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**APPLICATION FORM
(NEW/RENEWAL/EXTENSION OF SCOPE)**

SAIS MODERATOR

CRITERIA TO REGISTER

- All moderators must be members of SAIS (practicing or non-practicing).
- All moderators must be familiar with SAIS assessment and moderation policy.
- If not already a member of SAIS, membership registration must be completed before SAIS can proceed with moderator registration.

MODERATOR APPLICATION

The application is to be completed in full and all required documents to be submitted.

Assessor Number (if applicable): _____

SAIS registration number: _____

APPLICANT DETAILS

**SAIS
Admin**

Title

Surname

Initials

RSA Identity Number

Alternative Identity Number

Nationality

Residential Status

Gender

Population group

Disability

Home Language

Highest Qualification/s

Experience in the industry
(Attach Curriculum Vitae)

Current Occupation

CONTACT DETAILS

Business Telephone Number	
Cell phone Number	
Email address	
Preferred method of communication	

BUSINESS ADDRESS

PO Box Number	
City	
Postal Code	
Province	

QUALIFICATION INFORMATION

Qualification Name	
SAQA ID	
NQF Level	
Qualification Name	
SAQA ID	
NQF Level	

DOCUMENTS FOR SUBMISSION

The following documents must be submitted with the application otherwise the application will be declined

- Certified Copy of Identity Document
- Certified copies of qualification (certificates, diplomas, degrees)
- Current copy of curriculum vitae

DECLARATION OF AUTHENTICITY BY APPLICANT

I hereby declare that the information supplied is true and correct

SIGNATURE OF APPLICANT

DATE _____

CODE OF CONDUCT FOR MODERATORS

I, the undersigned, hereby, commit myself to abide by the South African Institute of Stockbrokers (SAIS) Code of Conduct in relation to all my work conducted as a SAIS registered moderator.

THE CODE OF CONDUCT TO WHICH I AGREE IS AS FOLLOWS:

A moderator will -

At all times act in a manner that will respect, promote and protect the reputation of the qualifications and the financial markets professions.

Report all relevant information about best practices as well as irregularities in the development of assessment instruments and in assessment processes of which he/she becomes aware.

1. Responsibilities

- To moderate in a fair and transparent manner, avoiding bias.
- To provide feedback to assessors on assessment processes.
- To adhere to the timelines set out in the assessment specifications of the QCTO qualifications.
- To complete and submit moderators reports on time to SAIS.

2. Declaration of Interest

On being registered and requested to moderate candidates, moderators must inform the SAIS education committee whether any actual or potential conflict of interest exists involving the candidates, assessors or any other relevant parties.

3. Working Practices and Quality Standards

- Moderators must act responsibly, professionally, accurately and in an unbiased manner in the moderation process.
- Moderators must not accept any inducements, commissions, gifts or any other benefits (apart from fair payment).
- Moderators must report any assessment irregularities, complaints or appeals to SAIS in their reports (or as soon as they occur).
- Moderators must not intentionally communicate false or misleading information that may compromise the integrity of the assessment process.
- All relationships with candidates, assessors and providers must be strictly professional.

4. Confidentiality

All information about individual learners and their marks must remain confidential.

5. Relationship with SAIS

- Moderators should be registered members of SAIS and are therefore required to retain their membership. Their registration as moderators will automatically be terminated if their membership is terminated (irrespective of the reason for such termination).

NAME (printed) _____ (in full)

SIGNED _____

DATE _____

Please note:

Complaints submitted by moderators to SAIS will be addressed by the SAIS education committee.

All complaints submitted about moderators will be investigated by the SAIS education committee and if a moderator is in breach of the Code of Conduct, the moderator will be de-registered and will no longer act on behalf of SAIS.

Should a moderator believe he/she has been unfairly refused registration, extension of registration or unfairly de-registered, an appeal may be lodged in writing with the chairperson of the SAIS education committee. The matter will be dealt with by the education committee and their decision will be final.

For administration purposes only

Moderator registration number

Registration start date

Registration end date
