merSETA

MANUFACTURING, ENGINEERING AND RELATED SERVICES SETA

NATIONAL SKILLS DEVELOPMENT MANAGEMENT SYSTEM (NSDMS)

ASSESSOR AND MODERATOR REGISTRATION
merSETA USER MANUAL
2019

LEADERS IN CLOSING THE SKILLS GAP

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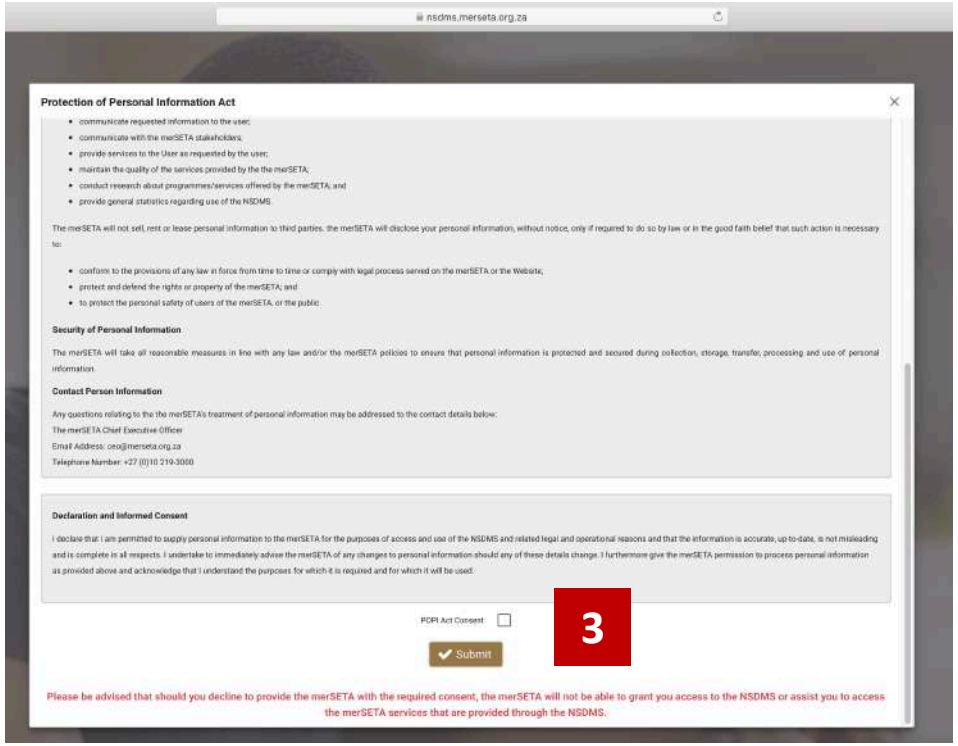
1. ASSESSOR/MODERATOR APPLICATION



1. Go to http://nsdms.merseta.org.za
2. Click on **Register**
3. Read POPI Act notice and tick POPI Act consent. Please note that you will not be able to continue using the NSDMS

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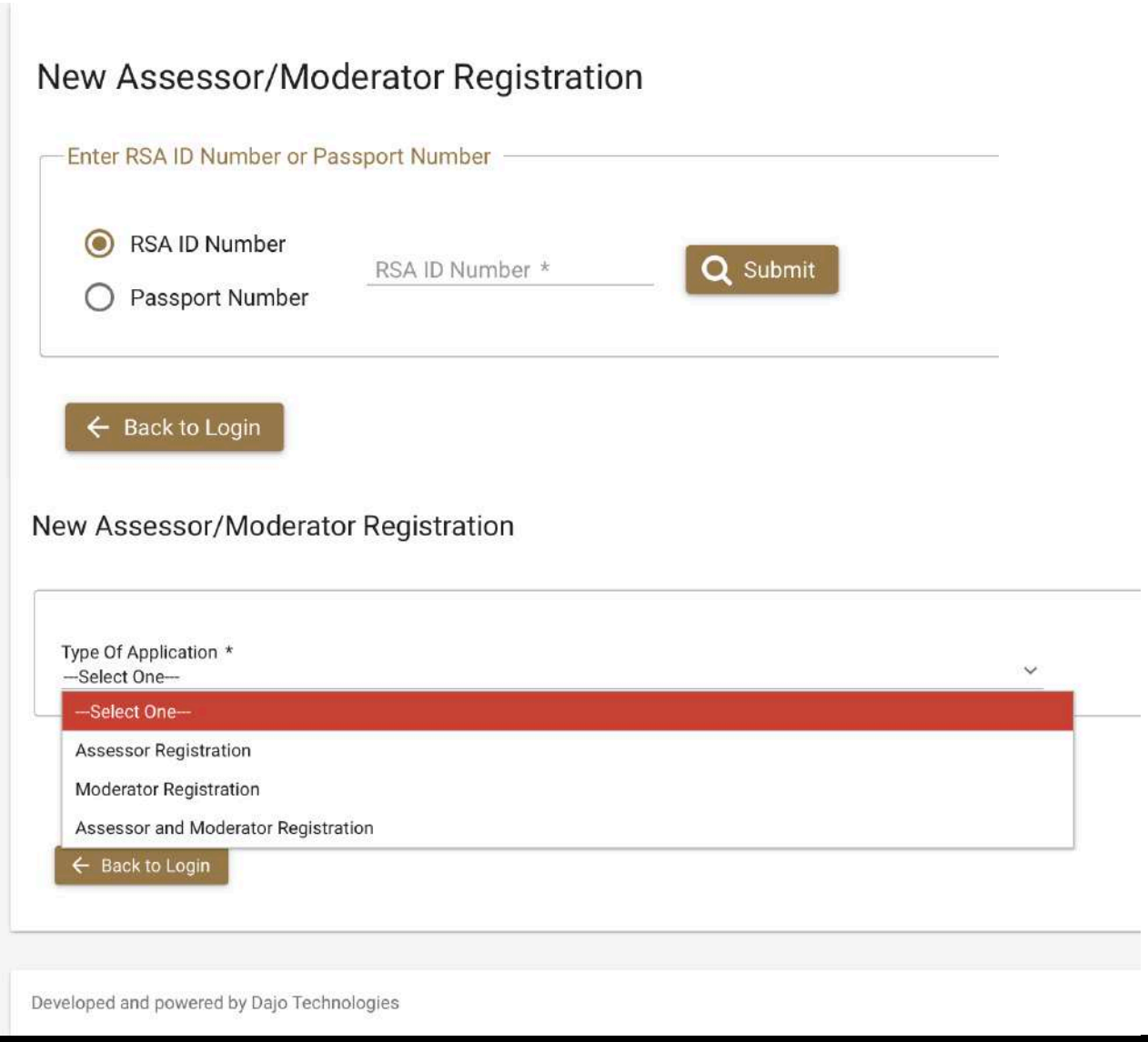
1. ASSESSOR/MODERATOR APPLICATION



