

FASSET Online Registration for Assessors and Moderators





Manual



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IMPORTANT INFORMATION TO NOTE BEFORE YOU START AN APPLICATION

	<p>IMPORTANT: If you intend to apply for registration for <u>unit standards</u>, you must be associated with a <u>Fasset accredited provider</u> or a <u>provider currently in the process of achieving accreditation</u>. Applications that do not meet this requirement <u>will be rejected</u>.</p>
	<p>IMPORTANT: The majority of qualifications listed are associated with a <u>professional body</u>. If a <u>letter of confirmation from the professional body</u> is not submitted with the application, the application will be <u>rejected</u>. Refer to the list of professional bodies on Fasset's website: http://www.fasset.org.za/inner?section=4&page=30</p>
	<p>IMPORTANT: Applications are subjected to an <u>initial and second evaluation</u> conducted by two different individuals. Evaluations are normally completed within <u>6-8 weeks of receipt</u>. Please only enquire as to the progress of an application if the evaluation period has been exceeded.</p>
	<p>IMPORTANT: You can only apply for moderator registration once you have been successfully registered as a Fasset assessor.</p>

FOR ASSISTANCE, PLEASE CONTACT THE FASSET PQA DEPARTMENT ON 011 476 8570

1. New Application for Assessor Registration

1.1 Step 1: Create an application

1. Go to: <http://indicium.fasset.org.za/FASSETIndicium/Account/Login.aspx>
2. At the bottom of this page, you will select 'Assessor/Moderator Registration'.

The following page will load:

Online Registration Application Type:

- **New application:** Select this option if you have not previously registered as a Fasset assessor or moderator.
- **Continue application:** Select this option if you wish to continue with an incomplete application.
- **Edit Registration:** Select this option if you wish to edit any of your current registration details. This includes personal details as well as your scope of registration.
- **Renew Registration:** Select this option if your registration has lapsed. Please note that registrations can only be renewed after the expiry date of a current registration.

3. Next to 'Online Registration Applicant Type', in the drop down options, the options will be:

- **'New application'**
- **'Continue application'**
- **'Edit registration'** and
- **'Renew registration'**

4. At the bottom of the page, a description of each option will be available:
 - **New application:** Select this option if you have not previously registered as a Fasset assessor or moderator.
 - **Continue application:** Select this option if you wish to continue with an incomplete application.
 - **Edit Registration:** Select this option if you wish to edit any of your current registration details. This includes personal details as well as your scope of registration.
 - **Renew Registration:** Select this option if your registration has lapsed. Please note that registrations can only be renewed after the expiry date of a current registration.

The screenshot shows the 'INDICIUM' application form. The 'Online Registration Applicant Type' is set to 'Assessor' and the 'Online Registration Application Type' is set to 'New application'. The 'ID Number' field contains '88888'. Below the form, there are 'Next' and 'Cancel' buttons. A detailed description of the application types is provided at the bottom of the form:

- **New application:** Select this option if you have not previously registered as a Fasset assessor or moderator.
- **Continue application:** Select the option if you wish to continue with an incomplete application.
- **Edit Registration:** Select this option if you wish to edit any of your current registration details. This includes personal details as well as your scope of registration.
- **Renew Registration:** Select this option if your registration has lapsed. Please note that registrations can only be renewed after the expiry date of a current registration.

5. Next to 'Online Registration Applicant Type ', you will select '**Assessor**' from the drop down box.
6. Next to 'Online Registration Application Type', you will select '**New application**' from the drop down box
7. Next to 'ID number' you will type in your ID number in the text box.
8. Select 'Next'

1.2 Step 2: Person Details

The screenshot shows the 'INDICIUM' application form. The page header shows 'FASSET SETA Management System' and 'Make the future count'. The application number 'ASS2015000029' is highlighted with a red circle. The page also shows 'INDICIUM - APPLICATION NUMBER: ASS2015000029 (KEEP FOR FUTURE ACCESS TO APPLICATION)'. The page title is 'Step 2: Person Details'.

1. You will find your application number at the top of the 'Person Details' page. You will use this number throughout the whole application process for Assessors.
2. All fields, except '**Telephone Number**' and '**Fax number**' are compulsory

3. Please ensure that the email you provide is correct as this will be used during the registration process.
4. Next to 'Physical Code', insert the code of the area you live in. When this is inserted, the system will automatically pull up your Physical Municipality, Physical Urban Rural and Physical Province. Please ensure that your Physical code is correct.
5. If you want to use your Physical Address for your Postal Address, tick the box. The same information from 'Physical Address' will be automatically populated in the 'Postal Address' section. If not, insert your Postal Address manually.

INDICIUM - APPLICATION NUMBER: ASS/2015/000020 (KEEP FOR FUTURE ACCESS TO APPLICATION)

Step 2: Person Details

ID No	<input type="text" value="1122334"/>
Alternate ID Type	<input type="text" value="None"/>
Title	<input type="text" value="Miss"/>
First Name	<input type="text" value="Mary"/>
Middle Name	<input type="text" value="Catherine"/>
Surname	<input type="text" value="Katende"/>
Initials	<input type="text" value="MC"/>
Date Of Birth	<input type="text" value="28/07/1983"/>
Gender	<input type="text" value="Female"/>
Equity	<input type="text" value="Black: African"/>
Disability	<input type="text" value="None"/>
Home Language	<input type="text" value="English"/>
Nationality	<input type="text" value="South Africa"/>
Citizen Residential Status	<input type="text" value="South Africa"/>
Socio Economic Status	<input type="text" value="Unemployed"/>
Telephone Number	<input type="text"/>
Cell Phone Number	<input type="text" value="0713182944"/>

Cell Phone Number	<input type="text" value="0713182944"/>
Fax Number	<input type="text"/>
E Mail	<input type="text" value="jkatende@dtss.co.za"/>
Physical Code	<input type="text" value="0181"/>
Physical Address 1	<input type="text" value="20 Riverside"/>
Physical Address 2	<input type="text" value="Wild Street"/>
Physical Address 3	<input type="text" value="Newlands"/>
Physical Municipality	<input type="text" value="Tshwane Metro"/>
Physical Urban Rural	<input type="text" value="Urban"/>
Physical Province	<input type="text" value="Gauteng"/>
Use Physical Address For Postal Address?	<input checked="" type="checkbox"/>
Postal Code	<input type="text" value="0181"/>
Postal Address Line 1	<input type="text" value="20 Riverside"/>
Postal Address Line 2	<input type="text" value="Wild Street"/>
Postal Address Line 3	<input type="text" value="Newlands"/>
Postal Municipality	<input type="text" value="Tshwane Metro"/>
Postal Urban Rural	<input type="text" value="Urban"/>
Postal Province	<input type="text" value="Gauteng"/>

6. Select 'Save'. If there is any required information that you haven't provided, you will not be able to move on to the next page until you have filled in that information.
7. Then select 'Next'.

