



## Overview

Welcome to the **Moderator** learning programme that will lead you to greater understanding of conducting moderation of outcomes-based assessments.

Moderation is the process which ensures that assessment of the outcomes described in the NQF standards and qualifications is fair, reliable and valid. The Moderator training course will further your understanding of the **National Qualifications Framework (NQF)**, develop your **Moderation skills** and acquire a variety of qualifications within the fields of Education Training and Development Practices and Human Resource Development. This unit standard is for people who conduct internal or external moderation of outcomes-based assessments.

On completion of this training programme, the learner will be provided with the required knowledge and skills to **conduct moderation** of outcomes-based assessments.

## Features and Benefits

1. This course is accredited with **ETDP SETA** upon successful completion of your **Portfolio of Evidence (PoE)** for **Unit Standard US115759**.
2. Get **5 days – 4 weeks** access to your course via our **online or distance Learning Platform** that includes extra resources, questionnaires and much more.
3. This unit standard will contribute towards the achievement of a variety of qualifications, particularly within the fields of **Education Training and Development Practices and Human Resource Development**.
4. Becoming an Moderator for your company can **save external training costs** to your company or earn your own income by doing moderation for external parties.

## Course Prerequisites

It is assumed that the learner:

- has a good comprehension of English.
- has completed and been found competent for Conduct Outcomes-Based Assessment, unit standard 115753.
- has evaluative expertise within the field in which they are moderating assessments

## Duration

**Online/E-Learning or distance**, Mentored Learning  
**5 days to 4 weeks** Self-paced, access anytime, anywhere  
via our distance or online Learning Platform

## Payment Options

50% deposit of the course fees.  
50% balance when you are submitting  
your PoE)

## Course Accreditations

Accredited By

**ETDP SETA: ETDP011592**

Unit Standards

**US115759, NQF6, Credits: 10**



## Course Outline

### Module 1: Moderation within the context of an OBE system

After completing this module, the learner will be able to demonstrate understanding of moderation within the context of an outcomes-based assessment system.

- Moderation contributes to quality assured assessment and recognition systems
- Moderation methods
- Key principles of assessment
- Moderation and assessment methods and activities

### Module 2: Plan and prepare for moderation

After completing this module, the learner will be able to plan and prepare for moderation by preparing recourses aligned with moderation system requirements.

- Planning and preparation activities
- Confirming the scope of the moderation
- Planning the extent of moderation and methods of moderation
- Clarifying the context of the assessments under review
- Planning the moderation methods and processes
- Planning the physical and human resources required
- Preparing moderation documents

### Module 3: Conduct moderation

After completing this module, the learner will be able to conduct moderation in accordance with the moderation plan.

- Conducting the moderation
- Checking and judging the assessment instruments and process
- Moderation confirms that special needs of learners have been provided for
- Moderating Recognition of Prior Learning
- Making the moderation decision

### Module 4: Advise and support assessors

After completing this module, the learner will be able to give quality advise and support to promote assessment in accordance with good assessment principles and enhances the development and maintenance of quality management systems.

- Advising the assessor to facilitate a common understanding
- Advising the assessor to develop and maintain the QMS
- Supporting assessors towards further development
- Communicating in accordance with confidentiality requirements

### Module 5: Report, record and administer moderation

After completing this module, the learner will be able to report, record and administer moderation findings.

- Reporting the moderation findings
- Maintaining moderation records
- Preserving confidentiality of information

### Module 6: Review moderation systems and processes

After completing this module, the learner will be able to review the strengths and weaknesses of the moderation systems and processes.

- Identifying strengths and weaknesses of moderation systems and processes
- Making recommendations
- Enhancing the credibility and integrity of the recognition system



## Delivery Methods

- Distance learning
- Online Self-paced



## What you get

**On completion the learner will earn:**

- **Certificate of Completion** from LearnForward
- **Certificate of Competency** from **ETDP SETA** upon successful completion of the PoE process (Moderated and found competent)

*Note: All certificates are electronically issued.*



## Outcomes and Objectives

**Upon completion of this course and successful assessment, Moderators will have acquired these skills**

- Demonstrate understanding of moderation
- Plan and prepare for moderation
- Conduct moderation
- Advise and support Assessors
- Report, record and administer moderation
- Review moderation systems and processes