



EXTERNAL MODERATION REPORT

NAME OF TRAINING PROVIDER:	ExcelGrow Group Holdings (Pty) Ltd
DATE OF VISIT:	15 Feb 2023
NAME OF EVALUATOR/S:	CYNTHIA LEKOTA CYNTHIA LEKOTA

SSETA EVALUATOR DETAILS

Evaluator Name	CYNTHIA LEKOTA	ID No	9112030455087
Telephone No	0116948608	Address	15 Sherborne Road, Parktown 2193

TRAINING PROVIDER DETAILS

Provider Name	ExcelGrow Group Holdings (Pty) Ltd	Accreditation No	12155
Contact Person	Christo Botha	Cell No	0828788319
Tel No	0164234293	Fax No	
Physical Address	8 Myrtle Street Myrtle Street Vereeniging 1939	Postal Address	8 Myrtle Street Myrtle Street Vereeniging 1939
		Satellite Sites	ExcelGrow Group Holdings

Internal Moderator Details			
Moderator Name	LORRAINE BOOYENS	ID No	4701050095081
Tel No	0164234293	Registration No.	LBOO636936480
Cell No	0605722647	E-Mail Address	lorraine.booyens@gmail.com

MODERATOR REGISTRATION QUALIFICATION DETAILS

Qualification/Learning Programme ID	Qualification/Learning Programme Title	NQF Level
61755	General Education and Training Certificate: Business Practice	NQF Level 01
74630	Further Education and Training Certificate: Generic Management: General Management	NQF Level 04

Internal Assessor Details			
Assessor Name	MELISSA VERMAAK	ID No	9105080189085
Tel No	0164234293	Registration No.	MVER636857856
Cell No	0631259985	E-Mail Address	melissa@excelgrow.co.za

ASSESSOR REGISTRATION QUALIFICATION DETAILS

Qualification/Learning Programme ID	Qualification/Learning Programme Title	NQF Level
23833	National Certificate: Business Administration Services(NQF Level 02)	NQF Level 02
61755	General Education and Training Certificate: Business Practice(NQF Level 01)	NQF Level 01
74630	Further Education and Training Certificate: Generic Management: General Management(NQF Level 04)	NQF Level 04

ADDENDUM AND SAMPLE DETAILS

SSETA_LA_206922

Name of learning programme	SAQA US ID	LP ID	Level	Credits	Registration start date	Registration end date
Plan to manage one's time	15091		Level 01	3	01 Jul 2018	30 Jun 2023
Type of moderation conducted (scope of moderation)						
Total number of Learners in the batch		34		% Internal Moderation		25%
Total number of POEs Sampled		7		% External Moderation		21 %
Services SETA Project		YES	NO	Contract No.		

National ID	Learner Last Name	Learner First Name	SAQA US ID	Achievement Status Reported	Sampled PoEs	Evaluator Comment	18.1 / 18.2
7711285368085	LEEU	JONAS	15091	2	Yes		18.2
6505295527081	MABUZA	FANA	15091	2	No		18.2
8808030508087	MAGAKWE	MMABATHO	15091	2	No		18.2
9306140223084	MARAI	NTHABISENG	15091	2	No		18.2
7204275176080	MATHEBULA	PAUL	15091	2	No		18.2
6906120688082	MAZIBUKO	SUZANNA	15091	2	No		18.2
8611145280083	MBETHE	SIFISO	15091	2	No		18.2
8310051026081	MBILI	SINDISWA	15091	2	No		18.2
6107050557088	MDLULI	LEKGOOA	15091	2	No		18.2
8406150717081	MKHOLISWA	ZUZEKA	15091	2	Yes		18.2
9004230466081	MOFOKENG	BRENDA	15091	2	No		18.2
6602130318089	MOGANO	MAJILA	15091	2	No		18.2
7608110295089	MOHAPI	CAROLINE	15091	2	Yes		18.2
8003130417088	MOKGEHLE	DIKELEDI	15091	2	No		18.2
5903185418084	MOKOENA	RAMMOA	15091	2	No		18.2
8305020724089	MOLEFE	NOMUSA	15091	2	No		18.2
8906020086088	MPETE	ANNASTACIA	15091	2	Yes		18.2
6807230468086	NGWENYAMA	SIBONGILE	15091	2	No		18.2
6612085390082	NKOSI	JEREMIAH	15091	2	Yes		18.2
7510106339089	NONDABULA	DAVID	15091	2	No		18.2
5806036067085	NONJIKO	ANDREW	15091	2	No		18.2
7305010316087	PATSA	NOMSA	15091	2	No		18.2

