

**APPLICATION FORM FOR CONSTITUENT
ASSESSOR AND/OR MODERATOR
REGISTRATION**



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

Please complete the Application Form to register as a constituent Assessor and/or Moderator and note the following criterion:

- 1) All applicants wishing to register for constituency with the SABPP as Assessors and Moderators must be professionally registered with SABPP. An applicant for assessor and/or moderator registration is required to hold professional registration with the SABPP at a minimum designation of HR Associate. If not already professionally registered with the Board, this process must be completed **before** the Board can proceed with Assessor and/or Moderator registration. See our website www.sabpp.co.za for professional registration forms, fees and other information.
- 2) The professional designation at which the applicant is registered against is a contributing factor that shall determine the NQF level that the applicant may be registered to assess and/or moderate
- 3) New Applicants wishing to register for constituency with the SABPP should submit their application form and supporting documentation electronically in a single folder (email ronel@sabpp.co.za / USB / CD Rom) **ONLY**. Please note no hard copy submissions will be evaluated.
- 4) Please note that the application fee is non-refundable and does not guarantee the success of your application.
- 5) Qualifications which are being applied for must provide motivation and/or evidence of Assessments and Moderation experience.
- 6) To be considered as a moderator you must have minimum 3 year experience in moderation.

A. PERSONAL INFORMATION			
SURNAME		TITLE	
FIRST NAMES		PREFERRED NAME	
ID NUMBER			
POSTAL ADDRESS			
CELL PHONE			
OFFICE TELEPHONE		PROVINCE	
HOME TELEPHONE			
FAX			
PERSONAL EMAIL ADDRESS			
ALTERNATE EMAIL ADDRESS			
RESIDENTIAL ADDRESS			
SABPP PROFESSIONAL REGISTRATION NUMBER			
B. OTHER INFORMATION			
COMPANY NAME AND VAT NUMBER			

C. INFORMATION BELOW REQUIRED FOR BIOGRAPHICAL AND STATISTICAL REPORTING PURPOSES ONLY:

POPULATION GROUP	AFRICAN		COLOURED		INDIAN		WHITE	
MALE OR FEMALE					NATIONALITY			
DISABILITY								

D. INDICATE THE CATEGORY/IES FOR WHICH YOU ARE APPLYING

Constituent Assessor		Constituent Moderator	
-----------------------------	--	------------------------------	--

E. SUPPORTING DOCUMENTATION:

Evidence Required	✓ Tick
1) Proof of Professional Registration with SABPP	
2) Identity Document (certified copy)	
3) ETDP SETA Statement of Results for ID 115753 and/or ID 115759	
4) Proof of subject matter expertise/certified copies of qualifications	
5) A recent Curriculum Vitae (CV)	

F. QUALIFICATIONS APPLIED FOR:

Select from the qualifications listed below that you wish to apply for. Please note that these are the only qualifications you can apply for with the SABPP. No qualifications that fall within the accreditation and quality assurance scope of other LQAs / SETA will be evaluated.

Qualification ID	Qualification Title	Select
49691	FET Certificate: HR Management & Practices Support - Credits 140	
49692	National Diploma HR and Practices - Credits 249	
93993	National Certificate: Labour Relations Practice - Credits 121 (94078 - Industrial Relation Support)	
93994	National Diploma: Labour Relations Practices: Dispute Resolution - Credits 241 (94079 - Legislation and Human Resource Support)	
49793	National Certificate: Productivity - Credits 124	
49794	National Diploma: Productivity - Credits 240	
58802	Diploma: Disability Employment Practice - Credit 240	
97229	National Certificate: Paralegal Practice: Human Resource and Employee Relation – Credits 131	
66169	Further Education and Training Certificate: Payroll Administration Services - Credits 161 (94080 – People Process)	
93996	Further Education and Training Certificate: Contact Centre Operations - Credits 132 (94081 – Managing People)	
93997	National Certificate: Contact Centre and Business Process Outsourcing Support - Credits 124 (94082 - People Supporting Process)	
57712	Further Education and Training Certificate: Generic Management - Credits 150 (93950 – Human Resources Support)	
59201	National Certificate: Generic Management: Skills Development Management - Credits 162 (Learning Programme ID 66069)	
61595	FET Certificate: Business Administration Services with specialisation – Credits 140	
93567	Employee Wellness Specialisation	
93568	Employee Relation Specialisation	

