



# Training Manual Quality Assurance (Stakeholder Portal – Assessors and Moderators)

Prepared by	Vision Wave
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Document by  
Vision Wave





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## 1 ACCESS TO PORTAL

### 1.1 REGISTRATION

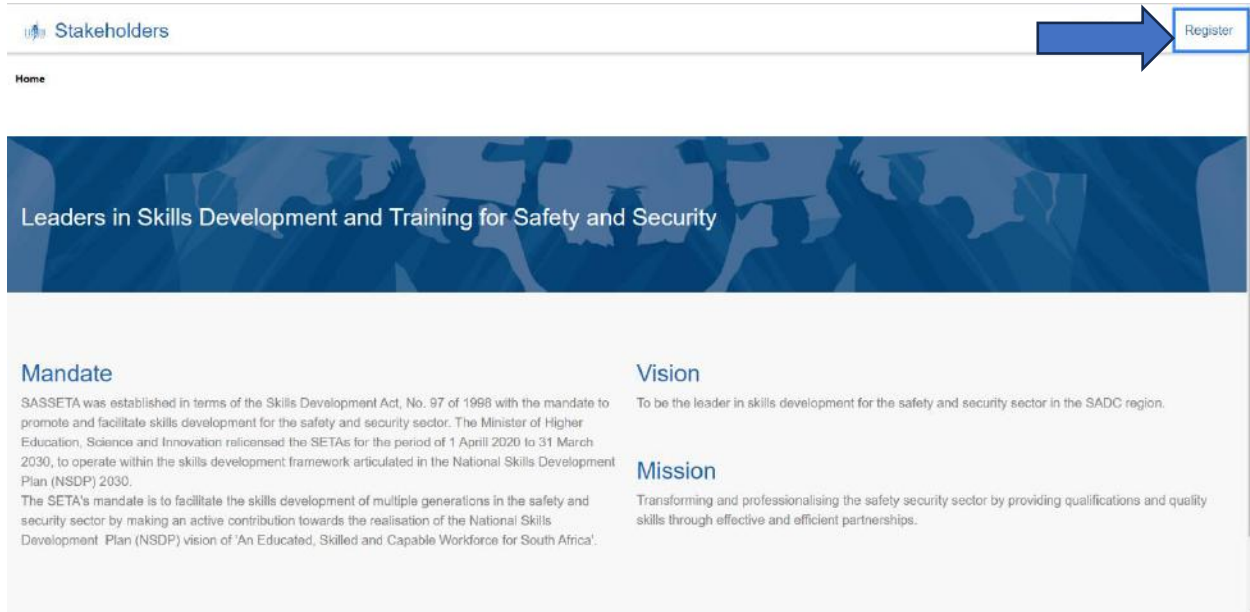


Figure 1: Link to access stakeholder portal <https://sasseta-dev.powerappsportals.com/>. Copy the link and paste it on the browser and Click on Register.

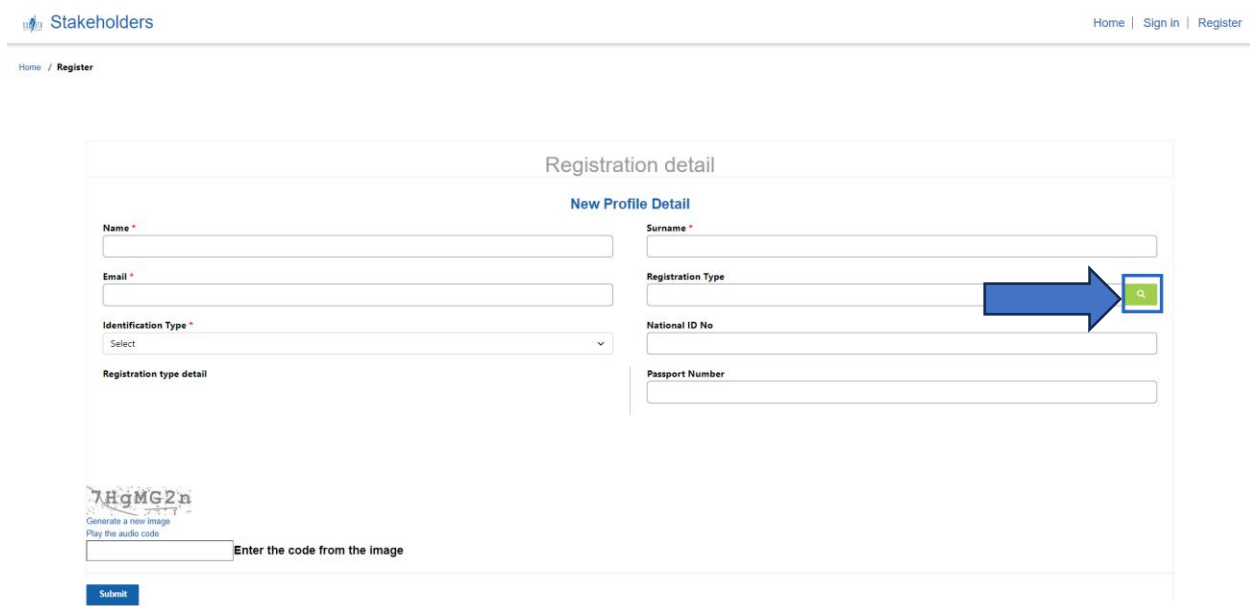


Figure 2: Capture the details and click on the search icon on registration type.

### Lookup records

Search

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Name
<input type="checkbox"/>	Bursary Applicant
<input type="checkbox"/>	Discretionary Grant Stakeholder
<input type="checkbox"/>	Skills Development Facilitator
<input type="checkbox"/>	Skills Development Provider
<input checked="" type="checkbox"/>	Training and Development Practitioner

Figure 3: Select **Training and Development Practitioner** if you are an **Assessor/Moderator**.

Registration detail

New Profile Detail

<p>Name * Edward</p>	<p>Surname * Molepo</p>
<p>Email * [Redacted]</p>	<p>Registration Type Skills Development Provider</p>
<p>Identification Type * South African ID</p>	<p>National ID No [Redacted]</p>
<p>Registration type detail</p>	<p>Passport Number [Redacted]</p>

7HgMG2n  
Generate a new image  
Play the audio code  
7HgMG2n Enter the code from the image

**Submit**

Figure 4: Click on **Submit** button. This will send you an email to complete registration.

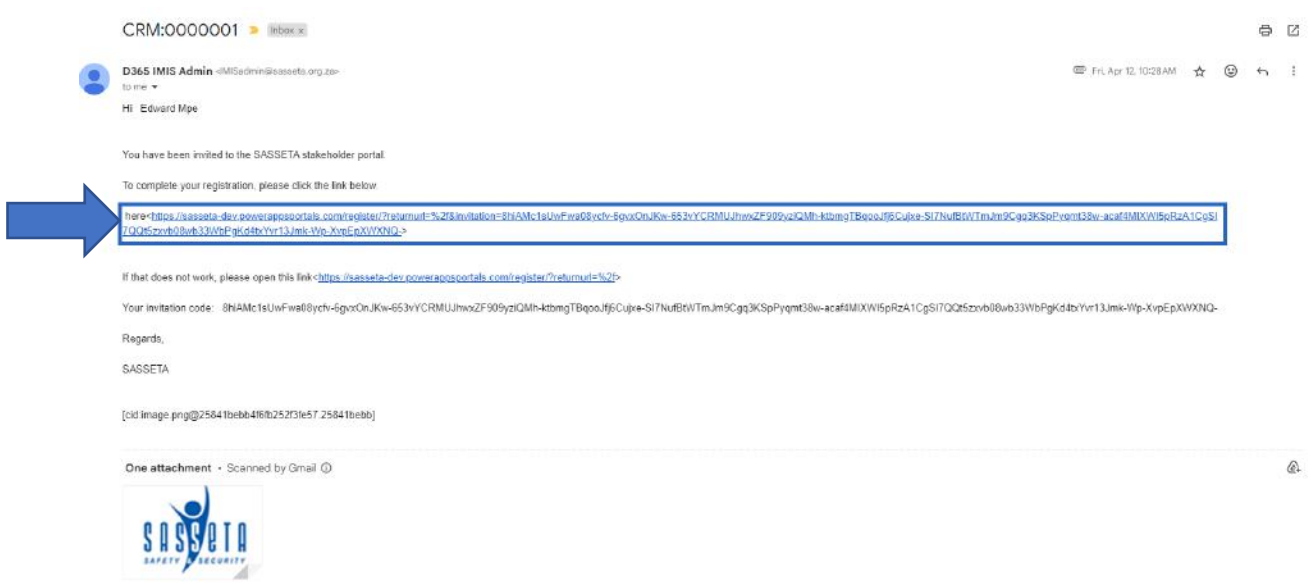


Figure 5: Click on the link. This will open the link in a new tab.

→ Sign in Redeem invitation

Sign up with an invitation code

\* Invitation code

I have an existing account



Figure 6: Click on Register.

→ Sign in Redeem invitation

Redeeming code: 8hiAMc1sUwFwa08ycfv-6gvxOnJKw-653vYCRMUJhwxZF909yziQMh-ktbmgTBqooJfj6Cujxe-Si7NufBtWTmJm9Cgq3KSpPyqmt38w-acaf4MIXWI5pRzA1CgSi7QQt5zxvb08wb33WbPgKd4txYvr13Jmk-Wp-XvpEpXWXNQ-

Register for a new local account

\* Email

\* Username

\* Password

\* Confirm password



Figure 7: Capture your Username and the Password and Click on Register. **NB: Password must contain Special Characters.**

## 2 UPDATE PERSONAL INFORMATION

Stakeholders Home | Training and Development ▾ | Edward Mpe ▾

Home / Profile

### Profile

- Profile
- Security**
- Change password
- Change email

#### Your information

**Main email address \*** \_\_\_\_\_

**Registered as**  
Training and Development Practitioner

**Organisation**  
\_\_\_\_\_

#### Personal Information

<b>Name *</b> Edward	<b>Last name *</b> Mpe
<b>Title *</b> Select ▾	<b>Equity</b> Select ▾
<b>Identification Type *</b> Select ▾	<b>National ID number</b> 8709225424080
<b>Mobile Phone *</b> Provide a telephone number	

#### Physical Address

<b>Line 1 *</b> _____	<b>Postal Code *</b> _____
<b>Line 2 *</b> _____	<b>Province</b> Select ▾
<b>Line 3</b> _____	<b>Municipality</b> _____ 🔍
	<b>Urban/Rural</b> Select ▾

**Use Physical Address for Postal Address**  
 No  Yes

#### Postal Address

<b>Line 1 *</b> _____	<b>Postal Code *</b> _____
<b>Line 2 *</b> _____	<b>Province</b> Select ▾
<b>Line 3</b> _____	<b>Municipality</b> _____ 🔍
	<b>Urban/Rural</b> Select ▾

Update

Figure 8: Complete the personal details and scroll down to update.

### 3 ETRDP PRACTITIONER REGISTRATION

#### 3.1 ASSESSOR REGISTRATION

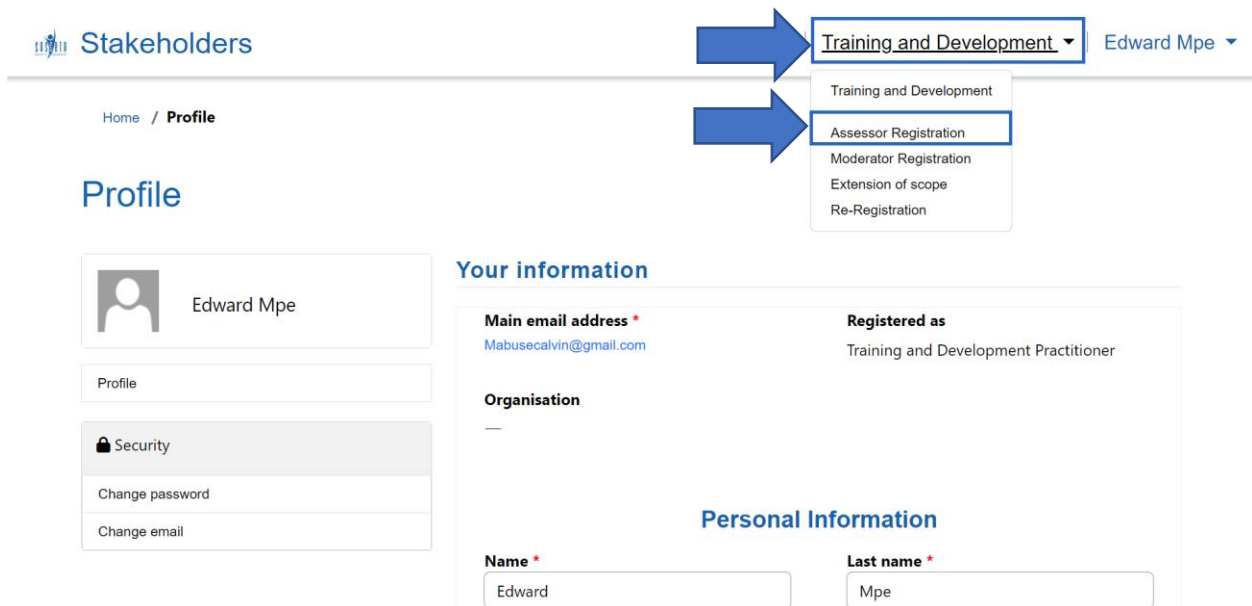


Figure 9: Navigate to Training and Development and Click on Assessor Registration to apply.

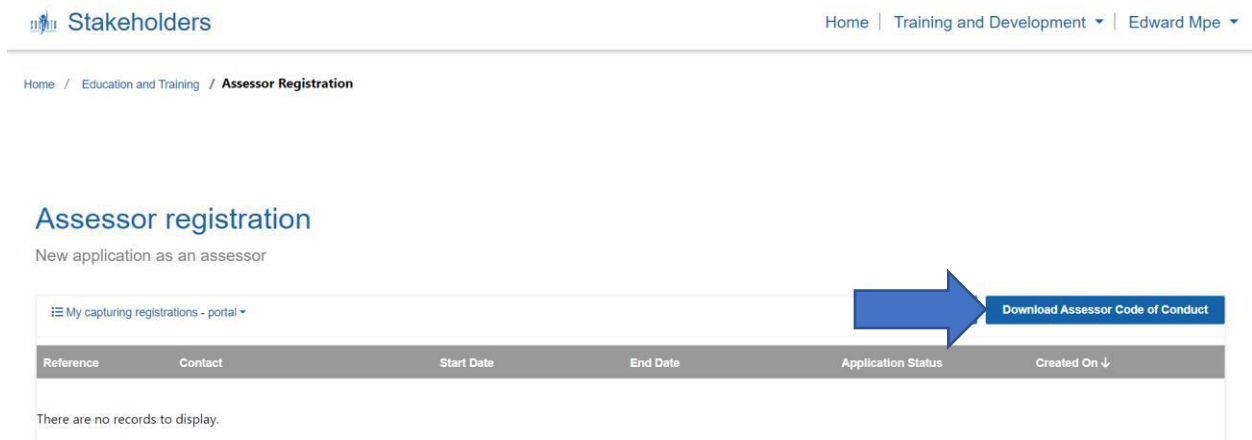


Figure 10: Click on **Download Assessor Code of Conduct**.

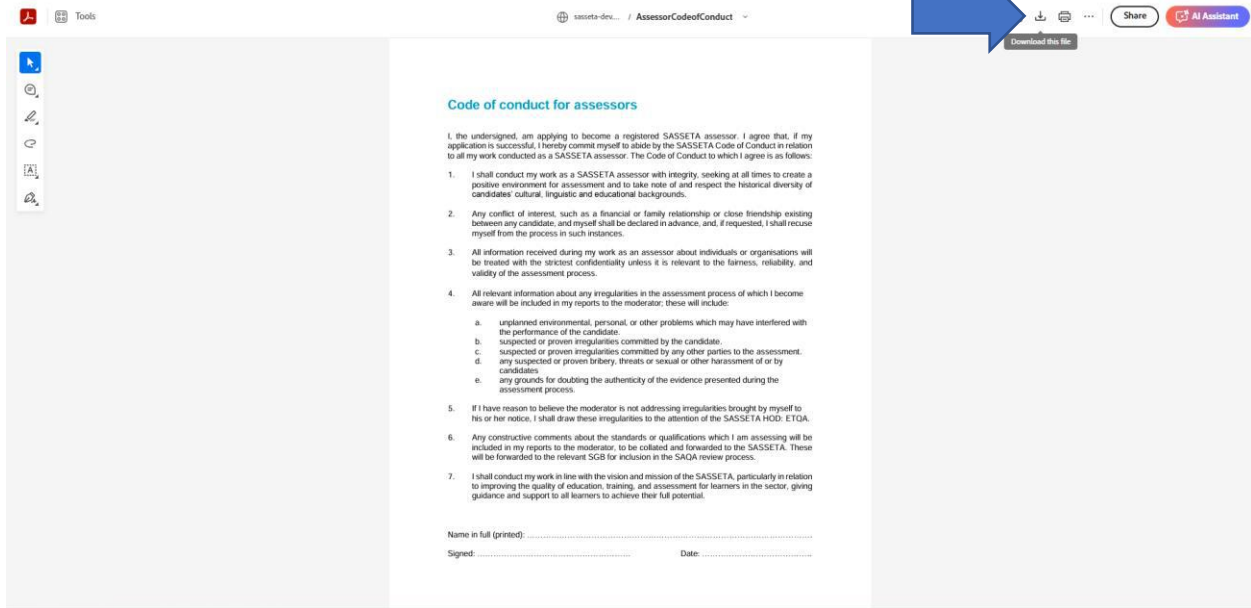


Figure 11: Click on Download this file.