National ID	Learner Last Name	Learner First Name	SAQA US ID	Achievement Status Reported	Sampled PoEs	Evaluator Comment	18.1 / 18.2
7009290875081	RADEBE	PRETTY	15091	2	Yes		18.2
9609271029083	RAMOKGOPA	MATSHEPAO	15091	2	No		18.2
8209085977089	RAMOKOLO	WILLIE	15091	2	No		18.2
6603030599083	SEKGALA	BETTY	15091	2	No		18.2
7410310511088	SHEMANE	NTOMBEKHAYA	15091	2	No		18.2
8809111360083	SHERINDA	CYNTHIA	15091	2	No		18.2
6803165513087	THANGO	PATRICK	15091	2	No		18.1
8002126293081	VILAKAZI	PETROS	15091	2	No		18.2
6606061703086	YAKOBI	THANDEKA	15091	2	No		18.2
5104305328085	ZULU	BUTITI	15091	2	No		18.2
7510280342081	ZWANE	NONHLANHLA	15091	2	Yes		18.2
7805151194086	ZWANE	ZANELE	15091	2	No		18.2

GLOSSARY OF ABBREVIATIONS USED IN THIS REPORT:

SAQA- South African Qualifications Authority
QCTO- Quality Council for Trades and Occupations
SSETA- Services Sector Education Training Authority
SETA- Sector Education Training Authority
ETQA- Education Training Quality Assurance Division of the SETA

US- Unit Standard
SO- Specific outcome
AC – Assessment criteria
CCFO's- Critical cross-field outcomes
EEK's- Essential embedded knowledge

RPL- Recognition of Prior Learning

MODERATION CHECKLIST

Criteria		YES	NO	Evaluator Comments and Evidence
1				
Training Provider Administration				
1.1	QMS Review minutes and date	Y		QMS review minutes dated 11 July 2022 were presented by the SDP.
1.2	Accreditation documentation for learning programmes	Y		Accreditation for the learning programme being verified is valid and forms part of the SDP's accreditation scope.
1.3	Matrix of facilitators, mentors, constituent assessors and moderators applicable per qualification / unit standard with SLA / Employment Contracts Confirmation of registration of constituent assessors and moderators with SLA / Employment Contracts	Y		Assessor and moderator are constitutently registered. Their SLA's were presented.
1.4	Certification Policy and approval of pro-forma template by the SSETA	Y		SDP's certificate template has been approved as confirmed on a letter dated 19 May 2022.
1.5	SDP compliance with the qualification rules & learner entry requirements (learning assumed to be in place).	Y		Entry requirements were taken into account.
1.6	Proof that delivery only occurred on the listed sites in line with the accreditation documentation and venue checklist form are completed. Venue accommodates learners with special needs.	Y		Training was conducted at an offsite venue. Offsite venue checklist, roll-out plan and attendance registers were provided
1.7	Close Out Report	Y		Close out report was compiled by the SDP.

Criteria		YES	NO	Evaluator Comments and Evidence
2. Assessment Process				
2.1	The following is made available to the assessor • assessment strategy • assessment plan • assessment guides • assessment instruments • model answers	Y		All the listed documents were made accessible to the assessor.
2.2	Matrix is available to show alignment of assessment instruments to unit standards and ELOs. Includes assessment methods for the knowledge, practical and workplace component (formative and summative). Evidence of how fundamental unit standards in a qualification is covered. All range statements/critical cross field outcomes are covered in the assessment instruments.	Y		Matrix is available to show alignment of assessment instruments to unit standards and ELOs. Includes assessment methods for the knowledge, practical and workplace component (formative and summative).
2.3	The assessment tool provides for an opportunity for additional questions and comments from the learner	Y		Assessment tool makes provision for additional information from the learners.
2.4	Special needs of learner are provided for, without compromising the requirements specified in the relevant outcome statements	Y		Special needs were declared by the learners and reasonable accommodation was arranged for the learners.
2.5	Language level is suited to the learner's needs	Y		Language level accommodated the learners' needs.
2.6	Learner's answers and/or observations are recorded accurately	Y		Learner's answers and/or observations are recorded accurately in the learner PoE's.
2.7	The assessor's decision on the Learner's competence is evaluated in terms of: • Validity • Authenticity • Sufficiency • Currency - Fairness	Y		Learners' competence was evaluated in terms of VARCS principles.
2.8	Evidence of consistency and reliability	Y		Evidence of consistency and reliability in the learner PoE's. The same assessment instrument and method was used to assess the learners.
2.9	Unforeseen events are handled without compromising the validity of the assessment		N	SDP reported that due to project delays(2017/18 project) , some of the learners could not be reached for the remedials and signatures.
2.10	Assessment process was reviewed by the assessor	Y		Assessment process review has been completed by the assessor.
2.11	SDP compliance with the FETC second language requirement (Full Qualification: Level 4)		N	Not applicable. Learners enrolled on a skills programme.
2.12	Assessor Report / Post Assessment	Y		An overall assessor report / post assessment was provided by the SDP.