After you have completed the 'Person Details' form, an email will be sent to the email you provided. This email will contain your username and password details. Should you log out for whatever reason and want to continue with your application, you will use this username and password, as well as your ID number.



***Note: When you log in again, next to the 'Online Registration Assessor Type', from the drop down you will select 'Continue Application' as the application process is still open.**

1.3 Step 3: ETD P SETA Achievement Details



1. Only persons who have achieved unit standard with SAQA ID 115753, 9927 or 7978 will be accepted for assessor registrations.
2. It is compulsory to fill in all these fields. If you don't, you will not be able to move on to the next page.
3. To add your assessor achievement details, click on the 'Create' button

4. Select the 'Save' button after all information is inserted
5. The ETDP SETA issued Statement of Results must be uploaded. If assessor training was completed less than a year ago, and the ETDP SETA Statement of Results is not yet available, please upload the certificate issued by the training provider
6. Applications without confirmation of achievement of the assessor unit standard will be rejected
7. If you want to add more qualifications, select the 'Create' button again
8. If you want to remove a qualification, select the line item and select the 'Remove' button
9. If you want to edit the qualification, select the line item and select the 'Edit' button
10. If satisfied, then select the 'Next' button

1.4 Step 4: Employment Details

1. Next to 'Employment Status', if you select 'Self Employed' from the drop down option, then it isn't necessary to fill in the other fields.

- If you select 'Full Time Employed' from the drop down box, then it is compulsory to fill in the other fields.

- Select 'Save', then select 'Next'.

1.5 Step 5: Qualification Scope

- If you wish to **only apply for unit standards**, select 'Next'
- Otherwise, select 'Link Qualification Scope'
- Select the 'Search' button and a list of qualifications will pop up.
- Add the qualifications you wish to apply for.
- You can add more than one qualification. No duplication of qualifications is allowed.

LINK QUALIFICATION SCOPE

SAQA Qualification ID

SAQA Qualification Title

Select	SAQA Qualification ID	SAQA Qualification Title
<input type="checkbox"/>	20366	National Diploma: Financial Accounting
<input type="checkbox"/>	20391	Post Graduate Diploma: Professional Accountant in Practice
<input checked="" type="checkbox"/>	20392	Post Graduate Professional Qualification: Professional Accountant in Business
<input type="checkbox"/>	20397	Certificate: Certified Accounting Technician
<input type="checkbox"/>	20398	Certified Diploma: Accounting and Finance
<input type="checkbox"/>	20400	Professional Qualification: Chartered Management Accountant
<input type="checkbox"/>	23618	Certificate: Office Administration
<input type="checkbox"/>	23619	Higher Certificate: Office Administration
<input type="checkbox"/>	23653	National Diploma: Financial Markets
<input type="checkbox"/>	24418	National Certificate: Business Accounting
<input type="checkbox"/>	35957	Diploma: Management
<input type="checkbox"/>	35958	Diploma: Office Administration
<input type="checkbox"/>	36213	National Diploma: Technical Financial Accounting
<input type="checkbox"/>	48736	National Certificate: Small Business Financial Management

6. Select the boxes for the qualifications you want to select.
7. After selecting the necessary qualifications, click on the 'Link' button below. The selected qualifications should be displayed.
8. If you want to delete the Qualification ID, select the line item and select the 'Remove' button



IMPORTANT:

The majority of qualifications listed are associated with a professional body. If a letter of confirmation from the professional body is not submitted with the application, the application will be rejected. Refer to the list of professional bodies on Fasset’s website: <http://www.fasset.org.za/inner?section=4&page=30>

SQA Qualification ID	SQA Qualification Title	Credits	Qualification Registration Start Date	Qualification Registration End Date	Qualification Last Date For Enrolment	Qualification Last Date For Achievement
20366	National Diploma: Financial Accounting	200	01/07/2012	30/06/2015	29/06/2016	29/06/2019
20391	Post Graduate Diploma: Professional Accountant in Practice	480	01/07/2012	30/06/2015	29/06/2016	29/06/2019

9. Select the ‘Next’ button once you are satisfied that all qualifications have been added.

1.6 Step 6: Unit Standard Scope



IMPORTANT:

If you intend to apply for registration for unit standards, you must be associated with a Fasset accredited provider or a provider currently in the process of achieving accreditation. Applications that do not meet this requirement will be rejected.



1. Select ‘Link Unit Standard Scope’
2. Select ‘Search’ for a list of Unit Standards to appear.
3. You can add more than one Unit Standard. No duplication of Unit standards is allowed.
4. Select the ‘Link’ button on the bottom. The Unit Standards that you selected should be displayed.



LINK UNIT STANDARD SCOPE

SAQA Unit Standard ID

SAQA Unit Standard Title

Select	SAQA UNIT Standard ID	SAQA Unit Standard Title
<input type="checkbox"/>	7177	Attend to customer enquiries face-to-face and on the telephone in a banking environment
<input checked="" type="checkbox"/>	8647	Apply workplace communication skills
<input type="checkbox"/>	8648	Demonstrate an understanding of professional values and ethics
<input type="checkbox"/>	8662	Analyse and communicate workplace data
<input type="checkbox"/>	9010	Demonstrate understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations
<input type="checkbox"/>	9012	Investigate life related problems using data and probabilities
<input type="checkbox"/>	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts
<input type="checkbox"/>	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems
<input type="checkbox"/>	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts
<input type="checkbox"/>	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues
<input type="checkbox"/>	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues.
<input type="checkbox"/>	110023	Present information in report format

5. Select the boxes next to the unit standards that you want to apply for.
6. After selecting the necessary unit standards, click on the 'Link' button below. The selected unit standards should be displayed.

INDICIUM - APPLICATION NUMBER: ASS/2015/000020 (KEEP FOR FUTURE ACCESS TO APPLICATION)

Step 3: Unit Standard Scope

Link Unit Standard Scope Remove

SQA Unit Standard ID	SQA Unit Standard Title	Credits	Unit Standard Registration Start Date	Unit Standard Registration End Date	Unit Standard Last Date For Enrolment	Unit Standard Last Date For Achievement
7177	Attend to customer enquiries face-to-face and on the telephone in a banking environment	4	01/07/2012	30/06/2015	30/06/2016	30/06/2019
8547	Apply workplace communication skills	10	01/07/2012	30/06/2015	30/06/2016	30/06/2019
8548	Demonstrate an understanding of professional values and ethics	10	01/07/2012	30/06/2015	30/06/2016	30/06/2019

Back Next

- If you want to remove a unit standard, select the line item and the 'Remove' button will be highlighted.

