



**Pro-Active College™**  
FREEDOMTHROUGHKNOWLEDGE

## MODERATOR PROGRAMME

This skills programme provides the learner with the knowledge, skills, attitudes and values to conduct moderation of outcomes-based assessments.



Unit Standard  
Aligned



SETA  
Accredited



Outcomes  
Based

Designed and developed by Pro-Active College, this skills programme is aligned to the unit standard:

CONDUCT MODERATION OF OUTCOMES-BASED ASSESSMENT  
(US: 115759)

NQF Level 6  
10 Credits

### TARGET GROUP

This skills programme is designed for the public and private sector and is aimed at:

- individuals who will be responsible for the internal or external moderation of outcomes-based assessments.

### BENEFITS

The benefits of this skills programme include:

- the ability to register as a moderator; and
- compliance with moderation principles.

### ABOUT US

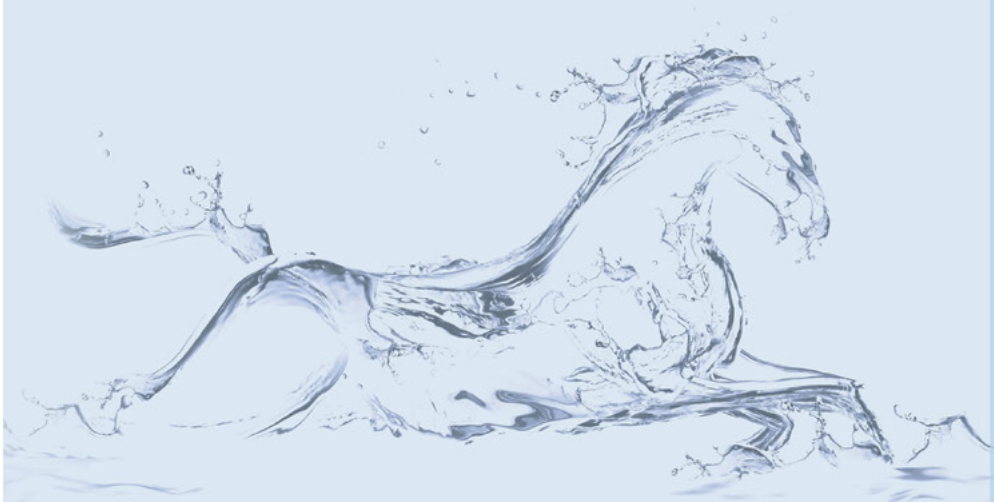
Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

## Contact Us

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## PROGRAMME OUTCOMES

On completion of this skills programme, learners will be able to:

- demonstrate an 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.

## ENTRY REQUIREMENTS

The credit calculation in the relevant unit standard is based on the assumptions that learners:

- have previous assessment experience;
- are competent in US: 115753 "Conduct outcomes-based assessments"; and
- have evaluative expertise in the field in which they are moderating assessments.

It is recommended that learners should achieve:

- US: 115755 "Design and develop outcomes-based assessments".

## DURATION

Three day contact session combined with practical workplace experience.

## PORTFOLIO OF EVIDENCE

To be declared competent in this unit standard the learner must be assessed by a registered assessor and be found competent in the following:

### Formative Assessment

Consisting of classroom activities on which the facilitator will give feedback.

### Summative Assessment

This assessment consists of workplace assignments and questions. This must be the learners' own individual work.

# Programme Outline

## Learning Unit One

### Introduction to Moderation

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- The purpose and importance of moderation
- The moderation system
  - Internal moderation
  - External moderation
- Moderation methods
- The key principles of assessment
- Moderate assessment methods

## Learning Unit Two

### Plan and Prepare for Moderation

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- Design a moderation system
- Plan for moderation
- Quality management
- Moderation phases

## Learning Unit Three

### Conduct Moderation

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- Conduct desktop or on-site moderation
- Assessment appeals
- Moderate Recognition of Prior Learning assessments
- Record moderation

## Learning Unit Four

### Advise and Support Assessors

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- The nature and quality of advice
- The assessor role and expertise
- The moderation report
- The non-conformance report

## Learning Unit Five

### Report, Record, Administer and Review Moderation

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- Record and report on moderation findings
- What must be recorded?
- The moderation file
- Storage
- Review moderation systems and processes