



**CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT**  
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<http://www.dhet.gov.za>

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**TO: PRINCIPALS OF PUBLIC TVET AND PRIVATE COLLEGES**

**CC: ACADEMIC HEADS OF TVET COLLEGES  
REGIONAL MANAGERS  
REGIONAL TVET OFFICIALS**

**MEMORANDUM TE32 OF 2023**

**MODERATION OF SITE-BASED ASSESSMENT – 202311 CYCLE**

The Chief Directorate: National Examinations and Assessment is engaging in the moderation of the Site-Based Assessment (SBA) components for the National Certificates (Vocational) [NC (V)] L2 – L4 qualifications in readiness for the November 2023 examinations.

The purpose of moderation is to judge the quality of both the SBA tasks set at site level and the marking thereof.

### **1. Moderation of site-based assessments**

Moderation of SBA for the internal continuous assessment (ICASS) and Integrated Summative Assessment (ISAT) components respectively will be conducted by subject-matter experts who will be appointed by the Department of Higher Education and Training (DHET), and is scheduled take place during the period **4 - 5 November 2023** for the current academic cycle.

The following requirements apply for the conduct of moderation:

#### **a) National Certificate: Vocational (L2 – L4)**

- One (01) lecturer portfolio of assessment (PoA) per subject indicated on the attached schedule (**Annexure A**), accompanied by six (06) student portfolios of evidence (PoEs) taught by that particular lecturer whose PoA is submitted. The lecturer PoA and the students' PoEs must be updated to the latest assessment tasks as of the date of moderation.
- The six PoEs submitted per subject for ICASS and ISAT should be the original version and should be spread across the following attainment ranges
  - 2 Portfolio of Evidence representing the 0-40% range
  - 2 Portfolio of Evidence representing the 41-70% range
  - 2 Portfolio of Evidence representing the 71-100% range
- Evidence of ISAT implementation, where applicable must be included in both the lecturer PoA as well as the student PoEs presented for moderation.

- If a campus has chosen Option 2 for the packaging of students' portfolios as per the 2023 TVET Instruction, that campus must ensure that all the relevant aspects of this packaging are adhered to.

The Lecturer's PoAs must contain mark sheets which show raw marks, ICASS record sheets and computerised marks to enable the moderators to determine that marks have been **captured, converted and weighted** as per relevant TVET Instruction for NC (V) programmes.

## 2. Submission of assessment documentation

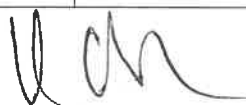
**Original assessment documentation** must be submitted to the provincial coordinator at least **two days** prior to the actual date of moderation, The Deputy Principal: Academic of each college sampled (indicated in **Annexure A**) must take responsibility to ensure that the required information is submitted on time. Centres which fail to abide by this request run the risk of their results not being approved by the quality assessor until the implementation of ICASS has been verified.

While the selection of campuses and subjects is based on the current enrolments captured on the examination information technology (IT) system, it is possible that enrolments may have changed or may have been amended due to various factors. To this end, campuses are required to examine the attached **Annexure A** closely. In the event that a subject has been selected and the campus is no longer offering that subject, the particular campus is required to immediately inform DHET of this so that proper and timeous arrangements can be made to rectify the situation.

It is the responsibility of each examination centre to **submit** and to **collect** the assessment documentation at the provincial venue once the moderation has been concluded.

Assessment documentation must be sent to the provincial coordinator at the venue in your province. The table below provides contact details of each provincial coordinator as well as the venue to which documentation must be submitted.

SURNAME & NAME	COLLEGE	CAMPUS	TEL	EMAIL
S Hewitt	Buffalo City	East London	043-761 1792/ 0724017095	<a href="mailto:shewitt@bccollege.co.za">shewitt@bccollege.co.za</a>
Ntoyi Lungelo	Motheo	Hillside View	066 103 4125	<a href="mailto:ntoyilungelo@gmail.com">ntoyilungelo@gmail.com</a>
Mntambo Xolani	Tshwane South	Pretoria West	012-380 5006 0722438536	<a href="mailto:mntambo@tsc.edu.za">mntambo@tsc.edu.za</a>
Buthlezi Thandi	Coastal KZN	Durban	031-206 0616/ 081 452 0832	<a href="mailto:thandieb@Gmail.com">thandieb@Gmail.com</a>
Benedict Pitjeng	Capricorn	Polokwane	015 297 2183/ 072 204 2865	<a href="mailto:pitjengben@gmail.com">pitjengben@gmail.com</a>
Lukhele Macebo	Ehlanzeni	Nelspruit	013-752 7105/ 082 670 3198	<a href="mailto:mtlukhele@ehlanzenicollege.co.za">mtlukhele@ehlanzenicollege.co.za</a> ; <a href="mailto:macebolukhele@gmail.com">macebolukhele@gmail.com</a>
Eunice Mogotsi	Northern Cape: Urban	City Campus	0836928648	<a href="mailto:mogotsi@ncutvet.edu.za">mogotsi@ncutvet.edu.za</a>