4. Search for a user to see if details are already on system

5. Select type of application

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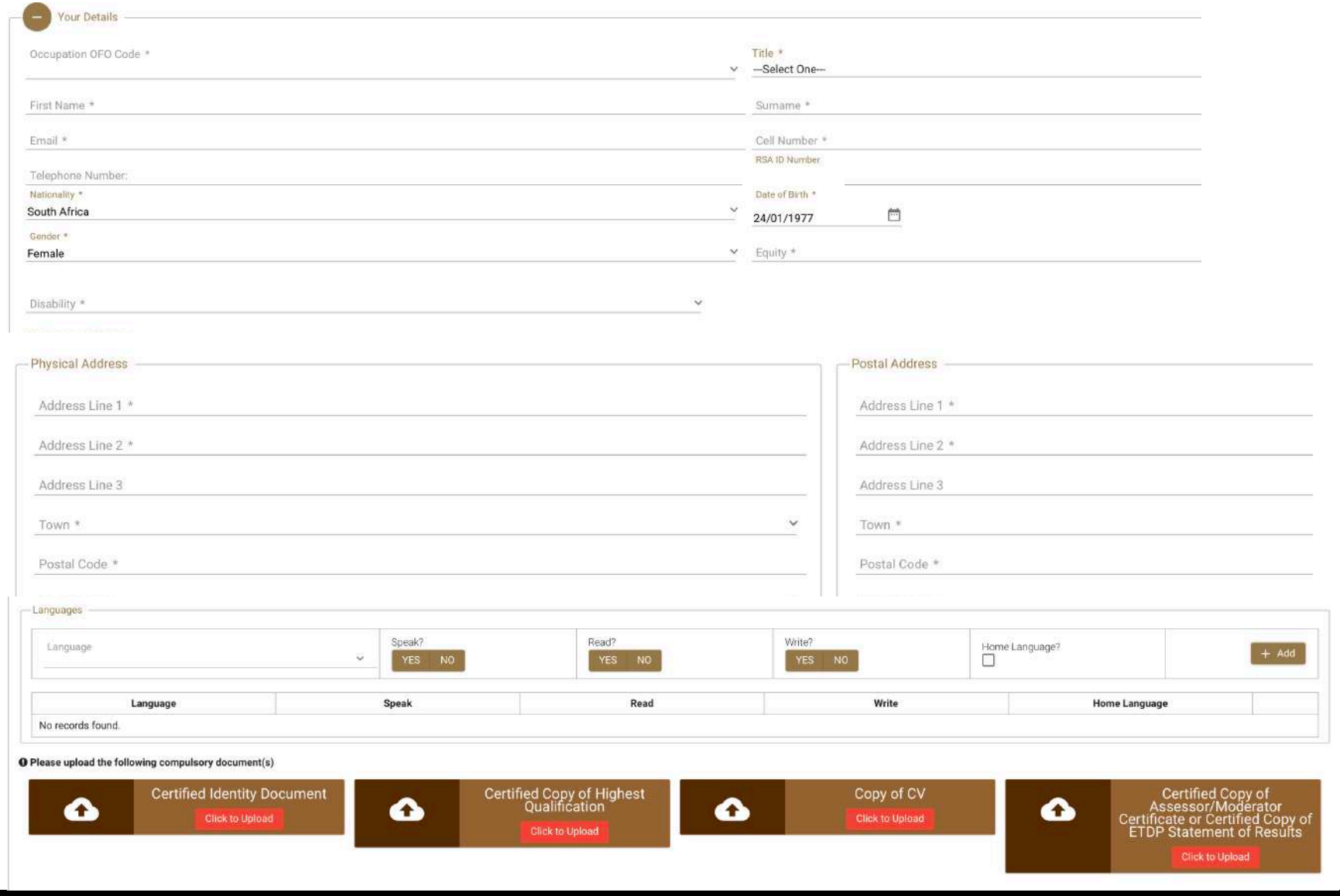
1. ASSESSOR/MODERATOR APPLICATION



6. Complete the **Your Details** section

7. Upload the required documents by clicking on **Click to Upload**

a. Certified Identity Document

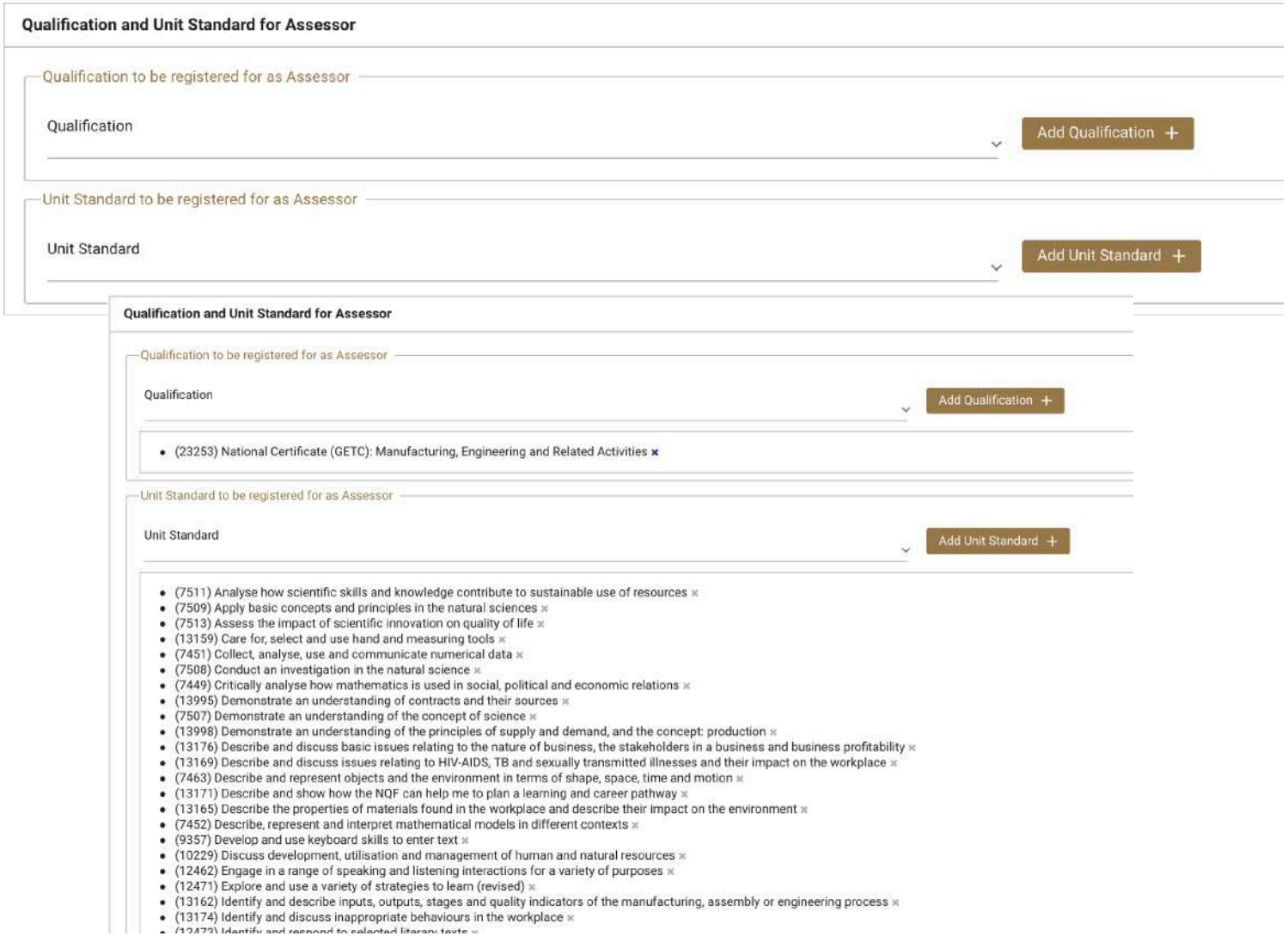
b. Certified Copy of Highest Qualification

