

ENERGY SECTOR EDUCATION AND TRAINING AUTHORITY



**ESETA PROCEDURES FOR REGISTRATION OF TRAINERS,
ASSESSOR AND MODERATORS**

INTRODUCTION

The requirement for registering trainers, assessors and moderators is implicit in the SAQA requirement that they have expertise in the standards and qualifications they are registered to train, assess or moderate at or above the level at which they are performing.

PROCEDURE

1. Process the application for registration.
4. Evaluate the application for registration.
5. Review the registration evaluation and confirm the registration status.
6. Record the registration status.
7. Issue the certificate of registration.
8. Update the information to SAQA.

RESPONSIBILITIES

1. The ETQA HoD is responsible for:
 - Overseeing the process of registration;
 - Evaluating the application for registration;
 - Recommending the registration status;
 - Signing the certificate of registration.
2. The Administrator is responsible for:
 - Distributing the necessary documentation;
 - Receiving the registration outcome;
 - Recording the registration status;
 - Uploading the registration information to SAQA.
3. The Accreditation Committee is responsible for:
 - Confirming the registration status.