SURNAME & NAME	COLLEGE	CAMPUS	TEL	EMAIL
De Lange Tersia	Vuselela	Potchefstroom	018-293 0352/ 082 599 1959	tersiadelange@gmail.com / tdelange@vuselelacollege.co.za
Case Melanie	Northlink	Tygerberg	0215242200 0834381974	mcase@northlink.co.za

Should you have any queries regarding the process and you are unable to reach the coordinator in your province, kindly contact Mr Tleru on the telephone number (012) 357 4520 and email address [Tleru.L@dbe.gov.za](mailto:Tleru.L@dbe.gov.za) or Mr Makgalemele on (012) 357 3549 and email address [Makgalemele.J@dhet.gov.za](mailto:Makgalemele.J@dhet.gov.za).

In instances where no evidence can be availed the subject results of the affected subject will be blocked pending further investigation.

The moderation of SBA plays a central role in determining whether the results for the November 2023 examinations will be released or not. Your full cooperation is therefore, required in this regard to ensure that all candidates are resulted in the upcoming November 2023 examinations.

Kind regards



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MS V TSHETLO

CHIEF DIRECTOR: NATIONAL EXAMINATIONS AND ASSESSMENT

DATE 22/09/2023

## NC (V) SUBJECTS TO BE MODERATED

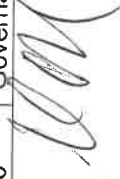
## WESTERN CAPE

VENUE: NORTHLINK TVET: TYGERBERG CAMPUS		DATE: 4 – 5 NOVEMBER 2022	
COLLEGES	CAMPUS	CENTRE NO.	SUBJECTS TO BE MODERATED
West Coast	Atlantis	199995104	New Venture Creation L3
	Vredenburg	199995149	Applied Engineering Technology L4
	Malmesbury	199990129	Client Service and Human Relations L4
South Cape	Mosselbay	199995134	Tourism Operations L4
	Oudtshoorn	199995137	Life Skills and Computer Literacy L4
	Beaufort West	199990131	Office Data Processing L4
	George	199995124	Busine Practice L3
	Bitou	199990139	Office Practice L4
Northlink	Thornton	199990135	Construction Planning L4
	Protea	199995146	Science of Tourism L4
	Parow	199995139	Public Health L4
Boland	Paarl	199995138	English FAL L4
	Strand	199995127	Electrical Principles and Practice L4
	Stellenbosch	199995153	Data Communication and Networking L4
	Caledon	199990119	Business Practice L4
False Bay	Fish Hoek	199990141	Mathematics L3
	Muizenburg	199995150	Hospitality Services L4
College of Cape Town	City	199995111	Advertising and Promotions L4
	Athlone	199990135	Material Technology L3
	Gugulethu	199990104	Mathematical Literacy L4



## NORTHERN CAPE

VENUE: NORTHERN CAPE URBAN TVET: CITY CAMPUS			DATE: 5 – 6 NOVEMBER 2022
COLLEGES	CAMPUS	CENTRE NO.	SUBJECTS TO BE MODERATED
Rural	De Aar	299995206	New Venture Creation L3
			Office Data Processing L3
	Namaqualand	299995214	Office Data Processing L4
	Kathu	299995210	Automotive Repair and Maintenance L3
			Food Preparation L4
	Upington	299995220	Client Service and Human Relations L3
	Kuruman	299990208	Hospitality Generics L3
			Business Practice L4
			Life Skills and Computer Literacy L4
			Mathematical Literacy L4
Urban	Kimberley (Moremogolo)	299990203	New Venture Creation L4
			Office Data Processing L4
	Northern Cape	299995215	Mathematics L2
			English FAL L4
		Mathematics L4	
		Science of Tourism L4	
DRU-A Professional	DRU-A Professional	299992206	Governance L4



