



The Services SETA (Sector Education & Training Authority)

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## SERVICES SECTOR EDUCATION AND TRAINING AUTHORITY

### CONSTITUENT ASSESSOR AND MODERATOR REGISTRATION

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#### SECTION 1: PERSONAL DETAILS

Assessor Registration:	Yes
Moderator Registration:	Yes
Name:	Juliet
Surname:	Gillies
Title:	Ms
ID Number:	5912020038080
Physical Address	98 Waterford View Estate, Bloubostrand, Randburg, 2194
Province:	GT
Telephone no.: (work)	011 4625116
Telephone no.: (home)	011 4625116
Cell phone no:	0828876055
E-mail address:	<a href="mailto:jgillies@vodamail.co.za">jgillies@vodamail.co.za</a>
Constituent Registration Number	<b>5912020038080</b>

**Date issued: 26 May 2015**

Summary of qualifications and Experience/Knowledge:

<b>List of Current Qualifications</b>	<b>Year obtained</b>
Influential Business Communication	
Post Graduate Diploma in Marketing Management	
Certificate: Conduct Outcomes Based Assessment	
Diploma: Journalism	
Degree: Bachelor of Arts (English, Psychology, Communication)	
Diploma: Public Relations	
Diploma: Secretarial	
Matric	
Honours Degree: English	

<b>Professional Experience</b>	<b>Relevant Time Period</b>
Selected Hobbies - Secretary to National Sales Manager	July 1977 - August 1978
Fidelity Guards - Secretary to National Sales Manager <b>(please refer to CV)</b>	September 1978 – February 1982

**SECTION 2**

**2.1. QUALIFICATION /S APPLIED FOR:**

<b>QUALIFICATION ID</b>	<b>QUALIFICATION TITLE</b>	<b>NQF LEVEL</b>	<b>OUTCOME</b>	<b>REASON FOR DECLINE OF AWARD</b>
59276	Further Education and Training Certificate: Marketing	4	<b>Registration Awarded</b>	N/A
20896	National Diploma: Marketing Research	5	<b>Registration Awarded</b>	N/A
20900	National Diploma: Marketing Management	5	<b>Registration Awarded</b>	N/A
20904	National Diploma: Marketing Communications	5	<b>Registration Awarded</b>	N/A
20908	National Diploma: Customer Management	5	<b>Registration Awarded</b>	N/A
21791	National Certificate: Contact Centre Operations	4	<b>Registration Awarded</b>	N/A
21792	National Diploma: Contact Centre Management	5	<b>Registration Awarded</b>	N/A
71490	National Certificate: Contact Centre Support	2	<b>Registration Awarded</b>	N/A
22875	National Diploma: Customer Management	7	<b>Registration Awarded</b>	N/A
23654	National Certificate: Management	3	<b>Registration Awarded</b>	N/A
23655	National Certificate: Business Administration Services	3	<b>Registration Awarded</b>	N/A
23656	Further Education and Training Certificate: Management	4	<b>Registration Awarded</b>	N/A
23833	National Certificate: Business Administration Services	2	<b>Registration Awarded</b>	N/A
24493	National Certificate: Management	5	<b>Registration Awarded</b>	N/A
35928	FETC: Business Administration Services	4	<b>Registration Awarded</b>	N/A
48875	Further Education and Training Certificate: Public Relations Practice	4	<b>Registration Awarded</b>	N/A
61595	Further Education and Training Certificate: Business Administration Services	4	<b>Registration Awarded</b>	N/A
49075	National Certificate: Organisational Transformation and Change	5	<b>Registration Awarded</b>	N/A

	Management			
49126	National Certificate: Management and Administration	5	<b>Registration Awarded</b>	N/A
22872	National Diploma: Marketing Management	7	<b>Registration Awarded</b>	N/A
22873	National Diploma: Marketing Communications	7	<b>Registration Awarded</b>	N/A
22874	National Diploma: Marketing Research	7	<b>Registration Awarded</b>	N/A
23953	FETC: New Venture Creation (SMME)	4	<b>Registration Awarded</b>	N/A
48854	Further Education and Training Certificate: Fundraising	4	<b>Registration Awarded</b>	N/A
48883	Further Education and Training Certificate: Small Business Advising (Information Support)	4	<b>Registration Awarded</b>	N/A
48886	National Certificate: Business Advising	5	<b>Registration Awarded</b>	N/A
49076	National Diploma: Organisational Transformation and Change Management	5	<b>Registration Awarded</b>	N/A
49176	Further Education and Training Certificate: Business Systems Operations: End User (ERP)	4	<b>Registration Awarded</b>	N/A
49276	Further Education and Training Certificate (FETC): Trade Exhibitions	4	<b>Registration Awarded</b>	N/A
49419	National Diploma: Business Consulting Practice	5	<b>Registration Awarded</b>	N/A
49648	National Certificate: New Venture Creation (SMME)	2	<b>Registration Awarded</b>	N/A
50080	FETC: Project Management	4	<b>Registration Awarded</b>	N/A
50223	National Certificate: Governance and Administration	7	<b>Registration Awarded</b>	N/A
50224	National Certificate: Governance and Administration	6	<b>Registration Awarded</b>	N/A
50398	National Certificate: Project Support Service	3	<b>Registration Awarded</b>	N/A
58309	National Diploma: Project Management	5	<b>Registration Awarded</b>	N/A
58344	Further Education and Training Certificate: Administration Management	4	<b>Registration Awarded</b>	N/A
58395	National Certificate: Project Management	5	<b>Registration Awarded</b>	N/A
59201	National Certificate: Generic Management	5	<b>Registration Awarded</b>	N/A
60269	National Certificate: Generic Management: General Management	5	<b>Registration Awarded</b>	N/A
60273	National Certificate: Generic Management: Customer Management	5	<b>Registration Awarded</b>	N/A
61593	National Diploma: Marketing Management	5	<b>Registration Awarded</b>	N/A
61594	National Certificate: Management	5	<b>Registration Awarded</b>	N/A
61755	General Education and Training Certificate: Business Practice	1	<b>Registration Awarded</b>	N/A
65110	Further Education and Training Certificate: Management	4	<b>Registration Awarded</b>	N/A
65861	Certificate: Quality Assurance	5	<b>Registration Awarded</b>	N/A
66249	Further Education and Training	4	<b>Registration</b>	N/A

