must at all time have due regard for health and safety in and around the workplace.
11. Have due regard for the environment in the execution of their work and avoid, any adverse impact there on.
12. May not willfully harm the employment, reputation or business of any other practicing artisan
13. Maintain the level of confidentiality required by and in the execution of the duties in terms of his employment in the occupation.
14. Must always ensure adequate supervision of and take responsibility for work carried out by subordinates in the workplace.
15. Must submit in writing any information requested by the NAMB with reference to improper conduct by themselves or any other practicing artisan.
16. Maintain registration status as prescribed by the Department of Higher Education and Training

|  |  |
| --- | --- |
| **Practicing Artisan Name** |  |
| **Id No** |  |
| **Trade** |  |
| **Date** |  |
| **Signature** |  |

**FOR NAMB OFFICE USE ONLY**

|  |  |  |
| --- | --- | --- |
| Criteria | Yes | No |
| 1. All the required documentation attached? |  |  |
| * 1. Copy of Identity Document |  |  |
| * 1. Copy of Qualifications |  |  |
| * 1. Copy of CV |  |  |
| * 1. Assessor / Moderator Certificate or statement of results |  |  |
| * 1. Service letters |  |  |
| * 1. Signed Code of Conduct |  |  |
| 1. Authenticity of documentation validated |  |  |
| 1. Required evidence in place to proof subject matter or subject field expertise. |  |  |
| 1. Proof of registration as assessor (for moderator registrations) |  |  |
| 1. Proof of registrations as a practicing artisan | N/A | |

**Administrator**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Registration recommended | Yes |  | No |  |
| Type registration | Assessor |  | Moderator |  |
| Uploaded on to NAMB Database | Yes |  | No |  |
|  | | | | |
| Comments: | | | | |

|  |  |
| --- | --- |
| Name of Administrator |  |
| Signature |  |
| Date |  |

**Quality Assurance Manager NAMB**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Registration approved | Yes |  | No |  |
| Type registration | Assessor |  | Moderator |  |
| Comments: | | | | |

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |