FASSET Online Registration for Assessors and Moderators

Manual

Contents

IMPORTANT INFORMATION TO NOTE BEFORE YOU START AN APPLICATION

⚠	**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>.

⚠	**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

⚠	**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.

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

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:

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.**

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

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.

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: ETDP 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.

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

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

1.5 Step 5: Qualification Scope

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

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

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 <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>.

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.

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.

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

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

9. The unit standard will now be deleted.

10. 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**'.

3. As soon as you have submitted your application, you will receive an email confirming receipt.
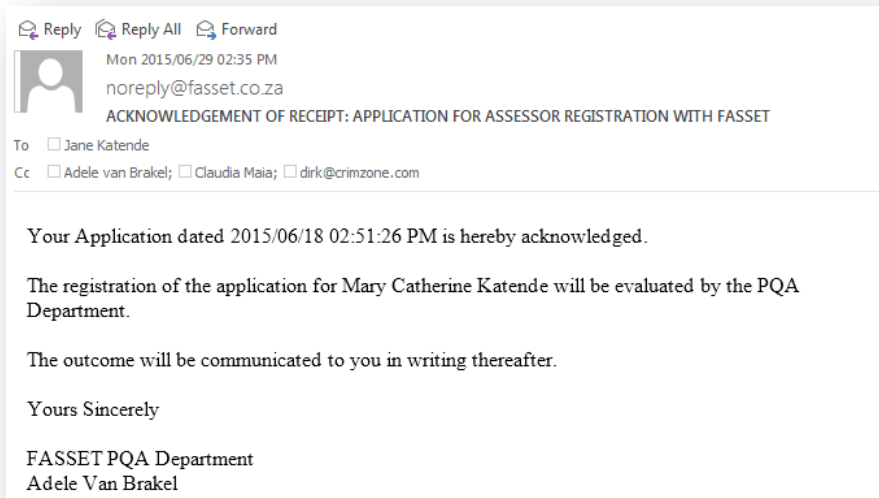
*Note: While your application is under evaluation, you will not be able to edit/change your details from your application form. You will only be able to once you get feedback on your application.**

⚠	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 only if the evaluation period has been exceeded.

4. 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
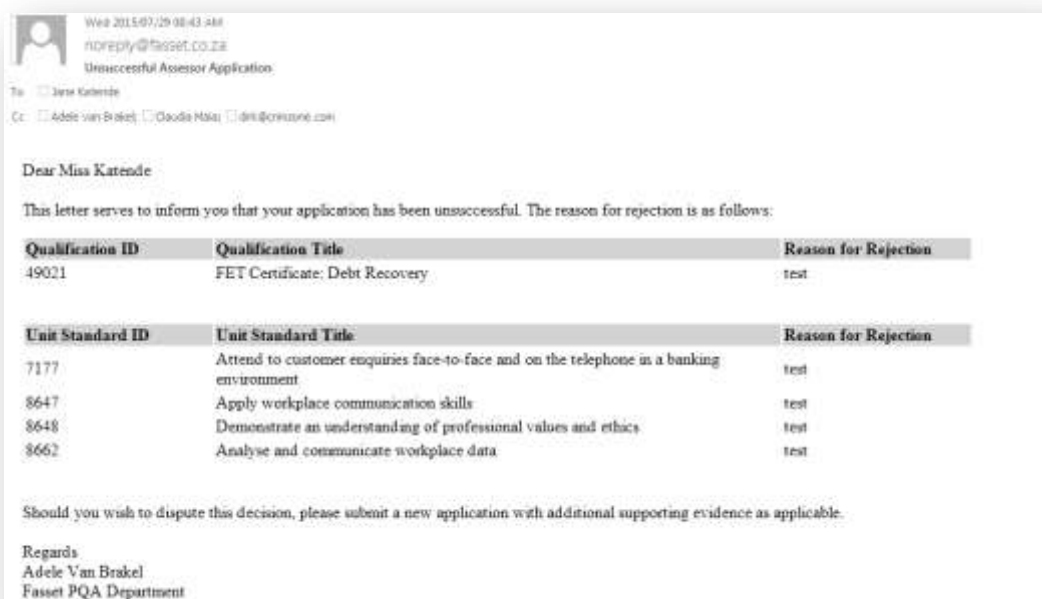
1. New Application for Moderator Registration

⚠️	**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'.

