



inseta

INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY

Verification Preparations

2 November 2023

Name of Presenter: ETQA Specialist

Division: ETQA

Aim of Verification

- Learner Implementation Quality from Start to Finish.
- Accuracy and validity of learner assessment records
- Methods and instruments are credible and rolled out as per Timetable
- Assessment and Moderation implementation and judgements are at the national standard
- Validate the reliability of assessor and moderator decisions through Verification / External Moderation (INSETA) sampling (min 10% minimum 3)
- Consider any concerns or irregularities
- *Certification is obtainable.*

When to Verify

- Learner Achieved all the Unit Standards he/she enrolled for.
- Learner has Attempted all avenues and the learner is still NYC on one or more of the unit, that learner must be included in the Verification – as either: “Achieved some but not all of the unit standards/credits for which they were enrolled” (what we call Partially Achieved) OR “Achieved zero credits” (NYC)
- In one Skills Programme, there may be learners enrolled for all the unit standards in that specific Skills Programme and there could also be learners who have previously achieved some unit standards/credits previously and will therefore only be enrolled for the unit standards he/she has to complete which fall into one or more of this SDP’s Skills Programmes.
- However, a Learner who has NOT exhausted all avenues to be deemed then he/she may NOT be included in a Verification.

Application for Verification Form

The Form must be completed and signed Correctly, Concisely and Completely.

The Form is divided into Learnerships, Qualifications, Skills Programmes, Credit Transfer and Equivalency Mapping.

Learner numbers per Section and Competency must be completed accurately and match the Assessor Report and NLRD Form: (Pre Check you documents prior to submitting to INSQA)

Number of enrolled Learners

Number of Learners Assessed

Number of Fully Competent Learners

Number of Partially Achieved Learners (Did not achieve all the Unit standards and has terminated from the programme)

Number of Not Yet Competent Learners

Applying for Verification

After Internal Moderation the SDP needs to apply for verification by forwarding the following documentation to verifications@inseta.org.za

- Request for Verification on INSETA Template
- Signed Assessor and Moderator Report/s
- Signed NLRD Upload Forms
- INSETA System generated Learner List (Proof that learner is enrolled and the enrolment date on the System)
- Credit Transfer Summary Page

Why Data must be accurate

The Learner Numbers / Competency Decisions must match across the Request Form, Assessor Report, Moderator Report and NLRDs.

This data is required to calculate

- Throughput Rate
- Moderation Sample % (25% minimum 3 portfolios)
- Reporting Data to QCTO, SAQA, Internal Audit processes, etc.
- Statistics
- May Initiate a Monitoring and Evaluation Visit or Capacity Building Intervention

Learnerships Request

Learnership Title & NQF Level			
Learnership DHET Code	13Q		
SAQA Qualification ID			
Learnership: Total Number of Credits			
INSETA LGA Number			
Employer Name			
Total Number of Enrolled Learners against this INSETA LGA Number			
Total Number of Terminations			
(A) Total Number of Assessed Learners			
(A1) Total Number of Competent Learners (Theory + Logbook)		(A2) Total Number of Partially Achieved Learners (Theory only, no Logbook)	
(A3) Total Number of Learners competent for <u>some</u> (but not all) credits / unit standards towards the Learnership		(A4) Total Number of Learners who achieved zero credits	
Total Number of Learners Moderated		Number Moderated as a Percentage of Number Assessed	%
<u>Funding:</u> Number of Learners:	INSETA Funded		
	Employer or Self – Funded		
	Other SETA Funded		

TERMINATIONS: (Strict alphabetical order by Surname; add or delete rows as required).

Total Number of Terminations			
#	Surname, First Name/s (No. of credits achieved if any)	ID Number	Reason for Termination
1.			
2.			
3.			

Learnership NLRD

LGA and Employer Details must be indicated.

Indicate all the Unit Standards the learner enrolled for and Competency Decision as achieved in the Portfolio of Evidence.

Indicate whether the Learnership has been Completed / Terminated

NLRDs must be clear, legible (to naked eye) and learners must not be cut off / continued on a second page.