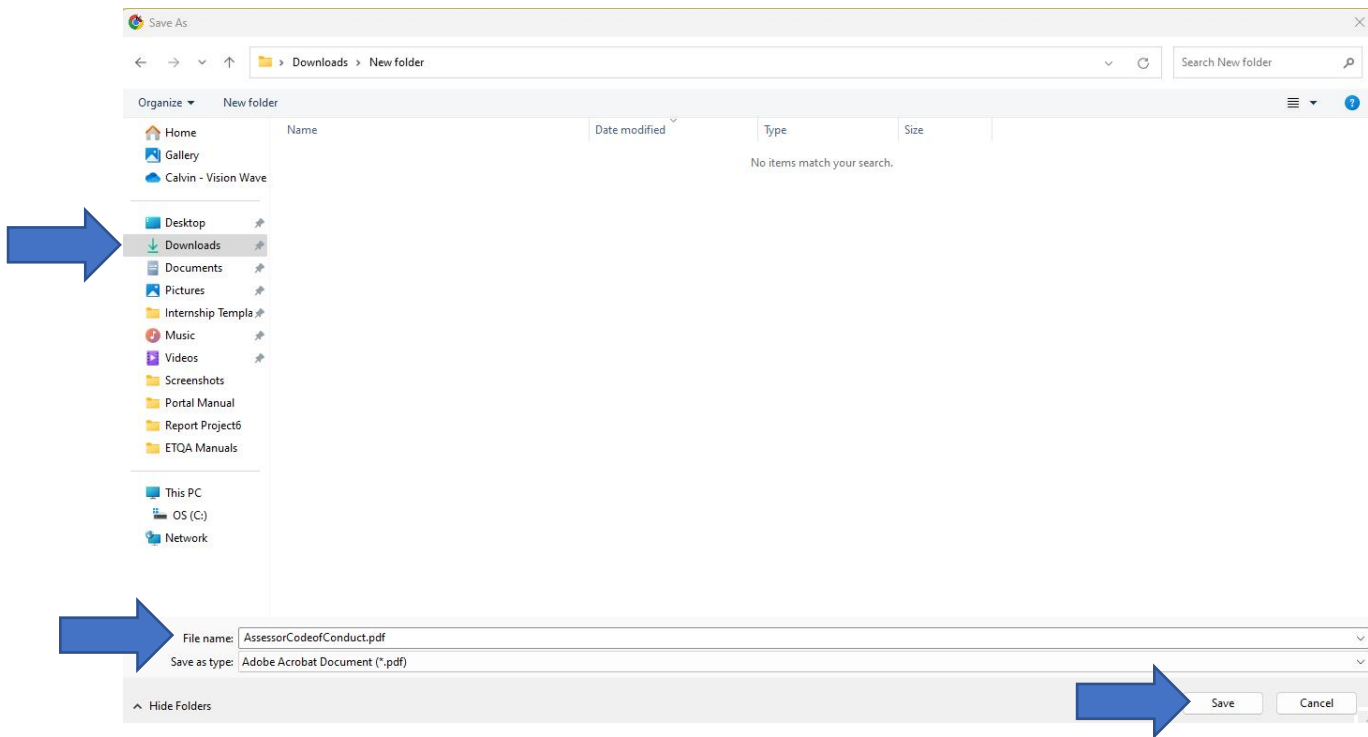


Figure 12: Give it a name and click on Save. This will be saved on your local machine where you can open and sign up later.

## Assessor registration

New application as an assessor

My capturing registrations - portal

[New Application](#) [Download Assessor Code of Conduct](#)

Reference	Contact	Start Date	End Date	Application Status	Created On
There are no records to display.					

Figure 13: Click on **New Application**.

## New Assessor Registration

Register as an assessor

Step 1 of 5

### Details

**Applicant \***  
Calvin Mpe

**Operational Areas \***  
Select

**Employment status \***  
Select

**Did you gain access to the assessor or moderator programme through RPL?**  
 No  Yes

**How many years of experience do you have in your occupational field?**

**If employed, please provide a brief description of your roles and responsibilities in the workplace**

**Describe your experience**

[Next](#)

Figure 14: Complete the Form and Click Next.

## New Assessor Registration

Register as an assessor

Step 2 of 5

### Qualification Obtained

Highest education attainment levels \*

Select

Other (highest education)

Qualifications

Name	Description of Content	Name of the Institution	Duration of programme	Date Obtained
------	------------------------	-------------------------	-----------------------	---------------

There are no records to display.

Add Qualification

Previous

Next

Figure 15: Select the Highest Education and Click on Add Qualification.

New obtained qualification

Name of Qualification \*

Name of the Institution

Duration of programme

Date Obtained

DD/MM/YYYY

Description of Content

Submit

Figure 16: Complete the Qualification Obtained form and Click Submit.

## New Assessor Registration

Register as an assessor

Step 2 of 5

### Qualification Obtained

Highest education attainment levels \*

Post-Matric Diploma

Other (highest education)

Qualifications

Add Qualification

Name	Description of Content	Name of the Institution	Duration of programme	Date Obtained	
Diploma in Security		UNISA	3	10/06/2024	✓



Next

Figure 17: Click on Next.

## New Assessor Registration

Register as an assessor

Step 3 of 5

### Qualification Accreditation

Qualifications

Add Qualification

Qualification	Credits (Qualification)	NQF Level (Qualification)	Created On
---------------	-------------------------	---------------------------	------------

There are no records to display.



Next

Figure 18: Click on **Add Qualification** to add the Scope you are applying for. **NB: If you are not applying for any Qualification, you can click on Next.**

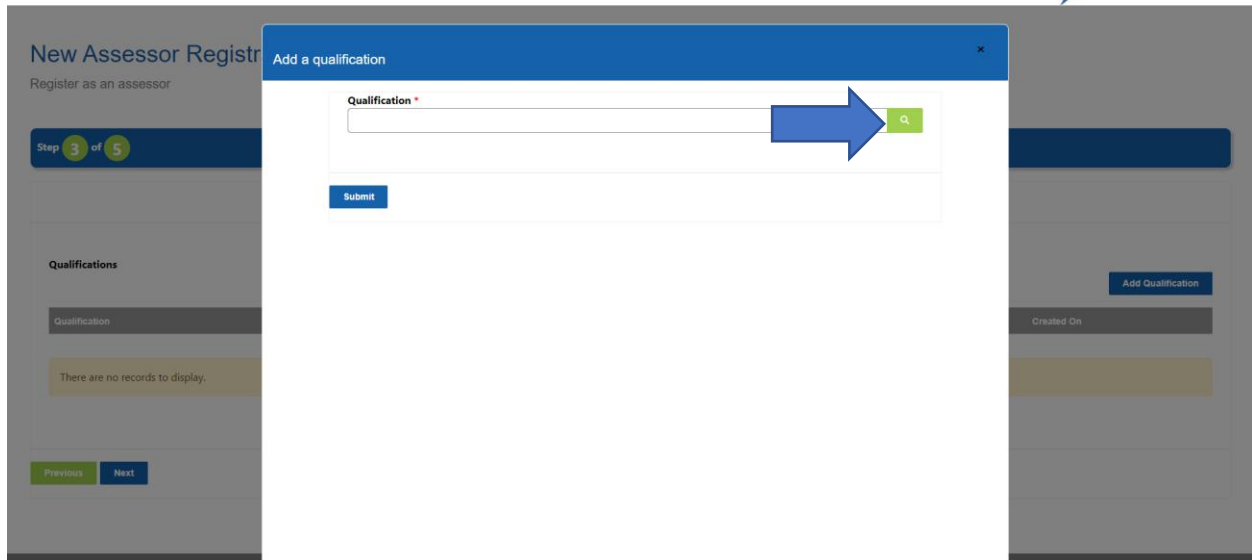


Figure 19: Click on Search Icon to search for the Qualification.

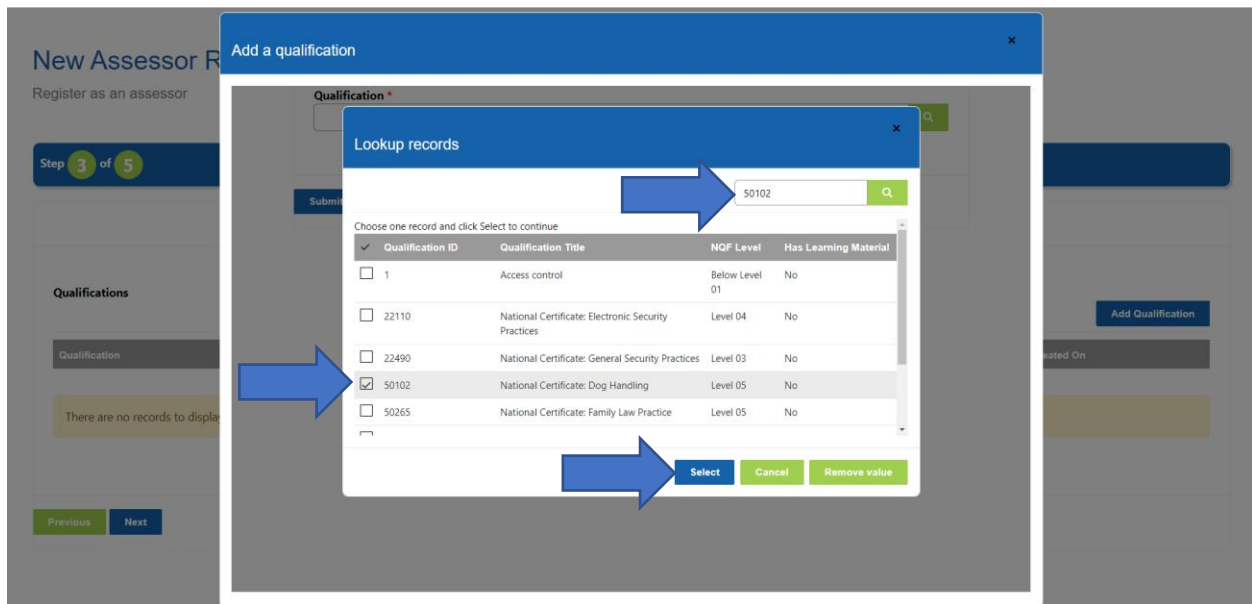


Figure 20: Note that you can search a Qualification by its Code. Select it and Click on Select.

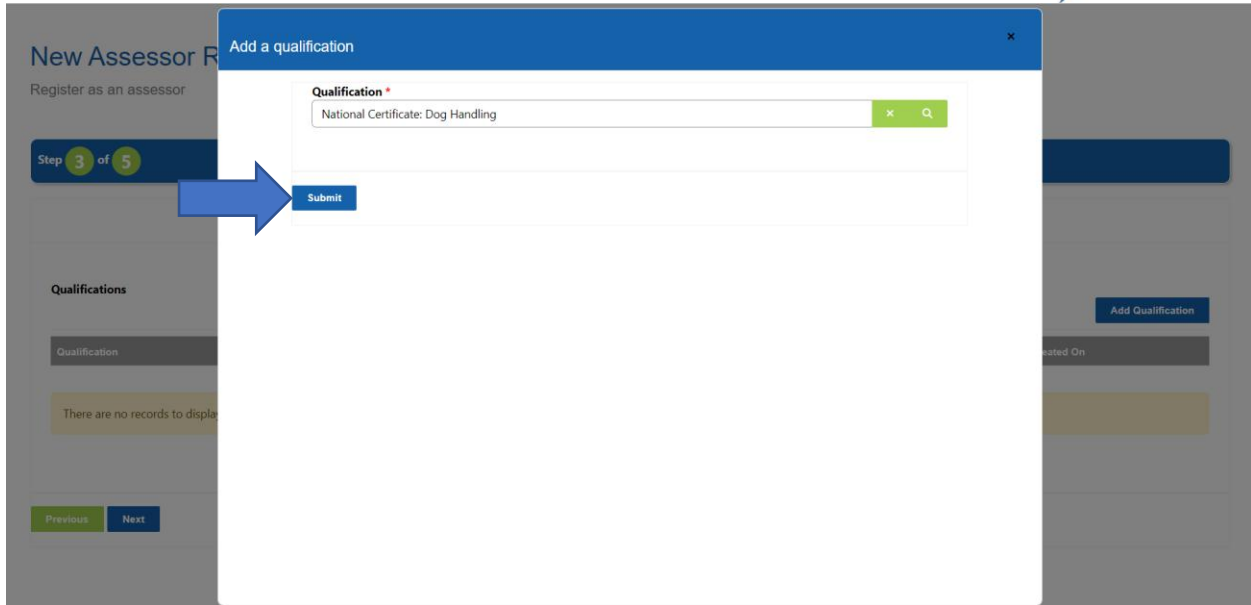


Figure 21: Click on Submit.

## New Assessor Registration

Register as an assessor

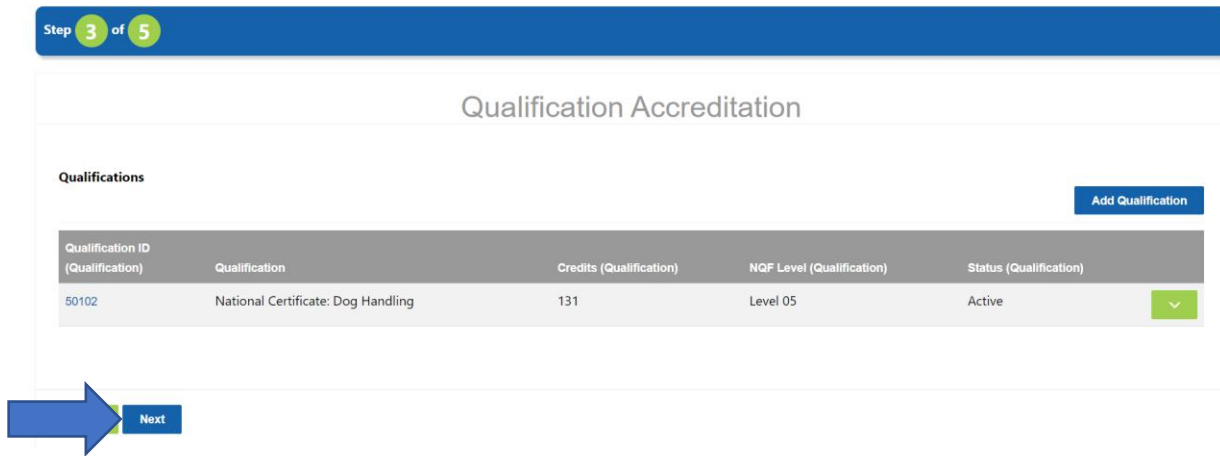


Figure 22: Click on Next.

## New Assessor Registration

Register as an assessor

Step 4 of 5

### Unit Standards

#### Unit Standards

Add Unit Standard

Unit Standard	Unit Standard Type (Unit Standard)	Credits (Unit Standard)	NQF Level (Unit Standard)	Created On
---------------	------------------------------------	-------------------------	---------------------------	------------

There are no records to display.

Next

Figure 23: Click on Add Unit Standard or Click Next if you have no Unit Standards to add.