c. Copy of CV

d. Certified Copy of Assessor/Moderator Certificate or Certified Copy of ETDP Statement of Results

8. Click on **Continue**

1. ASSESSOR/MODERATOR APPLICATION



9. Select the Qualifications you want to be registered as an Assessor for for and click on **Add Qualification** for it to be listed. If you want to change, click on the **x** and start the process again.

10. If you select a full qualification, all the associated unit standards will be automatically listed under Unit Standard.

11. You can apply for specific Unit Standards that are in qualifications that merSETA is the designated ETQA and click on **Add Unit Standard** for it to be listed. If you want to change, click on the **x** and start the process again.

Important notes:

a. The qualifications available are only those that merSETA is the designated ETQA

b. Only those qualifications that are still active on SAQA will be available

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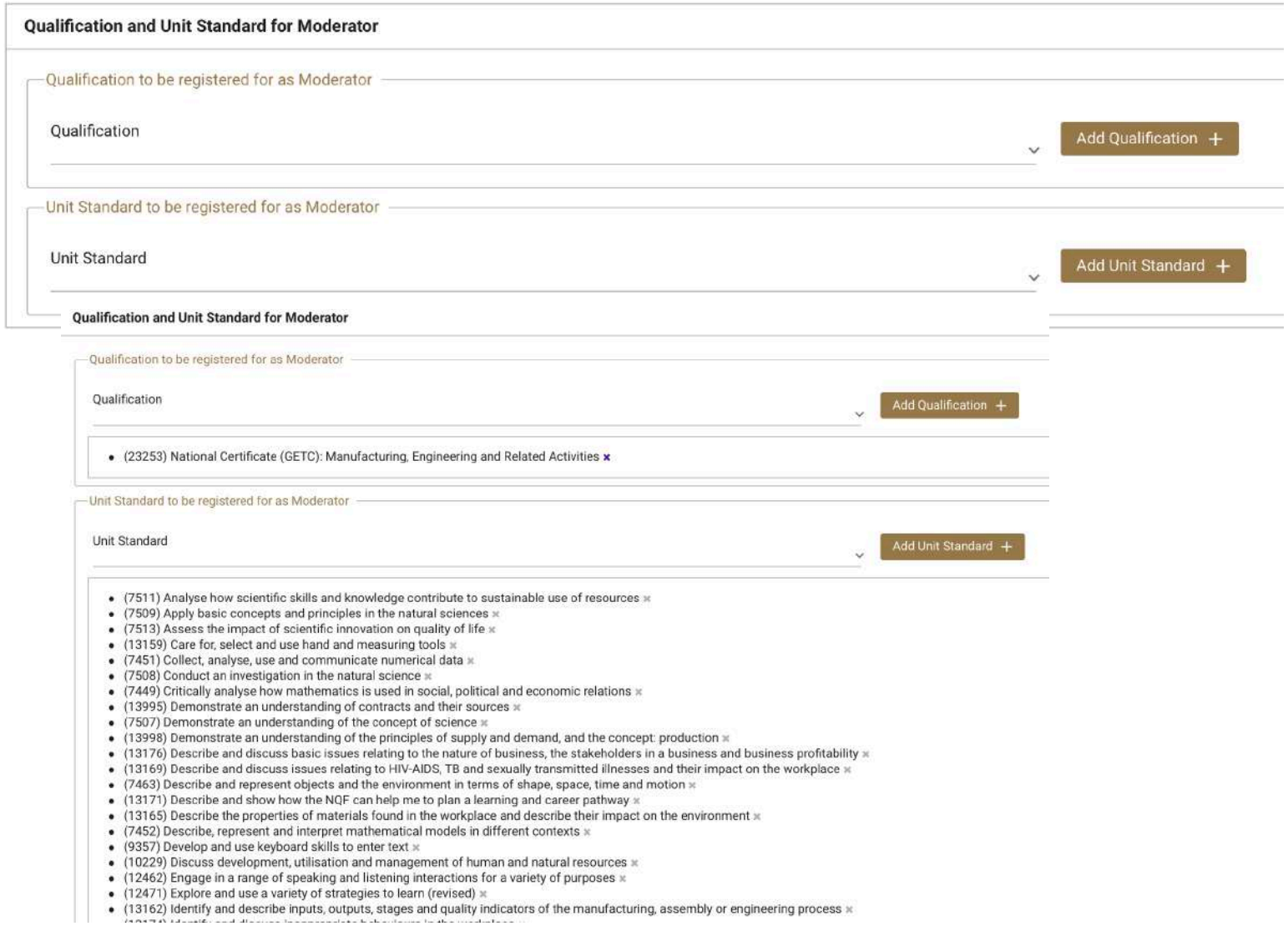
1. ASSESSOR/MODERATOR APPLICATION



12. Select the Qualifications you want to be registered as an Moderator for and click on **Add Qualification** for it to be listed. If you want to change, click on the **x** and start the process again.

13. If you select a full qualification, all the associated unit standards will be automatically listed under Unit Standard.

14. You can apply for specific Unit Standards that are in qualifications that merSETA is the designated ETQA and click on **Add Unit Standard** for it to be listed. If you want to change, click on the **x** and start the process again.

