

SKILLS DEVELOPMENT COURSE:

CONDUCT MODERATION OF OUTCOMES BASED ASSESSMENTS (MODERATOR)

COURSE SPECIFICATIONS

Course Code:	SDF-MOD
Course Length:	3 Days
Start Time:	08:30
End Time:	15:30
Available for:	Local or On-Site Training

PURPOSE

This unit standard is for people who conduct internal or external moderation of outcomes-based assessments. Quality assuring the assessment process.

TARGET AUDIENCE

This course is designed for all employees in a supervisory or skills development capacity.

PREREQUISITES

Successful completion of the Conduct Outcomes Based Assessments (Assessor) course.

LEARNING OUTLINE

Demonstrate understanding of moderation:

1. Moderation explained in terms of its contribution to quality assured assessment
2. A variety of moderation methods described
3. Key principles of assessment described
4. Examples provided to show how moderation activities could verify the fairness and appropriateness of assessment methods

Prepare for moderation:

1. The scope of the moderation confirmed with relevant parties
2. Planning of the extent of moderation and methods of moderation ensures manageability of the process
3. The contexts of the assessments under review clarified
4. Moderation methods and processes sufficient
5. The documentation prepared
6. Required physical and human resources ensured

Conduct moderation:

1. The moderation conducted in accordance with the moderation plan
2. The assessment instruments and process checked and judged
3. Moderation confirms special needs of candidates
4. Appeals against assessment decisions
5. The moderation decision consistent with the quality assurance body's requirements

Advise and Support Assessors:

1. Support contributes towards further development of assessors
2. All communications conducted in accordance with relevant confidentiality requirements

Report, Record and Administer Moderation:

1. Moderation findings reported to designated role-players
2. Records maintained in accordance with organisational quality assurance and ETQA requirements.
3. Confidentiality of information relating to candidates and assessors preserved

Review moderation process:

1. Strengths and weaknesses of moderation systems and processes identified
2. Recommendations contribute towards the improvement of moderation
3. The review enhances the credibility and integrity of the recognition system

INCLUDES THE FOLLOWING

1. Course Material
2. Notes
3. PoE (if applicable)

For local training at a Onetrust training venue:

1. Refreshments
2. Lunch

**Catering is the responsibility of the client for on-site training.*

CERTIFICATION

Currently, this course is only available for non-accredited training, and therefore candidates will receive a *Certificate of Training/Attendance*, as no form of assessment will take place.

MERSETA TRAINING PROVIDER

Onetrust Training Solutions has received full accreditation as a **merSETA Training Provider**. (Certification number: 17-QA/ACC/2313/21.) We are in the process of extending our scope of accreditation for most of our individual training courses and skills programmes.

CONTACT DETAILS

Further enquiries may be directed to:

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