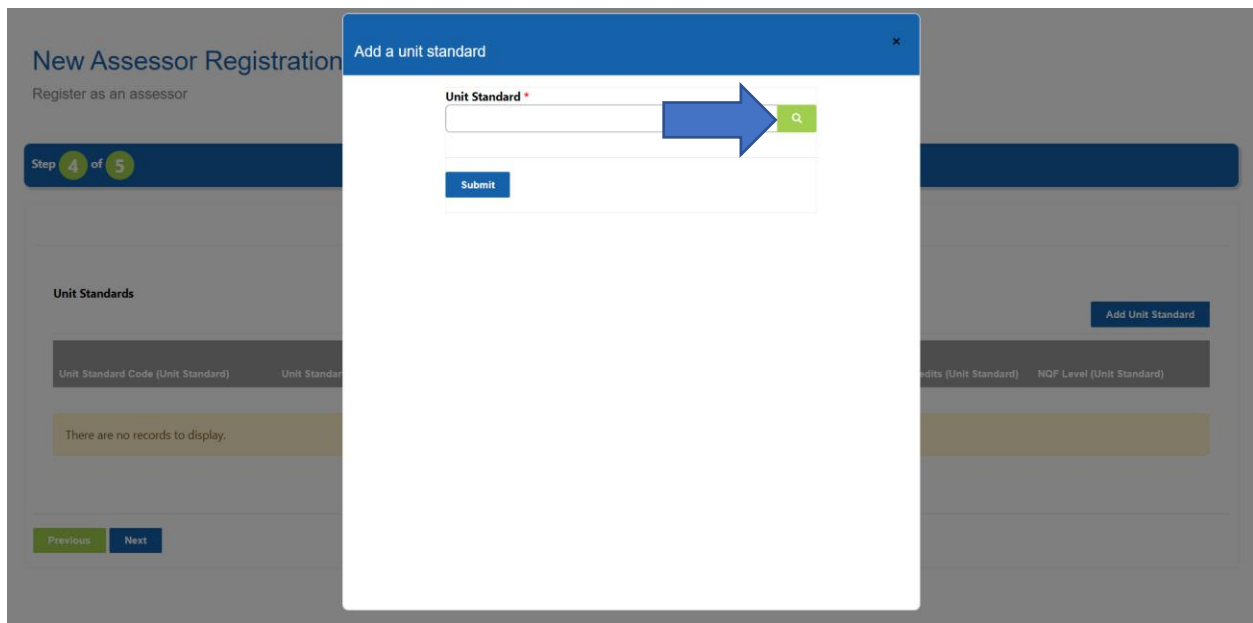


Figure 24: Click on search icon to search for Unit Standards.

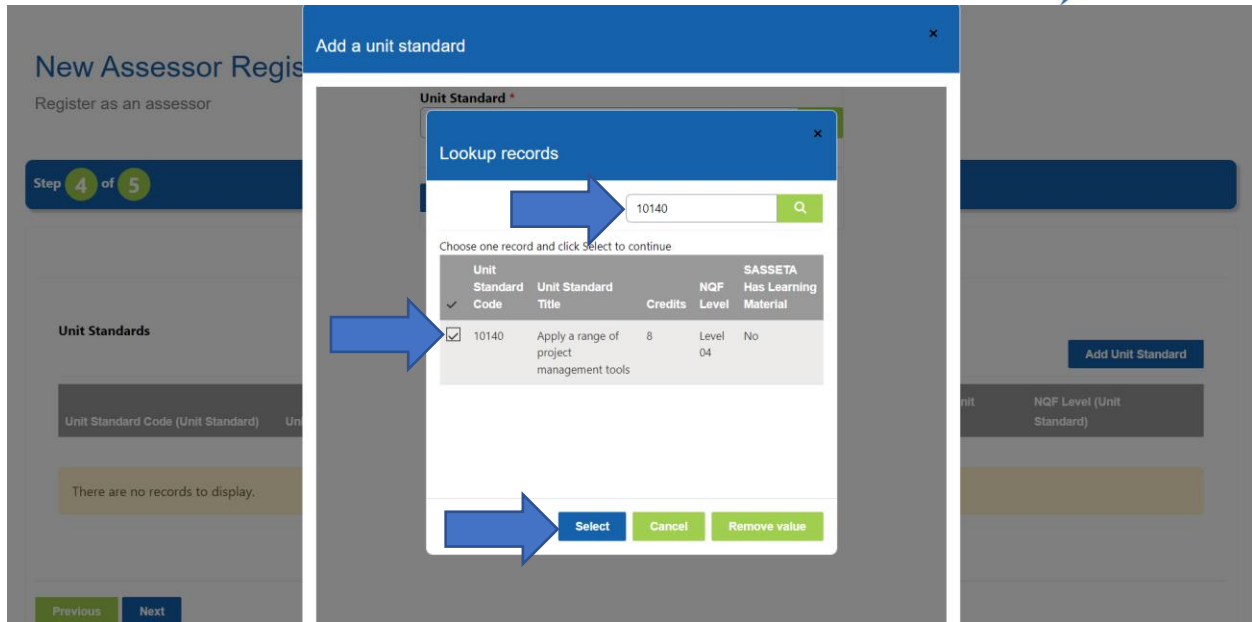


Figure 25: Search the Unit Standard by the Code and click on the checkbox to select and then Click on Select.

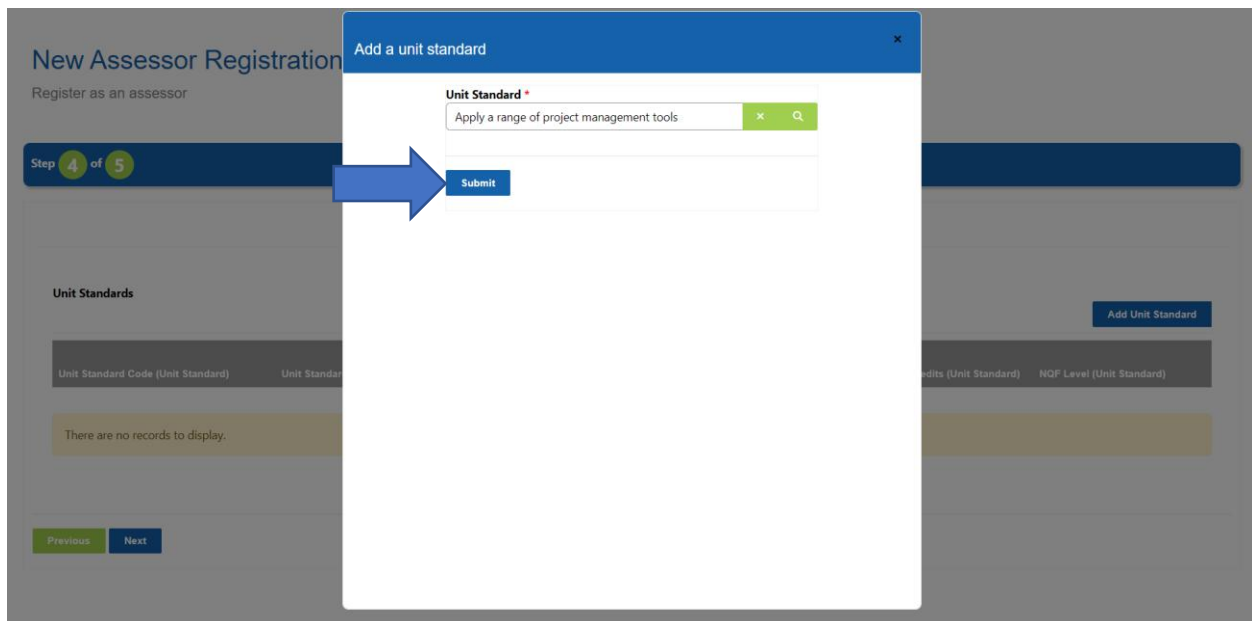


Figure 26: Click on Submit.

## New Assessor Registration

Register as an assessor

Step 4 of 5

### Unit Standards

**Unit Standards** [Add Unit Standard](#)

Unit Standard Code (Unit Standard)	Unit Standard	Unit Standard Type (Unit Standard)	Credits (Unit Standard)	NQF Level (Unit Standard)	
10140	Apply a range of project management tools		8	Level 04	

[Next](#)

Figure 27: Click on Next.

## New Assessor Registration

Register as an assessor

Step 5 of 5

### Documents Checklist

ID	Name (Document Type)	Attachment Added	Verified	Comment	
1	Certified copy of ID	No	No		
2	Certified copies of certificates and qualifications related to the field of assessment applied for.	No	No		
3	Comprehensive CV detailing related work experience in relations to the unit standards you wish to assess	No	No		
4	Signed code of Conduct for Assessors	No	No		
5	Statement of Results related to qualifications / courses achieved (UNISA, HE institutes etc) illustrating content covered / achieved in course completed	No	No		
6	Statement of Results from ETDSP SETA – Assessor	No	No		

**Declaration**

I hereby declare that the above information is correct, valid and accurate \*







[Previous](#) [Submit](#)

Figure 28: Click on drop down to attach documents.

New Assessor Registration  
Register as an assessor

Step 5 of 5

### Documents Checklist

ID	Name (Document Type)	Attachment Added	Verified	Comment
1	Certified copy of ID	No	No	
2	Certified copies of certificates and qualifications related to the field of assessment applied for.	No	No	
3	Comprehensive CV detailing related work experience in relations to the unit standards you wish to assess	No	No	
4	Signed code of Conduct for Assessors	No	No	
5	Statement of Results related to qualifications / courses achieved (UNISA, HE institutes etc) illustrating content covered / achieved in course completed	No	No	
6	Statement of Results from ETD P SETA – Assessor	No	No	

**Declaration**






I hereby declare that the above information is correct, valid and accurate \*

[Previous](#) [Submit](#)

Figure 29: Click on Attach.

New Assessor Registration  
Register as an assessor

Step 5 of 5


ID	Name (Document Type)	Attachment Added	Verified	Comment
1	Certified copy of ID	No	No	
2	Certified copies of certificates and qualifications related to the assessment applied for.	No	No	
3	Comprehensive CV detailing related work experience in relations to the unit standards you wish to assess	No	No	
4	Signed code of Conduct for Assessors	No	No	
5	Statement of Results related to qualifications / courses achieved (UNISA, HE institutes etc) illustrating content covered / achieved in course completed	No	No	
6	Statement of Results from ETD P SETA – Assessor	No	No	

**Declaration**

I hereby declare that the above information is correct, valid and accurate \*

[Previous](#) [Submit](#)

**Document Type**  
Certified copy of ID



There are no folders or files to display.

[Submit](#)

Figure 30: Click on Add Files.

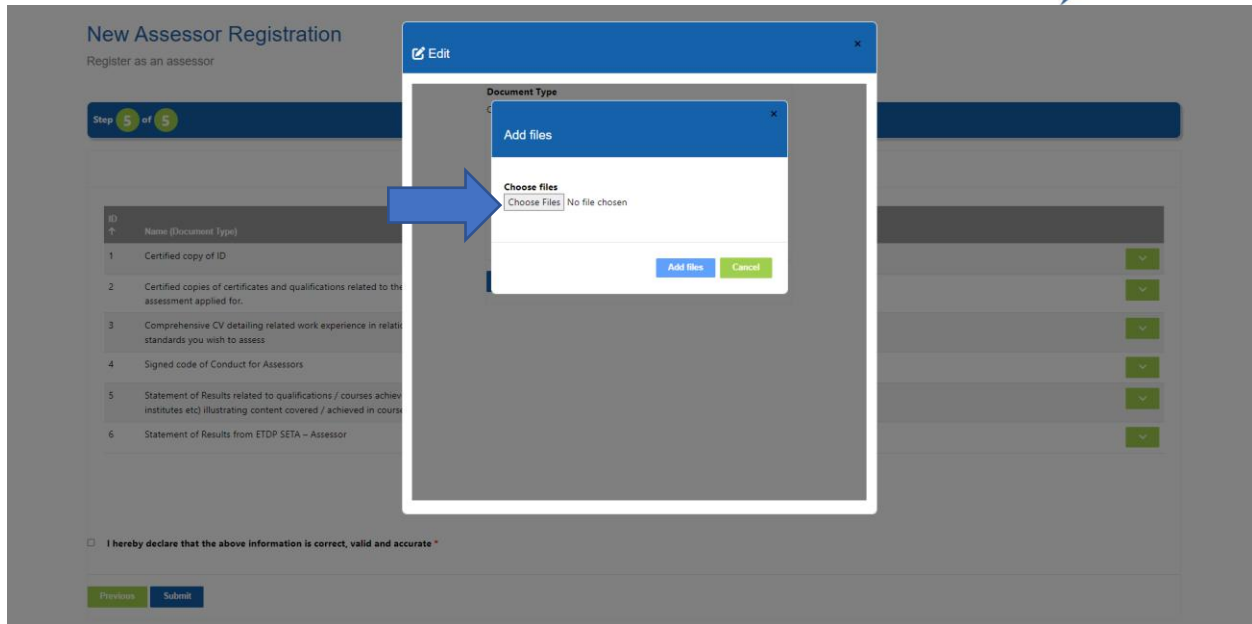


Figure 31: Click on Choose files and select the files on your local machine.

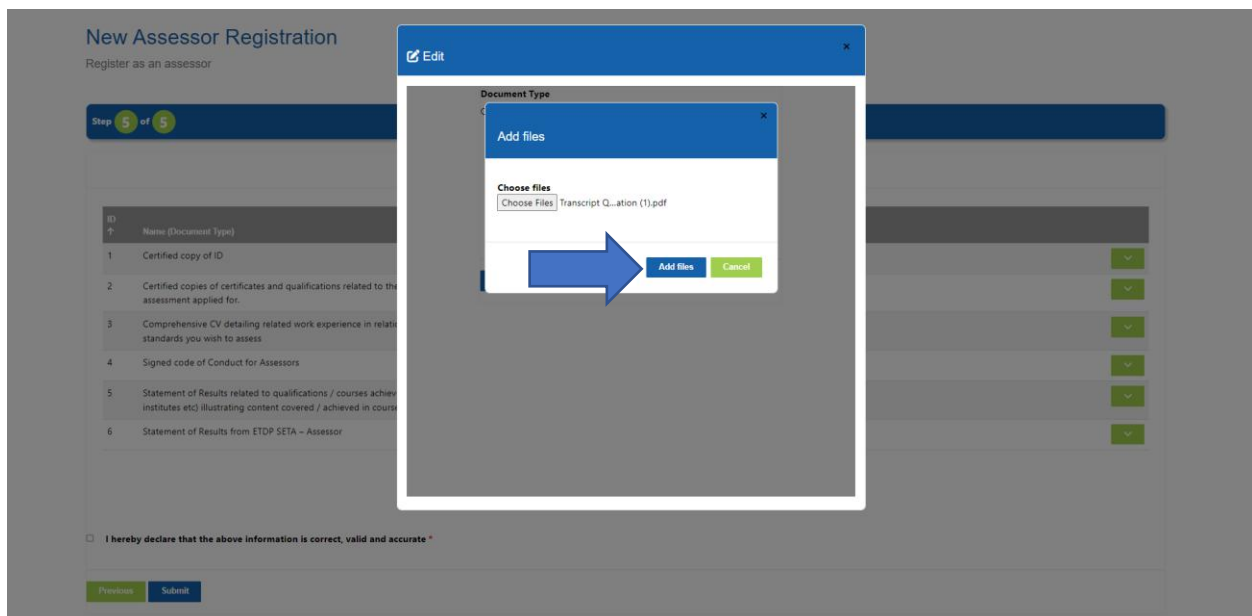


Figure 32: Click on Add Files.

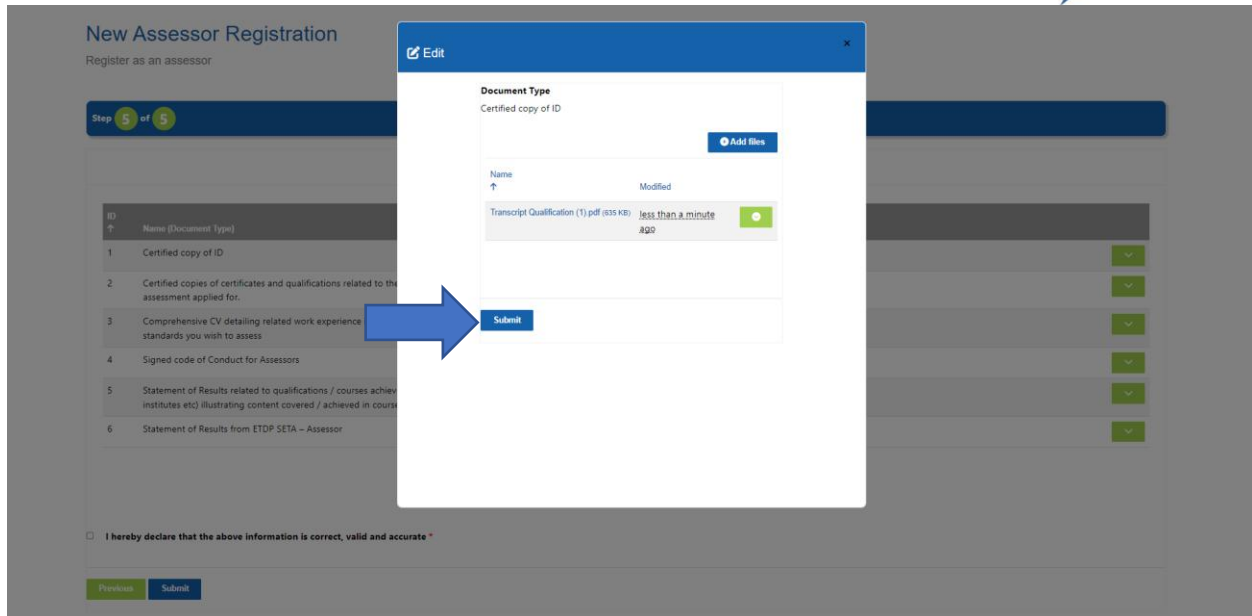


Figure 33: Click on Submit.

