

**FOREST INDUSTRIES EDUCATION TRAINING
AUTHORITY**

**GUIDELINE TO THE
MANAGEMENT OF ASSESSMENT & RPL**

1. Introduction

The FIETA ETQA requires that providers manage assessment with regard to the following processes or practices.

- Recognition of prior learning
- Registration of verifiers, assessors and moderators
- Assessment practices
- Moderation of assessment
- Certification of learners
- Appeals

The purpose of this guideline is to assist providers in the management of assessment processes and practices.

2. Assessment principles

There are basic principles that apply to the assessment process. Providers have an obligation to ensure that learners, assessors and moderators are assessed using these principles.

Fair

Assessment should be based on facts and not the background of the candidate.

Reliable and consistent

Assessments should be consistent in their outcomes. Moderators should arrive at the same results every time using the same assessment criteria.

Valid

Assessment must be based on the unit standard requirements.

Transparent

The assessment process and outcomes must be clear to the learner.

3. Recognition of prior learning

Any individual may request to be assessed in terms of the provider assessment practices without having to undergo any formal training. The candidate should be given the opportunity to be assessed in terms of unit standard or a full qualification. If successful, the provider should certify the candidate as competent in the unit standard or a full qualification. The FIE TA ETQA will issue the competency certificate for a full qualification. Competency and credits in unit standards will be recorded on the FIETA ETQA database but no certificate will be issued.

The candidate has the right to appeal as well as to have the process moderated.

4. Registration of verifiers, assessors and moderators

FIETA ETQA will register candidate verifiers, assessors and moderators that comply with their requirements. These are as follows:

4.1. Verifiers

- A verifier should have a recognised qualification in the planning and conducting of assessment, its moderation, its verification and its design and development (ASSMT01, ASSMT02, ASSMT03 and ASSMT04).
- Have experience in a work environment at a senior level.

4.2. Assessors

- An assessor should have a recognised qualification in the unit standard(s) being assessed.
- An assessor should be a subject matter expert on the unit standard(s) that are being assessed demonstrated through work experience.

- An assessor should have at least a recognised qualification in the planning and conduct of assessment (ASSMT04) and preferably a qualification in the design and development of assessment (ASSMT01).

4.3. Moderators

- A moderator should have a recognised qualification in the discipline being assessed.
- Have subject matter expertise on the unit standard(s) that are being moderated demonstrated through work experience.
- A moderator should have a recognised qualification in the planning and conducting of assessment, its moderation and its design and development (ASSMT01, ASSMT02 and ASSMT04).

4.4. Registration

Verifiers, assessor or moderators seeking registration must apply for this with the FIETA ETQA. The application form is available on the FIETA web site (fieta.org.za) or can be obtained from the FIETA office at 011 712 0600.

The application form and relevant supporting documentation must be submitted to the FIETA ETQA for evaluation. The candidate assessor or moderator will be informed as soon as possible, but no later than one month after their application has been received by the FIETA ETQA.

Registration is valid for a 3-year period, after which time the assessor or moderator must re-apply for registration.

Any verifier, assessor or moderator who does not conform to FIETA ETQA requirements in respect of the above criteria and responsibilities can be de-registered.

5. Verification practices

The verifier has the following responsibilities:

- Facilitating moderation between providers
- Establishing the accuracy and validity of learners records
- Establishing that the assessment process is valid, fair and controlled
- Establishing that assessment staff have the necessary qualifications and experience
- Establishing that the provider manages the appeal process fairly
- Establishing that the provider maintains a secure system of recording assessments and their results
- Giving feedback to providers and the FIETA ETQA

6. Assessment practices and processes

The assessor has the following responsibilities.

- Planning the assessment
- Preparing learners for assessment through normative methods
- Conducting the assessment through summative methods
- Evaluating outcomes

The assessment process is as follows:

- The assessor becomes familiar with the unit standard or qualification
- The assessor plans the assessment method, material, instruments, activities and evidence required
- The assessor informs the learner of the requirements for assessment and the nature of the evidence to be collected
- The assessor conducts the assessment and collects the evidence
- The assessor judges the evidence against the unit standard(s)
- The assessor informs the learner of the assessment decision
- The assessor completes the administration tasks
- The assessor advises the FIETA ETQ of the results

- The assessor reviews the assessment process

7. Moderation practices

The moderator has the following responsibilities.

- Planning the moderation task
- Conducting moderation
- Reporting on outcome
- Advising assessors
- Designing assessment strategies and activities
- Developing assessment guides

8. Certification of learners

The FIETA ETQA issues certificates of competency to learners who have sufficient NQF credits for a full qualification. This may be achieved through different pathways:

- Recognition of prior learning
- A registered learnership
- An accumulation of credits obtained through skills programs
- A full time recognised training course

Providers are obliged to inform the FIETA ETQA of any learner who meets these requirements.

9. Appeals

Learners, assessors and moderators may appeal against any decision taken by the FIETA ETQA in respect of assessment results, moderation results, certification and registration, re-registration or de-registration.