

FIETA PROCEDURES FOR THE REGISTRATION OF ASSESSORS

INTRODUCTION

The SAQA requirement for registering assessors is implicit in that assessors are to have expertise in the standards and qualifications they are registered to assess at or above the level at which they are assessing.

REQUIREMENTS

FIETA has adopted criteria for the registration of assessors.

PROCEDURE

1. Receive the application for registration.
2. Evaluate the application.
3. Confirm the registration recommendation.
4. Communicate the results of application.
5. Register successful assessors.

RESPONSIBILITIES

1. The ETQA Manager is responsible for:
 - Overseeing the registration of assessors;
 - Reviewing reports on the registration of assessors;
 - Analysing data on the registration of assessors.
2. The Accreditation & Provider Support Manager is responsible for:
 - Receiving applications for registration;
 - Inputting data relating to the registration of assessors;
 - Communicating with providers regarding registration of assessors.
3. The Accreditation Committee is responsible for:
 - Confirming reports on the registration of assessors.

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