INDICIUM - APPLICATION NUMBER: ASS/2015/000020 (KEEP FOR FUTURE ACCESS TO APPLICATION)

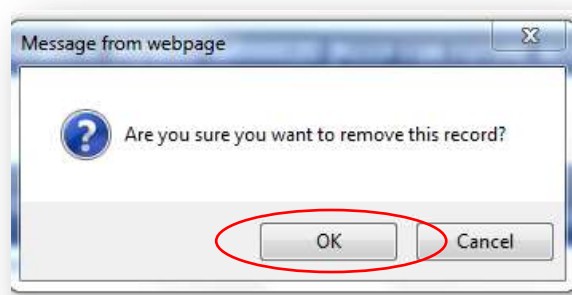
Step 3: Unit Standard Scope

Link Unit Standard Scope Remove

SQA Unit Standard ID	SQA Unit Standard Title	Credits	Unit Standard Registration Start Date	Unit Standard Registration End Date	Unit Standard Last Date For Enrolment	Unit Standard Last Date For Achievement
7177	Attend to customer enquiries face-to-face and on the telephone in a banking environment	4	01/07/2012	30/06/2015	30/06/2016	30/06/2019
8547	Apply workplace communication skills	10	01/07/2012	30/06/2015	30/06/2016	30/06/2019
8548	Demonstrate an understanding of professional values and ethics	10	01/07/2012	30/06/2015	30/06/2016	30/06/2019

Back Next

- Select the 'Remove' button and a pop up box will appear. Select 'OK'.



- The unit standard will now be deleted.

INDICIUM - APPLICATION NUMBER: ASS/2015/000020 (KEEP FOR FUTURE ACCESS TO APPLICATION)

Step 3: Unit Standard Scope

Link Unit Standard Scope Remove

SQA Unit Standard ID	SQA Unit Standard Title	Credits	Unit Standard Registration Start Date	Unit Standard Registration End Date	Unit Standard Last Date For Enrolment	Unit Standard Last Date For Achievement
8547	Apply workplace communication skills	10	01/07/2012	30/06/2015	30/06/2016	30/06/2019
8548	Demonstrate an understanding of professional values and ethics	10	01/07/2012	30/06/2015	30/06/2016	30/06/2019

Back Next

- Select the 'Next' button once you are satisfied that all unit standards have been added.

1.7 Step 7: Document Uploads

1. It is compulsory to upload all documents for applications which include full qualifications, except for qualification 49021 and 57901 where professional body confirmation is not required. The system will provide you with feedback if compulsory documents have been omitted after you click on 'Save' and 'Next'.
2. If all documents have been uploaded, select 'Save' and 'Next'

1.8 Step 8: Terms and Conditions

1. Before you can move on to the next page, you have to agree to both the Terms and Conditions and the Code of Conduct.
2. Select the 'click here' link underneath 'Terms and Conditions', and a document containing the Terms and Conditions will open. Once you have read this, you will see a little box just underneath the link, and next to that box will be 'Accept Terms and Conditions'.



3. Select the box if you agree with the Terms and Conditions.
4. Select the 'click here' link underneath 'Code of Conduct', and a document containing the Code of Conduct will open. Once you have read this, you will see a little box just underneath the link, and next to that box will be 'Accept Code of Conduct'.



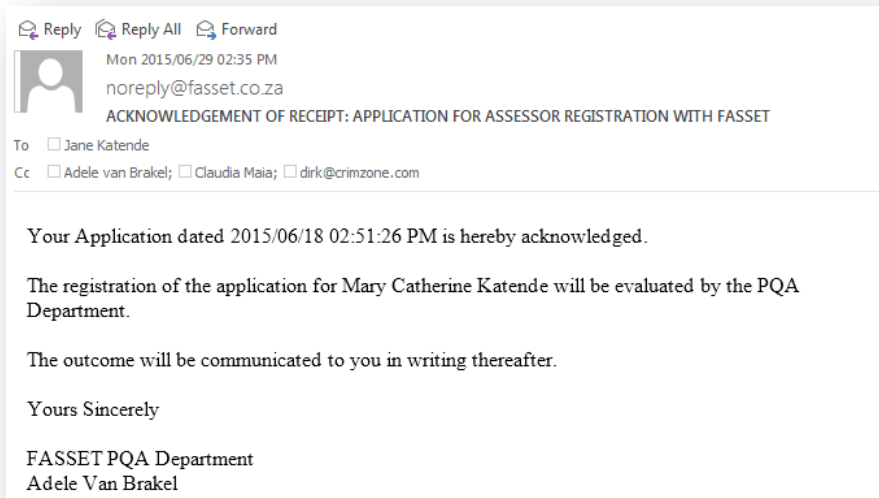
5. Select the box if you agree with the Code of Conduct
6. Underneath 'Website', there will be a box you can select if you give consent to your details being published on the FASSET website. ***Note: This is not compulsory.**
7. Select 'Save' and 'Next'

1.9 Step 9: Submit application


1. If you want to go through your application before submitting it, just select the 'Back' button.
2. If satisfied with the details provided, select the 'Submit Application' button and a message will appear: **'The application has been submitted'**.



- As soon as you have submitted your application, you will receive an email confirming receipt.



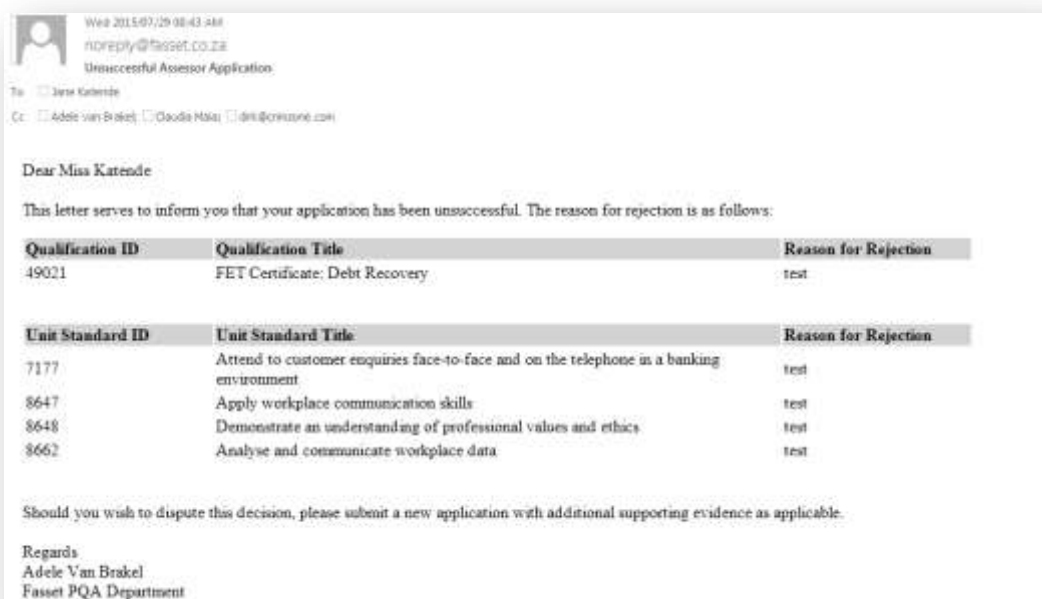
***Note: While your application is under evaluation, you will not be able to edit/change your details from your application form. You will only be able to once you get feedback on your application.**