Important notes:

a. The qualifications available are only those that merSETA is the designated ETQA

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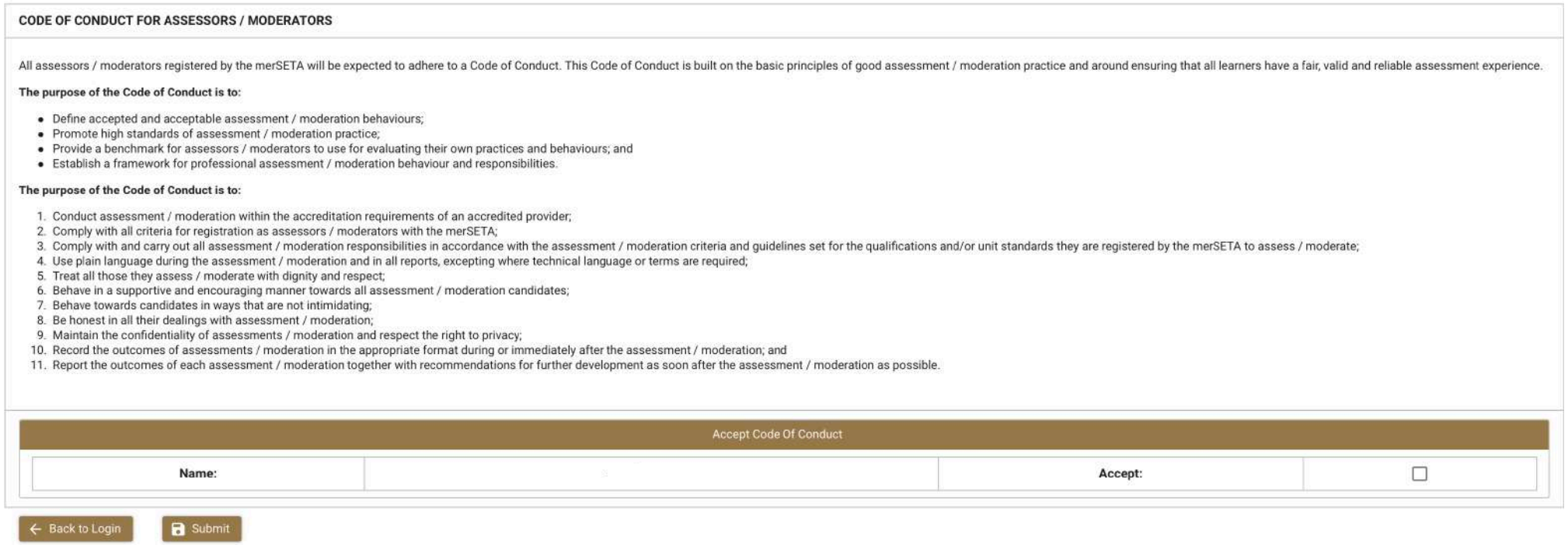
1. ASSESSOR/MODERATOR APPLICATION



CODE OF CONDUCT FOR ASSESSORS / MODERATORS

All assessors / moderators registered by the merSETA will be expected to adhere to a Code of Conduct. This Code of Conduct is built on the basic principles of good assessment / moderation practice and around ensuring that all learners have a fair, valid and reliable assessment experience.

The purpose of the Code of Conduct is to:

- Define accepted and acceptable assessment / moderation behaviours;
- Promote high standards of assessment / moderation practice;
- Provide a benchmark for assessors / moderators to use for evaluating their own practices and behaviours; and
- Establish a framework for professional assessment / moderation behaviour and responsibilities.

The purpose of the Code of Conduct is to:

1. Conduct assessment / moderation within the accreditation requirements of an accredited provider;
2. Comply with all criteria for registration as assessors / moderators with the merSETA;
3. Comply with and carry out all assessment / moderation responsibilities in accordance with the assessment / moderation criteria and guidelines set for the qualifications and/or unit standards they are registered by the merSETA to assess / moderate;
4. Use plain language during the assessment / moderation and in all reports, excepting where technical language or terms are required;
5. Treat all those they assess / moderate with dignity and respect;
6. Behave in a supportive and encouraging manner towards all assessment / moderation candidates;
7. Behave towards candidates in ways that are not intimidating;
8. Be honest in all their dealings with assessment / moderation;
9. Maintain the confidentiality of assessments / moderation and respect the right to privacy;
10. Record the outcomes of assessments / moderation in the appropriate format during or immediately after the assessment / moderation; and
11. Report the outcomes of each assessment / moderation together with recommendations for further development as soon after the assessment / moderation as possible.

Accept Code Of Conduct

Name:		Accept:	☐

← Back to Login Submit

15. Read through the **Code of Conduct**. You need to click the Accept button. You will not be able to submit without accepting the code of conduct.

16. Click on **Submit**

17. If want to start again or cancel the application, click on **Back to Login**

1. ASSESSOR/MODERATOR APPLICATION

ACKNOWLEDGEMENT OF MODERATOR REGISTRATION APPLICATION Inbox ×

4:09 PM (1 hour ago)

merSETA
MANUFACTURING, ENGINEERING AND RELATED SERVICES SETA

Dear

Your application dated 24 July 2019 is hereby acknowledged.

Please be advised that the review process may take up to eight (8) weeks.Your application will be evaluated by the ETQA Administrator and should any additional information be required, this will be communicated to you.

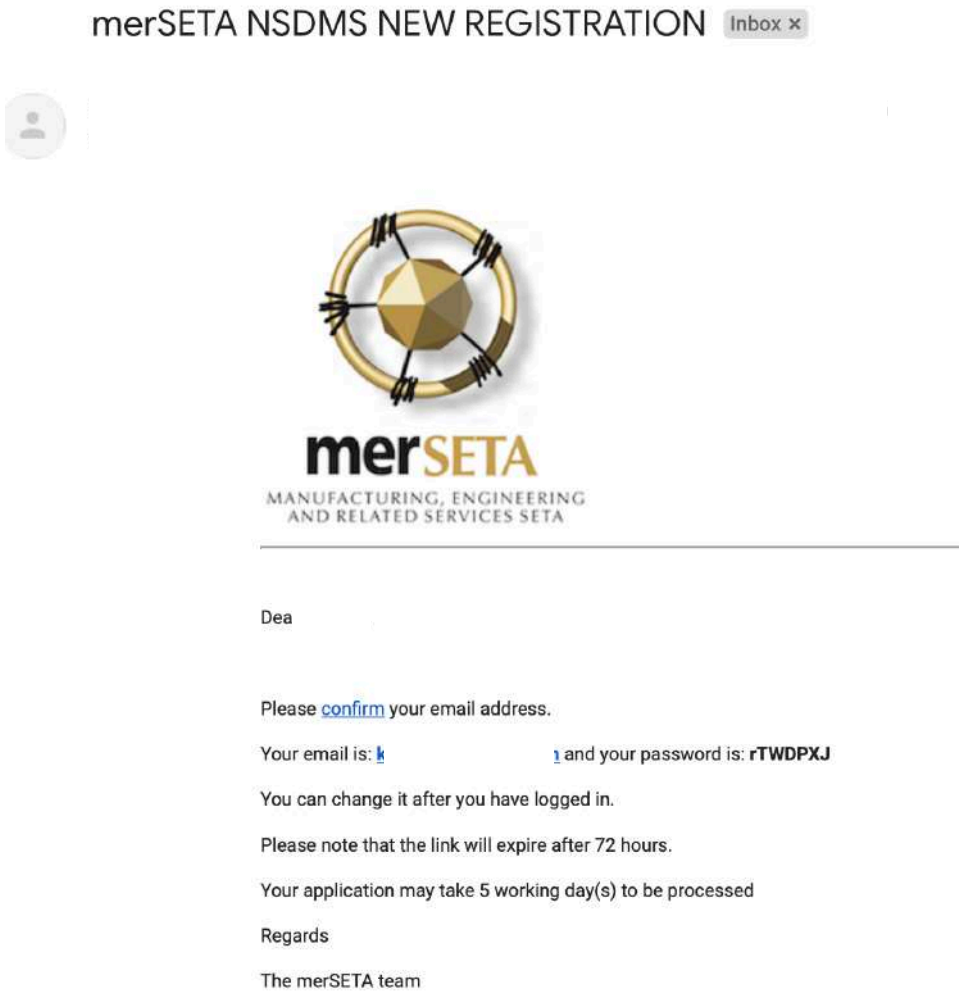
Once the evidence received indicates conformance to the registration criteria a recommendation for registration will be made to the ETQA Review Committee after which you will be informed of the decision.