## New Assessor Registration

Register as an assessor

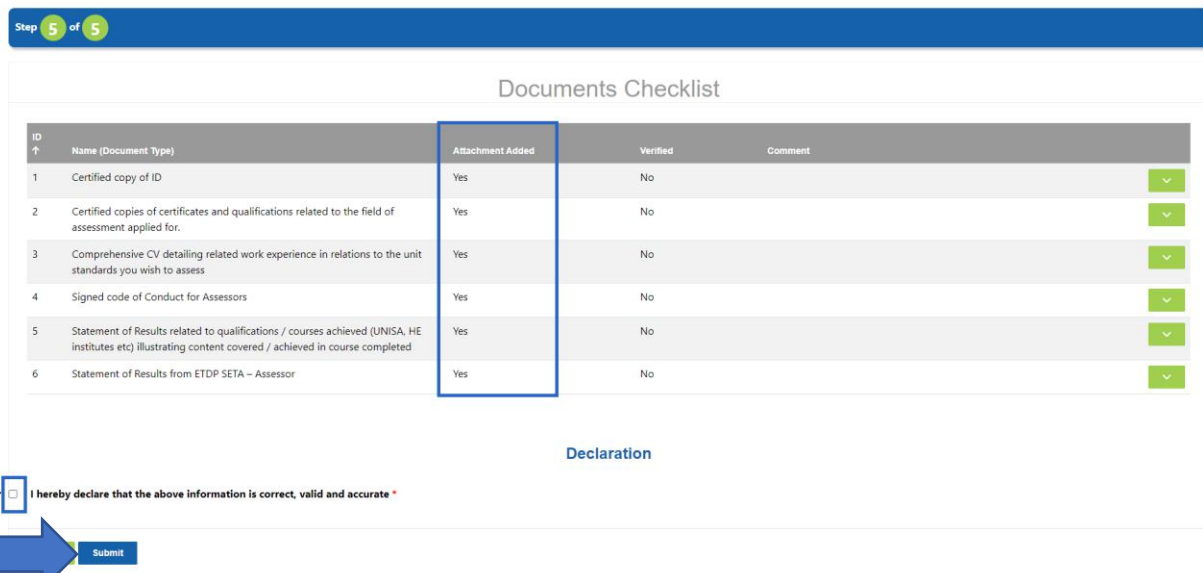


Figure 34: Make sure all the **attachment added** are set to **Yes**. If one is set to No, it means the document is not uploaded/attached. Click on the **Checkbox** of Declaration and Click on Submit.

## New Assessor Registration

Register as an assessor

Submission completed successfully.

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Figure 35: Application Successfully submitted.

## 3.2 MODERATOR REGISTRATION

The screenshot shows the SASSETA website interface. At the top, there is a navigation bar with 'Stakeholders' on the left and 'Home | Training and Development | Calvin Mpe' on the right. A dropdown menu is open under 'Training and Development', listing 'Training and Development', 'Assessor Registration', 'Moderator Registration', 'Extension of scope', and 'Re-Registration'. A blue arrow points to 'Moderator Registration'. Below the navigation bar is a banner with the text 'Leaders in Skills Development and Training for Safety and Security'. The main content area is divided into two columns: 'Mandate' and 'Vision'. The 'Mandate' section contains text about the Skills Development Act, No. 97 of 1998, and the SETA's mandate. The 'Vision' section contains the text 'To be the leader in skills development for the safety and security sector in the SADC region.' Below this is the 'Mission' section, which states 'Transforming and professionalising the safety security sector by providing qualifications and quality skills through effective and efficient partnerships.'

Figure 36: Navigate to Training and Development and Click on Moderator Registration to apply.

**NB: You won't be able to apply to be a Moderator if your application to be an Assessor is not Approved.**

## Moderator Registration

New application as a Moderator

Reference	Practitioner	Registration Number	Start Date	End Date	Registration Status	Created On ↓
There are no records to display.						



Figure 37: Click on **Download Moderator Code of Conduct**.

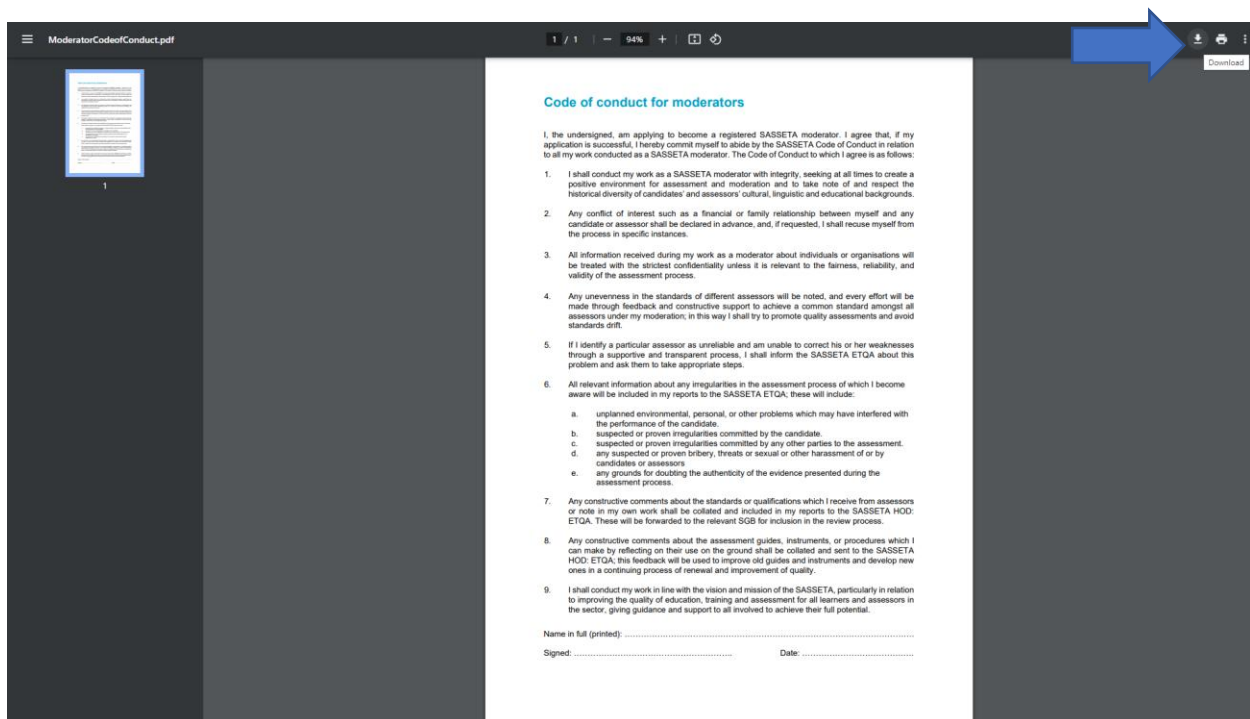


Figure 38: Click on **Download**.

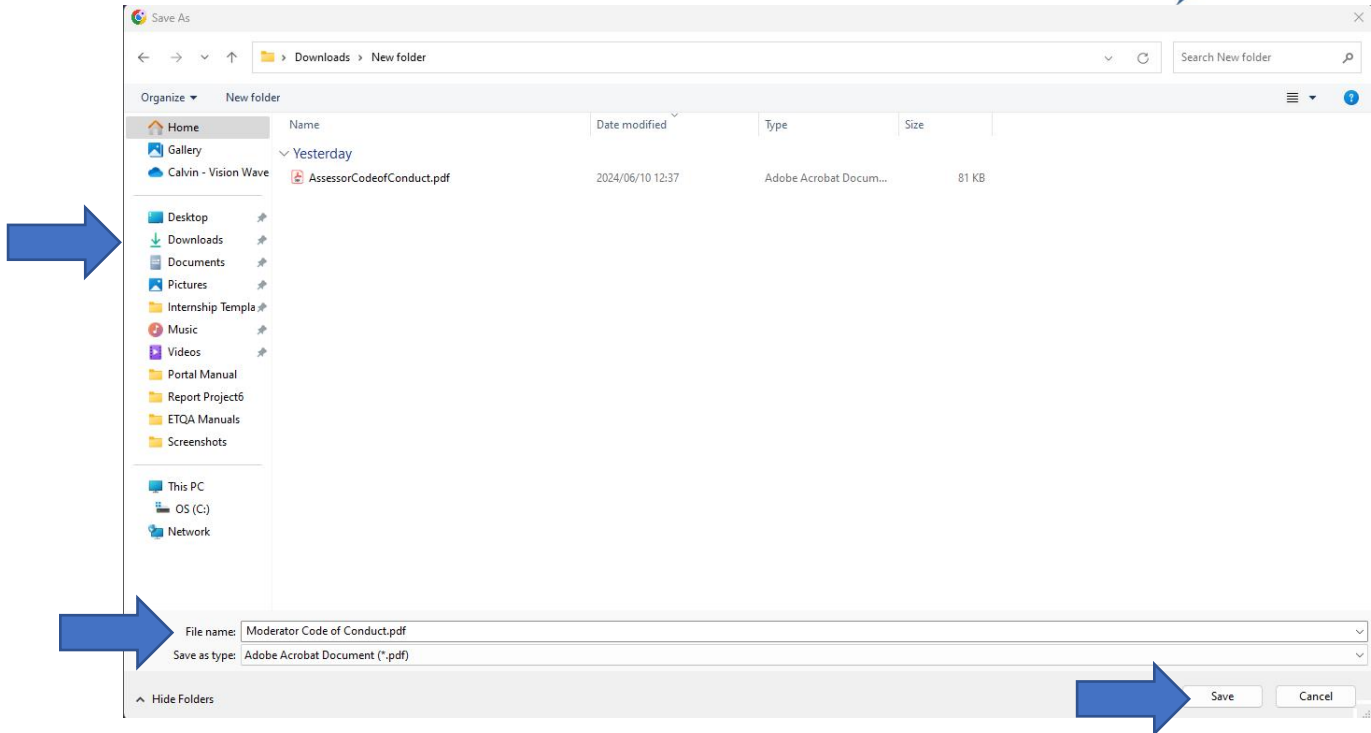


Figure 39: Give it a name and click on Save. This will be saved on your local machine where you can open and sign up later.



Figure 40: Click on **New Application**.

Step 1 of 3

Applicant

Applicant Details

Operational Areas \*  
Select

Employment status \*  
Select

Did you gain access to the assessor or moderator programme through RPL?  
 No  Yes

How many years of experience do you have in your occupational field?  
[Text input field]

If employed, please provide a brief description of your roles and responsibilities in the workplace  
[Text area]

Describe your experience  
[Text area]

Next

Figure 41: Click on Search icon to search for your Profile as an Assessor.

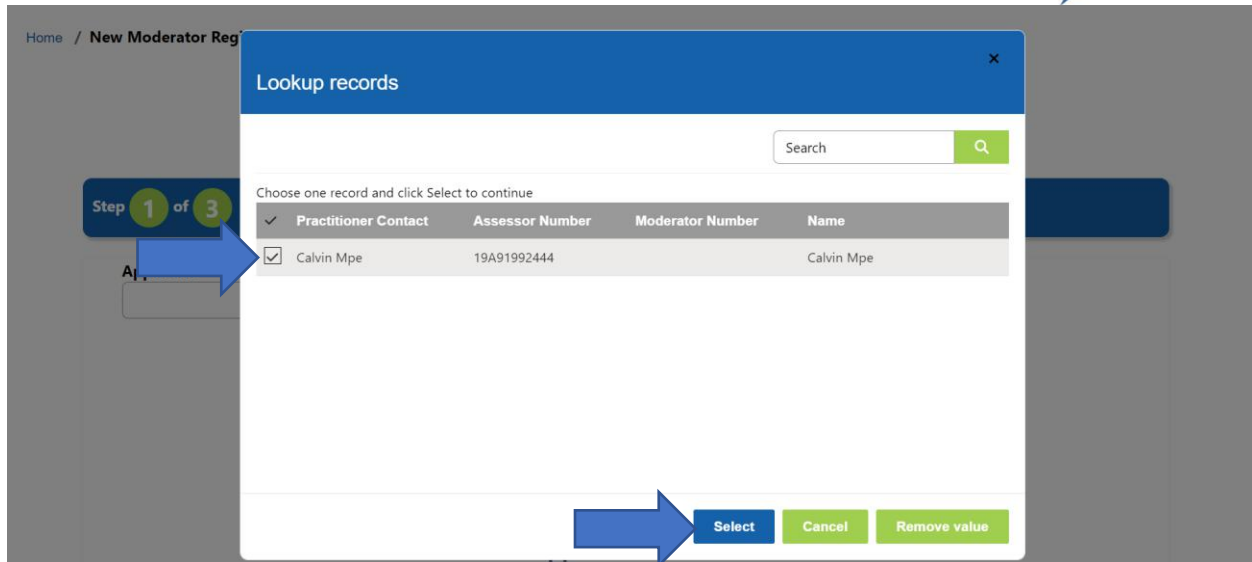


Figure 42: Select your name and Click on Select. **NB: If you can't find your name here, it means you are not yet approved as an Assessor on the system.**

Step 1 of 3

Applicant

Calvin Mpe

Assessor Number

19A91992444

Assessor Start Date

08/04/2024

Assessor End Date

22/08/2024

Applicant Details

Operational Areas \*

Select

Employment status \*

Select

Did you gain access to the assessor or moderator programme through RPL?

No  Yes

How many years of experience do you have in your occupational field?

If employed, please provide a brief description of your roles and responsibilities in the workplace

Describe your experience



Next

Figure 43: Complete the Applicant Details and Click on Next.

Step 2 of 3

### Qualification Obtained

Highest Qualification \*  
Select

Other (Highest Qualification)

[Add Qualifications Obtained](#)

Name	Description of Content	Name of the Institution	Duration of programme	Date Obtained
There are no records to display.				

[Previous](#) [Next](#)

Figure 44: Add the Highest Qualification and Click on **Add Qualifications Obtained**.

Stakeholders

Home / New Moderator Registration

Step 2 of 3

Highest Qualification \*  
Select

Name

There are no records to display.

[Previous](#) [Next](#)

#### Create

Name of Qualification \*

Name of the Institution

Duration of programme

Date Obtained  
DD/MM/YYYY

Description of Content

[Submit](#)

[Add Qualifications Obtained](#)

Date Obtained

Figure 45: Complete the form and Click on Submit.

Step 2 of 3

### Qualification Obtained

Highest Qualification \*

Other (Highest Qualification)

[Add Qualifications Obtained](#)

Name ↑	Description of Content	Name of the Institution	Duration of programme	Date Obtained	
Diploma in Policing		University of Johannesburg	3	11/06/2024	<input type="checkbox"/>

[Next](#)

Figure 46: Click on Next.

Step 3 of 3

### Documents Checklist

ID ↑	Name (Moderator Document Type)	Attachment Added	Verified	Comment	
1	Certified copy of ID	No	No		<input type="checkbox"/>
2	Certified copies of certificates and qualifications related to the field of moderation applied for.	No	No		<input type="checkbox"/>
3	Statement of Results related to qualifications / courses achieved (UNISA, HE institutes etc) illustrating content covered / achieved in course completed	No	No		<input type="checkbox"/>
4	Comprehensive CV detailing related work experience in relations to the unit standards you wish to moderate	No	No		<input type="checkbox"/>
5	Signed Code of Conduct for Moderator.	No	No		<input type="checkbox"/>
6	Statement of Results from ETDPA SETA – Moderator.	No	No		<input type="checkbox"/>







I hereby declare that the above information is correct, valid and accurate \*

[Previous](#) [Submit](#)

Figure 47: Click on the dropdown to add the document.

Step 3 of 3

### Documents Checklist

ID ↑	Name (Moderator Document Type)	Attachment Added	Verified	Comment
1	Certified copy of ID	No	No	
2	Certified copies of certificates and qualifications related to the field of moderation applied for.	No	No	
3	Statement of Results related to qualifications / courses achieved (UNISA, HE institutes etc) illustrating content covered / achieved in course completed	No	No	
4	Comprehensive CV detailing related work experience in relations to the unit standards you wish to moderate	No	No	
5	Signed Code of Conduct for Moderator.	No	No	
6	Statement of Results from ETP SETA – Moderator.	No	No	

**Declaration**

I hereby declare that the above information is correct, valid and accurate \*

[Previous](#) [Submit](#)


Figure 48: Click on Attach.

Home / New Moderator Registration

Step 3 of 3

**Document Type**  
Certified copy of ID

**Upload document**



There are no folders or files to display.

[Submit](#)

**Declaration**

I hereby declare that the above information is correct, valid and accurate \*

[Previous](#) [Submit](#)

Figure 49: Click on Add Files.

