CONDUCT MODERATIONS OF OUTCOMES-BASED ASSESSMENTS
UNIT STANDARD 115759
ONLINE LEARNING ORIENTATION

Dear Learner

Thank you for your interest on the Conduct Moderations of Outcomes-Based Assessments (Moderator course).

Certified Training Solutions is accredited to deliver Conduct moderation of outcomes-based assessments programme Unit Standard 115759 - NQF Level 6 - Credits 10.
Moderation means the process which ensures that the assessment of the outcomes described in National Qualifications Framework standards or qualifications is conducted fairly, and is valid and reliable.

1. INTRODUCTION INTO THIS COURSE

Certified Training Solutions strives to offer the highest quality educational experience to all of its learners, whether in the traditional mode of classroom (face to face) instruction or in alternative teaching methodologies, such as distance education. In an effort to reach more learners, Certified Training Solutions is making more of its course offerings available in the distance education format.

2. PROGRAMME METHODOLOGY

This approach to course construction will ensure that learners first apply their minds to finding solutions to problems before the answers are provided, which will then maximise the learning process which is further strengthened by reflecting on the material covered by means of the self-assessments.

The course;

❖ Because reflection forms an important component of adult learning, some learning resources will be followed by a self-assessment which is designed so that the learner will reflect on the material just completed.

❖ As a learner you will be presented with numerous problems and will be required to fully apply your mind to finding solutions to problems before being presented with the course presenter's solutions to the problems

❖ Although learners attending the course may have varied degrees of experience in the subject matter, the course is designed to ensure that all delegates complete the course with the same level of understanding

3. ASSESSMENTS

The only way to establish whether a learner is competent and has accomplished the specific outcomes is through the assessment process. Assessment involves collecting and interpreting evidence about the learners' ability to perform a task.

To qualify and receive credits towards your qualification, a registered Assessor will conduct an evaluation and assessment of your portfolio of evidence and competency.

This programme has been aligned to registered unit standards. You will be assessed against the outcomes as stipulated in the unit standard by completing assessments and by compiling a portfolio of evidence that provides proof of your ability to apply the learning to your work situation.

4. ONLINE ASSESSMENTS

Formative Assessments

The online assessment process is easy to follow. You will be guided by the Facilitator. Your responsibility is to complete all the activities in the Formative Assessment Workbook and submit it to your facilitator by uploading on the eLearning platform.

Summative Assessments

You will be required to complete a series of summative assessments. The Summative Assessment Guide will assist you in identifying the evidence required for final assessment purposes. You will be required to complete these activities on your own time, using real life projects in your workplace or business environment in preparing evidence for your Portfolio of Evidence. Your Facilitator will provide more details in this regard.

To qualify and receive credits towards your qualification, a registered Assessor will conduct an evaluation and assessment of your portfolio of evidence and competency.

5. PURPOSE OF THIS UNIT STANDARD

This unit standard is for people who conduct internal or external moderation of outcomes-based assessments. The assessments could be in terms of outcomes defined in a number of documents, including but not limited to unit standards, exit level outcomes, assessment standards, curriculum statements and qualifications. This unit standard will contribute towards the achievement of a variety of qualifications particularly within the field of Education Training and Development Practices and Human Resource Development.

Those who have achieved this unit standard will be able to moderate assessments in terms of the relevant outcome statements and quality assurance requirements. The candidate-moderator will be able to use the prescribed Quality Assurance procedures in a fair, valid, reliable and practicable manner that is free of all bias and discrimination, paying particular attention to the three groups targeted for redress: race, gender and disability.

6. WHAT IS A MODERATOR?

Moderators are an integral part of the internal quality system. They provide guidelines on how assessment practices can be improved in their capacity as advisors to promote assessment practices and contribute towards the development of assessors. Moderators advise will enhance the development and maintenance of quality management systems that are in line with Educational Training and Quality Assurance (ETQA) requirements.

7. WHAT BEING DECLARED COMPETENT ENTAILS?

Competence is the ability to perform whole work roles, to the standards expected in employment, in a real working environment.

