



EXTERNAL MODERATOR CATEGORY APPLICATION FORM

*Recognising Excellence in the
Wholesale and Retail Sector*



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higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Wholesale and Retail SETA



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EXTERNAL MODERATOR CATEGORY

This award recognises an External Moderator within the Wholesale and Retail Sector who has gone above and beyond the call of duty to support stakeholders.

☐ By ticking this box, you are agreeing to the award application terms and conditions as stated in the application pack.

NO	ITEM	DETAILS
1.	Name of person	
2.	This is a regional award – indicate which region you represent.	
3.	Number of years in the position as External Moderator	
4.	Highest qualification	
5.	Years of experience within the Wholesale and Retail Sector	
6.	Company / Workplace Physical Address	
7.	Contactable telephone number	
8.	Email Address	

A: TECHNICAL COMPLIANCE

Please complete the section in its entirety, it is the first stage of the evaluation process. Should you not meet the requirements of this stage, you will not be eligible to participate in the award and your application will not be evaluated any further.

No	Information/Documents	Relevant information/ send copy of document	For office use only	
			Comments	Criteria Met/Not Met
1	Identity Number of External Moderator (certified copy not older than 3 months)			
2	Highest qualification			
3	SETA accreditation/certification as an External Moderator			

A: SELECTION CRITERIA

Applicants will be judged against the following criteria.

In your application, you must present your information in a way that clearly addresses each award criterion. Judging panels will be looking for evidence on those who champion innovation, collaboration, meeting and exceeding stakeholders needs. In developing your application, you must take into account some of the considerations on the evidence outlined below.

Criteria		Evidence	Weighting	For office use only	
				Scoring	Comments
1.	About you	1. Write a short paragraph on you. 2. Your journey to this position, why you chose to be an External Moderator. 3. The challenges faced and how did you overcome these. 4. Your strengths as an External Moderator. (250-word limit)	10		
2.	Motivation for the award	1. Why should you be awarded in this category? (150-word limit)	8		
3.	External Moderator role	1. Provide evidence: <ul style="list-style-type: none"> a. Turnaround times to submit external moderation reports. b. Accuracy of reports submitted (This include measuring number of reports done vs errors or endorsements without errors by QAs. c. Availability when work is allocated. Include testimonials were applicable.	20		

		<p>2. Share examples of best practice you have implemented in your role and with stakeholders.</p> <p>3. Provide 2 examples of when you met and exceeded SETA expectations/targets.</p> <p>4. What makes you an outstanding external moderator?</p> <p>(400-word limit)</p>			
4.	<p>Ability to represent the SETA at a broader level.</p> <p>Your capacity to be an effective ambassador for your industry, community and SETA.</p>	<p>5. Tell us what makes you an ideal ambassador for the sector.</p> <p>6. Evidence of role modelling and exemplify the W&RSETA values i.e. Accountability, Agility, Integrity and Trustworthiness, Mutual Respect, Quality Services</p> <p>7. If you were awarded in this category, how could you promote the sector?</p> <p>8. What is your messages to individuals interested in entering your pathway.</p> <p>(250-word limit)</p>	12		
5.	Credibility	<p>1. Provide written testimonials from stakeholders. Detailing service level, professionalism, delivery of work, quality of work, leadership role, mentorship role, sector knowledge.</p> <ul style="list-style-type: none"> • 5 client feedback (250-word limit) <p>Use the template provided in the application pack for testimonials/references.</p>	10		
6.	Continuous improvement	<p>1. Tell us about the progress you have made in furthering in learning and qualifications.</p>	10		

		a. How do you continuously develop yourself? b. Provide examples of participating in and contributing to the larger Wholesale and Retail community through career development programs, coursework, and industry associations. (200-word limit)			
7.	Achievements in areas other than study and work	1. Describe your achievements in areas other than study? (E.g. winning a ballroom dancing championship or football grand finale.) 2. Include copies of any certificates you may have been awarded such as a sporting award, community service award or special recognition by your employer or stakeholder. (150-word limit)	8		
8.	Community Engagement	1. Provide evidence of participation and/or leadership in community projects. How have you been involved and what difference have you made as an outcome of this? (E.g. volunteering at a youth hostel or nursing home, mentoring other students at your institute.) (200-word limit)	10		
9.	Covid-19 and lockdown	1. How did you support your clients during this challenging time? 2. How did you survive the lockdown?	12		

		3. How did you make use of technology to support your business and that of your clients? (200-word limit)			
TOTAL			100		

DECLARATION

By signing this form, I hereby declare that I wish to be entered into the W&RSETA Good Practice Award. I further declare that the above information provided are true and correct to the best of my knowledge and W&RSETA may verify this information. I also declare that I or my company is not under investigation and has not been the subject of a judgment for fraud, corruption, involvement in a criminal organisation or any other illegal activity and is not guilty of grave professional misconduct.

Name	
Signature	
Date	

Entries must be submitted via courier or email (see application pack for details) by **23H59, Sunday, 12 October 2025**. Late entries will not be accepted.