	Certificate: New Venture Creation		<b>Awarded</b>	
67465	National Certificate: Business Administration Services	3	<b>Registration Awarded</b>	N/A
67466	National Certificate: Contact Centre Support	2	<b>Registration Awarded</b>	N/A
67696	National Certificate: Governance and Administration	6	<b>Registration Awarded</b>	N/A
71489	Further Education and Training Certificate: Contact Centre Operations	4	<b>Registration Awarded</b>	N/A
71490	National Certificate: Contact Centre Support	2	<b>Registration Awarded</b>	N/A
71729	Further Education and Training Certificate: Public Relations Practice	4	<b>Registration Awarded</b>	N/A
73129	National Diploma: Public Relations Practice	5	<b>Registration Awarded</b>	N/A
73269	National Certificate: Contact Centre Support	2	<b>Registration Awarded</b>	N/A
36032	Certificate: Public Relations Management	5	<b>Registration Awarded</b>	N/A
48821	Certificate: Public Relations	5	<b>Registration Awarded</b>	N/A
48875	Further Education and Training Certificate: Public Relations Practice	4	<b>Registration Awarded</b>	N/A
49447	National Certificate: Trade Exhibition Support	3	<b>Registration Awarded</b>	N/A
80566	National Certificate: Contact Centre and Business Process Outsourcing Support	3	<b>Registration Awarded</b>	N/A
57712 LP 74630	Further Education and Training Certificate: Generic Management	4	<b>Registration Awarded</b>	N/A
49129	Further Education and Training Certificate (FETC): Management and Administration	4	<b>Registration Awarded</b>	N/A
61595	Further Education and Training Certificate: Business Administration Services	4	<b>Registration Awarded</b>	N/A
67464	Further Education and Training Certificate: Marketing	4	<b>Registration Awarded</b>	N/A

## **2.2. UNIT STANDARD/S APPLIED FOR:**

<b>UNIT STANDARD ID</b>	<b>QUALIFICATION LINKED TO</b>	<b>NQF LEVEL</b>	<b>OUTCOME</b>	<b>REASON FOR DECLINE OF AWARD</b>
10622 - Conduct communication within a business environment	49075	5	<b>Registration Awarded</b>	N/A
115214 - Arrange a special event	48854	4	<b>Registration Awarded</b>	N/A
115407 - Apply the principles of change management in the workplace	58309	5	<b>Registration Awarded</b>	N/A
115821 - Apply business financial practices	48886	5	<b>Registration Awarded</b>	N/A
117497 - Apply basic business principles	49129	4	<b>Registration Awarded</b>	N/A
117730 - Describe the alignment of the business system to the business strategy and objectives	49176	4	<b>Registration Awarded</b>	N/A
119465 - Write/present/sign texts for a range of communicative contexts	57712	3	<b>Registration Awarded</b>	N/A
13934 - Plan and prepare meeting communications	49648	3	<b>Registration Awarded</b>	N/A
242726 - Facilitate meetings/workshops effectively to	58309	5	<b>Registration Awarded</b>	N/A

achieve organisational outcomes				
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### **SECTION 3**

#### **Application Requirements for Registration:**

3.1. Proof of Assessor Certificate of Competence submitted

<b>Yes</b>	<b>No</b>
X	

3.2. Proof of Moderator Certificate of Competence submitted

<b>Yes</b>	<b>No</b>
X	

3.3. Proof of qualifications skills program & Moderator programmes submitted

<b>Yes</b>	<b>No</b>

3.4. Please list Provider you are currently Assessing / Moderating for:

<b>Name of Provider</b>	<b>Accreditation Number</b>

### **SECTION 4**

#### **Recommendation**

<b>Ref.</b>	<b>Description</b>	<b>Comment</b>
1	Full Registration as Assessor and Moderator is recommended for registered Qualifications as per Section 2	<b>Registration Awarded</b>

### **SECTION 5**

#### **Outcome of Evaluation:**

Registration status: **Registration Awarded as per section 2**

#### **Conditions**

3.1 Registration as an Assessor and Moderator is valid until 31<sup>st</sup> March 2016

3.2 All conditions met in the report will need to be maintained and improved in order to continuously meet the requirements for registration. You will be required to comply with the reporting procedures of the SETQAA, details of which are still to be forwarded to you.

3.3 Assessors and Moderators must comply with all current and future statutory requirements for registration.



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