Qualification Request

Qualification Title & NQF Level				
Qualification Number of Credits				
SAQA Qualification ID				
Employer Name (if INSETA-Funded)				
Total Number of Enrolled Learners				
Total Number of Assessed Learners				
Total Number of Learners Achieving the Qualification				
Total Number of Learners Moderated		As a Percentage of Number of Learners Assessed	%	
<u>Funding:</u> Number of Learners:		INSETA Funded		
		Employer or Self – Funded		
		Other SETA Funded		

Qualification NLRD

Indicate the Learner names and all the Unit Standards and Competency decision as achieved in the Portfolio of Evidence.

- Learners who are achieving the Full Qualification within **one** verification.
- Enrolled on a Qualification but only achieved Partially at this point but has 18 months / End Date of the Qualification (which ever comes first) to finish the Qualification.

Learners who is not achieving the full qualification at this stage must be reflected on the Skills Programme NLRD, aligned to each Skills Programme and Competency they have achieved on all the unit standards they attempted.

Skills Programmes

A SDP, that has accreditation for a full Qualification, can pack the qualification into Modules / Skills Programmes. (Best practice: 25 – 40 Credits each)

Learners may enrol for a specific Skills Programme instead of the Qualification, if they wish to do so or where a specific Skills Programme is needed at a specific time.

It is important to take note: All the Unit Standards in the Skills Programme must be taken from one Qualification and not a shopping basket across qualifications.

The Skills Programme is registered on the INSETA System with a SP Title and a SP Number.

The Learner can then be enrolled against a specific Skills Programme.

Skills Programme Request

Skills Programme Title & NQF Level			
Skills Programme ID Code			
Skills Programme: Number of Credits			
SAQA Qualification ID			
Employer Name (if INSETA - Funded)			
Total Number of Enrolled Learners			
(A) Total Number of Assessed Learners			
(A1) Total Number of Learners Competent for <u>all</u> credits/unit standards <u>for which they were enrolled</u>			
(A2) Total Number of Learners Competent for <u>some</u> (but not all) credits/unit standards <u>for which they were enrolled</u>			
(A3) Total Number of Learners who achieved zero credits			
Total Number of Learners Moderated		As a Percentage of Number of Learners Assessed	%
<u>Funding:</u> Number of Learners:		INSETA Funded	
		Employer or Self – Funded	
		Other SETA Funded	

Skills Programme NLRD

Complete Skills Programme Name and Code as registered on the INSETA System.
Indicate the Learner names and all the Unit Standards and Competency decision against each Skills Programme as achieved in the Portfolio of Evidence.

Each Skills Programme needs to be represented on it's own NLRD.

E.G 1 x SP1

1 x SP 2

Competency they have achieved on all the unit standards they attempted per Skills Programme

Equivalency Mapping

A Learner can qualify for a Credit Transfer on Unit Standards already achieved on a qualification in the event:

- Learner achieved a Unit Standard previously but requires the Replacement Unit Standard to achieve the Qualification.

Evidence needed:

- INSETA or Other SETA Statement of Results – If SDP can't access, please contact Nyiko
- Learner ID Copy (Certified)
- SAQA Unit Standard Printout showing achieved Unit Standards and the Replacement Unit Standard.

Mapping is indicated on the Skills Programme NLRD.

Achieved Unit Standards in indicated in brackets and the Unit Standard being achieved and its credits is indicated next to it. E.G (12164) 242584 C 2

Signed off by Assessor

Equivalency as per SAQA Documents example

SOUTH AFRICAN QUALIFICATIONS AUTHORITY	
REGISTERED UNIT STANDARD THAT HAS PASSED THE END DATE:	

SAQA US ID	UNIT STANDARD TITLE
12164	Demonstrate knowledge and insight of the Financial Advisory and Intermediary Services Act (FAIS) (Act 37 of 2002)

US ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits	Replacement Status
242584	Demonstrate knowledge and understanding of the Financial Advisory and Intermediary Services Act 2002 (FAIS) (Act 37 of 2002) as it impacts on a specific financial services sub-sector	Level 4	NQF Level 04	2	

Credit Transfers

A clear and legible ID Copy, Matric Certificate and Marriage/Divorce Certificate must be presented.

In the event of a Surname Change (not by marriage) – The Department of Home Affairs Letter must be presented.

Learner can qualify for concession based on their Grade 12 Certificate if they achieved 30% or more for OR Achieved the Unit Standard with another SETA :

Communication Unit Standards

- Level 4 Unit Standards (English)
- Level 3 Unit Standards (Any other South African Language (Afrikaans, Zulu, etc))

Credit Transfers

Learners can qualify for concession on the Mathematical Literacy Unit Standards.