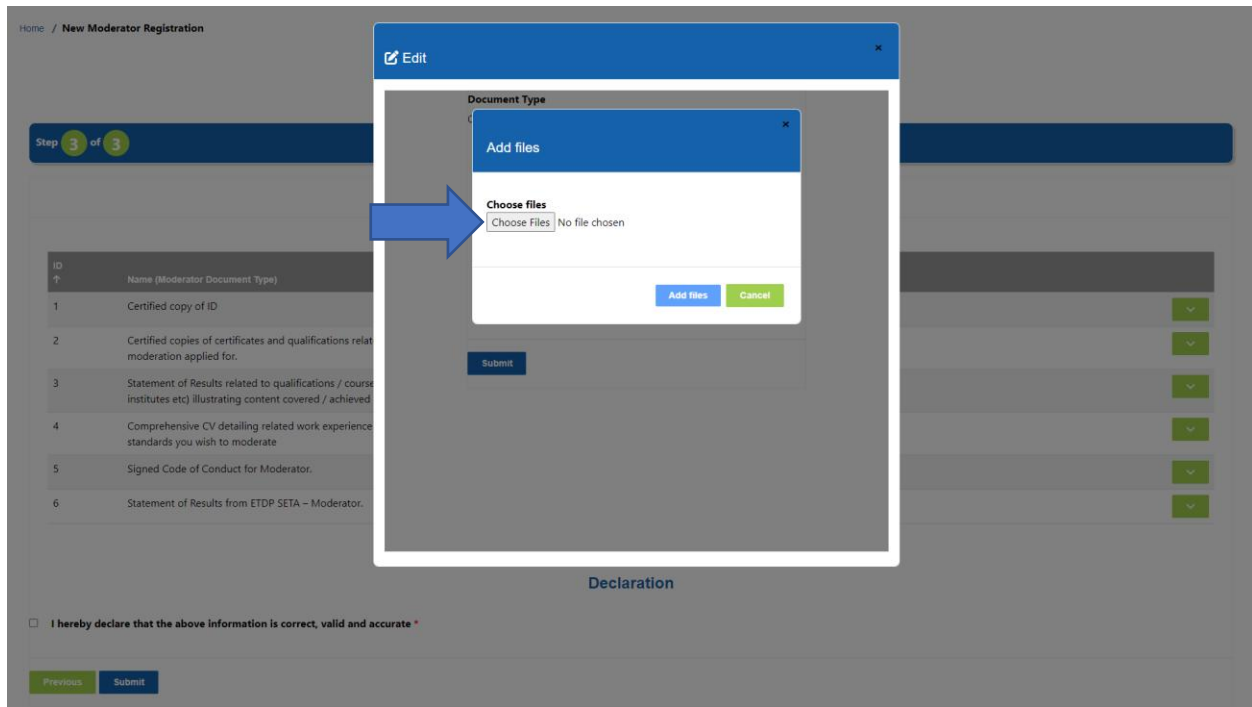


Figure 50: Click on Choose files.

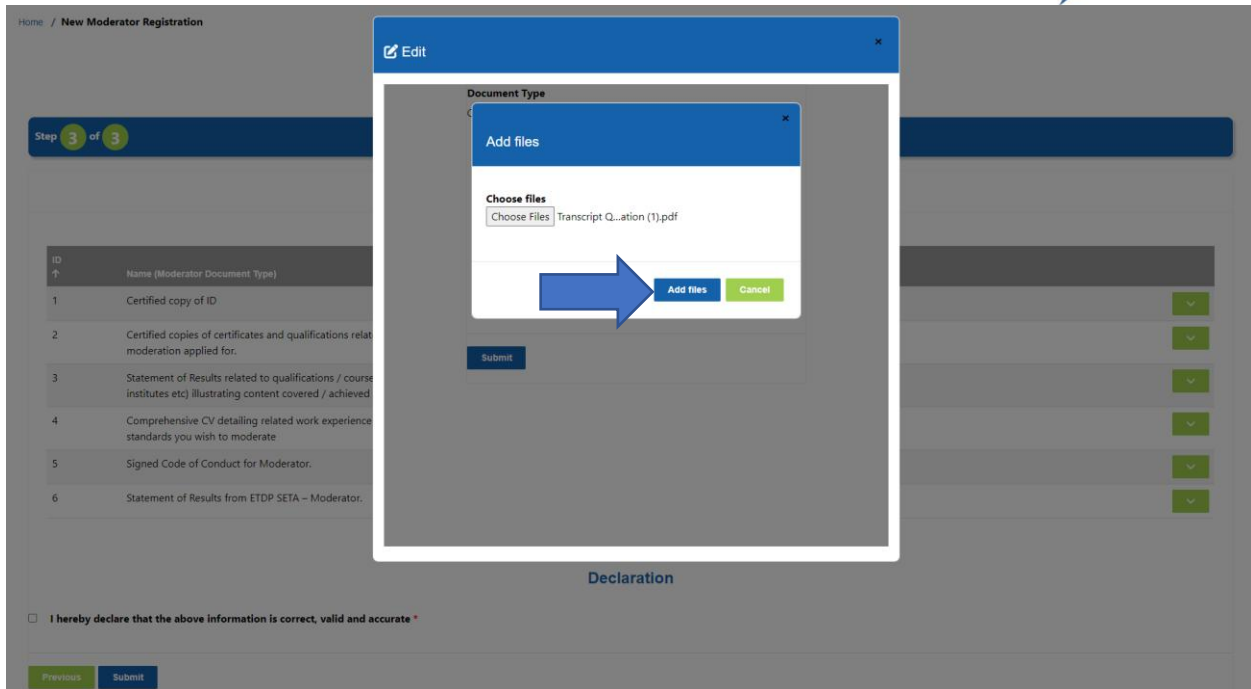


Figure 51: Click on Add Files.

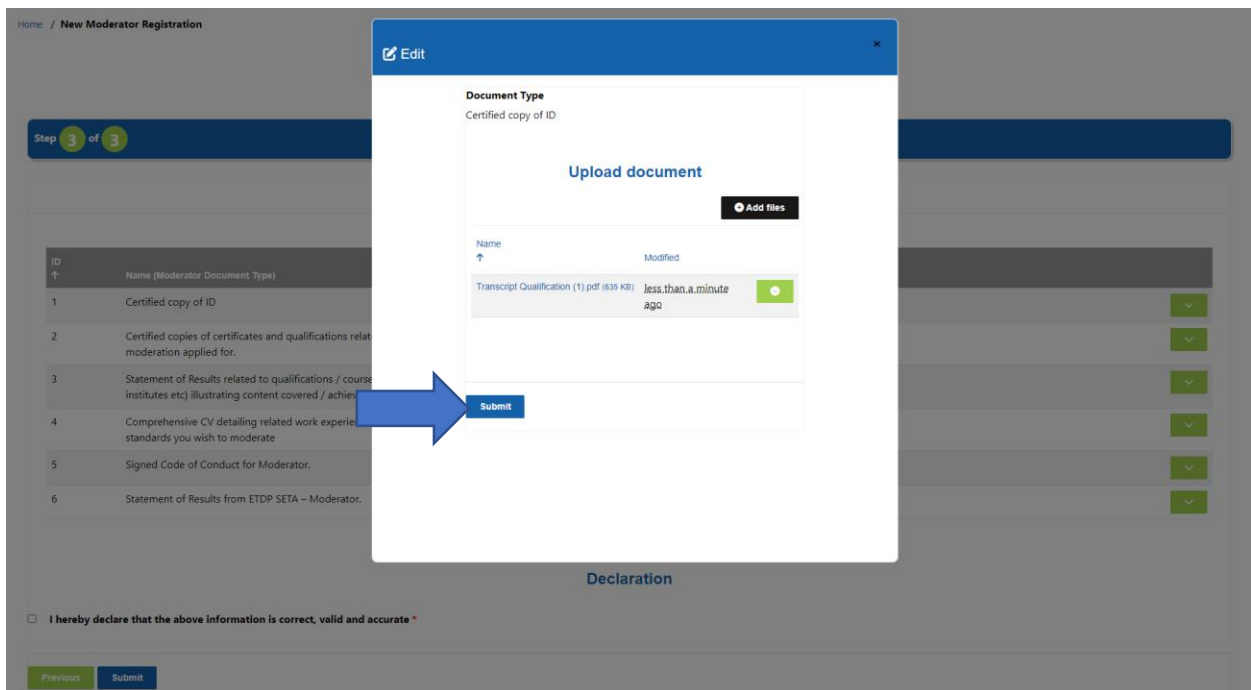


Figure 52: Click on Submit.

Step 3 of 3

### Documents Checklist

ID ↑	Name (Moderator Document Type)	Attachment Added	Verified	Comment
1	Certified copy of ID	Yes	No	<span style="float: right;">▼</span>
2	Certified copies of certificates and qualifications related to the field of moderation applied for.	Yes	No	<span style="float: right;">▼</span>
3	Statement of Results related to qualifications / courses achieved (UNISA, HE institutes etc) illustrating content covered / achieved in course completed	Yes	No	<span style="float: right;">▼</span>
4	Comprehensive CV detailing related work experience in relations to the unit standards you wish to moderate	Yes	No	<span style="float: right;">▼</span>
5	Signed Code of Conduct for Moderator.	Yes	No	<span style="float: right;">▼</span>
6	Statement of Results from ETOP SETA – Moderator.	Yes	No	<span style="float: right;">▼</span>

**Declaration**

I hereby declare that the above information is correct, valid and accurate \*

Previous
Submit

Figure 53: Make sure all the **attachment added** are set to **Yes**. If one is set to No, it means the document is not uploaded/attached. Click on the **Checkbox** of Declaration and Click on Submit.

Submission completed successfully.

Figure 54: Application Successfully submitted.

### 3.3 EXTENSION OF SCOPE REGISTRATION

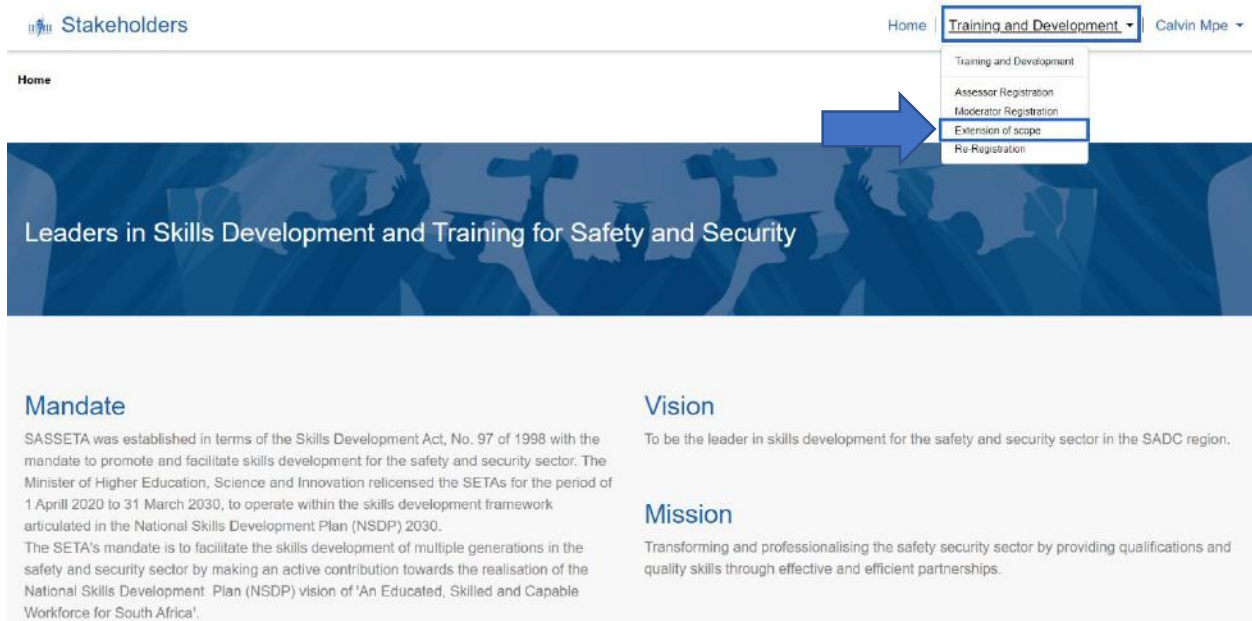


Figure 55: Navigate to Training and Development and Click on Extension of Scope to apply.

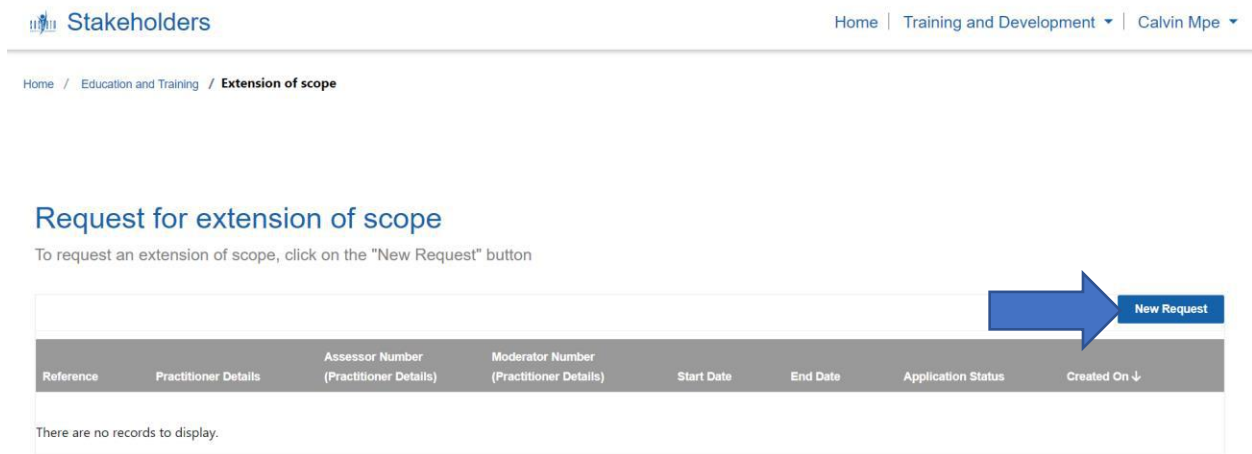



Figure 56: Click on **New Request**.

## Request for extension of scope

Manage your extension requests below

Step 1 of 5

### Details

<b>Applicant *</b> 19A91992444		<b>Requested By</b> Calvin Mpe
-----------------------------------	---	-----------------------------------

**Applicant Details**

**Operational Areas \***  
Select

**Employment status \***  
Select

**Did you gain access to the assessor or moderator programme through RPL?**  
 No  Yes

**How many years of experience do you have in your occupational field? \***

**If employed, please provide a brief description of your roles and responsibilities in the workplace**

**Describe your experience**

[Next](#)

Figure 57: Click on search icon to search for your Name as an Assessor.

Request for extension of scope  
Manage your extension requests below

Step 1 of 5

Applicant \*  
19A91992444

Applicant Details

Operational Areas \*  
Select

Employment status \*  
Select

Did you gain access to the assessor or moderator programme through RPL?  
 No  Yes

How many years of experience do you have in your occupational field? \*

Lookup records

Search

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Practitioner Contact	Assessor Number	Moderator Number	Name
<input checked="" type="checkbox"/>	Calvin Mpe	19A91992444		Calvin Mpe

Select Cancel Remove value

Figure 58: Click on the checkbox and then Click on Select. This will populate your details as an Assessor and Moderator if you are both, See Figure 60 below.

## Request for extension of scope

Manage your extension requests below

Step 1 of 5

### Details

**Applicant \***  
Calvin Mpe

**Requested By**  
Calvin Mpe

**Applicant Details**

**Assessor Number**  
19A91992444

**Assessor Start Date**  
08/04/2024

**Assessor End Date**  
22/08/2024

**Applicant Details**

**Moderator Number**  
—

**Moderator Start Date**  
—

**Moderator End Date**  
—

**Operational Areas \***  
Select

**Employment status \***  
Select

**Did you gain access to the assessor or moderator programme through RPL?**  
 No  Yes

**How many years of experience do you have in your occupational field? \***

**If employed, please provide a brief description of your roles and responsibilities in the workplace**

**Describe your experience**

**Next**

Figure 59: Complete the rest of the form and Click Next.

## Request for extension of scope

Manage your extension requests below

Step 2 of 5

### Qualifications Obtained

#### Qualifications Obtained

Highest Qualification \*

Select

Other Highest Qualification

Add Qualifications Obtained

Name	Description of Content	Name of the Institution	Duration of programme	Date Obtained
------	------------------------	-------------------------	-----------------------	---------------

There are no records to display.

Previous

Next

Figure 60: Select your Highest Qualification and Click on Add Qualification Obtained.

Request for extension of scope

Manage your extension requests below

Step 2 of 5

Highest Qualification \*

Select

Name

↑

There are no records to display.

Previous

Next

Create

Name of Qualification \*

Name of the Institution

Duration of programme

Date Obtained

DD/MM/YYYY

Description of Content

Submit

Add Qualifications Obtained

Date Obtained

Figure 61: Complete the Qualification Obtained form and Click Submit.

## Request for extension of scope

Manage your extension requests below

Step 2 of 5

### Qualifications Obtained

**Qualifications Obtained**

Highest Qualification \*  
Post-Matric Diploma

Other Highest Qualification

Add Qualifications Obtained

Name	Description of Content	Name of the Institution	Duration of programme	Date Obtained	
National Diploma in IT		University of Limpopo	3	12/06/2024	✓

Next

Figure 62: Click on Next.