8. THERE ARE THREE LEVELS OF COMPETENCE?

1. Foundational competence: an understanding of what you do and why.
2. Practical competence: the ability to perform a set of tasks in an authentic context.
3. Reflexive competence: the ability to adapt to changed circumstances appropriately and responsibly, and to explain the reason behind the action.

To receive a certificate of competence and be awarded credits, you are required to provide evidence of your competence by compiling a portfolio of evidence, which will be assessed by a ETDP-SETA accredited assessor.

9. DO I HAVE TO SUBMIT A PORTFOLIO OF EVIDENCE?

YES. A portfolio of evidence is a structured collection of evidence that reflects your efforts, progress and achievement in a specific learning area, and demonstrates your competence.

10. COURSE DURATION ONLINE AND LANGUAGE?

- You work on your own time, no time limit. Course / English or
- 5 days classroom interaction

11. HOW LONG IS MY COMPETENCY CERTIFICATE VALID?

There is no expiry date, it's once-off.

12. WHAT MAKES A GOOD MODERATOR?

- Strong verbal skills.
- Interact with people.
- Must have the ability to be open and unbiased.
- Flexible and reliable.
- Ability to create trust.
- Enthusiastic with high energy levels.

13. MODERATORS NEED TO BE REGISTERED?

Absolutely YES. It will be to your benefit, once you have received your Statement of Results from ETDP-SETA and a certificate of competence you can register with the relevant SETA's. Once registered you will receive a unique registration number as proof of registration.

14. BENEFITS OF BEING A REGISTERED MODERATOR?

- Employability prospect.
- Work for yourself as a freelance moderator.
- Employability in a company as an internal Moderator.
- Improve your training skills and much more benefits.
- Personal development.

15. LEARNER SUPPORT PRACTICES

The responsibility of learning rests with you, so be proactive and ask questions and seek assistance and help from your facilitator, if and when required.

Please remember that this Skills Programme is based on outcomes based education principles which implies the following:

- You are responsible for your own learning – make sure you manage your study, research and workplace time effectively.
- Learning activities are learner driven – make sure you use the Learner Guide and Formative Assessment Workbook in the manner intended, and are familiar with the workplace requirements.
- The Facilitator is there to reasonably assist you during contact, practical and workplace time for this programme – make sure that you have his/her contact details.
- You are responsible for the safekeeping of your completed Formative Assessment Workbook and Workplace Guide
- If you have any special needs or need advice on assignments please inform the facilitator from 09h00 to 17h00 on normal weekdays or whatsapp 0832280079 and we will gladly assist you.

16. ENTRY LEVEL REQUIREMENTS INTO THIS PROGRAMME?

It is further assumed that the person has evaluative expertise within the field in which they are moderating assessments. Must have Assessor course certificate completed and Statement of Results (SOR) from relevant Sector Education and Training Authority (SETA)

17. QUALIFICATION DELIVERY?

This qualification is offered through online training and classroom interaction as per scheduled arrangements of 6 participants or more.

18. MODULES LEARNING OUTCOMES

Practitioners credited with this (Unit Standard 115759) will be able to moderate assessments in terms of the relevant outcome statements and quality assurance requirements. The candidate-moderator will be able to use the prescribed Quality Assurance procedures in a fair,valid, reliable and practicable manner that is free of all bias and discrimination, paying particular attention to the three groups targeted for redress: race, gender and disability, he/she will be able to:

- Demonstrate understanding of moderation within the context of an outcomes-based assessment system,
- Plan and prepare for moderation,
- Conduct moderation,
- Advise and support assessors,
- Report, record and administer moderation, and
- Review moderation systems and processes.

19. HOW MUCH WILL IT COST ME TO COMPLETE COURSE

R 3000.00 per person. All material is included and consists of Learners Manual, Learner workbook Assessment and Portfolio of Evidence (PoE)

20. DELIVERY METHOD FOR ONLINE LEARNING MATERIAL

All learning material is ready and available to enrolled learners for download and printing. Learners manual can be printed or used as e-book format.

21. TARGET AUDIENCE

Managers, corporate trainers, human resource managers, assessors.