## FREE STATE

VENUE: MOTHEO TVET COLLEGE: HILLSIDE VIEW CAMPUS		DATE: 5 – 6 NOVEMBER 2022	
COLLEGES	CAMPUS	CENTRE NO.	SUBJECTS TO BE MODERATED
Bolton	Bolton	399990334	Principles of Criminal Justice L2
Rostec	Bloemfontein	399990328	English FAL L2
Motho	Thaba Nchu	399995314	Operations Management L4
	Botshabelo	399990320	Plant Production L3
	Bloemfontein	399995302	Project Management L3
	Hillside View	399990301	Mathematics L4
			Principles of Computer Programming L3
Maluti	Main	399990316	Marketing L4
	Bonamelo	399990315	Tourism Operations L4
	Itemoheleng	399990302	Welding L3
	Lere la Tshepe	399995317	Food Preparation L4
			Computer Hardware and Software L3
Goldfields	Harrismith	399995319	Transport Operations L4
	Bethlehem	399995301	Office Data Processing L4
Tosa			Physical Science L3
			Construction Planning L4
			Office Practice L4
Welkom			Hospitality Generics L4
Flavius Mareka	Kroonstad	399995308	Life Skills And Computer Literacy L4
	Sasolburg	399995312	New Venture Creation L4



## EASTERN CAPE

VENUE: BUFFALO CITY TVET: EAST LONDON CAMPUS			DATE: 5 – 6 NOVEMBER 2022
COLLEGES	CAMPUS	CENTRE NO	SUBJECTS TO BE MODERATED
Ingwe	Maluti	499990437	Marketing Communication L4
	Siteto	499990415	Office Practice L4
	Ngqungqunshhe	499990413	Materials L4/ New Venture Creation L4
Ikhala	Sterkspruit	499990416	Project Management L4
	Aliwal North	499995401	Life Skills and Computer Literacy L4
	Ezibeleni	499990404	Construction Planning L4
Buffalo City	John Knox Bokwe	499990409	Automotive Repair and Maintenance L4
King Hintsa	HB Tsengwa	499990406	Economic Environment L4
	Teko	499990417	Electrical Principles and Practice L3
King Sabata Dalindyebo	Libode	499990434	Governance L4
	Mapuzi	499990412	Food Preparation L4
	Mgazi	499990436	Office Data Processing L4
	Ntabozuko	499990435	Transport Operations L4
	Mithatha	499990419	Consumer Behaviour L4
			Contact Centre Operations L4
Lovedale	Zwelitsha	499990421	Capentry and Roofwork L4
Port Elizabeth	Iqhayiya	499990408	Mathematics L3
Eastcape Midlands	Park Avenue	499990440	System Analysis and Design L4
	Graaff-Reinet	199995180	Mathematical Literacy L4
			Business Practice L4

## KWAZULU-NATAL

VENUE: COASTAL KZN TVET: DURBAN CAMPUS			DATE: 5 – 6 NOVEMBER 2022
COLLEGES	CAMPUS	CENTRE NO.	SUBJECTS TO BE MODERATED
Coastal KZN	As Salaam	599990541	Personal Assistance L4
	Umbumbulu	599990537	Consumer Behaviour L4
	Umlazi	599990523	Agribusiness L4
	Swinton Road	599990520	Hospitality Generics L4
Elangeni	Ntuzuma	599990513	Carpentry and Roofwork L4
	KwaMashu	599990518	Multimedia Service L4
	Mpumalanga	599990545	Project Management L4
Esayidi	Enyenyezi	599990504	Wholesale and Retail L4
	Clydesdale	599990555	Office Data Processing L4
	Kokstad	599990539	Carpentry and Roof Work L4
Majuba	Centre for People Development Majuba	599990538 599990509	Hospitality Services L4 Construction Supervision L4
	Kwa-Gqikasi Nongoma	599990546 599990512	Life Skills And Computer Literacy L4 Mathematics L4
Thekwini	Umbilo Asherville	599990542 599990533	Transport Operations L4 Governance L4
	Eshowe Esikhawini Mandeni	599990535 599990552 599990534	Food Preparation L4 Welding L4 Business Practice L4
Umgungundlovu	Plessislaer	599990516	Fitting and Turning L4



## MPUMALANGA

VENUE: EHLANZENI TVET: NELSPRUIT CAMPUS		DATE: 5 - 6 NOVEMBER 2022	
COLLEGES	CAMPUS	CENTRE NO.	SUBJECTS TO BE MODERATED
Gert Sibande	Perdekop Campus	699992608	Business Practice L4
	Ermelo Campus	699995603	Electrical Workmanship L4
	Evander Campus	699995604	Engineering Processes L4
			Transport Operations L4
	Barberton Campus	699990665	Management Practice L4
	Balfour Campus	699992601	Materials L4
	Sibenesefthu Campus	699990664	Electrical Principles And Practice L4
	Standerton Campus	699995609	Hospitality Generics L4
Nkangala	Middelburg Campus	699995607	Welding L4
	C.N. Mahlangu Campus	699990602	New Venture Creation L4
			Fitting and Turning L4
	Witbank Campus	699995611	Applied Accounting L4
	Mpondozankomo	699990608	Applied Engineering Technology L4
	Waterval-Boven Campus	699990662	Life Skills And Computer Literacy L4
Ehlanzeni	Nelspruit Campus	699995608	Economic Environment L4
	Mapulaneng	699990678	Construction Planning L4
	Mlumati Campus	699990607	English FAL L4
	Mthimba Campus	699995612	Agribusiness L4
	Kanyamazane	699990661	Mathematics L4
	Mashishing Campus	699992636	Personal Assistance L4