Yours sincerely,

ETQA Administrator

18. An email acknowledging application will be sent to the email that has been registered

2. SYSTEM ACCESS


merSETA NSDMS NEW REGISTRATION Inbox ×

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Dea

Please confirm your email address.

Your email is: k 1 and your password is: **rTWDPXJ**

You can change it after you have logged in.

Please note that the link will expire after 72 hours.

Your application may take 5 working day(s) to be processed

Regards

The merSETA team

- If you are a **first time NSDMS user** on the system, you and you have entered your email address correctly, you will receive a new registrations notification in your email
- If an existing user, login using your system access details
- To confirm the email, click on the **confirm** link and you will be taken to a new screen

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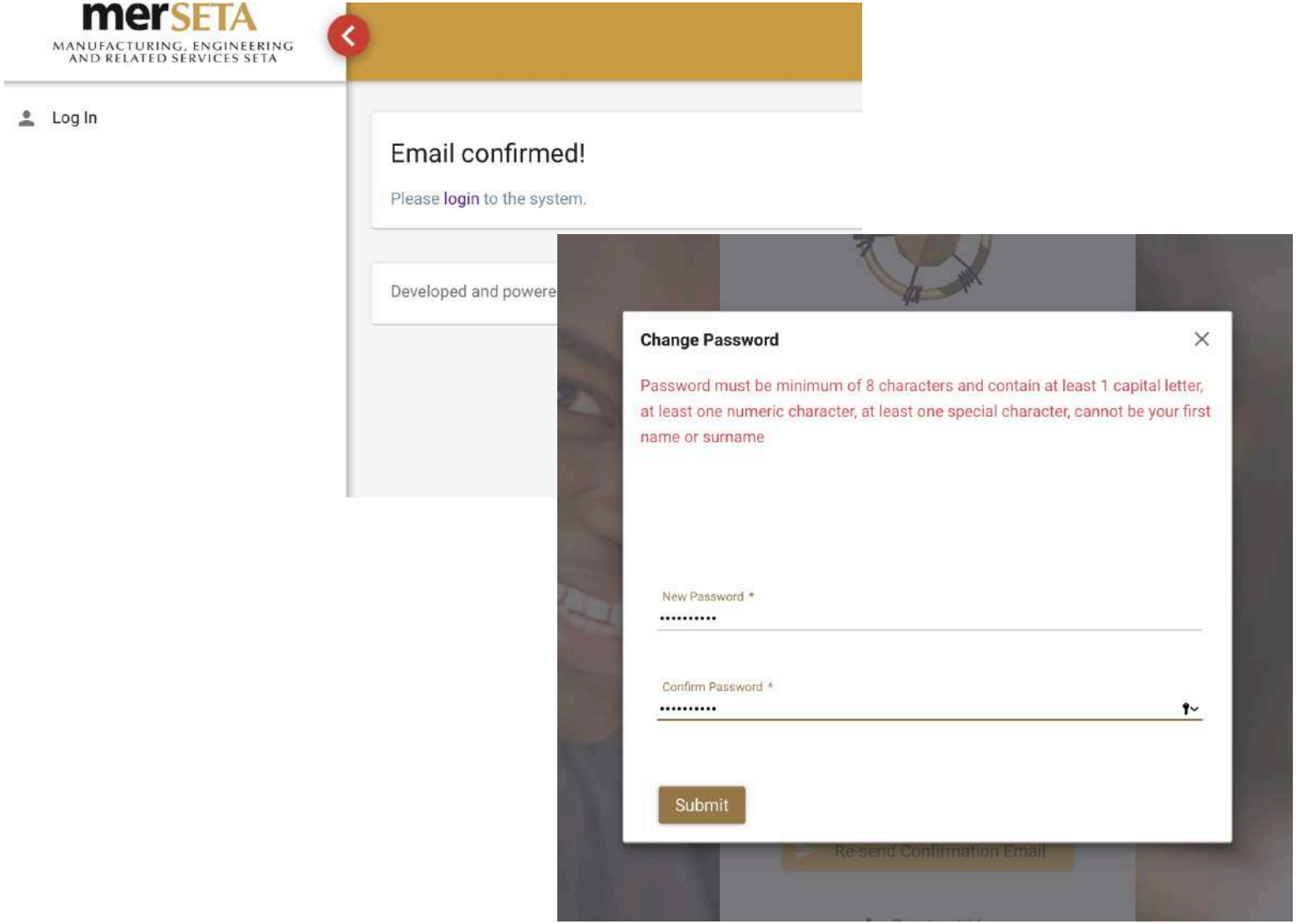
2. SYSTEM ACCESS



- An email confirmation screen will be displayed
- You must click on **login** and the system will re-direct you to a page where you are required to enter your email address and **system generated password** from your email confirmation notification
- A **Change Password** screen will pop up and you must enter your new password.
- The password must be at least 8 characters lone and must contain at least one caps (i.e. A etc) letter, one numerical character (i.e. 1, 2, 3,4 etc) and one special character (e.g. !@#$%^*& etc)