	<p>IMPORTANT:</p> <p>Applications are subjected to an <u>initial and second evaluation</u> conducted by two different individuals. Evaluations are normally completed within <u>6-8 weeks of receipt</u>. Please only enquire as to the progress of an application only if the evaluation period has been exceeded.</p>
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- Once your application has been approved/rejected, you will get an email of confirmation.
 - If it has been approved, the assessor will officially be registered. The email will also contain the programmes that have been accepted or excluded from the scope



- If it has been rejected, the email will confirm this and contain the reasons why the application was unsuccessful. You will have to submit a new application with additional supporting evidence as applicable



1. New Application for Moderator Registration



IMPORTANT:

You can only apply for moderator registration once you have been successfully registered as a Fasset assessor.

1.1 Step 1: Create an application

1. Go to: <http://indicium.fasset.org.za/FASSETIndicium/Account/Login.aspx>
2. At the bottom of this page, you will select 'Assessor/Moderator Registration'.

INDICIUM

Step 1: Application Type

Online Registration Applicant Type: Moderator

Online Registration Application Type: New application

ID Number: 22222

Username: 22222

Password: *****

Please [click here](#) if you need an e-mail reminder of your User Name and Password

Next Cancel

Online Registration Application Type

- New application: Select this option if you have not previously registered as a Fasset assessor or moderator.
- Continue application: Select this option if you wish to continue with an incomplete application.
- Edit Registration: Select this option if you wish to edit any of your current registration details. This includes personal details as well as your scope of registration.
- Renew Registration: Select this option if your registration has lapsed. Please note that registrations can only be renewed after the expiry date of a current registration

1. Next to 'Online Registration Type ID', you will select 'Moderator' from the drop down box.
2. Next to 'Online Registration Type ID', you will select '**New application**' from the drop down box
3. Type in your ID number, username and password
4. Select 'Next'

***Note: If you have forgotten your username and password, select the 'click here' link.**

The following page will appear. Insert your ID number and an email with your username and password will be sent to you via the email you provided when you registered for the assessor application.

INDICIUM

Step 1: Application Type

Enter ID Number

Submit Cancel

2.2 Step 2: Person Details

1. You will find your application number at the top of the 'Person Details' page. You will use this number throughout the whole application process for Moderators.

HOME

INDICOP - APPLICATION NUMBER: MO0201500007 (Keep for future access to application)

Step 2: Person Details

ID No	<input type="text"/>
Alternate ID Type	None
Title	Mr
First Name	Jane
Middle Name	Sarah
Surname	Katende
Initials	JK
Date Of Birth	21/05/1985
Gender	Female
Ethnicity	Black African
Disability	None
Home Language	English
Nationality	South Africa
Citizen Residential Status	South Africa
Socio Economic Status	Employed
Telephone Number	04020600
Cell Phone Number	075888899

Cell Phone Number	075888899
Fax Number	<input type="text"/>
E Mail	katende@the.co.za
Physical Code	0781
Physical Address 1	30 Riverside
Physical Address 2	Residence
Physical Address 3	<input type="text"/>
Physical Municipality	Tshwane Metro
Physical Urban Rural	Urban
Physical Province	Gauteng
Use Physical Address For Postal Address?	<input checked="" type="checkbox"/>
Postal Code	0781
Postal Address Line 1	30 Riverside
Postal Address Line 2	Residence
Postal Address Line 3	<input type="text"/>
Postal Municipality	Tshwane Metro
Postal Urban Rural	Urban
Postal Province	Gauteng

2. The information you provided for the assessor registration will already be captured. If any of your personal details (i.e. Postal address, Title, Disability etc.) have changed, please make the necessary changes on this page.
3. Select 'Save' and 'Next'.

***Note: Should you log out for whatever reason, when you sign in again, next to the 'Online Registration Assessor Type', from the drop down you will select 'Continue Application' as the application process is still open.**

FASSET
SETA Management System

Make the future count

Welcome - Logout

LP Grants Reports Maintenance Help Desk Online Registration Communications

INDICIUM

Step 1: Application Type

Online Registration Applicant Type: Moderator

Online Registration Application Type: Continue application

ID Number: 2222

Next Cancel

Online Registration Application Type

- New application: Select this option if you have not previously registered as a Fasset assessor or moderator.
- Continue application: Select this option if you wish to continue with an incomplete application.
- Edit Registration: Select this option if you wish to edit any of your current registration details. This includes personal details as well as your scope of registration.
- Renew Registration: Select this option if your registration has lapsed. Please note that registrations can only be renewed after the expiry date of a current registration.

2.3 Step 3: ETDSP SETA Achievement Details

INDICIUM - APPLICATION NUMBER: MODI2015000007 (KEEP FOR FUTURE ACCESS TO APPLICATION)

Step 3: ETDSP SETA Achievement Details

Please complete the details of your assessor/moderator training

Create Edit Remove

Back Next

Only persons who have achieved unit standard with SAQA ID 115753, 9927 or 7978 will be accepted for assessor registrations.
Only persons who have achieved unit standard with SAQA ID 115759, 9929 or 7977 will be accepted for moderator registrations.

1. Only persons who have achieved unit standard with SAQA ID 115759, 9929 or 7977 will be accepted for moderator registrations.
2. Select the 'Create' button.