## Request for extension of scope

Manage your extension requests below

Step 3 of 5

### Qualifications

Add Qualification

Qualification ID (Qualification)	Qualification	Credits (Qualification)	NQF Level (Qualification)	Created On
There are no records to display.				

Next

Figure 63: Click on **Add Qualification** to add the Scope you are applying for. **NB: If you are not applying for any Qualification, you can click on Next.**

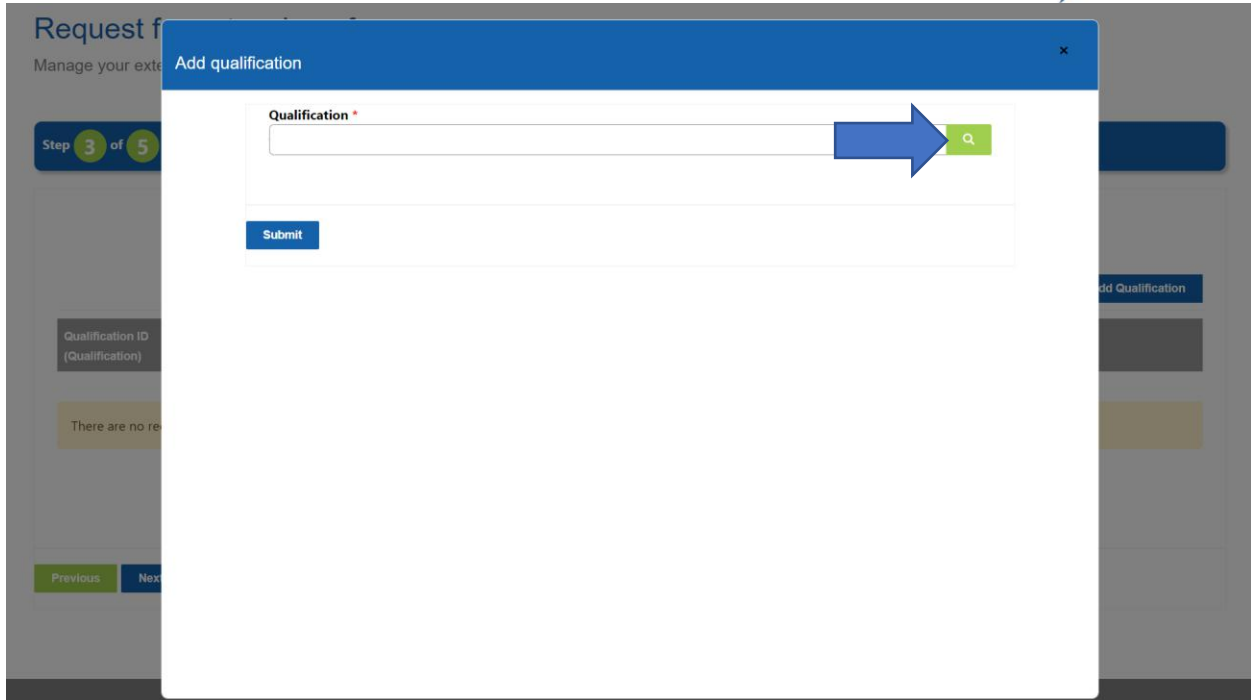


Figure 64: Click on Search Icon to search for the Qualification.

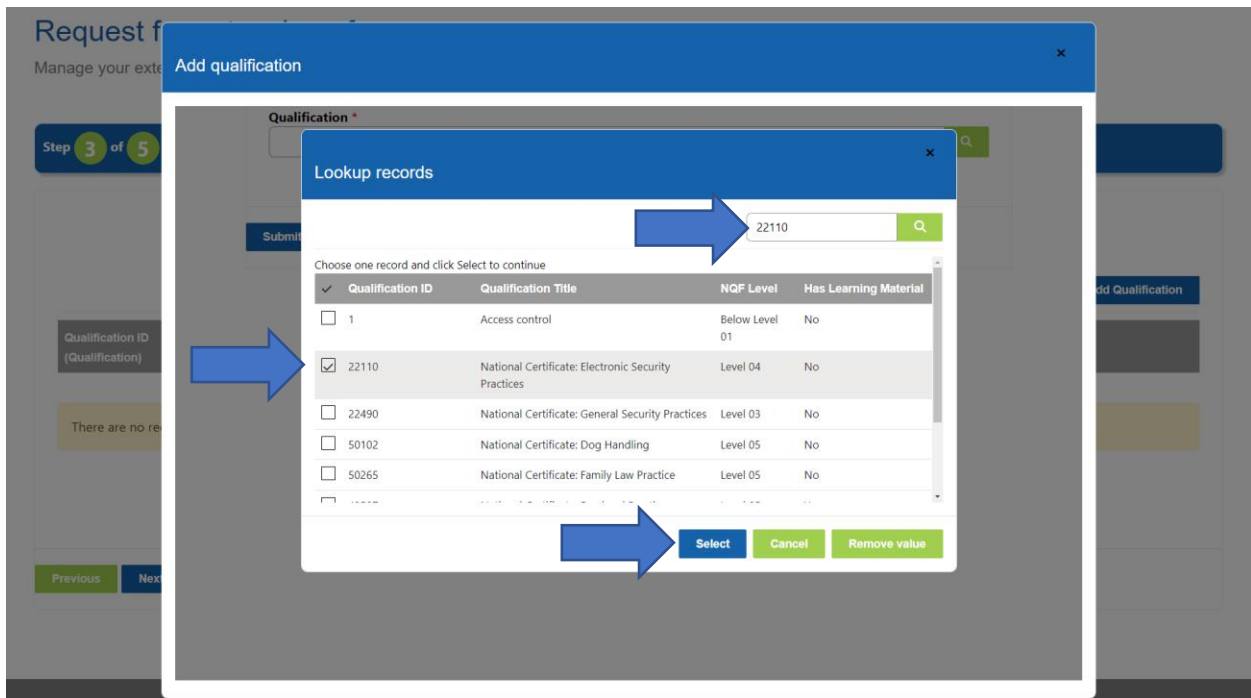


Figure 65: Note that you can search a Qualification by its Code. Select it and Click on Select.

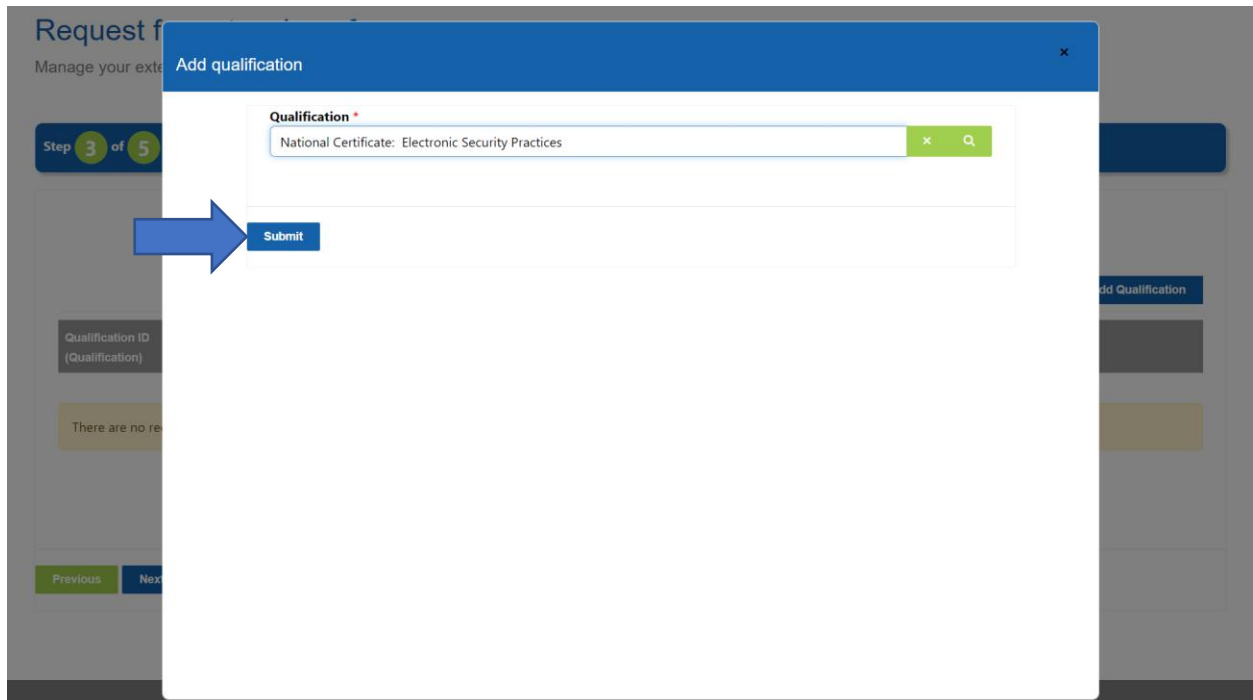


Figure 66: Click on Submit.

## Request for extension of scope

Manage your extension requests below

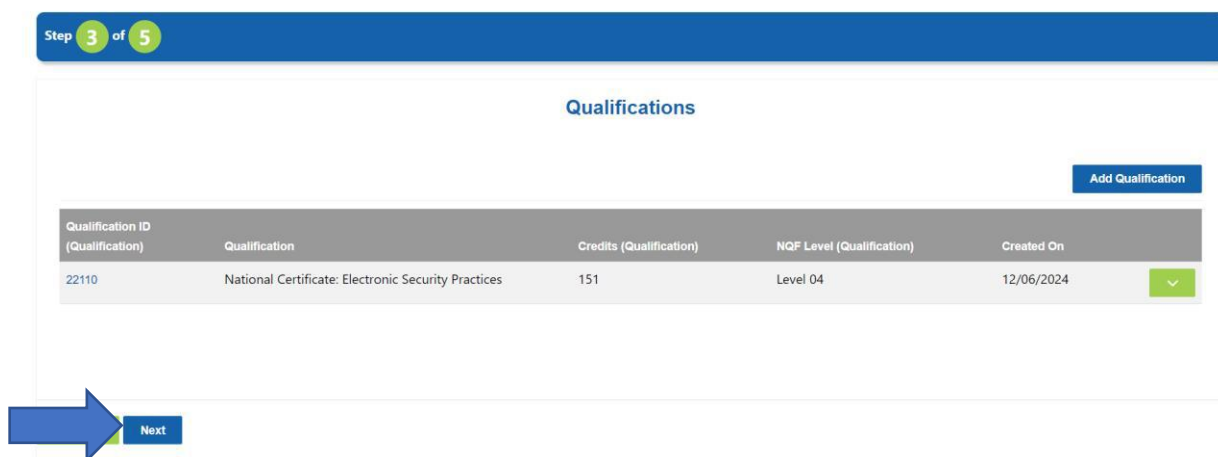


Figure 67: Click on Next.

## Request for extension of scope

Manage your extension requests below

Step 4 of 5

### Unit Standards

Unit Standards

[Add Unit Standard](#)

Unit Standard Code (Unit Standard)	Unit Standard	Unit Standard Type (Unit Standard)	Credits (Unit Standard)	NQF Level (Unit Standard)
There are no records to display.				

[Next](#)

Figure 68: Click on Add Unit Standard or Click Next if you have no Unit Standards to add.

### Request for extension of scope

Manage your extension requests below

Step 4 of 5

#### Add existing Unit Standard

Unit Standard \*

[Add Unit Standard](#)

Unit Standard Code (Unit Standard)	Unit Standard	Unit Standard Type (Unit Standard)	Credits (Unit Standard)	NQF Level (Unit Standard)
There are no records to display.				

[Previous](#) [Next](#)

Figure 69: Click on search icon to search for Unit Standards.

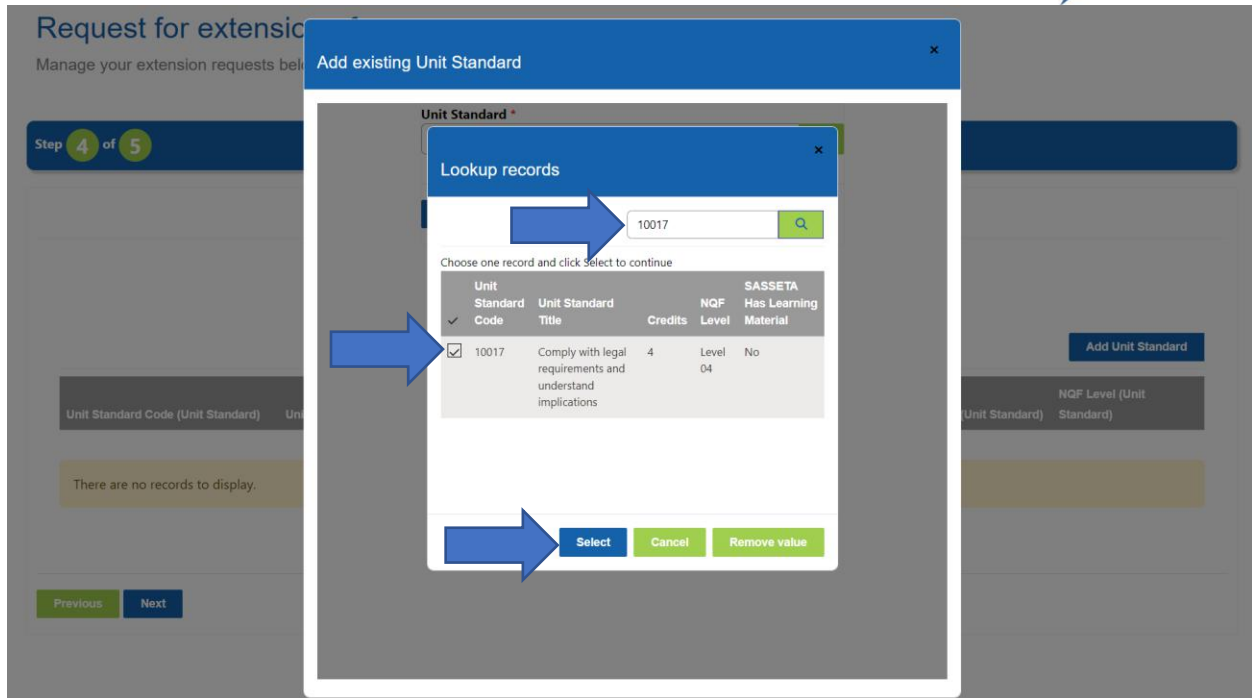


Figure 70: Search the Unit Standard by the Code and click on the checkbox to select and then Click on Select.

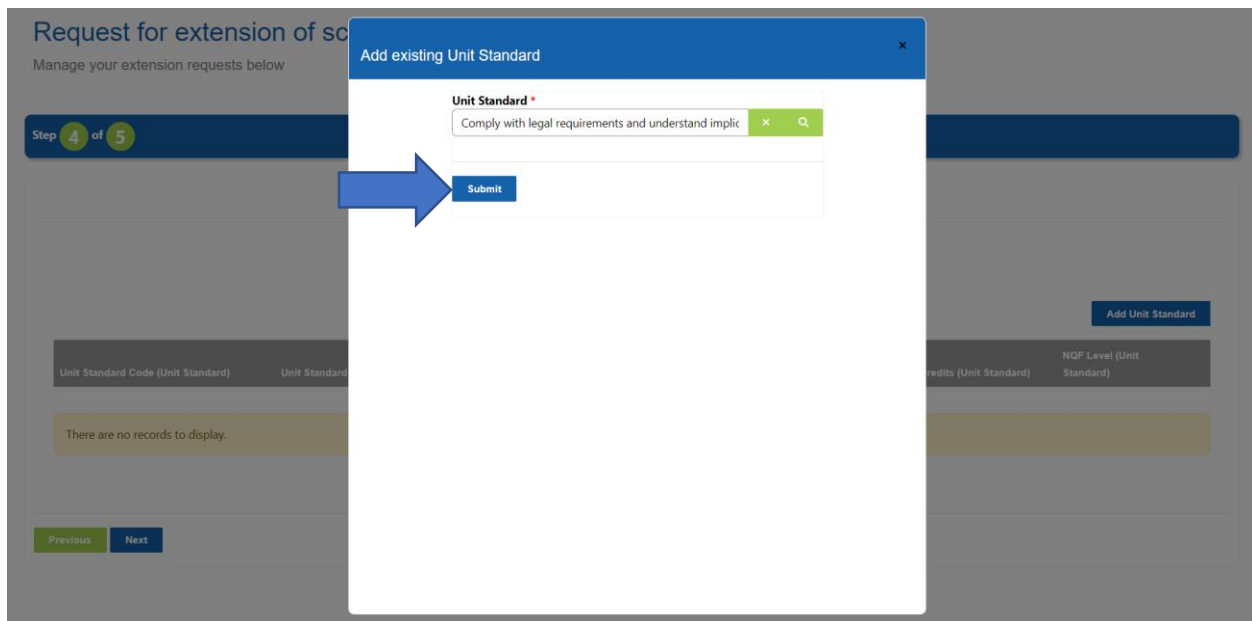


Figure 71: Click on Submit.

