

## **FACILITATOR, ASSESSOR AND/OR MODERATOR APPLICATION FORM**

The South African Board for Sheriffs (the Board) is a statutory body regulating the affairs of the Sheriffs throughout the Republic Of South Africa. It does so in terms of the Sheriffs Act, No 90 of 1986, as amended. The objects of the Board are, amongst others, to maintain the esteem of, the enhancement of the status of, and the improvement of the standard of training of and functions performed by, Sheriffs.

**PLEASE NOTE: This is not a permanent position. You will be contracted per project.**

To assist you, we have provided you with the following information. If you believe that you have any of the following competencies then you should apply. You may apply for a position as a Facilitator, Assessor or Moderator. **You may apply for all three or a combination of the three available positions.**

It would be common knowledge that we need persons with specific skills, keeping in mind the fact that services will be provided within the Sheriffs profession. You should have:

### **DISTINCT ADVANTAGES**

- Content knowledge of the Sheriffs Profession
- Knowledge of SETA learning processes
- Research skills
- Presentation skills
- Creative skills
- Lesson preparation
- Power Point knowledge
- Computer software skills
- Experience

Further sought after competencies are as follows;

- The facilitator should have a friendly yet professional manner.
- The ability to interact with an audience is crucial since we require our learners to participate during sessions.
- The capacity to speak more than one language would be most valuable since our learners are representative of all races and cultures.
- A strong sense of cultural diversity is a must in order to relate to a varied group of learners.
- The talent to pitch to learners of all ages and learning levels as well as different job specifications is a challenge that cannot be ignored.
- A clear understanding of teaching and learning methodologies would be an attribute to the facilitator.

If successful, you will be required to;

- Sign a two year contract with the SABFS, in line with its roster
- Confirm your availability / Subject to your availability
- Attend capacity building workshops
- Attend Train the Trainer workshops
- Attend preparation meetings/workshops
- Analyse group and individual learner profiles
- Travel to various provinces
- Spend time away from home
- Work weekends
- Prepare for lessons
- Develop presentations and
- Assist with material development

**Assessors and Moderators** will know that they will need to be accredited for the specific qualifications the SABFS will present. You will need to apply to the SASSETA for an extension of scope to include the various Unit Standards required. You may apply to the SABFS now and if successful, you will be given an opportunity to approach the SETA for the extension of scope.

**Remuneration: R 2 500.00 per Day**

- The fee includes your preparation
- If you are a VAT vendor, you may add VAT to the fee
- If you are not a VAT vendor you will receive the full fee and we will provide you with an IRP5 certificate at the end of the financial year

The SABFS will provide travel and accommodation.

**Please submit the application form, your CV, SETA Registration Certificate/s and any other certificates of qualifications, by 25 March 2013 and forward by fax or e-mail to:**

Zainab Abrahams  
The South African Board for Sheriffs  
Training Division  
P.O. Box 5454  
Cape Town  
8000  
Fax.: 0866062989  
E-mail: zainab@sheriffs.org.za  
Tel.: 021 462 3209

**1. PERSONAL DETAILS:**

1.1. Surname:

1.2. First Names:

1.3. Title (e.g. Mr, Mrs, Adv, Dr.):

1.4. Gender:

1.5. \*Population Group / Race:  
(eg. Black, Coloured, White, Indian)

1.6. Home Language:

1.7. ID Number

- *We require this information in order to monitor the success of the Board's equal opportunity policy.*

**2. CONTACT DETAILS:**

2.1. Street Address and Postal Code:

2.2. Postal Address and Code:

2.3. Province

2.4. Tel Number (H):

2.5. Tel Number (W):

2.6. Fax No:

2.7. Cell No:

2.8. E-mail:

**3. QUALIFICATIONS:**

3.1. **Qualifications - Other than diplomas or degrees.** Eg. Sheriffs Introductory Course, Assessors, Facilitators, etc.

<b>Name of Learning Institution / Correspondence Institution</b>	<b>Qualification or Course</b>	<b>Year</b>	<b>Subjects passed</b>

**3.2. Tertiary Education** *(For Yes/No questions please circle appropriate choice)*

3.2.1. Have you completed a degree or diploma? Yes / No

3.2.2. If yes, which degree or diploma have you completed?

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3.2.3. At which institution did you complete your diploma / degree?

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3.3 Are there any other current courses you are studying or have successfully completed?

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3.4 Previous **non-formal educational courses** e.g. workshops on trust accounts, time management, stress management, etc.

Institution e.g. SA Institute for Sheriffs, SABFS	Type of Course / Subjects / Modules	Year	Duration of course e.g. 2 days

**Employment history (starting with present position)**

Name, address and phone number of Employers	Period of Employment	Position Held	Description of Major Duties
1.			
2.			
3.			
4.			
5.			