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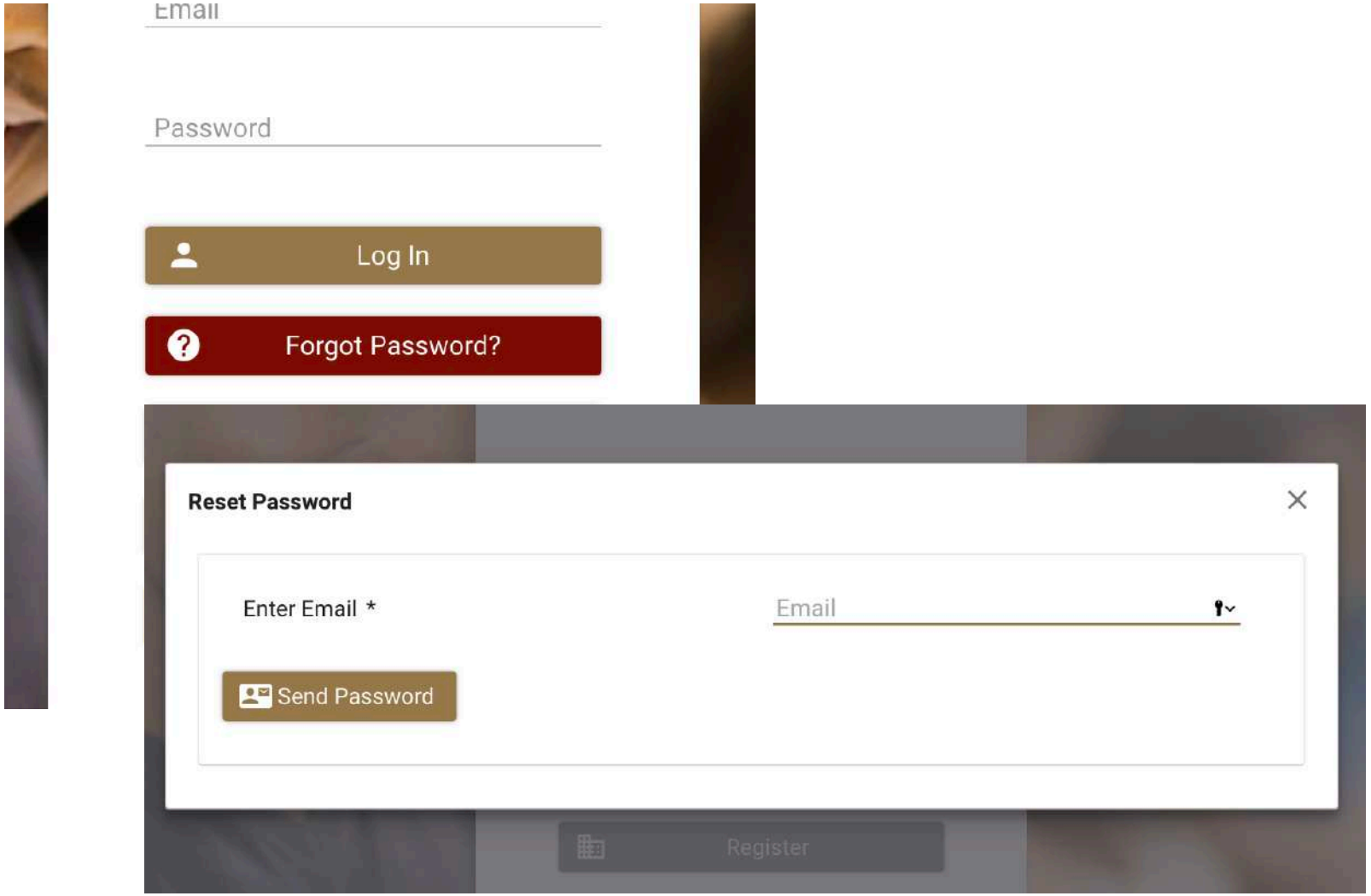
2. SYSTEM ACCESS



Password Management

- If you have forgotten your password, go to the Login page and select **Forgot Password**
- In the screen that pops up, enter your email
- A new password will be sent to your email and you will be required to complete the Change Password process.

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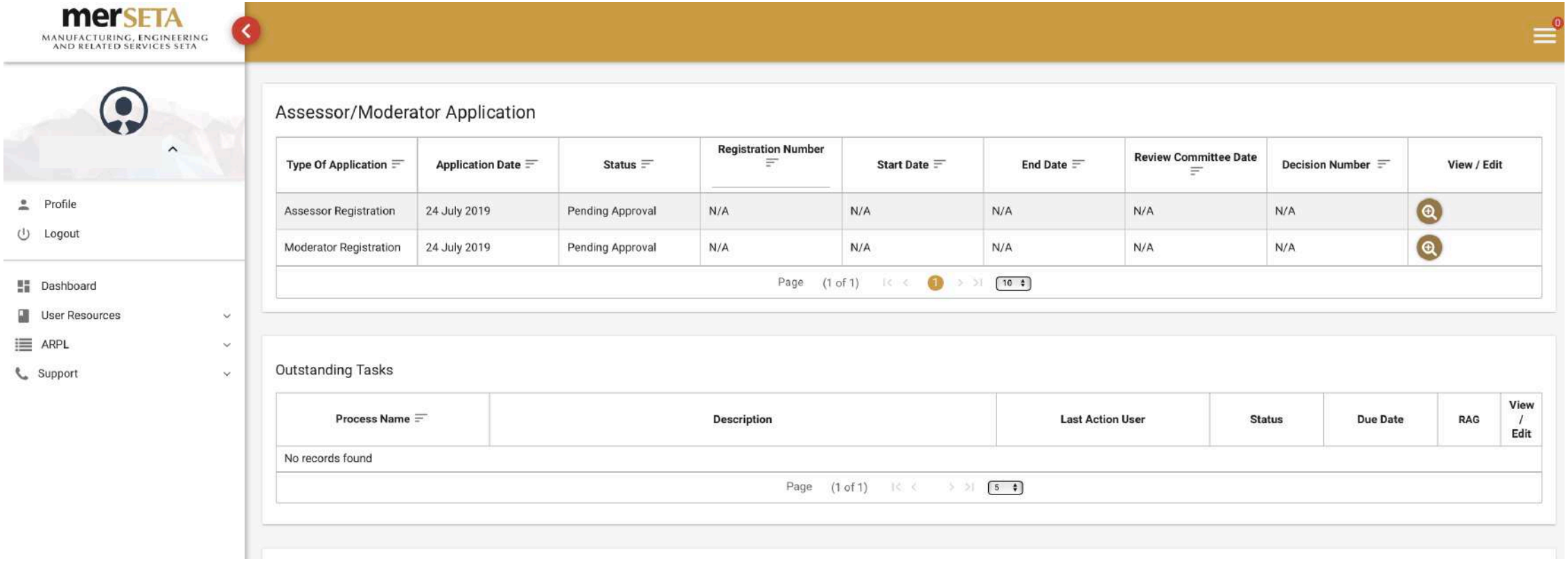
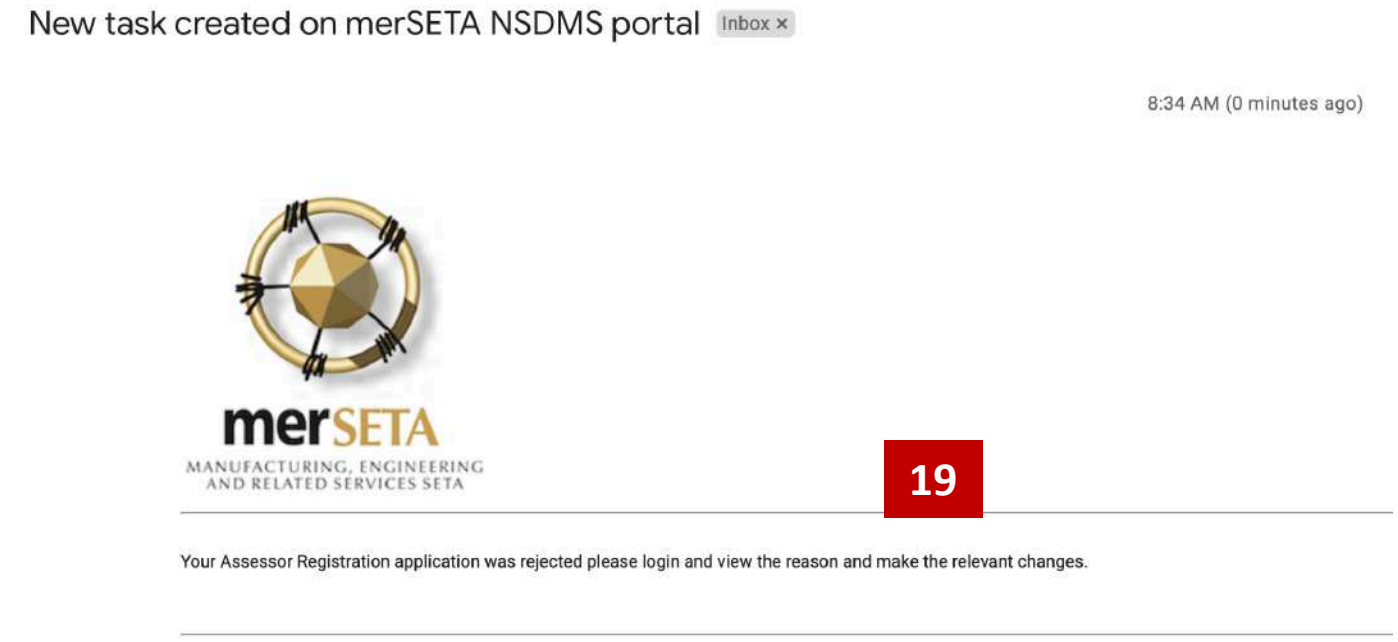
2. SYSTEM ACCESS



