



INDUCTION MODERATION TOOLKIT

July 2007

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1. INDUCTION MODERATION REQUEST FORM

Tool IND 01

(This form must be completed by the Provider and e mailed to Foodbev SETA ETQA Manager: krappie@foodbev.co.za at least 6 weeks prior to learner induction (start of the programme)

Note: Provider to attach copy of qualification on which the unit standard matrix indicates selected Electives

Learnership:	Skills Programme:	Unit Standard:
1. Title:		
2. SAQA ID / Registration No.		
3. Provider's Name:		
4. Accreditation No.:		
5. Provider Representative's Name:		
6. Representative's Position:		
7. Representative's Contact Details:		
8. Learner Induction Date:		
9. Start Date:		
10. Total no. of learners:		
11. Co-provider's Names:		
12. Co-provider's Accreditation No.:		
13. Preferred dates available for moderation (prior to Learner Induction date)		
14. Date of Submission:		

FOR OFFICE USE ONLY

Date Moderation Request received:	
Moderator/s allocated:	
Moderator's contact no.:	
SP forwarded to Moderator:	
Directive/Special instructions to Moderator	

2. INDUCTION MODERATION PLANNING DOCUMENT

Tool IND 02

(Must be completed and forwarded to the Provider and Foodbev SETA)

2.1 Moderation Details

1. Name of Provider being Moderated:			
2. Provider Location:			
3. External Moderator/s Name:			
4. Moderator's Contact Number:			
5. FoodBev Registration No.:			
6. Moderation Date:			
7. Moderation Method:	E.g. Comparative, Predictive, Retrospective, Interactive		
8. Moderation Location:			
9. Allocated Time for Induction Moderation:	1 Day		2 Days
10. Moderation Process:	Refer to agenda document (IND 07)		
11. Potential Barriers:	Particular to the context or moderation event		
POPULATION DETAILS			
12. Learnership:		Skills Programme:	Unit Standard:
13. Title:			
14. SAQA ID / Registration No.:			
15. Total No Unit Standards in programme:			
16. NQF Level:			
17. NQF Credits:			
18. Total Number of Learners in population:			
SAMPLE DETAILS			
19. Sampling Frequency:	(Minimum of 5 unit standards across Core, Fundamental and Electives. For skills programmes with less than 5 unit standards, all must be moderated.)		
20. Total Number Fundamental US Selected:			
21. Total Number Core US Selected:			
22. Total Number Elective US Selected:			

2.2 Breakdown of Sample Details

List All Unit Standards that make up the Moderation Sample		
Unit Std No	Unit Standard Title	Unit Std Type F= Fundamental C= Core E= Elective

2.3 Moderation Considerations

To ensure that this moderation is manageable and that a fair judgment of the assessment can be made:

Question	Yes	No	Comments
1. Have I received a letter of appointment?			
2. Have I signed a Confidentiality Agreement with the ETQA?			
3. Have I signed a Service Level Agreement with the ETQA?			
4. As the moderator, do I have the relevant field expertise?			
5. Would I need a second opinion at some stage?			
6. Has the plan and preparation checklist been forwarded to the provider?			
7. Are ETQA policies and procedures for moderation, i.e. Assessment, Moderation, RPL and Appeal policies in place?			
8. Are all relevant moderation tools and instruments available?			
9. Have all logistical arrangements, e.g. venue, time, resources needed, traveling arrangements, been made?			
10. Have all relevant parties, in line with policy requirements, been informed about the moderation?			
11. Does the provider understand that the report will be forwarded to them by the ETQA Manager?			

Moderator's Signature:	
Date Plan submitted to ETQA:	

3. PROVIDER PREPARATION CHECKLIST FOR INDUCTION MODERATION

Tool IND 03

- *This checklist must be completed by the moderator*
 - *Provider to use to prepare for moderation*

Learnership	Skills Programme	Unit Standard		Moderator's Comments
Question		Yes	No	
1. Full copy of SAQA Qualification / Skills Programme Registration Form				
2. Outcomes-Based Learning Material for all Unit Standards				
3. Roll-out plan for training, assessment and internal moderation (<i>Project Plan indicating the time frames</i>)				
4. Learning Progress Tracking System				
5. Copy of Learner Induction Programme including all guides provided to learners on the development process towards the qualification				
6. Assessment Policy and Procedure including RPL and Appeal				
7. Assessor Registration Letter indicating Unit Standards registered to assess against				
8. Documented Guides with clear instructions on how to go about: <ul style="list-style-type: none"> • Assessing using various tools and instruments • Method of assessment and the type of evidence the learner must present to demonstrate competence of each outcome in the Unit Standard 				
9. Copies of all Assessment Tools including: <ul style="list-style-type: none"> • Checklists • Questionnaires • Model Answers • Project Case Studies • Model Workplace Evidence • Foodbev "Declaration of Results" template 				
10. Documents approved (signed) by Subject Matter Experts in the absence of Standard Operating Procedures				
11. Example of the structure of learner PoE including Index Page				
12. Evidence Reference Guide to cross-reference criteria, Unit Standards (Specific				

Outcomes and Assessment Criteria) and evidence			
13. Checklists of how Principles of Assessment were mindfully adhered to during Assessment Design			
14. Templates to be used for the Assessment Process include planning, preparing, feedback, review and updates of the Assessment Process			
15. Internal Moderation Policy and Procedure			
16. Templates of Internal Moderation Tools used including reports to Assessors and Management			
17. Moderation Guides with clear instructions on how to go about moderating using various tools and instruments			
18. Lists of registered Internal Moderator/s			
19. Proof that Assessments Guides have been signed off by Internal Moderator/s			
20. Copy of the Final Summative Assessment for the qualification (not by unit standard rather the Exit Level Outcomes and Critical Cross Field Outcomes (CCFO)			
21. Reliable QMS Documentation Numbering System pertaining to all Assessment Documentation (Index)			