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.

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.

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.

2.3 Step 3: ETDP SETA Achievement Details

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'

2.4 Step 4: Employment Details

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

⚠	**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>.

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

⚠	**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

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.

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.

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

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

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

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

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

*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 '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'.
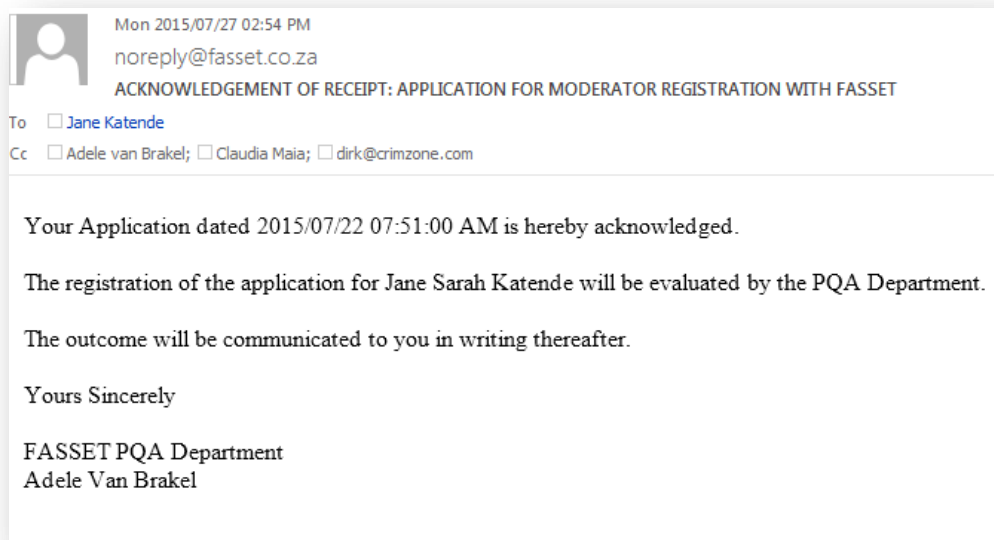

