



Field Guides Association of Southern Africa



Postal Address: PO. Box 4432 CRESTA, 2118

Tel: 011 – 886 8245

Fax: 011 – 886 8084

Physical Address:

343 Surrey Avenue
Petrob House 3rd floor
Ferndale

Reg No. 2004/003844/08

VAT Reg No: 4400224855

Website: www.fgasa.org.za

Email: ceo@fgasa.org.za

brian@fgasa.org.za

bookshop@fgasa.org.za

exams@fgasa.org.za

existing.members@fgasa.org.za

new.members@fgasa.org.za

education@fgasa.org.za

Application Form to become a FGASA Registered Assessor (2009)

This form must accompany the FGASA Assessor's registration form¹.

Name:	
FGASA Mem No:	
FGASA Qualifications	
THETA Qualifications	
ETDP Qualifications	
Current Employer:	
Contact details:	
Home Tel:	
Work Tel:	
Email:	
Postal address:	
	Code:

I hereby apply for registration as a FGASA ASSESSOR for the year _____
I understand that this status is renewable on an annual basis and will be reviewed by the Executive Committee of FGASA accordingly. Their decision will be final.
I hereby declare that I have complied with the pre-requisite conditions as laid out below and agree to comply with these conditions for as long as my accreditation is valid. I acknowledge that failure to do so will result in my status as registered Assessor being

withdrawn subject to any investigation. The Executive Committee and the Directors of FGASA reserves the right to revoke your registration as an Assessor and member of FGASA.

Conditions:

1. I am a fully paid-up member of FGASA.
2. I am older than 24 years of age.
3. I am qualified with FGASA to a minimum of level 3 (Theory and Practical), and to a specialist qualification if I am to assess the relevant specialist qualification or SKS qualification.
4. For all new applications at least 5 years full time guiding experience is required, and have qualified with the FGASA full Level 3 qualification more than 1 year ago.
5. I am registered with DEAT as a Tourist Guide.
6. I have attained the relevant Assessors qualification from the ETDP SETA.
7. I am qualified with THETA and have the relevant certificate(s) and/or qualification from THETA.
8. I will comply at all times to the FGASA Code of Conduct as stipulated in the terms and conditions of being a member of this association.
9. I will promote and further the aims of FGASA, DEAT and THETA at all times.
10. I will conform to the FGASA Assessment Policy¹ as attached to this document.
11. I will wear my FGASA Assessors badge if the type of assessment allows for it whilst assessing. If assessing “under cover” so that other guests do not know that you are assessing then do not wear the badge. This badge will be supplied by FGASA if my application is successful.
12. I shall inform FGASA within 7 working days of any changes to my working conditions or contact details.
13. I shall respond in writing to any correspondence from the FGASA office within thirty (30) days in respect of any complaints or any matter of concern received. Such complaints will include any complaints that make reference to any matter involving learner assessment with which I am directly or indirectly involved and that in the opinion of the FGASA Executive Committee or Managing Director reflect adversely on FGASA.
14. I have a valid recognised First Aid certificate.
15. I will ensure that Health and Safety regulations² are adhered to in the place (work place) of assessment, by the employer (Game Lodge, Nature Reserve, National Park, Tour Operator) and by the learner/Candidate.
16. I understand that not more than thirty (30) days will be given to me to rectify any matters that the Executive Committee wish to bring to my attention regarding my status as an Accredited Assessor. Failing which my name will be removed from all FGASA publications that indicate me as an Accredited FGASA Assessor. I will be responsible for ensuring that I do not continue to advertise or promote myself as an Accredited FGASA Assessor, failing to do so will lead to my membership with FGASA being declared null and void.
17. I also understand that no advertisement will be carried by any FGASA publication and any other non-FGASA publication that refers to assessing once the accreditation has been cancelled and should an advertisement have already been paid for, and there is a reasonable opportunity for FGASA to withdraw the advert.
18. As an assessor I have to function under FGASA as the Assessment Provider and abide by both FGASA’s and THETA’s Code of conduct for assessors. All FGASA assessors have to make use of FGASA as a Site for processing THETA qualifications.
19. As an assessor I have to abide by the FGASA contract for assessor accreditation policies and procedures.
20. I will abide by the FGASA assessment moderation³ policies and I am willing to partake in “Peer review” methods as part of the FGASA assessor moderation process.