93569	Training and Development Specialisation	
Non Unit Standard Based Qualifications		
67511	FET Certificate: Human Resources Management – 180 Credits	
21039	Certificate: Commerce: Human Resource Management	
21045	Certificate: Human Resource Administration	
21063	Diploma: Commerce: Human Resources Development	
21080	Higher Certificate: Commerce: Human Resources Development	
21081	Higher Certificate: Commerce: Human Resources Development	
21040	Certificate: Commerce: Labour Relations	
21065	Diploma: Commerce: Labour Relations	
21043	Certificate: General Administration – 120 Credits	
21059	Certificate: Business Studies – 240 Credits	
21068	Diploma Commerce: Public Relations – 240 Credits	
21042	Certificate Commerce: Public Relations – 120 Credits	
21084	Higher Certificate Commerce: Public Relations – 160 Credits	
21046	Certificate: Introduction: Project Management - 120 Credits	
21068	Diploma Commerce: Public Relations – 240 Credits	
21042	Certificate Commerce: Public Relations – 120 Credits	
21084	Higher Certificate Commerce: Public Relations – 160 Credits	
21046	Certificate: Introduction: Project Management - 120 Credits	
21068	Diploma Commerce: Public Relations – 240 Credits	
21042	Certificate Commerce: Public Relations – 120 Credits	
21084	Higher Certificate Commerce: Public Relations – 160 Credits	
21052	Certificate: Professional Secretary - 120 Credits	
21055	Certificate: Secretarial Studies – 120 Credits	
21079	Higher Certificate Commerce: General Management – 160 Credits	

G. UNIT STANDARD/S APPLIED FOR:

Please note that unit standards ONLY need to be enlisted below if these unit standards DO NOT fall within the above qualifications that you wish to apply for. The only unit standards that you can apply for with the SABPP are those that fall within our accreditation and quality assurance scope. No unit standards that fall within the accreditation and quality assurance scope of another LQAs / SETA will be evaluated.

Unit Standard ID	Unit Standard Title

H. PAYMENT OF FEES: (Fees Incl. of VAT)

Indicator	New	Extension of Scope	Renewal
Assessor	R541.50	R427.5	R484.50
Moderator	R655.50	R427.5	R484.50

PLEASE NOTE THAT YOUR APPLICATION WILL NOT BE PROCESSED UNTIL FEES HAVE BEEN PAID.

I apply herewith for registration with the SABPP LQA department and enclose the sum of R _____ as per submitted attachment.

I. FOR ELECTRONIC BANKING AND DIRECT DEPOSITS:

Please use initials and surname / quotation number as received from the SABPP to identify your payment on our bank statement. Please submit a copy of the proof of payment alongside your application.

J. OUR BANKING DETAILS:

SA BOARD FOR PEOPLE PRACTICES
FIRST NATIONAL BANK
BANKCITY
BRANCH CODE 250805
ACCOUNT NUMBER: 6250 889 8428

Please note: If the account is paid electronically, kindly ensure that your name and initials appear on our statement and not just the Company name. Enquiries can be directed the LQA Department – lqa@sabpp.co.za / ronel@sabpp.co.za

K. PROFESSIONAL DECLARATION TO BE SIGNED BY APPLICANT:

- I. In keeping with the spirit of the SABPP Code of Professional Conduct , I hereby attest that all information presented on this form are correct and complete, and that action can be taken against me if this is not the case.
- II. I attest to the fact that all the qualifications I hold and which are presented here represent qualifications that I obtained at an educational institution recognised by SAQA.
- III. I attest to the fact that no disciplinary finding has been made which indicates my incompetence, breach of ethical behaviour or misconduct. The Board reserves the right to make any enquiries or take action it deems appropriate or necessary.
- IV. I acknowledge that as far as my statement of experience, competence and skills is concerned, the burden of responsibility of proof that this is a true reflection of the situation is mine.
- V. I understand that all monies will immediately be forfeit and the application discarded if false information is found to have been supplied.
- VI. I acknowledge that the Board may require further proof from me if needed, including an interview and/or site visit.
- VII. I undertake to observe and be bound by the provisions of the Charter, and Regulations of the SABPP.
- VIII. I undertake to abide by the prescribed code of professional conduct of the SA Board for People Practices.
- IX. I make a personal professional commitment to the profession, to ethical standards and to excellence as detailed in the SABPP documentation.

- X. As a professional member of the SABPP, I hereby agree to abide by the principles and objectives of Continued Professional Development (CPD) as prescribed by the SABPP and complete the required forms as and when received from the SABPP.
- XI. I agree to pay the annual renewal fees.
- XII. I agree to receive electronic and other forms of communication from SABPP.
- XIII. I will update SABPP of all changes to my address, employment status and other personal contact details.
- XIV. I agree that my names, professional designation, constituent registration/s and date and status of registration will be available on the SABPP website and database for verification by interested members of the public, including present and future employers and stakeholders.

NAME IN PRINT: _____

SIGNATURE: _____

DATE: _____