## Request for extension of scope

Manage your extension requests below

Step 4 of 5

### Unit Standards

#### Unit Standards

Add Unit Standard

Unit Standard Code (Unit Standard)	Unit Standard	Unit Standard Type (Unit Standard)	Credits (Unit Standard)	NQF Level (Unit Standard)	
10017	Comply with legal requirements and understand implications		4	Level 04	



Figure 72: Click on Next.

## Request for extension of scope

Manage your extension requests below

Step 5 of 5

### Documents Checklist

ID	Name (Document Type)	Attachment Added	Verified	Comment	
1	Comprehensive / Detailed CV outlining the occupational work experience within the Sector, period or experience and indicate your duties and responsibilities in detail linking to the Unit Standards / Qualifications and unpack your role in detail.	No	No		
2	Certified copy of ID.	No	No		
3	Certified copies of certificates and qualifications related to the Unit Standards applied for.	No	No		

#### Declaration

I hereby declare that the above information is correct, valid and accurate \*

Previous Submit

Figure 73: Click on drop down to attach documents.

## Request for extension of scope

Manage your extension requests below

Step 5 of 5

### Documents Checklist

ID	Name (Document Type)	Attachment Added	Verified	Comment
1	Comprehensive / Detailed CV outlining the occupational work experience within the Sector, period or experience and indicate your duties and responsibilities in detail linking to the Unit Standards / Qualifications and unpack your role in detail.	No	No	<input type="button" value="Attach"/>
2	Certified copy of ID.	No	No	<input type="button" value="Attach"/>
3	Certified copies of certificates and qualifications related to the Unit Standards applied for.	No	No	<input type="button" value="Attach"/>

**Declaration**

I hereby declare that the above information is correct, valid and accurate \*

Figure 74: Click on Attach.

Request for extension of scope

Manage your extension requests below

Step 5 of 5

ID	Name (Document Type)	Attachment Added	Verified	Comment
1	Comprehensive / Detailed CV outlining the occupational work experience within the Sector, period or experience and indicate your duties and responsibilities in detail linking to the Unit Standards / Qualifications and unpack your role in detail.	No	No	<input type="button" value="Attach"/>
2	Certified copy of ID.	No	No	<input type="button" value="Attach"/>
3	Certified copies of certificates and qualifications related to the Unit Standards applied for.	No	No	<input type="button" value="Attach"/>

I hereby declare that the above information is correct

**Document Type**  
Comprehensive / Detailed CV outlining the occupational work experience

**Verified**  
 No  Yes

**Comment**

There are no folders or files to display.

Figure 75: Click on Add Files.

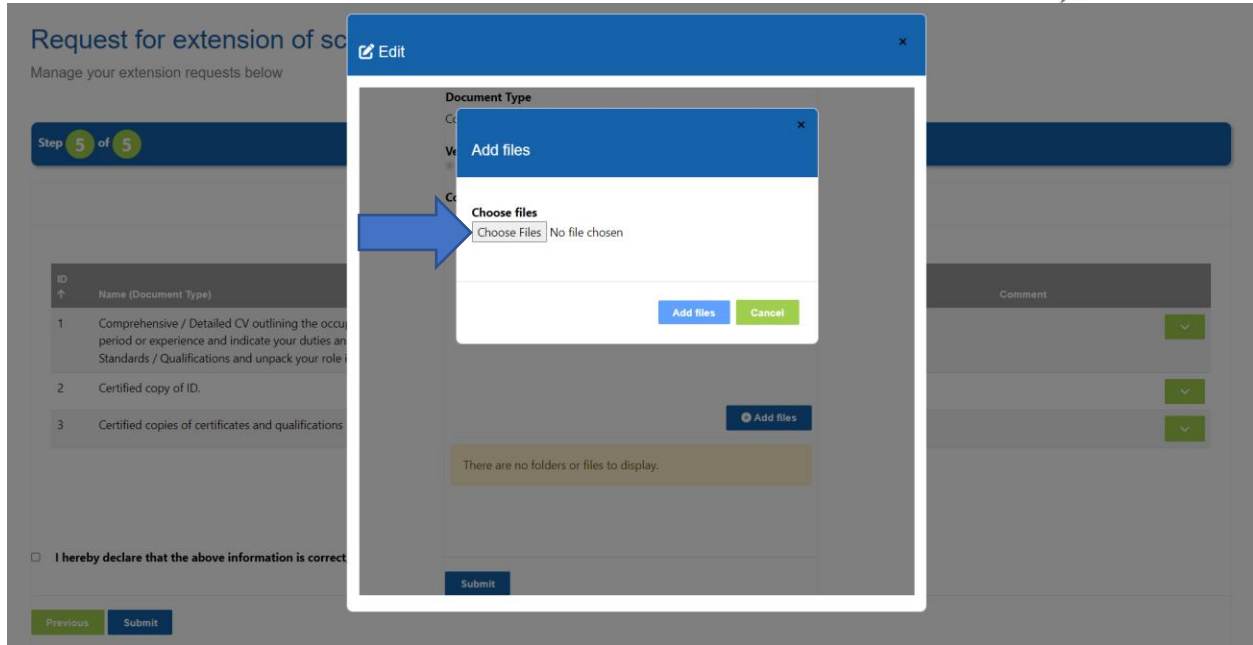


Figure 76: Click on Choose files and select the files on your local machine.

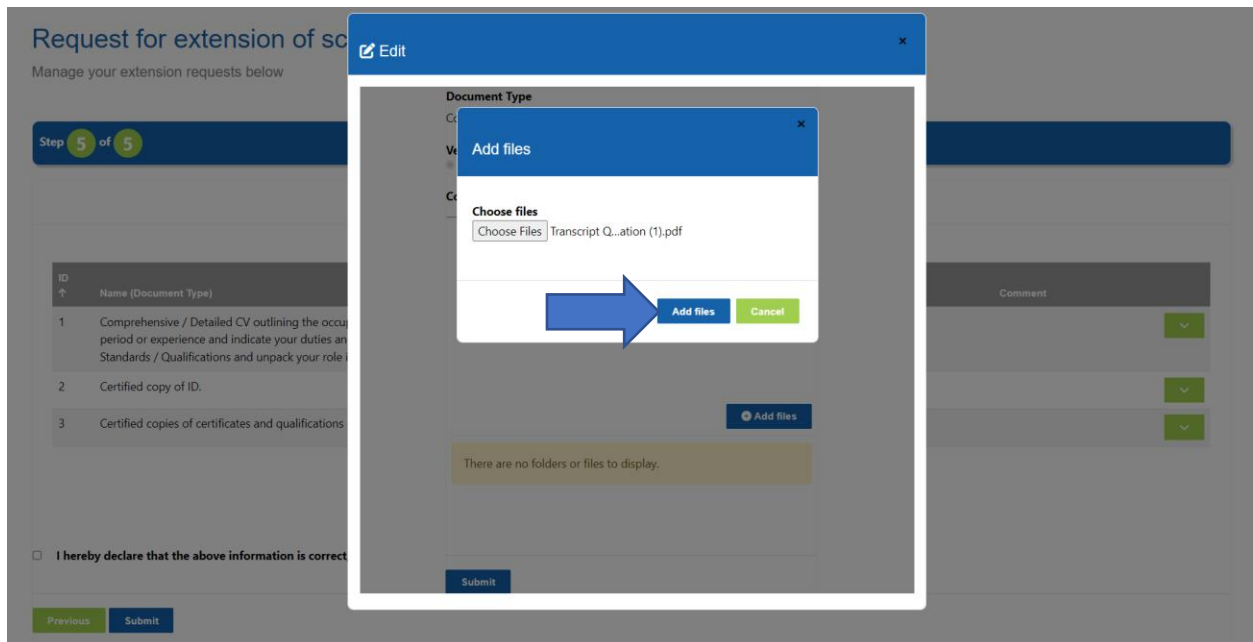


Figure 77: Click on Add Files.

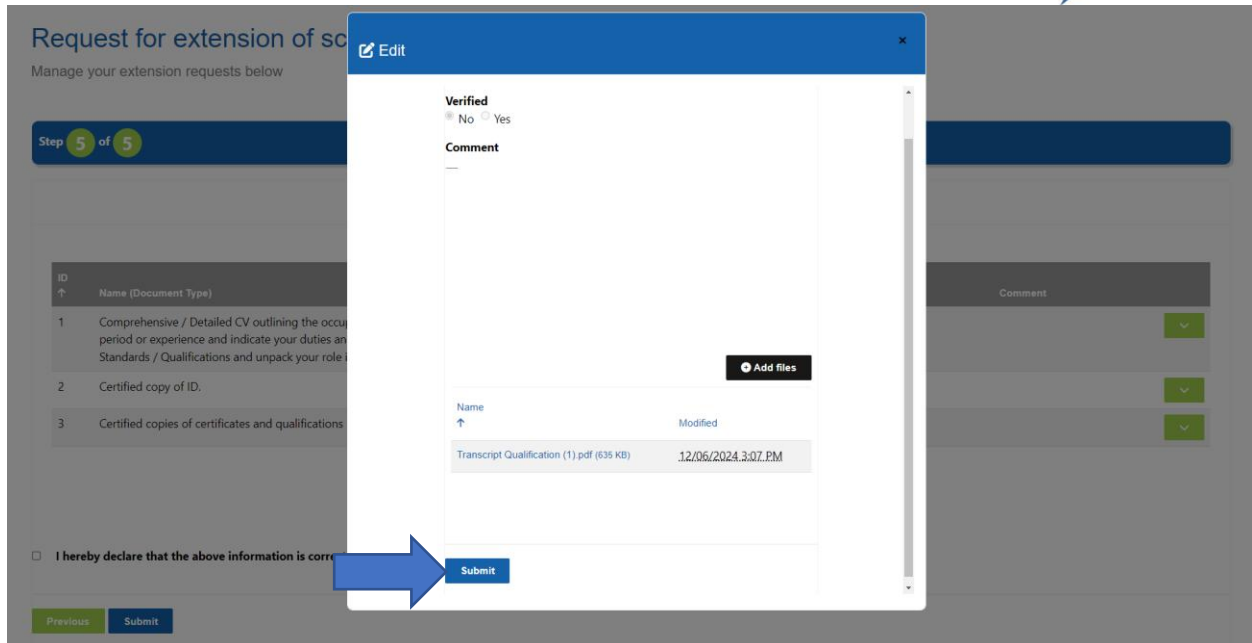


Figure 78: Click on Submit.

### Request for extension of scope

Manage your extension requests below

Step 5 of 5

#### Documents Checklist

ID	Name (Document Type)	Attachment Added	Verified	Comment
1	Comprehensive / Detailed CV outlining the occupational work experience within the Sector, period or experience and indicate your duties and responsibilities in detail linking to the Unit Standards / Qualifications and unpack your role in detail.	Yes	No	<input type="checkbox"/>
2	Certified copy of ID.	Yes	No	<input type="checkbox"/>
3	Certified copies of certificates and qualifications related to the Unit Standards applied for.	Yes	No	<input type="checkbox"/>

**Declaration**

I hereby declare that the above information is correct, valid and accurate \*

Figure 79: Make sure all the **attachment added** are set to **Yes**. If one is set to No, it means the document is not uploaded/attached. Click on the **Checkbox** of Declaration and Click on Submit.

## Request for extension of scope

Manage your extension requests below

Submission completed successfully.

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Figure 80: Application Successfully submitted.

### 3.4 RE-REGISTRATION

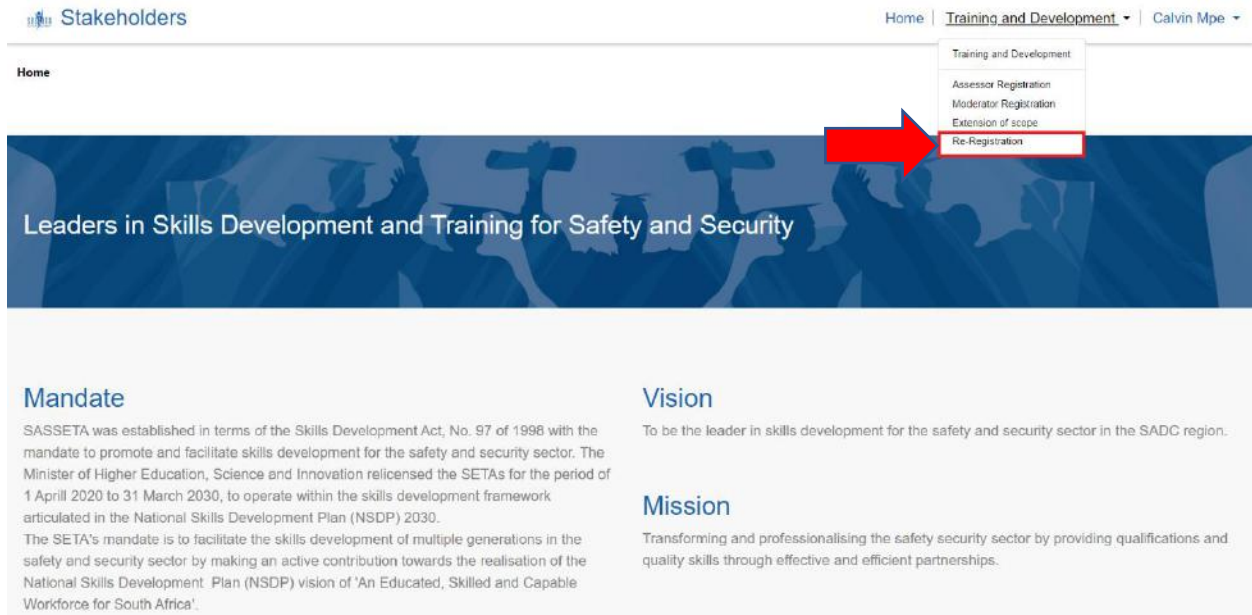


Figure 81: Navigate to Training and Development and Click on Re- Registration to apply.

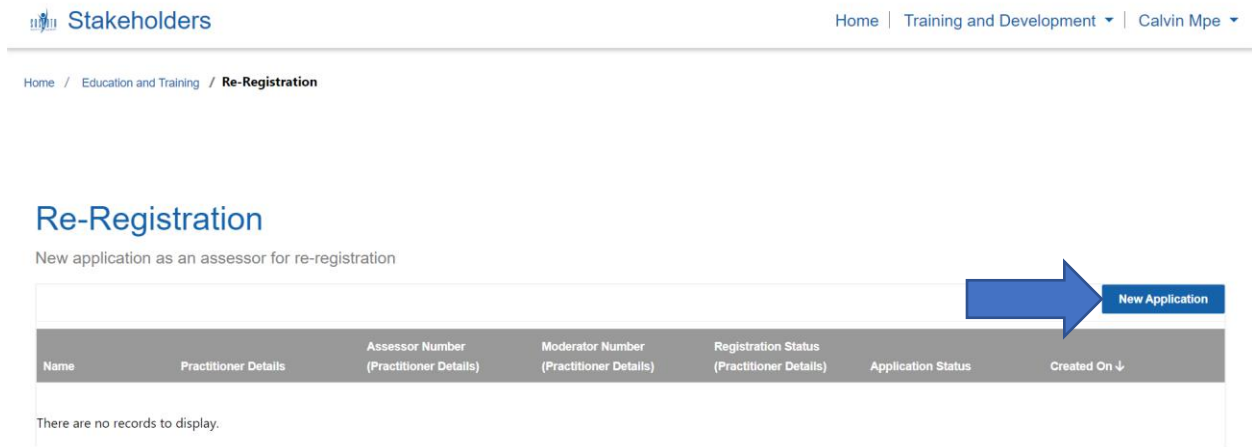


Figure 82: Click on **New Application**.

Step 1 of 2

Applicant \*

Applicant Details

Applicant Details

Next

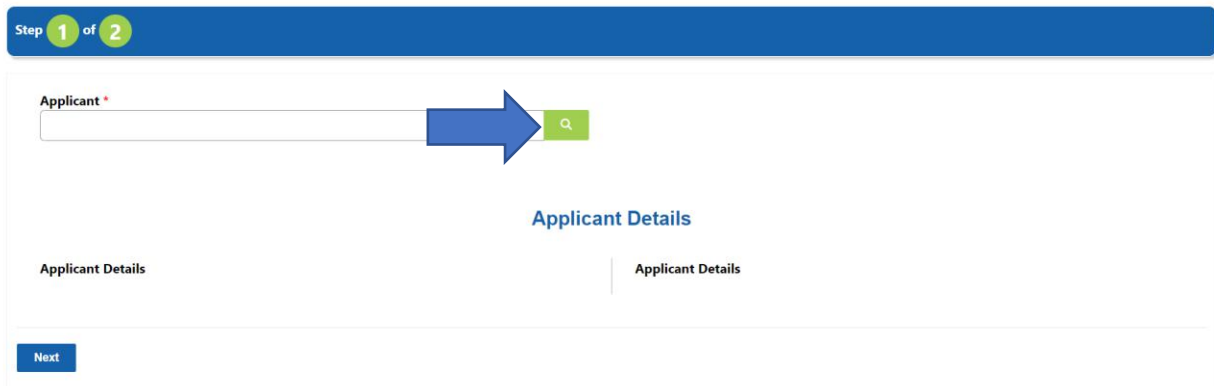


Figure 83: Click on Search icon to search for your Profile as an Assessor.