3. Fill in all the necessary details
4. Select the 'Save' button
5. You can add more than one certificate by selecting the 'Create' button again
6. If you want to delete the certificate, select the line item and select 'Remove'.
7. If you want to edit the certificate, select the line item and select the 'Edit' button.
8. Select 'Next'

INDICUM - APPLICATION NUMBER: MOQ/2015/000007 (KEEP FOR FUTURE ACCESS TO APPLICATION)

Step 3: ETDP SETA Achievement Details

Please complete the details of your assessor/moderator training

Create Edit Remove

ETDP Registration Number	Description	ETDP SETA Certificate Number	Training Provider	ETDPSETA Accreditation Number	Provider Type	Date Achieved	Certificate Name
123123	Independent	321321	Unisa	111111	Private	15/02/2016	[PDF] DMS: FROD Documents - General 05/05/2014.docx

Back Next

Only persons who have achieved unit standard with SAQA ID 115753, 9927 or 7978 will be accepted for assessor registrations
Only persons who have achieved unit standard with SAQA ID 115759, 9929 or 7977 will be accepted for moderator registrations

2.4 Step 4: Employment Details


1. If you select 'Self-employed', then it isn't necessary to fill in the other information.

	<p>IMPORTANT:</p> <p>If you intend to apply for registration for <u>unit standards</u>, you must be associated with a <u>Fasset accredited provider</u> or a <u>provider currently in the process of achieving accreditation</u>. Applications that do not meet this requirement <u>will be rejected</u>.</p>
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2. If you select 'Full Time Employed' from the drop down box, then it will be compulsory to fill in the other information

3. Select 'Save' and select 'Next'.

2.5 Step 5: Qualification Scope

	<p>IMPORTANT:</p> <p>The majority of qualifications listed are associated with a <u>professional body</u>. If a <u>letter of confirmation from the professional body</u> is not submitted with the application, the application will be <u>rejected</u>. Refer to the list of professional bodies on Fasset's website: http://www.fasset.org.za/inner?section=4&page=30</p>
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1. If you wish to apply **only for unit standards** then select 'Next'
2. Otherwise, select 'Link Qualification Scope'.
3. Select the 'Search' button
4. Add the qualifications you wish to apply for.

LINK QUALIFICATION SCOPE

Listed below are the qualifications listed under your assessor registration. Please select the qualifications you wish to apply for as a moderator. Click next if you do not need to apply for qualifications

SAQA Qualification ID

SAQA Qualification Title

5. Select 'Search'. The qualifications under your assessor registration will be listed below. You should select the qualifications you wish to apply for as a moderator.

LINK QUALIFICATION SCOPE

Listed below are the qualifications listed under your assessor registration. Please select the qualifications you wish to apply for as a moderator. Click next if you do not need to apply for qualifications

SAQA Qualification ID

SAQA Qualification Title

Select	SAQA Qualification ID	SAQA Qualification Title
<input checked="" type="checkbox"/>	20392	Post Graduate Professional Qualification: Professional Accountant in Business

6. Select the box/boxes next to the qualification/qualifications you wish to apply for and then select 'Link'.

INDICIUM - APPLICATION NUMBER: MOD/2015/000007 (KEEP FOR FUTURE ACCESS TO APPLICATION)

Step 5: Qualification Scope

Please add the qualifications you wish to apply for. If you wish to only apply for unit standards, please select 'Next'. Applications for qualifications must be endorsed by the relevant professional body, where applicable

Link Qualification Scope Remove

SAQA Qualification ID	SAQA Qualification Title	Credits	Qualification Registration Start Date	Qualification Registration End Date	Qualification Last Date For Enrolment	Qualification Last Date For Achievement
20352	Post Graduate Professional Qualification: Professional Accountant in Business	480	01/07/2012	30/06/2015	29/06/2018	29/06/2018

Back Next

7. If you want to remove the qualification, select the line item and then select 'Remove'.
8. Select 'Next'

2.6 Step 6: Unit Standard Scope

INDICIUM - APPLICATION NUMBER: MOD/2015/000007 (KEEP FOR FUTURE ACCESS TO APPLICATION)

Step 6: Unit Standard Scope

Link Unit Standard Scope Remove

No Records are linked...

Back Next

1. Select 'Link Unit Standard Scope'
2. The unit standards under your assessor registration will be listed below. You should select the unit standards you wish to apply for as a moderator.

LINK UNIT STANDARD SCOPE

Listed below are the unit standards listed under your assessor registration. Please select the unit standards you wish to apply for as a moderator. Click next if you do not need to apply for unit standards.

SAQA Unit Standard ID

SAQA Unit Standard Title

3. Select the box/boxes next to the unit standard/standards you wish to apply for and then select 'Link'.

SAGA Unit Standard ID	SAGA Unit Standard Title	Credits	Unit Standard Registration Start Date	Unit Standard Registration End Date	Unit Standard Last Date For Enrolment	Unit Standard Last Date For Achievement
8647	Apply workplace communication skills	10	01/07/2012	30/06/2015	30/06/2016	30/06/2019
8652	Analyse and communicate workplace data	5	01/07/2012	30/06/2015	30/06/2016	30/06/2019

4. The unit standards you selected will be listed. If you want to remove one or all, select the line item and then select the 'Remove' button.
5. Select 'Next'.

2.7 Step 7: Document Uploads

1. The first field, 'Certified copy of ID: Select upload' is **only compulsory** if your surname has changed
2. The second field, 'Professional body recommendation for scope: Select upload' is compulsory for applications which include full qualifications, except for qualification 49021 and 57901 where professional body confirmation is not required. The system will provide you with feedback if compulsory documents have been omitted.
3. If all documents have been uploaded correctly, select 'Save' and 'Next'

2.8 Step 8: Terms and Conditions

INDICUM - APPLICATION NUMBER: MOD201500007 (KEEP FOR FUTURE ACCESS TO APPLICATION)

Step 8: Terms And Conditions

Terms and Conditions
Please [click here](#) to read and check to accept the terms and conditions.

Code of Conduct
Please [click here](#) to read and check to accept the code of conduct.

Website
Please tick the box if you give consent to have your details published on the Fasset website.
 Website

Back Next

***Note: Before you can move on to the next page, you have to agree to both the Terms and Conditions and the Code of Conduct**

1. Select the 'click here' link underneath 'Terms and Conditions', and a document containing the Terms and Conditions will open. Once you have read this, you will see a little box just underneath the link, and next to that box will be 'Accept Terms and Conditions'.

INDICUM - APPLICATION NUMBER: MOD201500007 (KEEP FOR FUTURE ACCESS TO APPLICATION)

Step 8: Terms And Conditions

Terms and Conditions
Please [click here](#) to read and check to accept the terms and conditions.
 Accept Terms and Conditions

Code of Conduct
Please [click here](#) to read and check to accept the code of conduct.

Website
Please tick the box if you give consent to have your details published on the Fasset website.
 Website

Save

Back Next

2. Select the 'click here' link underneath 'Code of Conduct', and a document containing the 'Code of Conduct' will open. Once you have read this, you will see a little box just underneath the link, and next to that box will be 'Accept Code of Conduct'.

