



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

**CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT**  
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**TO: PRINCIPALS OF PUBLIC TVET AND PRIVATE COLLEGES**

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

**MEMORANDUM TE33 OF 2023**

**APPLICATION TO CONDUCT SBA MODERATION 2023**

The Chief Directorate: National Examinations and Assessment will be engaging in the moderation of Site-Based Assessment (SBA) components for the National Certificates: Vocational (NC (V) L2 – L4 programmes.

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

Moderation of site-based assessments for internal continuous assessment (ICASS) will be conducted by subject-matter experts who will be appointed by DHET and is scheduled to take place during the period **04 - 05 November 2023** for the current academic year.

This correspondence serves to request serving educators (lecturers/ senior lecturers) to apply to conduct moderation of SBA tasks. A list of NC (V) L2 – L4 subjects to be moderated is attached (**Annexure A**).

The following criteria will be considered to recommend and approve moderators:

- (a) Potential moderators must possess at least a three-year post-matric qualification which must include the subject concerned at second or third-year level or other post-matric qualifications;
- (b) Have extensive experience as an educator (lecturer/ senior lecturer) in the particular subject or related area and at least two years' teaching the subject or other curriculum-related experience within the last 5 years at the appropriate level; and
- (c) Demonstrable experience and competency in conducting subject-level moderation, either at institutional, regional or national level.

Original Application forms (**Annexure B**) must be submitted to the Provincial Moderation Coordinators for the attention of the said coordinators (details provided in this correspondence), and selection will be done by a Selection Committee and recommended moderators will be appointed by DHET. Application forms must be **signed** by the potential moderator's **immediate supervisor** and **Deputy Principal: Academic Affairs** to certify information provided as correct.

The Selection Committee referred to in the preceding paragraph must be constituted by the **hosting campus**, and must comprise the **Campus Manager (Convenor), 2 x Heads of Departments, and the respective Moderation Coordinator**. The Selection Committee will scrutinise application forms, **recommend** two candidates per subject in order of preference, and submit the names and all relevant details of the two recommended candidates to DHET. One of the two candidates will be **appointed**, and the other will be kept on standby in cases of unexpected cancellations.

Application forms must be accompanied by comprehensive curriculum vitae, originally certified copies of qualifications, including certified identity documents. Failure to abide by these requirements will render the application null and void. Applicants are respectfully informed that application forms and related documents will not be returned.

While this is an open process where everybody can apply, potential moderators are informed that accommodation and travelling are paid according to specific DHET rates. Similarly, moderators will be paid an hourly rate for conducting moderation as per the DHET rates for performing examination-related duties.

In addition, the attention of potential moderators is drawn to the fact a norm-time of 15 hours is pre-determined for moderating NC (V) subjects. This implies that no moderator may exceed the set norm-time during the moderation session.

It is recommended that potential moderators must apply to moderate subjects within their own provinces. However, exceptions will be allowed in certain instances e.g. in cases where the hosting venue is another province but it is also nearer to another province.

The closing date for applications to be submitted to Coordinators is **13 October 2023**. Lists of recommended candidates must be submitted to DHET by **20 October 2023**, and appointed moderators will receive appointment letters on or before **27 October 2023**.

Hereunder find a list of Provincial Coordinators and their contact details whereto you may send your applications:

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>
Lungelo Ntoyi	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>

*VM*



De Lange Tersia	Vuselela	Potchefstroom	018-293 0352/ 082 599 1959	<a href="mailto:tersiadelange@gmail.com">tersiadelange@gmail.com</a> <a href="mailto:tdelange@vuselelacollege.co.za">tdelange@vuselelacollege.co.za</a>
Case Melanie	Northlink	Tygerberg	0215242200 0834381974	<a href="mailto:mcase@northlink.co.za">mcase@northlink.co.za</a>

Should you have any inquiries regarding the contents of this correspondence, please direct such for the attention of Mr L Tleru on the telephone (012) 357 4520 (082 260 5060) and email address [Tleru.L@dbe.gov.za](mailto:Tleru.L@dbe.gov.za) or Mr Makgalemele on the telephone (012) 357 3549 (083 452 2586) and email address [Makgalemele.J@dhet.gov.za](mailto:Makgalemele.J@dhet.gov.za)

Your cooperation to make this quality assurance process successful will be greatly appreciated.

Kind regards



**Ms V Tshetlo**

**Chief Director: National Examinations and Assessment**

**Date:**

## ANNEXURE A:

### NC (V) L2 – L4 SUBJECTS TO BE MODERATED

#### WESTERN CAPE

1	New Venture Creation L3
2	Applied Engineering Technology L4
3	Client Service and Human Relations L4
4	Tourism Operations L4
5	Life Skills and Computer Literacy L4
6	Office Data Processing L4
7	Business Practice L3
8	Office Practice L4
9	Construction Planning L4
10	Science of Tourism L4
11	Public Health L4
12	English FAL L4
13	Electrical Principles and Practice L4
14	Data Communication and Networking L4
15	Business Practice L4
16	Mathematics L3
17	Hospitality Services L4
18	Advertising and Promotions L4
19	Material Technology L3
20	Mathematical Literacy L4
<b>TOTAL = 20 Subjects</b>	