¹ Assessment policy attached and also available as separate standard documentation supplied by FGASA

² Health and Safety regulations checklist for assessors available as separate standard documentation supplied by FGASA

³ Policy on Moderation available as separate standard documentation supplied by FGASA

21. I will submit a practical assessment confirmation form to the FGASA office to gain permission to assess a particular FGASA member before carrying out an assessment.
22. I will attend a FGASA Assessors workshop at my own expense when the workshop is run, before being able to carry out any assessments.

I understand that once my application has been granted I will be entitled to the following benefits:

Benefits:

1. I will be entitled to make use of the FGASA logo as an accredited assessor or in any marketing material for the sole purpose of promoting myself as a FGASA accredited assessor.
2. Your name will be listed on the FGASA website free of charge, under the relevant section.
3. I may advertise in the Field News to promote my services as an Assessor. This advert will be charged for at the applicable rates.
4. I will be able to submit assessments (theory and practical) to FGASA to process learner registration and competence with THETA in terms of the required skills programme and qualifications on the NQF.

Signed this.....day of.....month..... year.....

At.....

Signed.....

Dated.....

FGASA ASSESSORS REGISTRATION FORM (2009)

FGASA Office Only	
Date application received	
Review of application completed	
Date additional evidence requested (where applicable)	
Date additional evidence received	
Registration completed Date	
FGASA Assessor Number Issued and THETA Assessor Number	
Signature – of FGASA Director	
Contents	
Section A	Applicant Details
Section B	Area of Assessment Details
Section C	FGASA Assessment Scope Details
Section D	Motivation of Assessor Competence
Section E	Motivation of Technical Competence
Section F	Motivation of Contextual Competence
Section G	Prior Learning Review

Section H	Declaration of Applicant
Section I	Declaration of Competence (FGASA Office use only)

SECTION A - APPLICANT DETAILS

Surname						
First Name(s)						
Title <i>(Mr, Mrs, Ms, Dr, Prof)</i>						
ID Number						
Alternate ID Number <i>(If Applicable)</i>						
FGASA membership number						
Contact Details	Tel Home		Cell			
	Tel Work		Fax			
	Email					
Physical Address						
Postal Address						
Postal Code						
Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Unknown	<input type="checkbox"/>
Race	Black	<input type="checkbox"/>	White	<input type="checkbox"/>	Coloured	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>	Indian	<input type="checkbox"/>
					Other	<input type="checkbox"/>

SECTION B - AREA OF ASSESSMENT DETAILS

Primary Province of Assessment	Indicate your primary province of operation <i>(You may indicate more than one)</i>		
Gauteng	<input type="checkbox"/>	 Limpopo	<input type="checkbox"/>
Mmpumalanga	<input type="checkbox"/>	Free State	<input type="checkbox"/>
North West	<input type="checkbox"/>	Kwa Zulu Natal	<input type="checkbox"/>
Eastern Cape	<input type="checkbox"/>	Northern Cape	<input type="checkbox"/>
Western Cape	<input type="checkbox"/>	National	<input type="checkbox"/>

SECTION C - FGASA ASSESSMENT SCOPE DETAILS

Indicate the scope of FGASA qualifications or Unit Standards you wish to assess once registered as a FGASA Assessor

Qualifications / unit standards which you would like to assess:	Mark the appropriate block with an 'X'
QUALIFICATION & SPECIALIST COURSE	PRACTICAL ASSESSMENT
NATURE GUIDING	
Local Nature guide	
Nature Guiding Level 1	
Nature Guiding Level 2	
Nature Guiding Level 3	
DANGEROUS GAME GUIDING	
Trails guide (VPDA)	
SKS (Dangerous Game)	
BIRD GUIDING	
Local Bird Guide	
Birding specialist	
SKS (Birding)	
TRACKING	
Tracker Level 1	
Tracker Level 2	
Tracker Level 3	
WILDFLOWER GUIDING	
Specialist Wildflower Guide	
SKS(Wildflowers)	
BIOME GUIDING	
NQF4 Biome Guide	
RIFLE HANDING	
Advanced rifle handling	
SASSETA unit standards	
PALAEO-ANTHROPOLOGY	
Basic Palaeo-Anthropology	
Intermediate Palaeo-Anthropology	
Advanced Palaeo-Anthropology	
CAVE GUIDING	
Intermediate Com Cave Guiding	
Basic Commercial Cave Guiding	
MARINE GUIDING	
Level 1 Marine Guiding	
Advanced Marine Guiding	
CULTURE GUIDING	
Culture Guiding L1	
Culture Guiding L2	
Culture Guiding L3	
ADVENTURE GUIDING	
(1)	
(2)	

NOTE:

You may **ONLY** assess against the qualifications/skills programmes as **APPROVED** by FGASA.

