



TRAINING

UNLEASHING YOUR POTENTIAL



Imsimbi Training proudly presents
Moderator Training – 4 DAYS

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 Contributor BBBEE company and 51% black owned.

This course is accredited by ETDP Seta and material covers unit standards 115759 at NQF level 6 worth 10 credits.



julius@imsimbi.co.za - tammy@imsimbi.co.za - margaret@imsimbi.co.za - prince@imsimbi.co.za - gloria@imsimbi.co.za

011 678 2443 WWW.IMSIMBI.CO.ZA

COURSE OBJECTIVES

This is an in-depth course for hard working candidates wanting to enter the unparalleled excitement of working in a professional industry of trainers and educators. Our extensive course will provide you with all the necessary skills and training for a successful career in Assessments as a Moderator. The candidate's portfolio of evidence is compiled on the last day of the training.

COURSE OUTCOMES

Upon completion of this course, the participants should be able to:

- Understand the importance of self-awareness for holistic development
- Demonstrate understanding of moderation within the context of an outcomes-based assessment system
- Plan and prepare for moderation
- Conduct moderation
- Advice and support assessors
- Report, record and administer moderation, and
- Review moderation systems and processes

This course is designed to prepare you for a variety of challenges to be faced when dealing with learners in a school or the workplace environment. Knowing how to handle difficult situations objectively, and with tact, is as important as being knowledgeable about the training and development of workplace skills. You will be able to submit your Portfolio of Evidence on the fourth day.



COURSE OUTLINE

- The Purpose of Moderation in assuring quality assessments
- The Principles and methods of Moderation
- Review Moderation Systems and procedures
- Co-Operative / OBE Learning
- Plan & prepare for Moderation including assessment instruments
- Recording and writing a Moderation report
- Develop and support the assessors

COURSE CONTENTS

Module 1:

- ✓ Moderation within the context of an OBE system
- ✓ Moderation and assessment methods and activities
- ✓ The moderator's role and responsibilities

Module 2:

- ✓ Plan and prepare for Moderation
- ✓ Planning the extent of moderation and methods of moderation
- ✓ Clarifying the context of the assessments under review
- ✓ Considering special needs
- ✓ Planning the moderation methods and processes
- ✓ Moderation techniques and processes
- ✓ Sampling of assessments



Module 3:

- ✓ Conduct moderation
- ✓ Checking and judging the assessment instruments and process
- ✓ Confirming that special needs of learners have been provided for
- ✓ Handling appeals against assessment decisions
- ✓ Moderating recognition of prior learning
- ✓ Making the moderation decision
- ✓ Moderation checklists
- ✓ Confirming the assessment decisions

Module 4:

- ✓ Advise and support assessors
- ✓ The varccs report
- ✓ Giving feedback to assessors

Module 5:

- ✓ Report, record and administer moderation

Module 6:

- ✓ Review moderation systems and processes
- ✓ Using a Swot Analysis
- ✓ Management Systems and Policies

NOTE:

It is imperative that the skills development officer and/or employer is aware that NO candidate can undergo moderator training without being a **qualified assessor** in possession of an ETDP SETA statement of result and with assessment experience in their field of expertise.

