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PRE-ASSESSOR REPORT

1. Pre-Assessment Report

Overview

This report confirms what the assessor findings based on the Unit Standards completed.

Note: The report records what must be checked and covered before the final assessor report is submitted to the moderator.

- Assessor suitability / qualification.

- Assessor is registered with the relevant Seta.
- Learning material is aligned.
- Training Provider is accredited.
- Assessor / Learner appeals process, if an appeal was done.

3. Assessor Report

Overview

The overview assessor report is a requirement to monitor the progress of the project External moderation and its process.

PROVIDER DETAILS	
Assessment Centre name	All Nations Outreach Christian Council
Assessments	4 POE Submitted
Registered Assessors	Dannyboy Pieterse
Unit Standard / Qualification Title(s) Completed	General Christian Ministry Practitioner Senior Christian Ministry Practitioner Professional Christian Ministry Practitioner Christian Ministry Specialist Practitioner
SAQA ID	
NQF Level	
Unit Standards covered	

Surname	Names	ID Number	Qualification Code	Qualification Name	Training Provider	Enrolment Date	Completion Date

Assessor Name: Dannyboy Pieterse

Signature:



Date:

Assessment Report Background

ACTIVITIES	COMMENTS
1. Background to the learnership/ skills program a. Start and end dates b. How many learners enrolled, how many dropped out, how many competent not yet competent c. Were there any appeals, if so details d. What is the process for re-assessments (i.e. if a learner is found NYC) 2. Description the assessment environment a. Set up of the PC's – software and hardware that were used for assessment (if relevant) b. Details of other resources that were used for assessment, if any c. Layout of the desks and other resources (with reasons if possible) d. Short description of the assessment process detailing i. Any special procedures that had to be implemented and why 1. E.g. did the assessment activities go according to plan? 2. Were there any obtrusive disruptions to the learner? ii. How long the assessments took for learners to complete – 1. Did they complete them in the time provided? iii. Procedures used to ensure fairness of the assessment 1. E.g. how did the assessor ensure that there was no discrimination of any kind? iv. Details of any problems that were encountered and how they were overcome v. Details of any special needs assessments 1. e.g. Learners with disabilities and details of additional tools and processes used for these assessments	

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| <ul style="list-style-type: none">3. How did the assessments prepare Learners for the workplace?<ul style="list-style-type: none">a. i.e. what measures were taken to ensure that the assessments represented life-like or real -world scenariosb. Does the evidence reflect consistent competence across different circumstances – how?
4. Assessment tools design<ul style="list-style-type: none">a. Are the tools moderated by internal moderators –<ul style="list-style-type: none">i. brief description of the process stating how continuous improvement is ensured
5. Learner achievements<ul style="list-style-type: none">a. How are learner achievements recorded<ul style="list-style-type: none">i. e.g. in an excel spreadsheet or DBb. Who has access to the information<ul style="list-style-type: none">i. E.g. is there a policy in place to protect the learner achievement records (assessment results and personal data) from unauthorized access and tampering (here MICTSETA wants a policy)ii. Is there a backup strategy for the data, what is itc. What kind of information is stored<ul style="list-style-type: none">i. e.g. Learner first name, last name, id, RPL assessment results per test, summative assessment results etc | |
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Assessor Name: Dannyboy Pieterse

Signature:  **Date:**