



EMPOWERED TO **INFLUENCE** AND **INSPIRE!**

EXPRESSION OF INTEREST

APPOINT SUBJECT MATTER EXPERTS (SMEs) OR PROFESSIONAL BODIES/ASSOCIATIONS TO DEVELOP INSTRUMENTS & TOOLS (FOR THE IMPLEMENTATION OF EXTERNAL INTERGRATED SUMMATIVE ASSESSMENTS (EISA) EXAMINATIONS FOR REGISTERED OCCUPATIONAL QUALIFICATIONS – BANK OF 10Xsets OF QUESTION PAPERS PER OCCUPATIONAL QUALIFICATION AND RELATED MODEL ANSWERS.

SERVICES INCLUDE DEVELOPING ANSWER BOOK TEMPLATES & THE REQUIRED ADMINISTRATION FOR EACH QUESTION PAPER DEVELOPED IN THE SET

1. DELIVERABLES

1.1. Development of EISA examination instruments/tools

- 1.1.1. Develop banks of 10 x unique EISA ready examination instruments/tools for each of the registered Occupational Qualifications – see list of qualifications below.

SAQA ID Code	Qualification Title
91784	Occupational Certificate: Insurance Agent – Insurance Underwriter
117329	Occupational Certificate: Insurance Agent – Insurance Underwriter (REVIEWED)
99668	Occupational Certificate: Claims Administration – Claims Assessor
105026	Occupational Certificate: Financial Advisor
105030	Occupational Certificate: Health Care Benefits Advisor
105022	Occupational Certificate: Long-Term Insurance Advisor
105025	Occupational Certificate: Employee and Pension Fund Benefits Advisor
105021	Occupational Certificate: Investment Advisor

1.2. Related Administration:

- Develop instrument and moderations reports for each of the question papers as well as model answer for each bank
- Develop answer book templates for each question paper developed, and sign a declaration for confidentiality/non-disclosure.

2. SCOPE OF WORK

Develop banks of EISA Instruments/Tools for each of the listed occupational qualifications:

- a) Develop a bank of 10 x unique EISA ready instruments (question papers) for each of the listed OQs.
- b) Develop a bank of 10 x unique EISA ready tools (model answers) for each of the OQs listed above.
- c) Develop relevant exam script answer books/templates that candidates will use when writing examinations for each of the qualification paper developed.
- d) Develop relevant development and moderation reports for each of the question papers developed within a bank.
- e) The instruments/tools must comply with the Qualification Assessment Specification (QAS Addendum) for each OQ. The QAS addendum is a blueprint used to develop instruments for each OQ. *The QAS addendum will be provided by INSETA to the selected SME(s).*
- f) The SME must submit to INSETA a project plan highlighting development timelines.
- g) The SME must also be prepared to sign an INSETA confidentiality agreement. *The confidentiality agreement will be provided by INSETA to the selected SME(s).*

3. APPLICATION PROCESS

- a) Applicants must use **only** the applicable reply/application form to respond to this advert by close of window. The following must be attached to the completed reply/application form:
- b) Profile of Instrument Developer(s) - showing industry expertise for any or all listed qualifications with minimum 3 years relevant-work experience in the occupation.
- c) Profile of Instrument Development Moderation - showing industry expertise for any or all listed qualifications with minimum 3 years relevant work-experience in the occupation.

Applications will close on the 31st January 2023.

4. SUBMISSION INSTRUCTIONS

- a) Completed expression of interest forms, can be emailed to etqarsvp@inseta.org.za clearly stating the subject reference on the email subject line, on or before the submission due date.

5. ENQUIRES

- a) Application enquires can be forwarded to Mr Nyiko Maholobela at etqarsvp@inseta.org.za or Telephone (011) 381 8900