



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

NATIONAL SKILLS DEVELOPMENT MANAGEMENT SYSTEM (NSDMS)

ASSESSOR AND MODERATOR REGISTRATION: LEGACY

merSETA USER MANUAL

2019

LEADERS IN CLOSING THE SKILLS GAP



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

nsdms.merseta.org.za

1

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Email

Password

Log In

2 Register

Company Issue Request

Re-send Confirmation Email

Contact Us

nsdms.merseta.org.za

3

Protection of Personal Information Act

- communicate requested information to the user;
- communicate with the merSETA stakeholders;
- provide services to the User as requested by the user;
- maintain the quality of the services provided by the merSETA;
- conduct research about programmes/services offered by the merSETA, and
- provide general statistics regarding use of the NSDMS.

The merSETA will not sell, rent or lease personal information to third parties. The merSETA will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to:

- conform to the provisions of any law in force from time to time or comply with legal process served on the merSETA or the Website;
- protect and defend the rights or property of the merSETA; and
- to protect the personal safety of users of the merSETA, or the public.

Security of Personal Information

The merSETA will take all reasonable measures in line with any law and/or the merSETA policies to ensure that personal information is protected and secured during collection, storage, transfer, processing and use of personal information.

Contact Person Information

Any questions relating to the merSETA's treatment of personal information may be addressed to the contact details below:

The merSETA Chief Executive Officer
Email Address: ceo@mereta.org.za
Telephone Number: +27 (0)10 219-3000

Declaration and Informed Consent

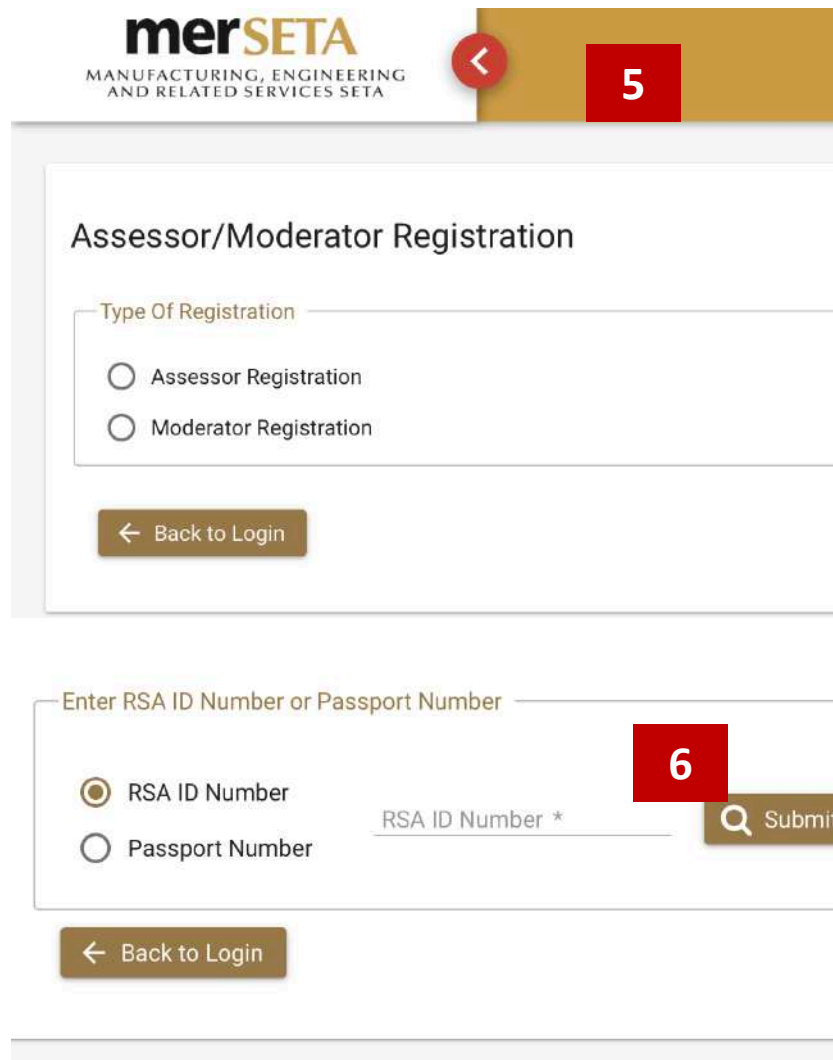
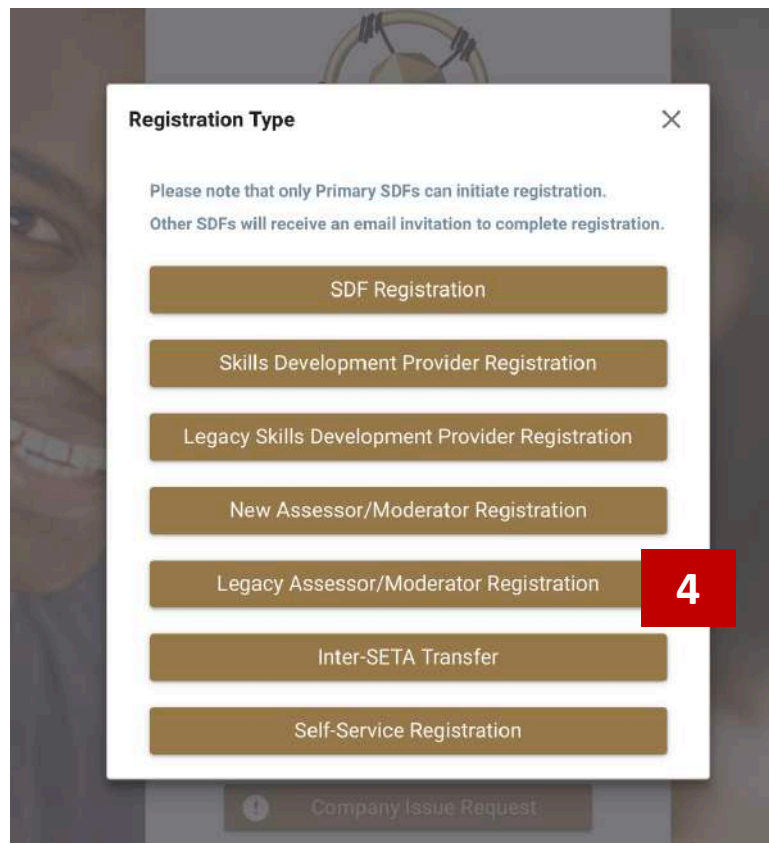
I declare that I am permitted to supply personal information to the merSETA for the purposes of access and use of the NSDMS and related legal and operational reasons and that the information is accurate, up-to-date, is not misleading and is complete in all respects. I undertake to immediately advise the merSETA of any changes to personal information should any of these details change. I furthermore give the merSETA permission to process personal information as provided above and acknowledge that I understand the purposes for which it is required and for which it will be used.