Criteria		YES	NO	Evaluator Comments and Evidence
3				
Internal Moderation Process				
3.1	Evidence of confirmation of the scope of moderation with the relevant parties	Y		Scope of moderation with the relevant parties is evident in the internal moderation report.
3.2	The moderation decision is consistent with SAQA's requirements for fairness, validity and reliability	Y		SAQA's requirements for fairness, validity and reliability were met.
3.3	Evidence of post-moderation interactions (advising and supporting assessors)	Y		Feedback from the internal moderator to the assessor is evident in the internal moderation report.
3.4	Appeals against assessment decisions are handled in accordance with organisational appeal procedures		N	There were no appeals recorded for this group of learners.
3.5	Compliance to assessment principles is evident • Validity • Reliability • Consistency • Currency • Authenticity • Sufficiency • Appropriateness • Fairness • Systematic	Y		Assessment principles were adhered to throughout the learning programme.
3.6	The moderation report show if the moderator has upheld or overturned the decision made by the assessor	Y		Internal moderator has endorsed the assessment decision made by the assessor.
3.7	Moderation process was reviewed	Y		Moderation systems and processes were reviewed.

Criteria		YES	NO	Evaluator Comments and Evidence
4 Learner's PoE				
4.1	Learnership contracts are completed, signed and dated by all the relevant parties (any learner administration forms and contracts)	Y		Learner information form and declaration of authenticity of evidence are completed, signed and dated.
4.2	Learner PoE includes all relevant documents from the learner • Learner ID • CV • Certificates • Matriculation certificate (if applicable)	Y		Learner ID, CV and affidavit for the misplaced/lost qualifications were included in the learner PoEs'.
4.3	Learner's evidence includes • Theory (foundational) • practical • workplace application evidence (reflexive)	Y		All the specific outcomes and assessment criteria were covered in the learner PoE's.
4.4	Learner's assessment feedback is available	Y		Feedback from the learners is available in the PoE's.
4.5	Learner's competency declaration is signed by learner and assessor	Y		Learner's competency declaration is signed by learner and assessor, and moderator were applicable.

ExcelGrow Group Holdings (Pty) Ltd

Moderation Decision		
#	Description	Comments
1	Assessment and moderation practices	Assessment and moderation practices are compliant.
2	Certification: Recommended or Not	Yes - Certification Recommended for the following batch: • SSETA_LA_206922
3	Changed the final assessment decision	No -
4	Checked with additional Assessor	No -
5	Referred to another Assessor to be re-assessed	No -
6	Date/s of visit: 15 Feb 2023	Time of visit (start and end): 10:00 - 16:00
7	SSETA_LA Number/s: SSETA_LA_206922	Number of learners EM Sample: 7 Total number of learners: 34
8	Date of Report	15 Feb 2023

Remediation		
#	Description	Comment
1	Short Term Remediation	None.
2	Long Term Recommendations	None.
3	Any additional comments that may impact the moderation or accreditation	None.

Services SETA Verifier(s)	
Name: CYNTHIA LEKOTA	Signature: 

Date: 15 Feb 2023	
Manager : Core Business : Certification	
Name: Janine Rabe	Signature: 

Date: 15 Feb 2023	
SDP Representative	
Name: Elise v Joansveld	Signature: 
Date: 2023/2/16	