INDICUM - APPLICATION NUMBER: MOD201500007 (KEEP FOR FUTURE ACCESS TO APPLICATION)

Step 8: Terms And Conditions

Terms and Conditions
Please [click here](#) to read and check to accept the terms and conditions.
 Accept Terms and Conditions

Code of Conduct
Please [click here](#) to read and check to accept the code of conduct.
 Accept Code of Conduct

Website
Please tick the box if you give consent to have your details published on the Fasset website.
 Website

Save

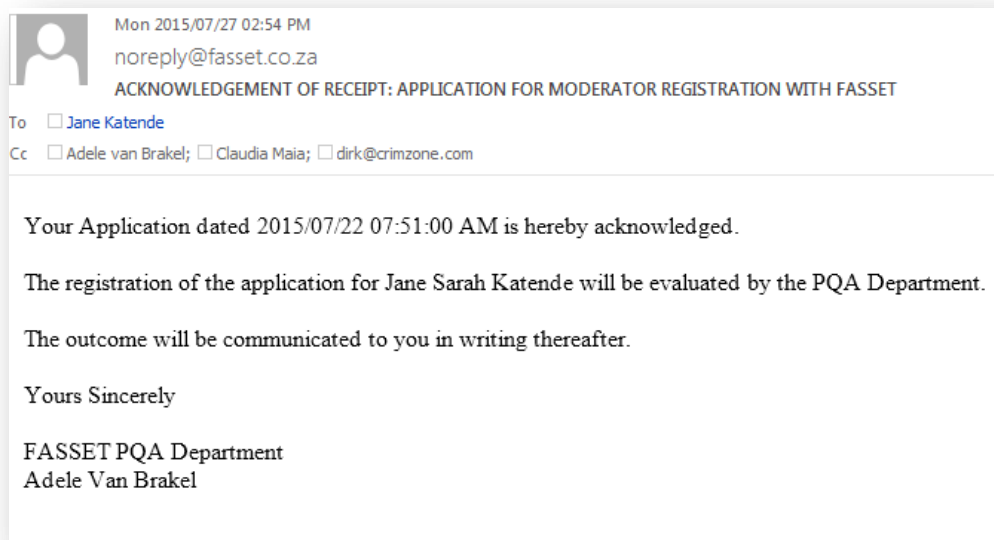
Back Next

3. Select 'Save' and 'Next'.

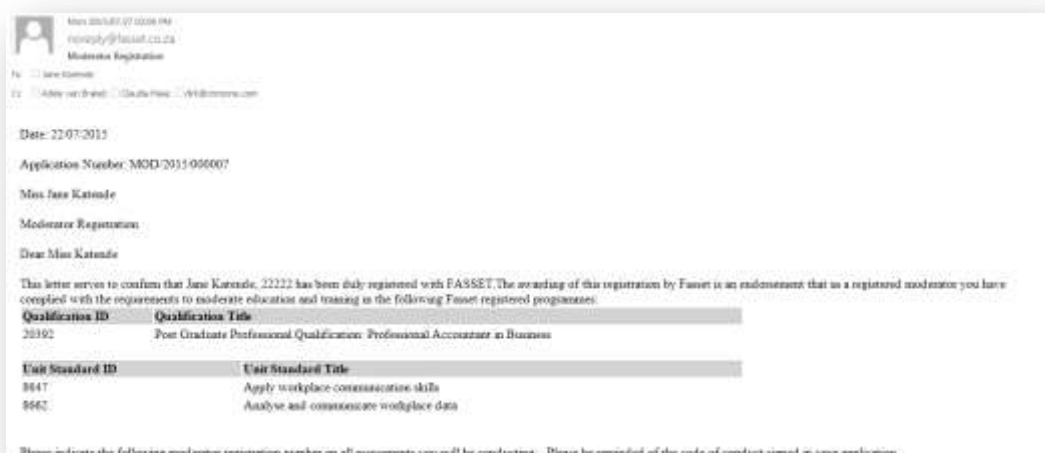
2.9 Step 9: Submit for evaluation



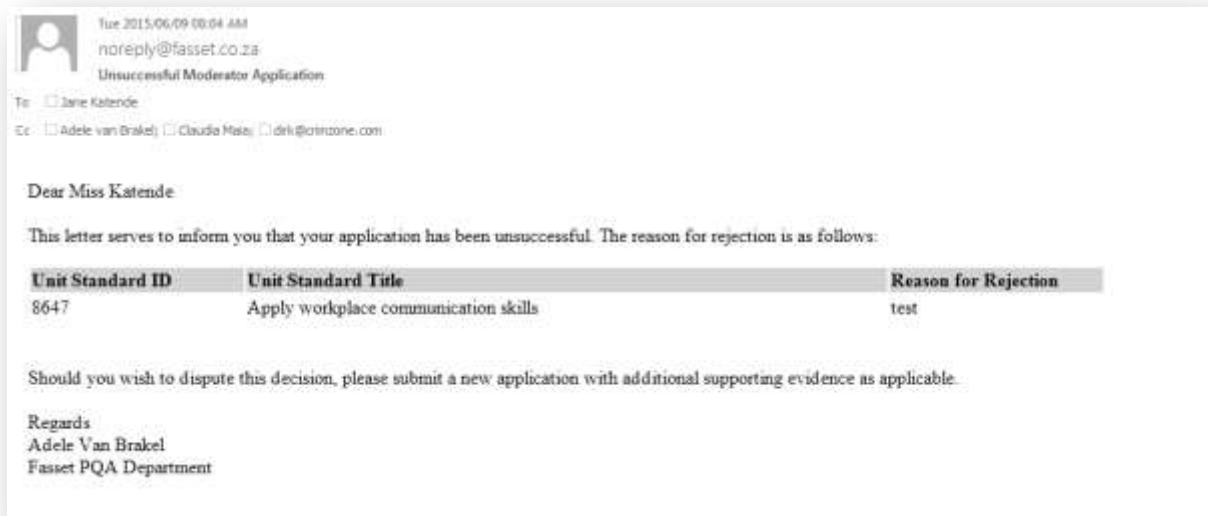
1. If you want to go through your application before submitting it, just select the 'Back' button. If you are satisfied, then select the 'Submit Application' button
2. As soon as you have submitted the application, you will receive a confirmation email.



3. If approved, another email will be sent to you as a confirmation that you are a registered moderator with FASSET with the successful programmes listed.



- If it has been rejected, the email will confirm this and contain the reasons why the application was unsuccessful. You will have to submit a new application with additional supporting evidence as applicable



IMPORTANT:

Applications are subjected to an initial and second evaluation conducted by two different individuals. Evaluations are normally completed within 6-8 weeks of receipt. Please only enquire as to the progress of an application only if the evaluation period has been exceeded.

3. Edit Registration for Assessor/Moderator

1. You can edit your registration if you have been notified that the application you sent through is missing important information, and you need to add the correct information.
2. Once you have added the missing information, an email will be sent through showing the amendments that were made on the application



***Note: After you have selected the 'Edit registration' option, and for some reason you get logged out of the system, remember to put in your user name and login details. Next to 'Online Registration Application Type', instead of selecting 'Edit registration' from the drop down box, you will now select 'Continue Application'.**

4. Renewal of Assessor / Moderator Registration

1. Go to: <http://indicium.fasset.org.za/FASSETIndicium/Account/Login.aspx>
2. At the bottom of this page, you will select 'Assessor/Moderator Registration'.