Stakeholders

Home / New Assessor Re-Registration

Lookup records

Search

Choose one record and click Select to continue

Practitioner Contact	Assessor Number	Moderator Number	Name
<input checked="" type="checkbox"/>	Calvin Mpe	19A91992444	Calvin Mpe

Select Cancel Remove value

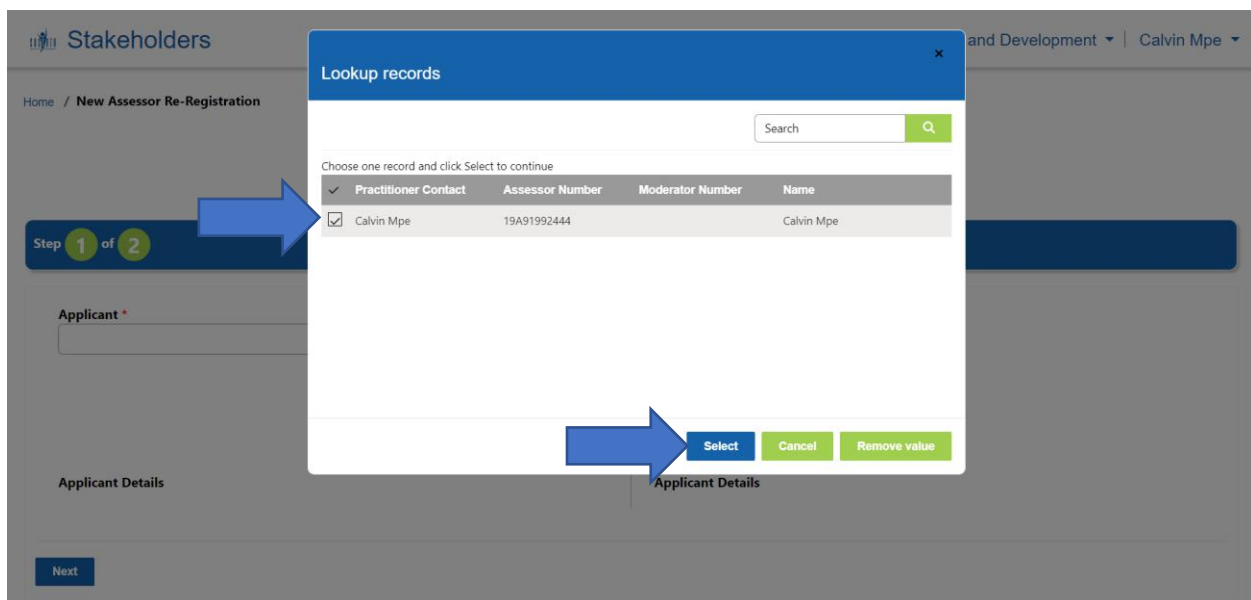


Figure 84: Select your name and Click on Select.

Step 1 of 2

Applicant \*

Calvin Mpe

### Applicant Details

#### Applicant Details

**Assessor Number**

19A91992444

**Assessor Start Date**

08/04/2024

**Assessor End Date**

22/08/2024

#### Applicant Details

**Moderator Number**

—

**Moderator Start Date**

—

**Moderator End Date**

—

Next

Figure 85: Click on Next.

Step 2 of 2

### Documents

ID	Name (Document Type)	Attachment added	Verified	Comment
1	Comprehensive / Detailed CV outlining the occupational work experience within the Sector, period or experience and indicate your duties and responsibilities in detail linking to the Unit Standards / Qualifications and unpack your role in detail.	No	No	
2	Certified copy of ID.	No	No	
3	Certified copies of certificates and qualifications related to the Unit Standards applied for.	No	No	




Previous

Submit

Figure 86: Click on the dropdown to add the document.

Step 2 of 2

### Documents

ID	Name (Document Type)	Attachment added	Verified	Comment
1	Comprehensive / Detailed CV outlining the occupational work experience within the Sector, period or experience and indicate your duties and responsibilities in detail linking to the Unit Standards / Qualifications and unpack your role in detail.	No	No	
2	Certified copy of ID.	No	No	
3	Certified copies of certificates and qualifications related to the Unit Standards applied for.	No	No	

[Previous](#) [Submit](#)

Figure 87: Click on Attach.

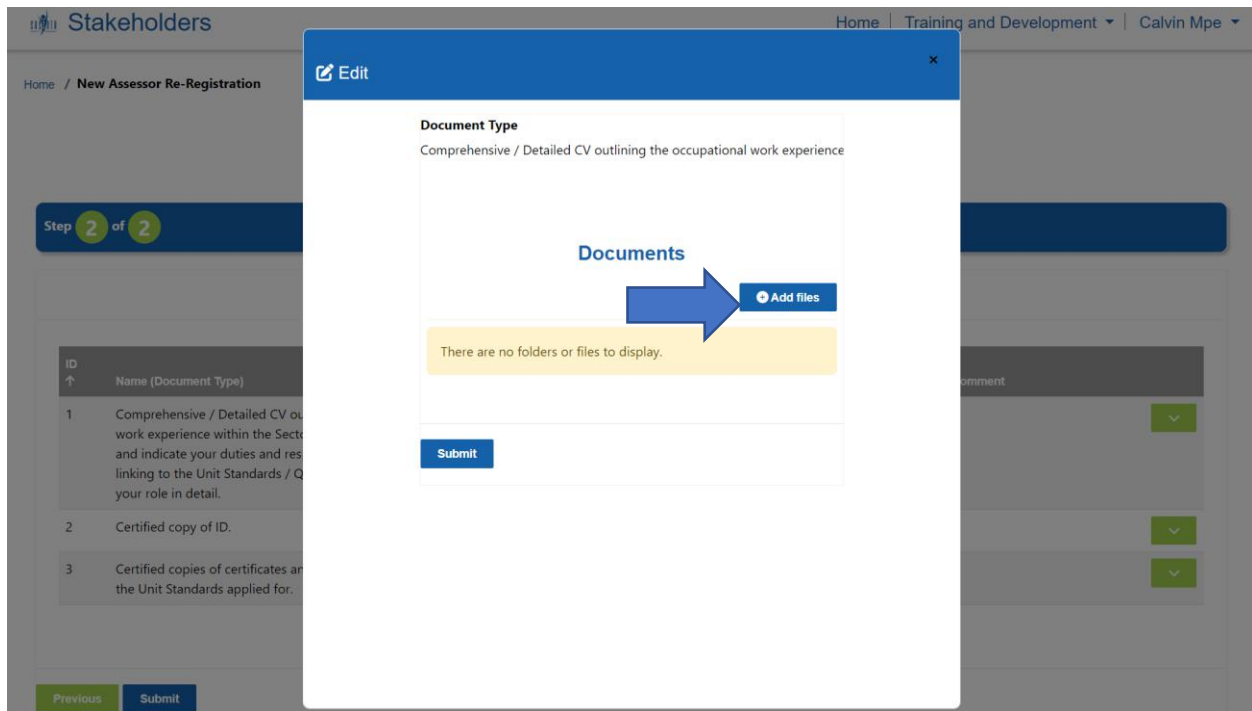


Figure 88: Click on Add Files.

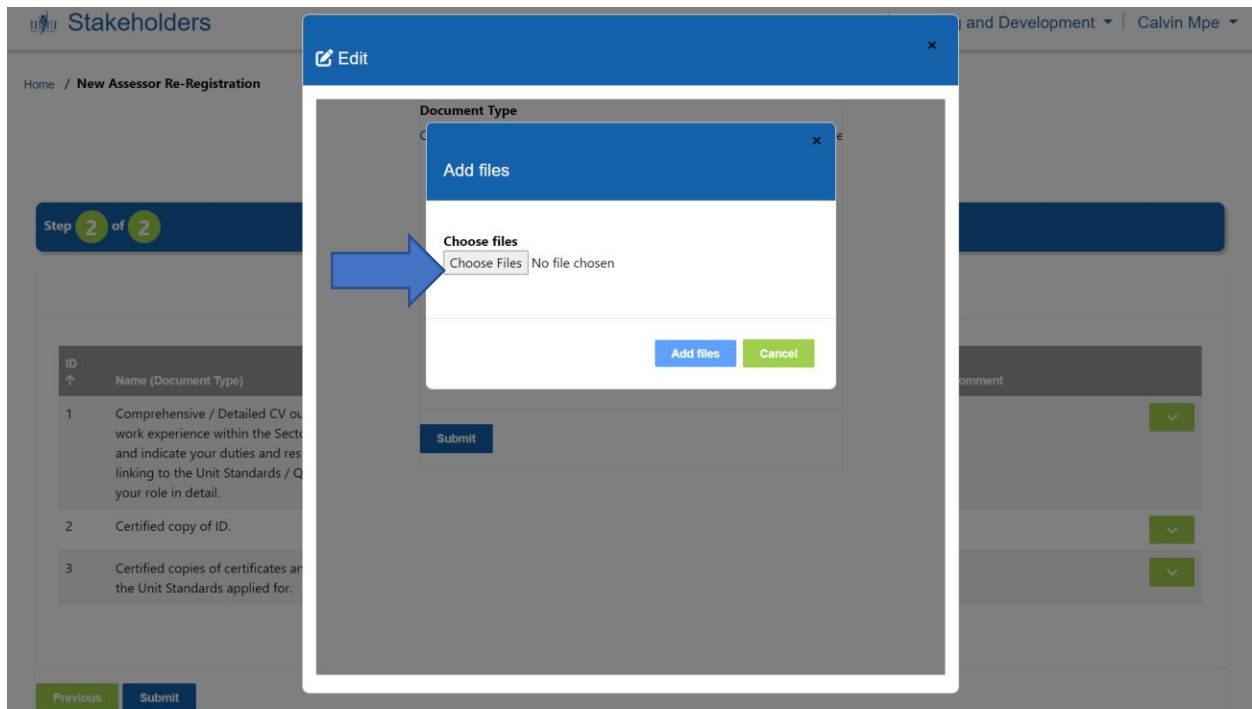


Figure 89: Click on Choose files and select the file on your machine.

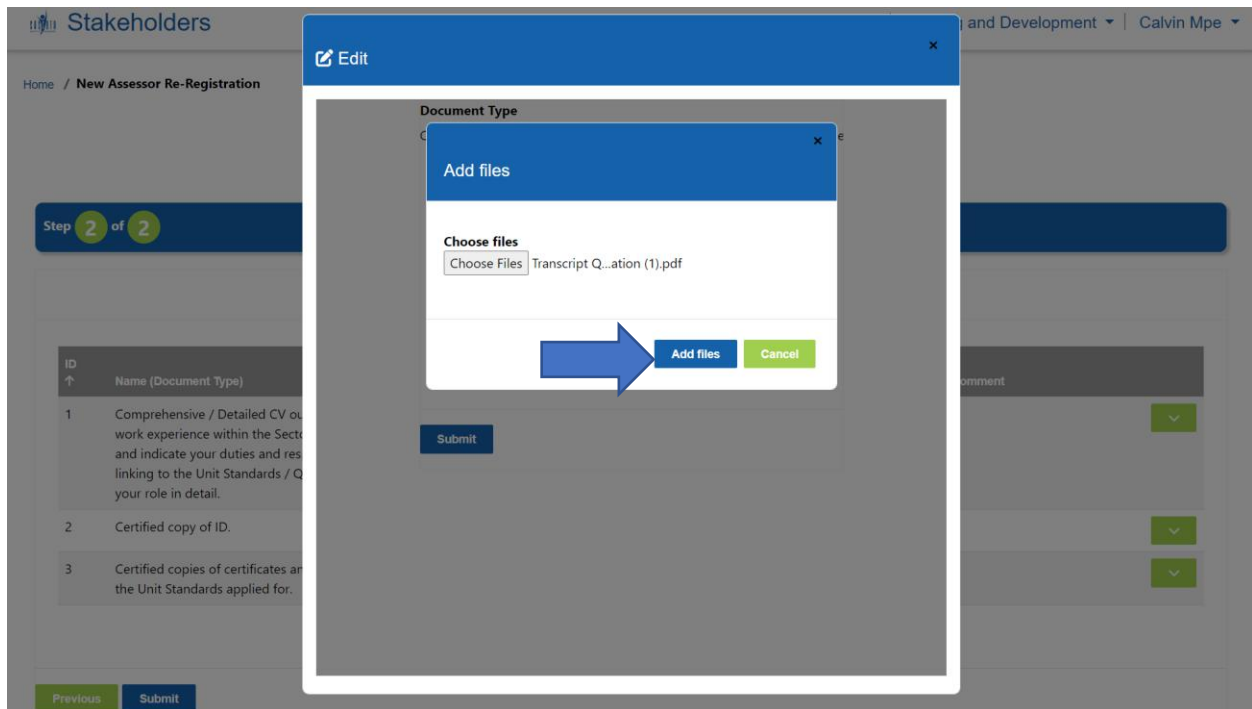


Figure 90: Click on Add Files.

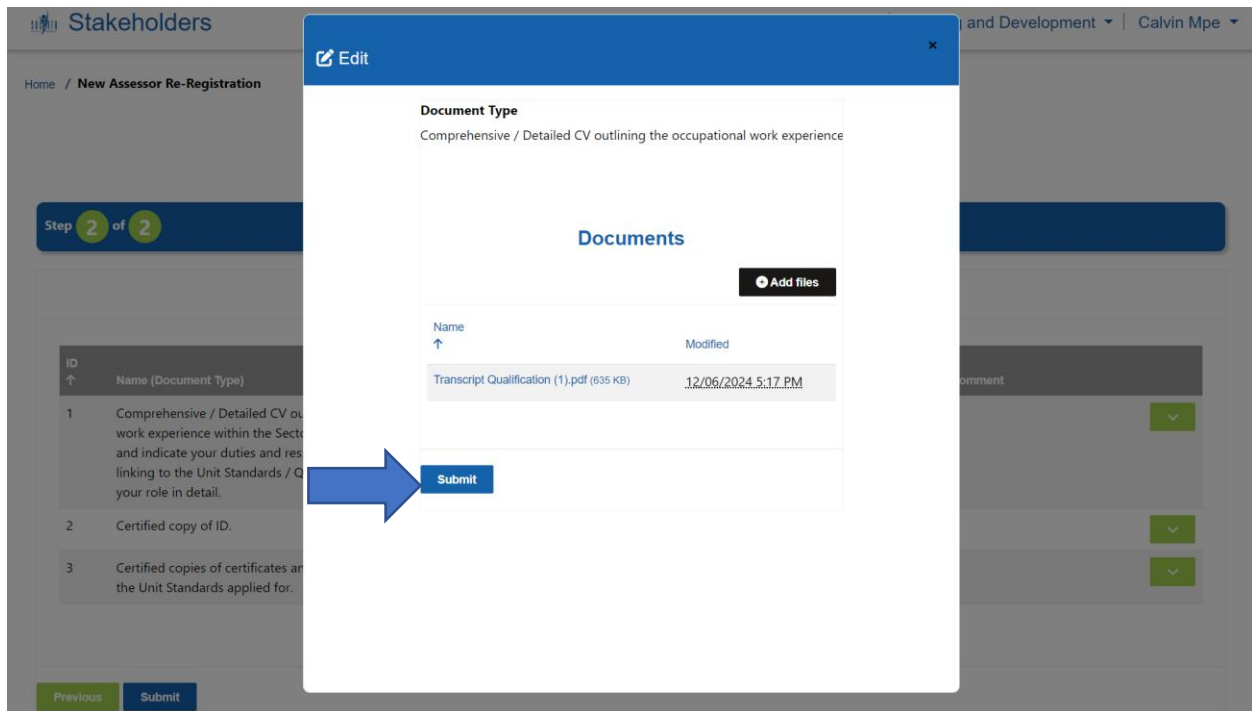


Figure 91: Click on Submit.

Step 2 of 2

### Documents

ID ↑	Name (Document Type)	Attachment added	Verified	Comment
1	Comprehensive / Detailed CV outlining the occupational work experience within the Sector, period or experience and indicate your duties and responsibilities in detail linking to the Unit Standards / Qualifications and unpack your role in detail.	Yes	No	
2	Certified copy of ID.	Yes	No	
3	Certified copies of certificates and qualifications related to the Unit Standards applied for.	Yes	No	

Submit

Figure 92: Make sure all the **attachment added** are set to **Yes**. If one is set to No, it means the document is not uploaded/attached. Click on Submit.

Stakeholders

Home | Training and Development | Calvin Mpe

Home / New Assessor Re-Registration

Submission completed successfully.

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Figure 93: Application Successfully submitted.