



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

## EXPRESSION OF INTEREST

### APPOINTMENT OF SUBJECT MATTER EXPERTS (SMEs) OR INDUSTRY PROFESSIONAL BODIES/ASSOCIATIONS FOR THE PROVISION OF SERVICES TO ASSESS/MARK AND MODERATE EXTERNAL INTEGRATED SUMMATIVE ASSESSMENT (EISA) EXAMINATION SCRIPTS FOR INSURANCE OCCUPATIONAL QUALIFICATIONS

#### 1. DELIVERABLES

The provision of services to assess/mark and moderate external integrated summative assessment (EISA) examination scripts for the following occupational qualifications:

SAQA ID Code	Qualification Title
91784	Occupational Certificate: Insurance Agent – Insurance Underwriter <b>(OLD)</b>
117329	Occupational Certificate: Insurance Agent – Insurance Underwriter <b>(NEW)</b>
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

#### 2. SCOPE OF WORK

The appointed SME(s)/Professional Body / Industry Association will be required to successfully complete the following assignments:

- 2.1. Ensure that Industry Experts/Subject Matter Experts with relevant experience are available to undertake the project.
- 2.2. Assess/mark 100% scripts for each of the occupational qualifications listed as per the table above.

- 2.3. Moderate a minimum 30% of the scripts for each of the occupational qualifications as per table above.
- 2.4. Develop marking and moderation reports for the script marking process as conducted for each of the occupational qualifications marked/moderated.
- 2.5. Meet scheduled deadlines in terms of marking and / or moderation of examination scripts as allocated.
- 2.6. Provide any other related administrative services i.e. completing mark sheets, non-disclosure agreements etc.
- 2.7. Develop and submit a project closure report highlighting the successes and challenges experienced during the script marking process.

**Applications will close on the 31st January 2023.**

### **3. APPLICATION PROCESS**

**3.1. Applicants must only the applicable advert reply/application form and submit before the advert window closing date. The following must be attached to the completed reply/application form:**

- 3.1.1. Profile of Assessor(s) - showing industry expertise for any or all listed qualifications with minimum 3 years relevant-work experience in the occupation.
- 3.1.2. Profile of Moderator(s) - showing industry expertise for any or all listed qualifications with minimum 3 years relevant work-experience in the occupation.

### **4. SUBMISSION INSTRUCTIONS**

**4.1.** Completed expression of interest forms, can be emailed to [etqarsvp@inseta.org.za](mailto:etqarsvp@inseta.org.za) clearly stating the subject reference on the email subject line, on or before the submission due date.

### **5. ENQUIRES**

**5.1.** Application enquires can be forwarded to Mr Nyiko Maholobela at [etqarsvp@inseta.org.za](mailto:etqarsvp@inseta.org.za) or Telephone (011) 381 8900.