4.1 Step 1: Application Type

1. Next to Applicant type, select either Assessor or Moderator
2. Next to 'Online Registration Type ID', from the drop down select 'Renew registration'

3. Complete in your ID number, username and password
4. If you have forgotten your username and password, select the 'click here' link and it will be sent to you via the email you provided when registering as an assessor/moderator

4.2 Step 2: Person Details



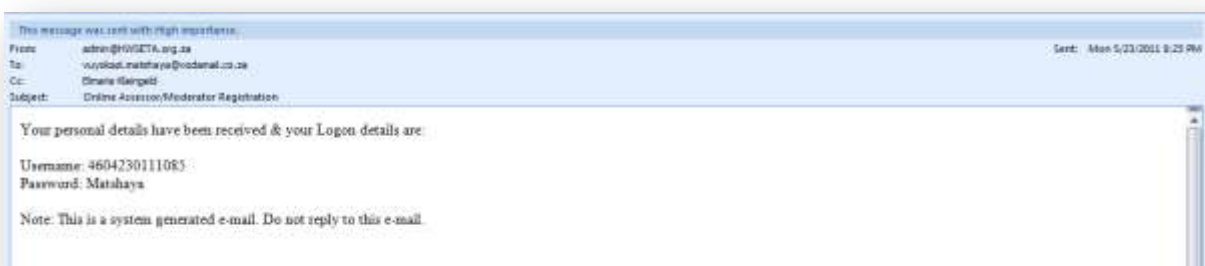
1. From the previous registration, your personal details will still be captured on this page. If any details have changed since the first registration, make the changes here.

INDICIUM - APPLICATION NUMBER: ASS/2015/000029 (KEEP FOR FUTURE ACCESS TO APPLICATION)	
Step 2: Person Details	
ID No	1122334
Alternate ID Type	None
Title	Miss
First Name	Mary
Middle Name	Catherine
Surname	Katende
Initials	MC
Date Of Birth	28/07/1983
Gender	Female
Equity	Black: African
Disability	None
Home Language	English
Nationality	South Africa
Citizen Residential Status	South Africa
Socio Economic Status	Unemployed
Telephone Number	
Cell Phone Number	0713182044

Cell Phone Number	0713182944
Fax Number	
E Mail	jkatende@dtss.co.za
Physical Code	0181
Physical Address 1	20 Riverside
Physical Address 2	Wild Street
Physical Address 3	Newlands
Physical Municipality	Tshwane Metro
Physical Urban Rural	Urban
Physical Province	Gauteng
Use Physical Address For Postal Address?	<input checked="" type="checkbox"/>
Postal Code	0181
Postal Address Line 1	20 Riverside
Postal Address Line 2	Wild Street
Postal Address Line 3	Newlands
Postal Municipality	Tshwane Metro
Postal Urban Rural	Urban
Postal Province	Gauteng

Save Cancel

***Note:** After you have completed the ‘Person Details’ form, should you log out for whatever reason, an email will be sent to the email you provided. This email will contain your username and password details. When you want to continue with your application, you will provide this username and password, as well as your ID number. **Instead of Selecting ‘Renew Registration’ from the drop down option, you will select ‘Continue Application’,** as the application is still open.



2. Select ‘Next’.

4.3 Step 3: Employment Details



1. If you select 'Self-employed', then it isn't necessary to fill in the other information

The screenshot shows a web form titled 'INDICIUM - APPLICATION NUMBER: ASSI2015J000020 (KEEP FOR FUTURE ACCESS TO APPLICATION)'. The sub-header is 'Step 4: Employment Details'. The 'Employment Status' dropdown menu is set to 'Self Employed'. Below it are input fields for 'Employer Name', 'Employer SDL Number', and 'Employer Address'. At the bottom left are 'Save' and 'Cancel' buttons.

2. If you select 'Full Time Employed', then it will be compulsory to fill in the information.

The screenshot shows the same web form as above, but with 'Full Time Employed' selected in the 'Employment Status' dropdown. The input fields for 'Employer Name', 'Employer SDL Number', and 'Employer Address' now have a red 'Required' label next to them. A large red arrow points from the right towards these labels. 'Save' and 'Cancel' buttons are at the bottom left.

3. Select 'Save', then select 'Next'.

4.4 Step 4: Qualification Scope

The screenshot shows a web form titled 'INDICIUM - APPLICATION NUMBER: ASSI2015J000020 (KEEP FOR FUTURE ACCESS TO APPLICATION)'. The sub-header is 'Step 3: Qualification Scope'. The 'Link Qualification Scope' dropdown menu is selected and circled in red. Below it, the text 'No Records are linked...' is visible. At the bottom are 'Back' and 'Next' buttons.

1. If you wish to only apply for unit standards, select 'Next'.
2. Otherwise select 'Link Qualification Scope'. This box will appear.

3. Select the 'Search' button and a list of qualifications will pop up.
4. Select the boxes next to the qualifications you want to select.
5. You can add more than one qualification. No duplication of the qualifications is allowed.
6. After selecting the necessary qualifications, click on the 'Link' button below. The selected qualifications should be displayed.

Select	SAQA Qualification ID	SAQA Qualification Title
<input type="checkbox"/>	20366	National Diploma: Financial Accounting
<input type="checkbox"/>	20391	Post Graduate Diploma: Professional Accountant in Practice
<input checked="" type="checkbox"/>	20392	Post Graduate Professional Qualification: Professional Accountant in Business
<input type="checkbox"/>	20397	Certificate: Certified Accounting Technician
<input type="checkbox"/>	20398	Certified Diploma: Accounting and Finance
<input type="checkbox"/>	20400	Professional Qualification: Chartered Management Accountant
<input type="checkbox"/>	23618	Certificate: Office Administration
<input type="checkbox"/>	23619	Higher Certificate: Office Administration
<input type="checkbox"/>	23653	National Diploma: Financial Markets
<input type="checkbox"/>	24418	National Certificate: Business Accounting
<input type="checkbox"/>	35957	Diploma: Management
<input type="checkbox"/>	35958	Diploma: Office Administration
<input type="checkbox"/>	36213	National Diploma: Technical Financial Accounting
<input type="checkbox"/>	48736	National Certificate: Small Business Financial Management

7. If you want to remove the qualification, select the line item and then the 'Remove' button will be highlighted.

Step 3: Qualification Scope

Link Qualification Scope [Return]

SAQA Qualification ID	SAQA Qualification Title	Credits	Qualification Registration Start Date	Qualification Registration End Date	Qualification Last Date For Enrolment	Qualification Last Date For Achievement
20366	National Diploma: Financial Accounting	200	01/07/2012	30/06/2015	25/06/2016	25/06/2019
20391	Post Graduate Diploma: Professional Accountant in Practice	480	01/07/2012	30/06/2015	25/06/2016	25/06/2019

Back Next

4.5 Step 5: Unit Standard Scope

INDICIUM - APPLICATION NUMBER: ASSI2015/R000020 (KEEP FOR FUTURE ACCESS TO APPLICATION)

Step 5: Unit Standard Scope

Link Unit Standard Scope [Return]

No Records are linked...