22. ONLINE TECHNICAL REQUIREMENTS

The system requirements for the Moodle user are modest. All you really need is a solid, reliable internet connection and a modern web browser which can be downloaded within our eLearning platform.

23. LEARNERS PRIVACY

Certified Training Solutions verifies identity of a learner who participates in online Learner Management System (LMS) by using a secure login and pass code. The student must first sign into the Learner course management system using a secure login and pass code. The student must login to https://certified-training-solutions.moodlecloud.com/login/index.php with his/her username and pass code. Upon email confirmation of new learner registration Certified Training Solutions Administrator will provide new learner with the required password code for the appropriate course enrollment for the learner.

The learners is allowed access to the coursework only after the registration process and payment methods is complete. The learner can only access the course through the secure login and pass code. Each time the student enters the course there will be several ways that login can take place, either by entering pass code or by subscription authentication, such as Google or Facebook.

Passwords of online learners are known only to them. Certified Training Solutions is continuing to seek additional and improved methods to help ensure that learners participating in online courses, and taking online assessments, are the same individuals enrolled in the classes as the distance education program is more fully developed. The two-tier approach ensures the confidentiality of the learners and his/her coursework. To view online courses introduction, learners can login as Guest with minimal privileges.

This guidelines for Programmes are designed and developed to meet the needs of learners and stakeholders, and to encourage access to quality education and assessment methods, effectively assess and measure learners' achievement of the stated learning outcomes of the programme.

24. MINIMUM COMPUTER REQUIREMENTS AND INTERNET CONNECTIVITY REQUIREMENTS FOR DISTANCE EDUCATION LEARNERS

Unless specific exceptions are granted, course creator will be required to develop and deliver distance education courses which can be successfully implemented by utilizing the minimum computer requirements and minimum Internet connectivity requirements established for Certified Training Solutions education learners.

Learners must be informed of minimum configurations prior to their registering for distance education courses.
- Published minimum configurations must be accurate.
- Moodle LMS Hardware minimum requirements
    - A computer running a current operating system that supports a recent browsers.
    - Access to the Internet. DSL or Broadband access is recommended.
    - An up-to-date browser with Cookies enabled.
    - Anti-virus software with current updates.
    - Word processing software is needed to complete and submit some assignments.
    - Some courses will require specific software, hardware, plugins or applications. See course syllabus for details. If so, you will typically see a message asking if you want to install the needed software.
- Basic Computer Skills Needed:
    - Saving and finding files and folders on a computer;
    - Copying/cutting and pasting text;
    - Using a word processing application, such as Microsoft Word;
    - Attaching and uploading documents and assignments;

- o Sending and receiving email;
- o Using a supported web browser to access your course and other online resources on the Web.

25. ONLINE LEARNING THAT LEARNER CAN ACCESS OFFLINE (MOODLE MOBILE APP)

As more people use mobile devices to access the internet for everything, including learning, Moodle continues to develop and enhance its mobile app to increase learners' experiences and make the classroom as easily accessible on mobile devices.

This feature will be of particular use to those with limited internet access, ensuring that being offline is not a barrier to accessing your study through Certified Training Solutions.

Now learners can also private message other users, add a course note, complete a survey, create a new forum post or new wiki page and even complete an assignment offline.

- Additional benefits by using our Moodle offline Desktop and Mobile Applications
  - o Work offline
  - o Download course contents from Moodle page to access and work offline
  - o View course activities offline and submit work to, while working offline
  - o Any changes made while working offline will sync to the Moodle website when reconnected
  - o A different user interface
  - o Receive on-devise notification for some activities.
  - o Upload images, audio, videos and other files from your mobile device
  - o Track your progress, mark tasks as complete and browse your learning plans
  - o Attempt quizzes, post in forums and edit wiki pages
  - o Quickly find and contact other people in your courses
  - o View your course grades

Please accept my sincerest thanks and gratitude for your recent course interest with Certified Training Solutions (Pty) Ltd as your preferred skills development provider. It was truly my pleasure to serve you.

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George Georgas
Chief Executive Officer