3. Select 'Save' and 'Next'.

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.
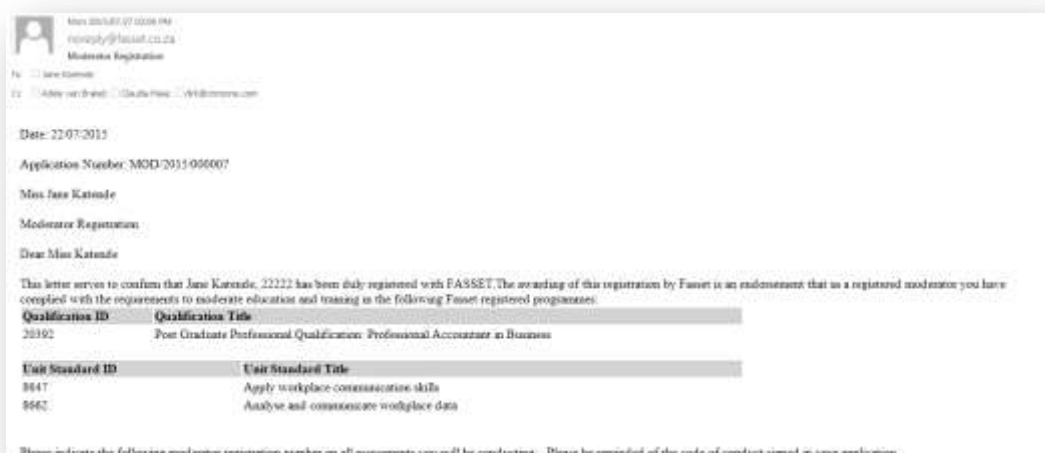
4. If it has been rejected, the email will confirm this and contain the reasons why the application was unsuccessful. You will have to submit a new application with additional supporting evidence as applicable
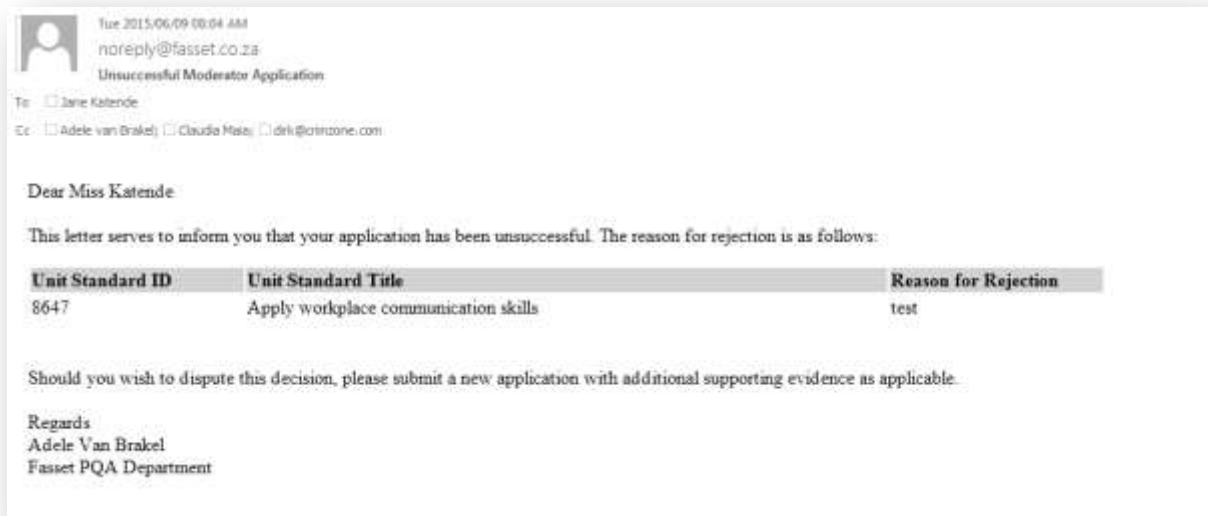
	IMPORTANT:
	Applications are subjected to an <u>initial and second evaluation</u> conducted by two different individuals. Evaluations are normally completed within <u>6-8 weeks of receipt</u>. Please only enquire as to the progress of an application only if the evaluation period has been exceeded.

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.

*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.
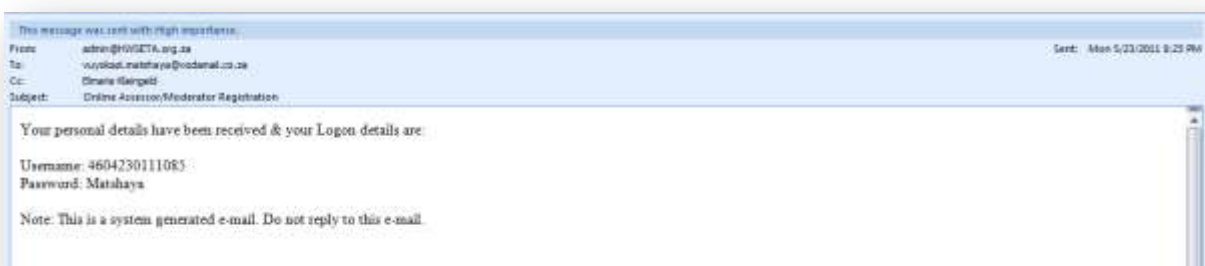
2.   Select 'Next'.

4.3   Step 3: Employment Details

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

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

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

4.4 Step 4: Qualification Scope

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.

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

4.5   Step 5: Unit Standard Scope

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

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

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.

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

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

8. The standard unit will now be deleted.

9. 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.