Back Next

1. Select 'Link Unit Standard Scope'. This box should appear:

LINK UNIT STANDARD SCOPE

SAQA Unit Standard ID

SAQA Unit Standard Title

Search

Cancel

2. The list of unit standards you applied for will be displayed
3. Select the unit standards you wish to re-apply for

Select	SAQA Unit Standard ID	SAQA Unit Standard Title
<input type="checkbox"/>	7177	Attend to customer enquiries face-to-face and on the telephone in a banking environment
<input type="checkbox"/>	8647	Apply workplace communication skills
<input type="checkbox"/>	8648	Demonstrate an understanding of professional values and ethics
<input type="checkbox"/>	8662	Analyse and communicate workplace data
<input type="checkbox"/>	9010	Demonstrate understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations
<input type="checkbox"/>	9012	Investigate life related problems using data and probabilities
<input type="checkbox"/>	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts
<input type="checkbox"/>	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems
<input type="checkbox"/>	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts
<input type="checkbox"/>	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues
<input type="checkbox"/>	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues.
<input type="checkbox"/>	110023	Present information in report format

4. Select the boxes next to the unit standards that you want to select.

***Note: You can add more than one Unit Standard. No duplication of the Unit standards is allowed.**

5. Select the 'Link' button on the bottom. The Unit Standards that you selected should be displayed.

INDICIUM - APPLICATION NUMBER: ABS/2016/000020 (KEEP FOR FUTURE ACCESS TO APPLICATION)

Step 9: Unit Standard Scope

Link Unit Standard Scope

SAQA Unit Standard ID	SAQA Unit Standard Title	Credits	Unit Standard Registration Start Date	Unit Standard Registration End Date	Unit Standard Last Date For Enrolment	Unit Standard Last Date For Achievement
7177	Attend to customer enquiries face-to-face and on the telephone in a banking environment	4	01/07/2012	30/06/2015	30/06/2016	30/06/2019
8647	Apply workplace communication skills	10	01/07/2012	30/06/2015	30/06/2016	30/06/2019
8648	Demonstrate an understanding of professional values and ethics	10	01/07/2012	30/06/2015	30/06/2016	30/06/2019

- If you want to remove a unit standard, select it and the 'Remove' button will be highlighted.

INDICIUM - APPLICATION NUMBER: ASSI2015/000020 (KEEP FOR FUTURE ACCESS TO APPLICATION)

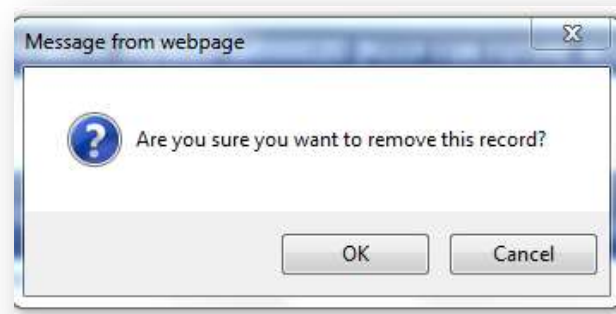
Step 4: Unit Standard Scope

Link Unit Standard Scope Remove

SADA Unit Standard ID	SADA Unit Standard Title	Credits	Unit Standard Registration Start Date	Unit Standard Registration End Date	Unit Standard Last Date For Enrolment	Unit Standard Last Date For Achievement
7177	Attend to customer enquiries face-to-face and on the telephone in a banking environment	4	01/07/2012	30/06/2015	30/06/2016	30/06/2019
8647	Apply workplace communication skills	10	01/07/2012	30/06/2015	30/06/2016	30/06/2019
8648	Demonstrate an understanding of professional values and ethics	10	01/07/2012	30/06/2015	30/06/2016	30/06/2019

Back Next

- Select the 'Remove' button and a pop up box will appear. Select 'OK'.



- The standard unit will now be deleted.

INDICIUM - APPLICATION NUMBER: ASSI2015/000020 (KEEP FOR FUTURE ACCESS TO APPLICATION)

Step 5: Unit Standard Scope

Link Unit Standard Scope Remove

SADA Unit Standard ID	SADA Unit Standard Title	Credits	Unit Standard Registration Start Date	Unit Standard Registration End Date	Unit Standard Last Date For Enrolment	Unit Standard Last Date For Achievement
8647	Apply workplace communication skills	10	01/07/2012	30/06/2015	30/06/2016	30/06/2019
8648	Demonstrate an understanding of professional values and ethics	10	01/07/2012	30/06/2015	30/06/2016	30/06/2019

Back Next

- Select the 'Next' button

4.6 Step 6: Document Uploads

1. Next to 'Certified copy of ID: Select upload', select the 'Browse' button and upload a copy of your certified ID.
2. Next to 'CV- Details work experience in relation to scope applied for: Select upload', select the 'Browse' button and upload your CV which has information that is relative to the scope you are applying for.
3. Next to 'Valid and current original certified proof of Certification with professional body: Select upload', select the 'Browse' button and upload your certified proof of Certification.
4. Next to 'Letter of recommendation for scope: Select upload', select the 'Browse' button and upload a letter of recommendation for the scope you are applying for.
5. If all documents have been uploaded, select 'Save' and 'Next'

4.7 Step 7: Terms and Conditions

***Note: Before you can move on to the next page, you have to agree to both the Terms and Conditions and the Code of Conduct**

1. Select the 'click here' link underneath 'Terms and Conditions', and a document containing the Terms and Conditions will open. Once you have read this, you will see a little box just underneath the link, and next to that box will be 'Accept Terms and Conditions'.

2. Select the box if you agree with the Terms and Conditions.
3. Select the 'click here' link underneath 'Code of Conduct', and a document containing the Code of Conduct will open. Once you have read this, you will see a little box just underneath the link, and next to that box will be 'Accept Code of Conduct'.

4. Select the box if you agree with the Code of Conduct
5. Underneath 'Website', there will be a box you can select if you give consent to your details being published on the FASSET website. ***Note: This is not compulsory.**
6. Select 'Save' and 'Next'

4.8 Step 8: Submit application

1. Select the 'Submit Application' button and the application will be submitted.

2. As soon as you have submitted your application, you will receive email confirmation of receipt.