WCA

### NC (V) L2 – L4 SUBJECTS TO BE MODERATED

#### NORTHERN CAPE

1	New Venture Creation L3
2	Office Data Processing L3
3	Office Data Processing L4
4	Automotive Repair and Maintenance L3
5	Food Preparation L4
6	Client Service and Human Relations L3
7	Hospitality Generics L3
8	Business Practice L4
9	Life Skills and Computer Literacy L4
10	Mathematical Literacy L4
11	New Venture Creation L4
12	Office Data Processing L4
13	Mathematics L2
14	English FAL L4
15	Mathematics L4
16	Science of Tourism L4
17	Governance L4
<b>TOTAL = 17 Subjects</b>	

NCA

## NC (V) L2 – L4 SUBJECTS TO BE MODERATED

### FREE STATE

1	Principles of Criminal Justice L2
2	English FAL L2
3	Operations Management L4
4	Plant Production L3
5	Project Management L3
6	Mathematics L4
7	Principles of Computer Programming L3
8	Marketing L4
9	Tourism Operations L4
10	Welding L3
11	Food Preparation L4
12	Computer Hardware and Software L3
13	Transport Operations L4
14	Office Data Processing L4
15	Physical Science L3
16	Construction Planning L4
17	Office Practice L4
18	Hospitality Generics L4
19	Life Skills And Computer Literacy L4
20	New Venture Creation L4
<b>TOTAL = 20 Subjects</b>	

## NC (V) L2 – L4 SUBJECTS TO BE MODERATED

### EASTERN CAPE

1	Marketing Communication L4
2	Office Practice L4
3	Materials L4
4	New Venture Creation L4
5	Project Management L4
6	Life Skills and Computer Literacy L4
7	Construction Planning L4
8	Automotive Repair and Maintenance L4
9	Economic Environment L4
10	Electrical Principles and Practice L3
11	Governance L4
12	Food Preparation L4
13	Office Data Processing L4
14	Transport Operations L4
15	Consumer Behaviour L4
16	Contact Centre Operations L4
17	Carpentry and Roofwork L4
18	Mathematics L3
19	System Analysis and Design L4
20	Mathematical Literacy L4
21	Business Practice L4
<b>TOTAL = 21 Subjects</b>	

## NC (V) L2 – L4 SUBJECTS TO BE MODERATED

### KWAZULU-NATAL

1	Personal Assistance L4
2	Consumer Behaviour L4
3	Agribusiness L4
4	Hospitality Generics L4
5	Carpentry and Roofwork L4
6	Multimedia Service L4
7	Project Management L4
8	Wholesale and Retail L4
9	Office Data Processing L4
10	Carpentry and Roof Work L4
11	Hospitality Services L4
12	Construction Supervision L4
13	Life Skills And Computer Literacy L4
14	Mathematics L4
15	Transport Operations L4
16	Governance L4
17	Food Preparation L4
18	Welding L4
19	Business Practice L4
20	Fitting and Turning L4
<b>TOTAL = 20 Subjects</b>	

## NC (V) L2 – L4 SUBJECTS TO BE MODERATED

### MPUMALANGA

1	Business Practice L4
2	Electrical Workmanship L4
3	Engineering Processes L4
4	Transport Operations L4
5	Management Practice L4
6	Materials L4
7	Electrical Principles And Practice L4
8	Hospitality Generics L4
9	Welding L4
10	New Venture Creation L4
11	Fitting and Turning L4
12	Applied Accounting L4
13	Applied Engineering Technology L4
14	Life Skills And Computer Literacy L4
15	Economic Environment L4
16	Construction Planning L4
17	English FAL L4
18	Agribusiness L4
19	Mathematics L4
20	Personal Assistance L4
<b>TOTAL = 20 Subjects</b>	



## NC (V) L2 – L4 SUBJECTS TO BE MODERATED

### LIMPOPO

1	Professional Engineering Practice L4
2	Mechatronic Systems L4
3	Office Practice L4
4	Operations Management L4
5	Hospitality Generics L4
6	Construction Planning L4
7	Business Practice L4
8	Contact Centre Operations L4
9	Mathematics Literacy L4
10	Applied Accounting L4
11	Mathematics L4
12	New Venture Creation L4
13	Physical Science L4
14	Engineering Practice and Maintenance L3
15	Masonry L4
16	Applied Engineering Technology L4
17	Food Preparation L4
18	Office Data Processing L4
19	Governance L4
20	Life Skills And Computer Literacy L2
<b>TOTAL = 20 Subjects</b>	

## NC (V) L2 – L4 SUBJECTS TO BE MODERATED

### GAUTENG

1	Agribusiness L4
2	Transport Operations L4
3	Marketing L4
4	Project Management L4
5	Engineering Processes L4
6	Economic Environment L4
7	Materials L4
8	Fitting and Turning L4
9	Mathematics L4
10	Physical Science L4
11	Applied Engineering Technology L4
12	Office Data Processing L4
13	Data Communication And Networking L4
14	Electrical Principles And Practice L4
15	Office Practice L4
16	Electrotechnology L4
17	System Analysis and Design L4
18	Personal Assistance L4
19	Business Practice L4
20	Governance L4
<b>TOTAL = 20 Subjects</b>	

## NC (V) L2 – L4 SUBJECTS TO BE MODERATED

### NORTH WEST

1	Food Preparation L4
2	Construction Planning L3
3	Office Data Processing L4
4	Business Practice L4
5	Science of Tourism L4
6	Fitting and Turning L4
7	Life Skills And Computer Literacy L4
8	Mathematics L4
9	Hospitality Generics L4
10	Automotive Repair And Maintenance L4
11	Electrical Principles and Practice L4
12	Principles of Computer Programming L3
13	Marketing Communication L3
<b>TOTAL = 13 Subjects</b>	