- You must log in using your username and password
- Your profile will be available and you will see the status of your respective application
- You can also view the supporting documents that you submitted as well as your application details by clicking on the icon under **View/Edit**

3. ASSESSOR/MODERATOR APPLICATION OUTCOME



19. The merSETA will process the application and, if not approved, you will receive an email notification and task

20. You must login using your user details and click on the icon under **View/Edit**

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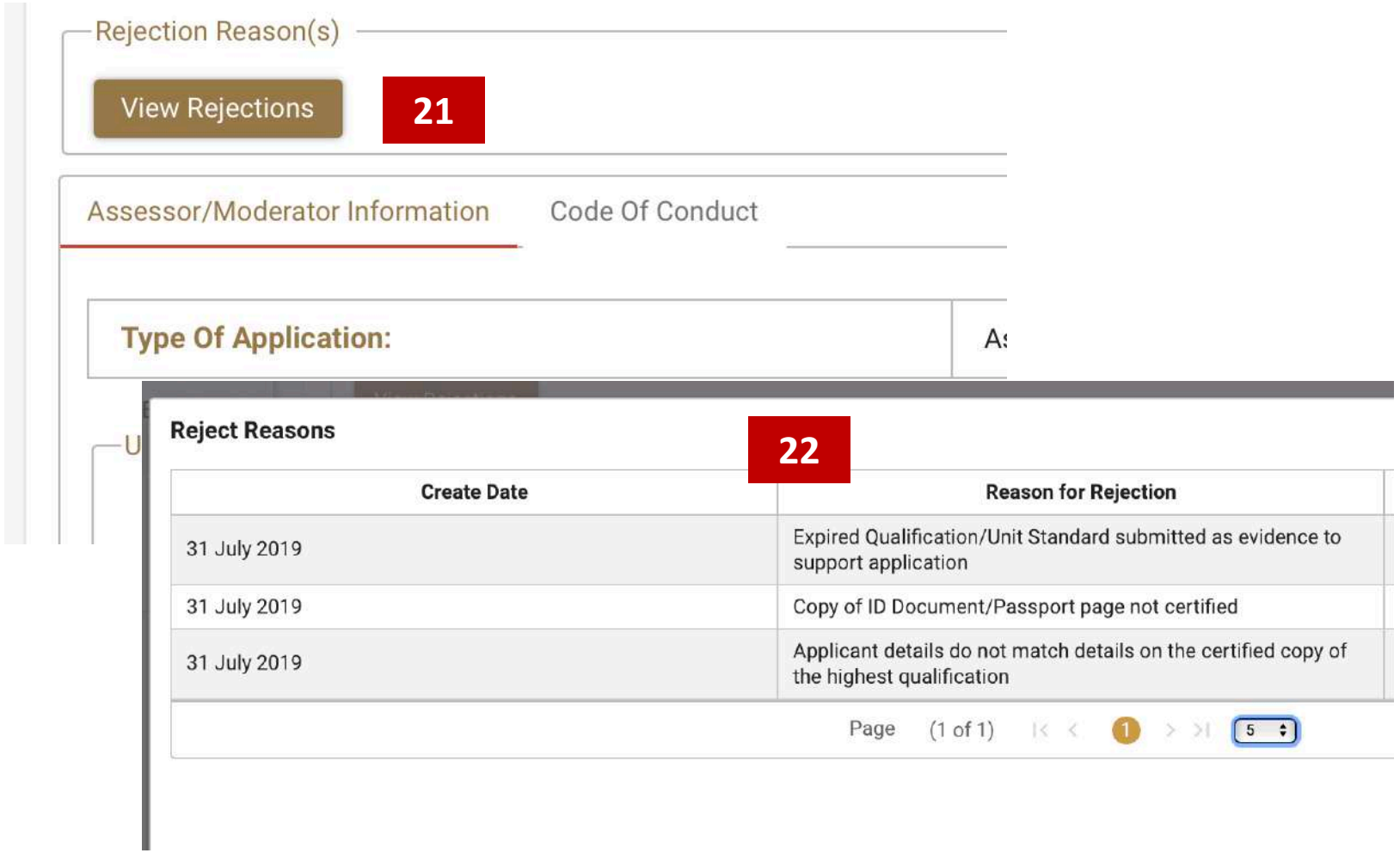
3. ASSESSOR/MODERATOR APPLICATION OUTCOME