4. MODERATION OF ASSESSMENT DESIGN PER UNIT STANDARD

Tool IND 04

(To be completed by the moderator)

[Unit Standard Title]

Registration No:

NQF Level:

Credits:

Details	
Provider's Name:	
Moderator's Name:	
Date:	

Note: The Unit Standard Title and Specific Outcomes will require customisation by the moderator using this tool.	Induction Submission		Post Corrective Action		Comments
	Uphold Design	Overturn Design	Uphold Design	Overturn Design	
Specific Outcomes					
1.					
2.					
3.					
4.					
5.					

Criteria in each SO	METHODS ASSESSMENT						ASSESSMENT INSTRUMENT								INTELLECTUAL LEVEL (BLOOM)					ASSESSMENT PRINCIPLES									
	Written	Observation/ Demonstration	Product Evaluation	Questioning	Evidence of Performance	Checklists	Simulation	Oral Questions	Doc Questions	Written Test	Interviews	Assignment	Self Assessment	Case Study	Testimonial	Knowledge	Comprehension	Application	Analysis	Synthesis	Evaluation	Fair	Valid	Reliable	Sufficient	Authentic	Practical	Consistent	Appropriate
1.1																													
1.2																													
1.3																													
2.1																													
2.2																													
2.3																													
CRITICAL CROSS FIELD OUTCOMES															COMMENTS														
S.O.	ID and Solve Problems	Work effectively with others in a team	Organize and Manage oneself	Collect, Analyze, Critically evaluate info.	Communicate effectively	Use Science & Technology	Understand the world as a set of related systems																						
1																													
2																													
3																													
4																													
5																													

5. INDUCTION MODERATION REPORT FORMAT

Tool IND 05

(This reporting template must be completed by the Moderator and forwarded to the FoodBev SETA)

1. Executive Summary
2. Content Page
3. Introduction
4. Moderation Scope
5. Purpose of the Moderation
6. Moderation Process
7. Moderator's Findings
8. Moderator Decision
9. Moderator's Recommendation(s)
10. Conclusion
11. Acronyms and Abbreviations

6. INDUCTION MODERATION: EVALUATING THE MODERATOR

Tool IND 06

(Must be completed by the provider and forwarded to the Foodbev SETA)

Note: Foodbev SETA will only forward the moderation report to the provider upon receipt of this response form.

Provider Name:
Provider Representative or Assessors
Name:
Date of Moderation:
Qualification:
Date of Evaluation:
Moderators Name:

Please evaluate the moderation exercise using the following scale:
 In the event that you are not able to respond to a question, please indicate NA

Requirements Not Met	1
Requirements Met	2
Requirements Exceeded	3

The word "Assessor" refers to the Provider as an assessment body or an Individual Assessor. Either or both should be in an objective position to complete this form.

MODERATION PROCESS	
1. To what extent was the moderation plan made clear to you as the assessor?	
2. Was the plan in accordance with your company's moderation policy and procedure?	
3. Did the moderator provide adequate communication using appropriate techniques?	
4. Were the appropriate parties informed of the moderation exercise?	
5. Was the selected moderation technique appropriate to deal with the types of evidence gathered?	
6. To what extent did the tools used by the moderator facilitate the purpose of the moderation exercise?	
7. Was the moderation conducted in accordance with the moderation plan?	
8. To what extent do you believe the internal moderation system is aligned to the external moderation process?	
MODERATOR	
1. Did the moderator demonstrate competence within the field of the moderation exercise?	
2. During the interviews did the moderator demonstrate good interpersonal skills?	
3. Do you believe the moderator was able to be objective?	

4. Did the moderator provide you as the assessor with additional opportunities to clarify evidence gathered?	
5. Do you agree that the moderator reached the correct moderation decision?	
6. Was the moderator open to suggestions of how their moderation process can be improved?	
7. How well did the moderator maintain confidentiality with regards the assessment?	
ADVICE AND SUPPORT	
1. To what extent did you as the assessor agree with the moderator's findings on how well you upheld the assessment process?	
2. To what extent did you as the assessor agree with the moderator's findings on how well you upheld the assessment principles?	
3. To what extent do you believe the moderator's advice will promote quality in accordance with good assessment procedures?	
4. To what degree will the moderator's advice enhance the formulation of a good Quality Management System within your company?	
5. To what extent do you believe changes will be implemented within your company due to the external moderation?	
6. Was advice and support coherently documented in the moderation report?	
7. To what extent has this prompted you as an assessor to adapt your assessment style?	
8. Were the moderation outcomes communicated to the appropriate parties?	

Additional Comments and Suggestions

Specifically, what as the assessor would you recommend to the moderator to improve the moderation process?

Thank you for your time and valuable feedback.

Please forward this evaluation to both the moderator and ETQA manager.

Name: _____

Signature: _____

7. AGENDA **Tool IND 07**

(This is a proposed agenda used by the Moderator and the provider)

Agenda	Responsibility
1. Introduction	ALL
2. Review of Policies and Procedures	Moderator
3. Overview of Provider's Training Roll-out Plan	Provider
4. Review Databases	Moderator
5. Obtain Unit Standard Samples with Assessment Tools	Moderator
6. Review Internal Moderation	Moderator
7. Moderate 5 Unit Standards: <ul style="list-style-type: none">• Design• Assessment Process	Moderator
8. Report Writing	Moderator