



P O Box 2450, Houghton, 2041, 1st Floor, Rossouws Attorneys Building, 8 Sherborne Road, Parktown  
Tel: 011 045-5400, Fax: 086-776-3743  
email: [LQA@sabpp.co.za](mailto:LQA@sabpp.co.za) website: [www.sabpp.co.za](http://www.sabpp.co.za)

# APPLICATION FORM (NEW/RENEWAL/EXTENSION OF SCOPE) TO REGISTER AS AN HR ASSESSOR AND/OR MODERATOR<sup>1</sup>

Review date: May 2015

*The SABPP LEARNING AND QUALITY ASSURANCE (LQA) is not levy funded as are other ETQAs and therefore has permission from SAQA to charge for all services rendered in our capacity as an accredited LQA. Please see the approved fees on [www.sabpp.co.za](http://www.sabpp.co.za)*

## Criteria to Register

- All HR Assessors and Moderators **must be professionally registered with SABPP.**
- If not already professionally registered with the Board, this process must be completed **before** the Board can proceed with HR Assessor and/or HR Moderator registration. See our website [www.sabpp.co.za](http://www.sabpp.co.za) for professional registration forms, fees and other information.
- Please complete the Application Form to register as an HR Assessor and/or Moderator below.
- Attach a copy of your ETDP SETA "Statement of Results" in respect of ID 115753 and/or ID 115759 **NB:** If you do not yet have the ETDP SETA credentials, kindly approach an ETDP accredited provider for a course or for RPL. (See [www.etdpseta.org.za](http://www.etdpseta.org.za) for a list of accredited providers for Assessment and Moderation).
- New Applicants must provide motivation and/or evidence of Assessments and Moderation experience.
- To be considered as a moderator you must have minimum 3 year experience in moderation.

## The Application

- Prepare a neat file with a table of contents
- Organize your material into clearly marked sections with dividers and keep to our numbering and order below

---

<sup>1</sup> With reference to the following qualifications and all the unit standards within them: ID 49691; 49692; 49793, 49794, 66069 and 58802.

- Avoid adding non-relevant documents and do not duplicate material
- Any additional information you may want to include should be added on at the end and included in the table of contents
- Please be completely honest and transparent.

**Use the checklist below to ensure that the Application to Register as an Assessor and/or Moderator Form and the required supporting documentation have been completed in full**

|                            |   |   |
|----------------------------|---|---|
|                            |   | ✓ |
| •                          | Table of Contents   |   |
| •                          | Completed Personal and Professional Details   |   |
| •                          | Indication of Category/ies for which you are applying   |   |
| •                          | Tables: Unit Standards <b>and/or</b> Qualifications Applied For   |   |
| •                          | Page 6 - signed and dated   |   |
| <b>2. <u>Copies of</u></b> |   |   |
| 2.1                        | Proof of Professional Registration with SABPP (if applicable)   |   |
| 2.2                        | Identity Document   |   |
| 2.3                        | ETDP SETA Statement of Results for ID 115753 and/or ID 115759   |   |
| 2.4                        | Evidence of your subject matter expertise in the specific area/s for which you are applying for HR Assessor and/or Moderator Registration |   |
| 2.5                        | Evidence of assessment and/or moderation activities in the last three years<br><b>(Renewal of Registration)</b>                           |   |
| 2.6                        | A recent Curriculum Vitae (CV)  |   |

## PERSONAL AND PROFESSIONAL DETAILS

|   |            |   |  |
|---|------------|---|--|
| <b>Title (Mr/Mrs/Ms/Dr/Prof)</b>  |            |   |  |
| <b>Surname:</b>   |            |   |  |
| <b>First Names:</b>   |            |   |  |
| <b>ID Number:</b>   |            |   |  |
| <b>SABPP Professional Registration Level and Category (If applicable)</b> |            | <b>SABPP Professional Registration Number (If applicable)</b> |  |
| <b>Postal address:</b>  | Code _____ |   |  |
| <b>Residential address:</b>   | Code _____ |   |  |
| <b>Office telephone:</b>  | (    )     |   |  |
| <b>Cell phone number:</b>   |            |   |  |
| <b>Fax:</b>   | (    )     |   |  |
| <b>Email address:</b>   |            |   |  |
| <b>Gender</b>   |            |   |  |
| <b>Race</b>   |            |   |  |

### INDICATE THE CATEGORY/IES FOR WHICH YOU ARE APPLYING:

|                    |  |                     |  |
|--------------------|--|---------------------|--|
| <b>HR ASSESSOR</b> |  | <b>HR MODERATOR</b> |  |
|--------------------|--|---------------------|--|

**TABLE - UNIT STANDARDS APPLIED FOR:**

| <b>SAQA ID<br/>Number of<br/>Unit Standard<sup>2</sup></b> | <b>Unit Standard Title</b> | <b>Registration<br/>End Date</b> | <b>Assessor</b> | <b>Moderator</b> |
|--|----------------------------|----------------------------------|-----------------|------------------|
|  |                            |                                  |                 |                  |
|  |                            |                                  |                 |                  |
|  |                            |                                  |                 |                  |
|  |                            |                                  |                 |                  |
|  |                            |                                  |                 |                  |
|  |                            |                                  |                 |                  |
|  |                            |                                  |                 |                  |
|  |                            |                                  |                 |                  |
|  |                            |                                  |                 |                  |
|  |                            |                                  |                 |                  |
|  |                            |                                  |                 |                  |
|  |                            |                                  |                 |                  |
|  |                            |                                  |                 |                  |
|  |                            |                                  |                 |                  |
|  |                            |                                  |                 |                  |
|  |                            |                                  |                 |                  |

(\* You may add lines if the above table does not have enough lines)

---

<sup>2</sup> Available on the SAQA web site – [www.saqa.org.za](http://www.saqa.org.za)

**TABLE - QUALIFICATION/S APPLIED FOR:**

| SAQA ID<br>Number of<br>Qualification <sup>3</sup> | Qualification Title | Registration<br>End Date | Assessor | Moderator |
|--|---------------------|--------------------------|----------|-----------|
|  |                     |                          |          |           |
|  |                     |                          |          |           |
|  |                     |                          |          |           |

(\* You may add lines if the above table does not have enough lines)

---

<sup>3</sup> Available on the SAQA web site – [www.saqa.org.za](http://www.saqa.org.za)

I (Full Names) -----

----- declare that all the information and supporting documentation contained in/attached to this Application to Register as an Assessor and/or Moderator is, to my knowledge, true and correct.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Registration fee is as follows:**

|           | <b>New</b>     | <b>Extension of Scope</b> | <b>Renewal of Registration</b> |
|-----------|----------------|---------------------------|--------------------------------|
| Assessor  | <b>R456.00</b> | <b>R456.00</b>            | <b>R456.00</b>                 |
| Moderator | <b>R456.00</b> | <b>R456.00</b>            | <b>R456.00</b>                 |

\*All fees including VAT

**PAYMENT INFORMATION:**

Electronic Payment only:  
Standard Bank Parktown,  
Account No. 200468308,  
Branch Code. 000355,

**Reference: Invoice Number**