

SKILLSkickstart

MODERATOR TRAINING

Become a Registered Moderator

US 115759 - Conduct moderation of outcomes-based assessments, NQF 6, 10 credits, Thrive Accreditation Nr. ETD 10081

Moderation is a huge responsibility and a very important part of the Quality Assurance process in SA – this course will equip you with the necessary tools and knowledge to make you a powerful moderator in your organisation.

The 2-day action packed programme has been designed to equip moderators with the tools, knowledge and skills they need to be effective moderators of assessment. This highly interactive programme has been designed to achieve the following outcomes:

Legislation

- Infrastructure
- Acts
- Regulatory Bodies

Moderation: An Overview

- Reasons why moderation is so important
- Moderation within an OBE context
- Assessment and Moderation Principles

Plan and Prepare for Moderation

- How to plan for moderation
- How to advise and support assessors
- Costing
- Moderator Policy & Procedures
- Service Level Agreements

Conduct Moderation

- Perceptions
- RPL
- Special Needs
- Not upholding results
- Appeals

Moderation Reporting

- What to do after moderation?

Moderation Review

- Moderator Code of Conduct
- SWOT analysis

Simulation and other fun-filled activities have been built into the programme to support the learning and to ensure practical application of all the principles learnt in the classroom creating a safe environment for learning to be applied.



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COURSE PROGRAMME

Day 1: Morning Session

1. Fun introduction and overview of the 2 day programme
2. Where does Moderation fit into Outcomes Based Education?
3. Facilitation Activity: How does Moderation fit into OBE?
4. Assessment and Moderation principles
5. Activity
Assessment Principles – Puzzle and Wheel
(Assessment Principles Wheel is provided for learners to take home)
6. A look at the complete moderation process
7. How to plan and prepare for Moderation
(Learners will receive a complete toolkit with templates for the entire Moderation Process)

Day 1: Afternoon Session

1. Activity:
Simulation – How to plan and prepare for Moderation
2. Factors influencing the way you do Moderation

Day 2: Morning Session

1. Pre- and Post Moderation Meetings
2. Activity: Role-play Exercise
3. Report, record and administer Moderation
4. Review Moderation systems and processes – SWOT analysis
5. Simulation: Assessing a Portfolio of Evidence

Day 2: Afternoon Session

1. Simulation: Conduct moderation of outcomes based assessment

This course will leave you equipped and inspired in your Moderator role!



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REGISTRATION FORM

Please complete this registration form & send it to bongie@thrive.co.za 1 week prior to the training start date.

Course Detail	
Training course attending	Moderator Course
Date of training	
Delegate 1 Information	
Full name	
E-mail address	
Cell number	
Delegate 2 Information	
Full name	
E-mail address cell number	
Cell number	
Company Information – for invoicing purposes	
Company name	
VAT number	
Contact person	
Contact number	
Special Requirements	
Dietary requirements (e.g. Vegetarian. Strict Halaal & Kosher available at an additional cost.)	
Learning requirements (e.g. Dyslexia, visually impaired, hearing impaired etc.)	

Please note the entry requirements are a Matric or an NQF level 4 qualification, along with a further qualification or work experience.

Critical requirement is to have recognition for unit standard 115753: Conduct outcomes-based assessments.



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Terms and conditions

Training Venue

[Benvenuto Conference Centre](#) (just off the N1 in Randburg) - 1 Pitsani Road, Kelland, Randburg.

Entry Requirements

Entry requirements are a Matric or NQF level 4 equivalent qualification. Entry requirements make provision for RPL (recognition of prior learning) where no formal qualification is in place - please contact us for queries. Classes are conducted in English and learners are expected to be proficient in this language. By completing this registration form, these entry requirements are acknowledged.

Class Times & Dress Code

Classes begin promptly at 8h30. Although some days may finish earlier, expect the training day to end around 16h30. The actual length of the class is more determined by the class participation - if there is *enthusiastic* interaction and discussion the class may run until 16h30. You are welcome to wear your most casual office/business clothing.

Payment

The cost is R5 950 (ex VAT) per person, including the venue, refreshments, manual and POE assessment. Strict Halaal & Kosher meals subject to additional cost as supplied by approved provider and not the venue – please enquire with us as these costs are subject to change per certified supplier used. Payment is required prior to start of the course, via EFT. Payment enquiries to [Ingrid van Heerden](#).

Your seat will **only** be confirmed upon receipt of payment – please pay no later than 1 week before the training start date so that we can confirm numbers with the venue for catering and seating purposes. Should you cancel less than a week before the course, you will still be liable for the total cost of the course – you are welcome to re-book on a course date more suitable to you (within a one year period from the date of your original booking). Should you cancel more than a week before the course, we will refund you 50% of the invoice paid.

Special and Particular needs

Special and particular needs include but are not limited to physical disabilities, chronic diseases, illiteracy, culture, religion, spiritual needs, age, gender and language. All needs will be accommodated wherever possible. Learners must please communicate any special needs that might affect their ability to participate to the facilitator prior to the training taking place, ensuring enough time for arrangements to be made.