POPI Act Consent

Submit

Please be advised that should you decline to provide the merSETA with the required consent, the merSETA will not be able to grant you access to the NSDMS or assist you to access the merSETA services that are provided through the NSDMS.

1. ASSESSOR/MODERATOR APPLICATION



4. Click on Legacy Assessor/Moderator Registration

5. Select type of registration – either Assessor or Moderator

6. Enter your ID/Passport number.

Please note that if there are no legacy details, you will not be able to



1. ASSESSOR/MODERATOR APPLICATION

Accreditation Detail	
Type Of Application	Accreditation Number
Assessor Registration	17-QA/ASS/6443/17
Status	Accreditation Start Date
Registered	29/11/2017
Accreditation End Date	Status Effective Date
28/11/2020	14/11/2017
Decision Number	Review Committee Date
ETQA/17/05/09	29/11/2017
Assessor Status Effective Date	
14/11/2017	

7. You will be able to view your historical accreditation details

8. Please note that you will not be able to make changes to this information



1. ASSESSOR/MODERATOR APPLICATION

Your Details

Occupation OFO Code * Title * --Select One--

First Name * Surname *

Email * Cell Number *

Telephone Number: RSA ID Number:

Nationality * South Africa Date of Birth * 24/01/1977

Gender * Female Equity *

Disability *

Physical Address

Address Line 1 *

Address Line 2 *

Address Line 3

Town *

Postal Code *

Postal Address

Address Line 1 *

Address Line 2 *

Address Line 3

Town *

Postal Code *

Languages

Language	Speak?	Read?	Write?	Home Language?	
<input type="text"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="button" value="+ Add"/>
Language	Speak	Read	Write	Home Language	

No records found.

Please upload the following compulsory document(s)

- Certified Identity Document
- Certified Copy of Highest Qualification
- Copy of CV
- Certified Copy of Assessor/Moderator Certificate or Certified Copy of ETDP Statement of Results

9. Complete the **Your Details** section

10. 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

11. Click on **Continue**



1. ASSESSOR/MODERATOR APPLICATION

Qualification Details

Qualification(s)	SAQA ID	NQF Level	Status
National Certificate: Mechatronics	22770	NQF Level 02	●
National Certificate: Lift Installation and Maintenance	58268	NQF Level 02	●
National Certificate: Production Technology	58781	NQF Level 02	●
National Certificate: Electro-Mechanics: Manufacturing and Engineering	66769	NQF Level 02	●
National Certificate (GETC): Manufacturing, Engineering and Related Activities	23253	NQF Level 01	●
National Certificate: Electro-Mechanics: Manufacturing and Engineering	66771	NQF Level 03	●
National Certificate: Lift Installation and Maintenance	58271	NQF Level 03	●

Unit Standard(s) Name	Code	NQF Level	Status
No records found.			
(1 of 1) << >> 5			

Skills Programme	Programme ID	Status
No records found.		
(1 of 1) << >> 5		

12. You will then be able to view all the qualifications/unit standards/skills programmes/learnerships that you are currently registered for

Important notes:

- a. The qualifications with a red circle under status are those that no longer have an active registration status on SAQA
- b. Only those qualifications that are still active on SAQA will be re-registered under your profile.