21. Click on the View Rejections button to view the reasons why the submission has not been approved

22. Once you have attended to the issues, click on the Resubmit button and the merSETA will review the submission again

23. If the application is not approved again, you would follow steps 21 and 22 again

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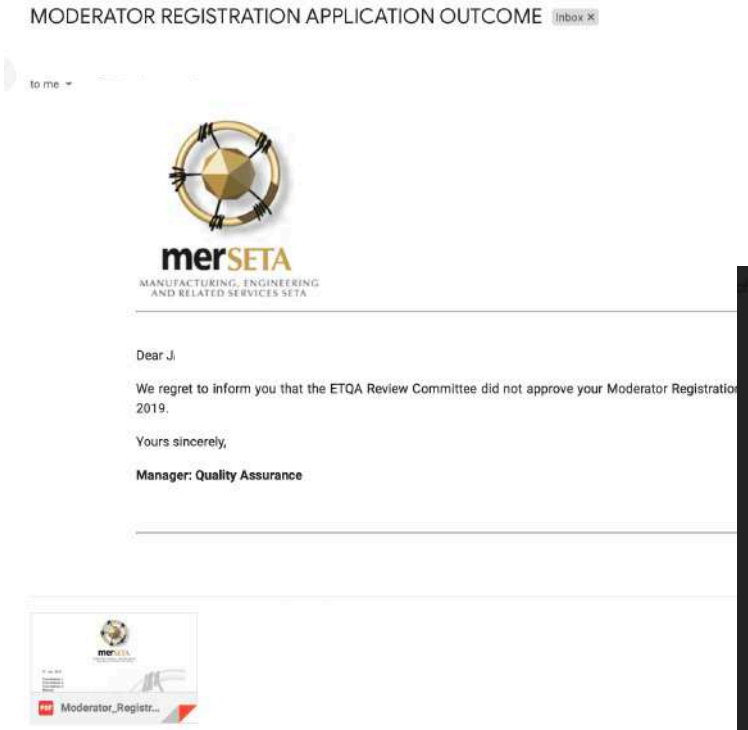
4. ASSESSOR/MODERATOR REGISTRATION FINAL OUTCOME – NOT APPROVED


MODERATOR REGISTRATION APPLICATION OUTCOME Inbox ×

to me

6:12 PM (2 minutes ago)

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MANUFACTURING, ENGINEERING AND RELATED SERVICES SETA

Dear Ji

We regret to inform you that the ETQA Review Committee did not approve your Moderator Registratio
2019.

Yours sincerely,

Manager: Quality Assurance

Moderator_Registr...

merSETA
MANUFACTURING, ENGINEERING AND RELATED SERVICES SETA

31 July 2019

Test Address 1
Test Address 2
Test Address 3
Midrand
1685

Dear M

NEW MODERATOR REGISTRATION APPLICATION OUTCOME:

We regret to inform you that the ETQA Review Committee did not approve your New Moderator Registration application at a meeting held on 31 July 2019 for the following reason(s):

- Applicant not a subject matter expert
- No evidence of expertise

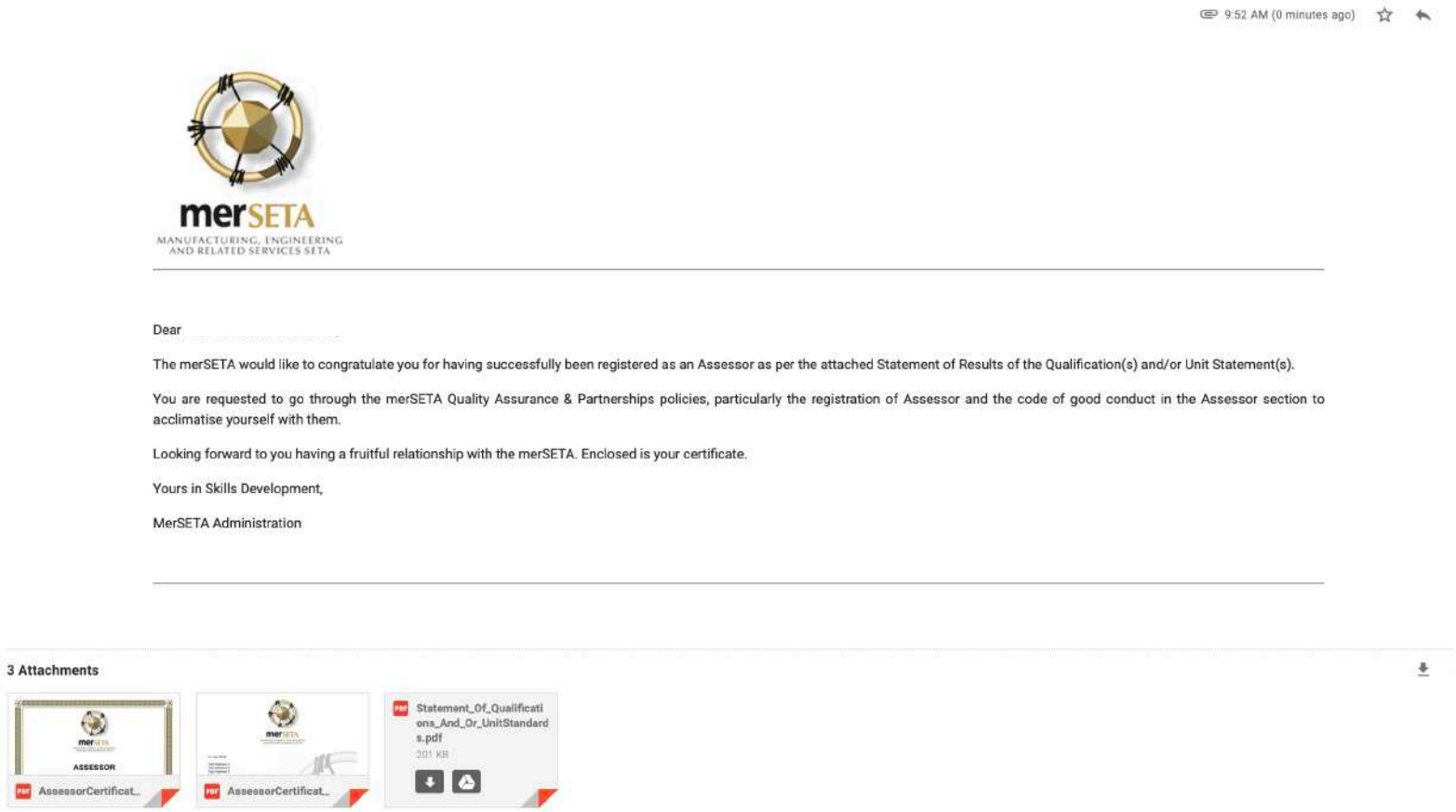
Should you wish, an appeal may be lodged against the decision of the ETQA Review Committee. The appeal must be lodged in writing within one calendar month of the ETQA Review Committee Meeting.

Yours sincerely,

Manager: Quality Assurance

24. An email will be sent to the email that has been registered to advise of the outcome, if not approved and the reason will be provided in the letter that is enclosed in the email

4. ASSESSOR/MODERATOR REGISTRATION FINAL OUTCOME - APPROVED



25. An email will be sent to the email that has been registered to advise of the approved outcome

26. Three documents will be included as part of the email

- Assessor/Moderator Registration Certificate
- Letter
- Statement of Qualifications and/or Unit Standards

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SUPPORT/ASSISTANCE CONTACT DETAILS

For further assistance, please contact the merSETA Call Centre: **0861 637 738**

REGION	CONTACT NUMBER
GAUTENG SOUTH	010 219 3000
GAUTENG NORTH	0861 637 731
EASTERN CAPE	0861 637 734
FREE STATE	0861 637 733
KWAZULU-NATAL	0861 637 736
MPUMALANGA	0861 637 735
WESTERN CAPE	0861 637 732