- Mathematical Literacy
- Mathematics

No other variation of Maths is accepted for Concession

As per SAQA Directive the following subjects does not match the Outcomes of the Unit Standards sufficiently and therefore do not qualify.

Functional Maths

Business Maths, Etc.

Evidence: Summary Page , CT Cover Page, ID, Grade 12 Certificate and Marriage/Divorce Certificate

Credit Transfers (Do not Qualify)

In the event that a learner does not have the relevant subjects or pass mark on their Matric Certificate, the learner will need to be enrolled on the relevant Skills Programme.

The Pass Mark of the INSETA / SDP will apply to these Formative and Summative Assessments.

A SDP may increase the pass mark, as long as their Policy indicates this increase.

Eg. 100% Formative Assessment

50% Summative Assessment

CT / NLRD Summary Page

INSETA CREDIT TRANSFER: NLRD SUMMARY OF APPLICATIONS

Qualification(s) for which credit transfer/s is/are requested: (Please ensure that the unit standards selected are covered in the qualification specified)

49929

49649

57917

49835

49089

	Learner Surname (Alphabetical)	Learner First Name	Learner ID Number	Certified Copy of Learner ID Attached	Certified Copy of Matric Certificate Attached	Certified Copy of Marriage/ Divorce Certificate Attached If required	Eng		Add Lang		Maths Lit		INSETA ETQA Verifier Comments Endorsed/ Not Endorsed
							Assessor / I X	INSETA / I Y	Assessor / I X	INSETA / I Y	Assessor / I X	INSETA / I Y	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													

SDP Name	Employer Name	Assessor Name & Surname	Date of Verification
		Assessor Signature	
		Date	
SDP Accreditation Number		LGA / BSF Number	INSETA Verifier Signature

Verification evidence

- List of learners (INSETA System generated Learner Enrolment List)
- List of moderated learners
- NLRD Upload Forms (per Learnership/Qualification/Skills Programme)
- Class, Online and/or workplace attendance registers
- Copy of the Qualification/s
- Learning Programme Schedule (Timetable)
- Proof of assessor and moderator's registration with the INSETA including their current scope
- Contracts (SLAs) with assessors and moderators contracted by the provider
- Assessment / Moderation Plan
- Full Portfolio inclu. Formative and Summative Assessment / Remediation's / Logbooks / Termination Reports and Marks Matrix

Assessor Report

The **Assessor must complete, date and sign the Assessor Report** completely and correctly as specifically relevant to the Cohort being reported.

Learner Names need to be reflected in the correct Competency columns.

In the event where more than one Cohort, Learnership/Qualification or Skills Programme is reported in one report, the Learners need to be group into their specific category

Eg. Old Mutual / LGA 123 / SP1

A

B

Sanlam / LGA 456 / SP1

A

B



Moderator Report

Moderator must complete, date and sign the Moderator Report.

The Learner details of the Moderation Sample must be indicated within the report per Cohort, Qualification or Skills Programme.

Eg. Old Mutual / LGA 123 / SP1

A

B

Sanlam / LGA 456 SP 1

A

B

Moderation sample must comparison across Cohorts / Employers / Competency Decisions / Plagiarism cases.

Assessors / Moderators

Assessors and Moderators are reminded that they must validate data/information on the Reports, NLRDs, CT Summary Page **before** signing the Official Document.

By Signing the document you are taking responsibility for the Data / Unit standard Number / Competency Decisions / Information.

Incorrect Data / Information, that has been signed by the Assessor and Moderator may result in a Deregistration of Assessor and Moderator as it is violating the INSETA Code of Conduct that was signed on applying for INSETA Scope.

Capacity Building

In the event you require a copy of the Templates presented:

Please contact Ouma @ (verifications@inseta.org.za) at INSETA for the Verification Pack to be forwarded to you.

In the event you require Capacity Building / One – on – One Virtual Guidance Sessions on the Verification Process or Templates:

Please contact Unathi @ INSETA (unathij@inseta.org.za) and she will arrange for a Verifier to schedule a MS Teams Session with you.

**Your Understanding and
Feedback is important to us**





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I THANK YOU