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](#)

13. 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.

14. Click on **Submit**

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



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1. ASSESSOR/MODERATOR APPLICATION

ACKNOWLEDGEMENT OF MODERATOR REGISTRATION APPLICATION Inbox x



4:09 PM (1 hour ago)



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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

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





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2. SYSTEM ACCESS

merSETA NSDMS NEW REGISTRATION Inbox x



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Dear

Please [confirm](#) your email address.

Your email is: [k](#) 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 long 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)




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.

Email


Password


 Log In

 Forgot Password?

Reset Password ✕

Enter Email *

 Send Password

 Register



2. SYSTEM ACCESS

The screenshot displays the merSETA user interface. On the left is a navigation sidebar with options: Profile, Logout, Dashboard, User Resources, ARPL, and Support. The main content area is titled 'Assessor/Moderator Application' and contains a table with the following data:

Type Of Application	Application Date	Status	Registration Number	Start Date	End Date	Review Committee Date	Decision Number	View / Edit
Assessor Registration	24 July 2019	Pending Approval	N/A	N/A	N/A	N/A	N/A	
Moderator Registration	24 July 2019	Pending Approval	N/A	N/A	N/A	N/A	N/A	

Below the table is a pagination control showing 'Page (1 of 1)' and a dropdown menu set to '10'. The second section, 'Outstanding Tasks', contains a table with the following data:

Process Name	Description	Last Action User	Status	Due Date	RAG	View / Edit
No records found						

Below this table is a pagination control showing 'Page (1 of 1)' and a dropdown menu set to '5'.

- 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

New task created on merSETA NSDMS portal Inbox x

8:34 AM (0 minutes ago)



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17

Your Assessor Registration application was rejected please login and view the reason and make the relevant changes.

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

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

18

Outstanding Tasks

Process Name	Description	Last Action User	Status	Due Date	RAG	View / Edit
Assessor/Moderator Registration	Your Assessor Registration application was rejected please login and view the reason and make the relevant changes.		Not Started	02 Aug 2019	●	

Page (1 of 1) << 1 >> 5



3. ASSESSOR/MODERATOR APPLICATION OUTCOME

Rejection Reason(s)

[View Rejections](#) **19**

Assessor/Moderator Information Code Of Conduct

Type Of Application: A:

Reject Reasons **20**

Create Date	Reason for Rejection
31 July 2019	Expired Qualification/Unit Standard submitted as evidence to support application
31 July 2019	Copy of ID Document/Passport page not certified
31 July 2019	Applicant details do not match details on the certified copy of the highest qualification

Page (1 of 1) |< < 1 > >| 5

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

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

21. If the application is not approved again, you would follow steps 19 and 20 again



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4. ASSESSOR/MODERATOR REGISTRATION FINAL OUTCOME – **NOT APPROVED**

MODERATOR REGISTRATION APPLICATION OUTCOME Inbox X

6:12 PM (2 minutes ago) ☆ ↵

to me



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Dear J,

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

Yours sincerely,

Manager: Quality Assurance



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31 July 2019

Test Address 1
Test Address 2
Test Address 3
Midrand
1685

Dear J,

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

22. 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



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4. ASSESSOR/MODERATOR REGISTRATION FINAL OUTCOME - **APPROVED**

9:52 AM (0 minutes ago) ☆ ↗



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Dear _____

The merSETA would like to congratulate you for having successfully been registered as an Assessor as per the attached Statement of Results of the Qualification(s) and/or Unit Statement(s).

You are requested to go through the merSETA Quality Assurance & Partnerships policies, particularly the registration of Assessor and the code of good conduct in the Assessor section to acclimatise yourself with them.

Looking forward to you having a fruitful relationship with the merSETA. Enclosed is your certificate.

Yours in Skills Development,

MerSETA Administration

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

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

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

3 Attachments





5. ASSESSOR/MODERATOR PROFILE



Assessor/Moderator Application

Type Of Application	Application Date	Status	Registration Number	Start Date	End Date	Review Committee Date	Decision Number	View / Edit
Assessor Registration	01 August 2019	Approved	17-QA/ASS/ /17	29/11/2017	28/11/2020	N/A	N/A	  

Page (1 of 1) << < 1 > >> 10

25. You can log in and you can view your profile by clicking on the icon  and you can view the documents that have been uploaded.

Please note:

- If your status was currently “**Expired**” you will be able to complete the **Re-registration** process and only once you have an active profile, will you be able to transact as an assessor/moderator by clicking on the icon 
- If you want to apply for **Extension of Scope**, you can click on the  icon and complete the process,.



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