SECTION D - MOTIVATION OF ASSESSMENT COMPETENCE**Assessor Unit Standard Title: ASSMT01**

Have you undergone any assessor training?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you attained an ETDP assessors qualification?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you been declared competent for the ASSMT01 assessors unit standard?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you submitted proof of ETDP qualification with this application?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Name of the ETDP training provider you attended a course with:				

SECTION E - MOTIVATION OF TECHNICAL COMPETENCE**FGASA Qualifications**

FGASA Qualifications	Year attained	<u>FGASA Office use only</u> (Qualification confirmed)

Other Formal Qualifications

Qualifications / Courses	Institution (University / Tech, provider)	Year attained	<u>FGASA Office use only</u>

Other Formal National Qualifications (Unit standards)			
Qualifications / Courses	Institution / Training provider	Year attained	Relevant unit standards / National qualifications

SECTION F - MOTIVATION OF CONTESTUAL COMPETENCE

- ❖ Attach a CV/Resume with references
- ❖ **OR**
- ❖ Give a broad overview of prior work experience in the fields as related to the qualifications/unit standards in the requested assessment scope.
- ❖ Supply contactable references to verify information provided

Work Experience:

Please provide details of work experience in terms of qualifications or unit standards you wish to assess

Organization	Job Title	Overview of Functions	Related Qualifications

SECTION G - PRIOR ASSESSMENT EXPERIENCE

Please provide details of any prior Assessor experience.

Assessor experience	Name of Qualification / Unit standard	Name of Organisation / institution

SECTION H - DECLARATION OF APPLICANT

<p>I, _____</p> <p>certify that the information given in this application form is true and correct.</p>	
Applicant Signature	
Date	

SECTION I - DECLARATION OF COMPLIANCE BY FGASA

FGASA Office Use Only

I, _____ have found the above named Assessor

compliant to the provisions of the FGASA ASSESSOR registration and duly approve this Assessor registration and RELATED SCOPE as indicated in Section C.

Applicant may ONLY assess the listed FGASA qualifications / unit standards.

No	Criteria	Yes	No
1	Applicant Details completed in full	<input type="checkbox"/>	<input type="checkbox"/>
2	Proof of ASSMT 01 qualification or equivalent attached	<input type="checkbox"/>	<input type="checkbox"/>
3	Motivation of Technical competence sufficient	<input type="checkbox"/>	<input type="checkbox"/>
4	Motivation of Contextual competence sufficient	<input type="checkbox"/>	<input type="checkbox"/>
5	Prior Learning Review and assessment experience sufficiently completed	<input type="checkbox"/>	<input type="checkbox"/>

If registration application is unsuccessful, outline reasons:

Quality Assuror:	
Date Application Received:	
Date Application Processed:	
Date Assessor captured onto database:	

RECOMMENDED REGISTRATION AND SCOPED FOR THE FOLLOWING FGASA QUALIFICATIONS:	Mark the appropriate block with an 'X'
QUALIFICATION & SPECIALIST COURSE	ASSESSMENT SCOPING
NATURE GUIDING	
Local Nature guide	
Nature Guiding Level 1	
Nature Guiding Level 2	
Nature Guiding Level 3	
DANGEROUS GAME GUIDING	
Trails guide (VPDA)	
SKS (Dangerous Game)	
BIRD GUIDING	
Local Bird Guide	
Birding specialist	
SKS (Birding)	
TRACKING	
Tracker Level 1	
Tracker Level 2	
Tracker Level 3	
WILDFLOWER GUIDING	
Specialist Wildflower Guide	
SKS(Wildflowers)	
BIOME GUIDING	
NQF4 Biome Guide	
RIFLE HANDING	
Advanced rifle handling	
SASSETA unit standards	
PALAEO-ANTHROPOLOGY	
Basic Palaeo-Anthropology	
Intermediate Palaeo-Anthropology	
Advanced Palaeo-Anthropology	
CAVE GUIDING	
Intermediate Com Cave Guiding	
Basic Commercial Cave Guiding	
MARINE GUIDING	
Basic Marine Guiding	
Advanced Marine Guiding	
CULTURE GUIDING	
Culture Guiding L1	
Culture Guiding L2	
Culture Guiding L3	
ADVENTURE GUIDING	
(1)	
(2)	
OTHER SPECIALITIES	
(1)	
(2)	

Reasons for non-registration/ Further Evidence Required					
Query Qualification/ Unit Std	Evidence Requested	Requested By	Date Requested	Received By	Date Received