## LIMPOPO

VENUE: CAPRICORN TVET: POLOKWANE CAMPUS			DATE: 5 - 6 NOVEMBER 2022
COLLEGES	CAMPUS	CENTRE NO.	SUBJECTS TO BE MODERATED
Capricorn	Seshego Campus	799990707	Professional Engineering Practice L4
	Polokwane	799995706	Mechatronic Systems L4
Vhembe	Tshimamani Campus	799990746	Office Practice L4
	Makwarela	799990709	Operations Management L4
			Hospitality Generics L4
	Thengwe Campus	799992711	Construction Planning L4
	Giyani Campus	799990702	Business Practice L4
	Mavhoi Campus	799990703	Contact Centre Operations L4
	South Campus (Mashamba)	799990734	Mathematics Literacy L4
Mopani South East	Phalaborwa Campus	799995705	Applied Accounting L4
	Sir Val Duncan Campus	799990708	Mathematics L4
Waterberg	Mahwelereng Campus	799990741	New Venture Creation L4
	Mokopane Campus	799995707	Physical Science L4
	Thabazimbi Campus	799990728	Engineering Practice and Maintenance L3
	Lebowakgomo Campus	799990715	Masonry L4
Sekhukhune	C.N. Phatudi Campus	799990729	Applied Engineering Technology L4
Lephalale	Ellisras Campus	799995701	Food Preparation L4
	Modimolle Campus	799990727	Office Data Processing L4
Rostec Technical	Polokwane	799992704	Governance L4
College of Africa	College of Africa	799992734	Life Skills And Computer Literacy L2

## GAUTENG

VENUE: TSHWANE SOUTH TVET: PRETORIA WEST CAMPUS			DATE: 5 - 6 NOVEMBER 2022
COLLEGES	CAMPUS	CENTRE NO.	SUBJECTS TO BE MODERATED
South West Gauteng	George Tabor Campus	899990810	Agribusiness L4
	Dobsonville	899990819	Transport Operations L4
	Technisa	899990824	Marketing L4
	Molapo	899990821	Project Management L4 Engineering Processes L4
Ekurhuleni West	Lazarus Nhlapo	899990814	Economic Environment L4
	Usizo Kathorus Campus	899990827	Materials L4 Fitting and Turning L4
	Daveyton	899990812	Mathematics L4
Ekurhuleni East	KwaThema	899990826	Physical Science L4
	Alexandra	899990801	Applied Engineering Technology L4
Tshwane North	Soshanguve South Campus	899990823	Office Data Processing L4
	Mamelodi Campus	899990825	Data Communication And Networking L4
Sedibeng	Heidelberg Campus	899990877	Electrical Principles And Practice L4
	Sebokeng	899990816	Office Practice L4 Electrotechnology L4
Curro Holdings	Roodeplaat	899993819	System Analysis and Design L4
Tshwane South	Odi Campus	899990888	Personal Assistance L4
	Atteridgeville	899990802	Business Practice L4
Rostec Technical	Vereniging	899990896	Governance L4

NORTH WEST

VENUE: VUSELELA TVET: POTCHEFSTROOM CAMPUS			DATE: 5 - 6 NOVEMBER 2022
COLLEGES	CAMPUS	CENTRE NO.	SUBJECTS TO BE MODERATED
Taletso	Matikeng/Mmabatho Campus	999995909	Food Preparation L4
	Lichtenburg Campus	999995906	Construction Planning L3
	Lehurutshe Campus	999995905	Office Data Processing L4
Orbit			Business Practice L4
			Science of Tourism L4
	Rustenburg Campus	999995915	Fitting and Turning L4
	Brits Campus	999995901	Life Skills And Computer Literacy L4
Vuselela	Mankwe Campus	999990918	Mathematics L4
	Taung Campus	999995916	Hospitality Generics L4
	Potchefstroom Campus	999995913	Automotive Repair And Maintenance L4
	Jouberton Campus	999990902	Electrical Principles and Practice L4
	Klerksdorp Campus	999995903	Principles of Computer Programming L3
			Marketing Communication L3

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