

CIRCULAR ETQA-05/2021

TO : PSETA ACCREDITED SKILLS DEVELOPMENT PROVIDER
FROM : PSETA CHIEF EXECUTIVE OFFICER
SUBJECT : NOTICE OF COMPLIANCE: EXTERNAL MODERATIONS

DEAR PSETA SKILLS DEVELOPMENT PROVIDERS

1. PSETA has been experiencing many requests for external moderation for the past many months and noted delays that are caused by non-compliance with the external moderation processes.
2. Skills Development Providers (SDPs) are reminded to ensure that prior to requesting external moderation, the following steps are adhered to:
 - 2.1. Learners are registered against the programme (Unit standards, Skills Programme, Qualification, Learnership and/or RPL) on the PSETA Indicum system.
 - 2.2. Learners are authorised on the system and the status reflect **“Enrolled”** instead of **“Pending Authorisation”**.
 - 2.3. Learner assessments are loaded, and the system should indicate the following:
 - i) Required credits and the achieved credits by the learner
 - ii) Assessor details
 - iii) Assessment dates
 - iv) Moderator details
 - v) Moderation dates
 - 2.4. Status (Competent or Not Yet Competent)
3. SDPs implementing full qualifications or learnerships should ensure that the elective unit standards are linked.
4. Learner registration and provisioning phases are outlined in the ***PSETA Learning Programmes Implementation Process Guidelines Circular LP-03/2020***.

5. The ETQA Learner achievements unit will request for the master file which will be used for external moderation purposes, below are documents that should be in the master file:
 - i) Over arching Assessment and Moderation reports
 - ii) ETD Practitioners Registration letters
 - iii) PSETA Accreditation / Programme Approval letter
 - iv) QMS (Quality Management System with policies, procedures and working documents)
 - v) QMS Review agenda and minutes
 - vi) Training / Roll out plan
 - vii) Induction presentation and attendance register
 - viii) Letter of intent sent to PSETA ETQA and Learning Programmes Department
 - ix) Learner certified ID Copies
6. SDPs are requested to comply with the above stated to avoid delays in external moderation.
7. Requests for external moderation must be directed to verification@pseta.org.za
8. The PSETA appreciates your continuous unwavering support and commitment towards promoting skills development in the Public Service sector.

Kind regards

OFFICE OF THE CEO
PSETA