

Memo



Date: 2 August 2017

Re: INVITATION TO EXPRESS INTEREST IN ATTENDING TRAINING:
MENTORING AND COACHING; ASSESSORS AND MODERATORS

Dear Sheriff

We are looking for experienced sheriffs to increase the pool of Board approved mentors, assessors and moderators in all provinces. Please express interest by completing the attached form.

A. Mentoring and coaching – Unit Standards 252035

From time to time, the Board uses mentors as part of its mentorship programme. Mentors are senior sheriffs who can transfer practical knowledge to other sheriffs who are identified to be experiencing problems in running their office.

Whilst the experienced sheriff may have the technical knowledge, he or she may not know how to successfully transfer that knowledge to another sheriff in need. An accredited Mentoring and Coaching Programme will give the experienced sheriff the following skills:

- The basic processes behind coaching & mentoring; how to go about conducting mentoring and coaching; the benefits; understanding the nature of the relationship that must be managed during the process.
- The programme is generic and not specifically designed for sheriffs but to transfer mentoring and coaching know how.
- Critical knowledge is transferred and maintained in the sheriffs profession, promoting succession planning
- Continuity in the sheriffs profession as new or developing sheriffs are able through mentorship, deliver the same professional service to the public.
- Normally the course lasts about 3 days

B. Assessors - Conduct outcomes-based assessment 115753

From time to time, the Board uses assessors who facilitate the Sheriffs Introductory Course (SIC) and assess sheriffs so that they can pass and become competent in the accredited learning programme. Once an assessor successfully completes the assessor course, he or she becomes eligible for registration as an accredited assessor with SASSETA. Assessors are senior sheriffs who can facilitate learning and transfer practical knowledge to other sheriffs who register for the SIC Programme. They also assess (examinations) the learning of the sheriffs on the SIC Programme.

An accredited assessor programme will give the experienced sheriff the following skills:
This generic assessor unit standard is for those who assess people for their achievement of learning outcomes in terms of specified criteria using pre-designed assessment instruments.

The outcomes and criteria may be defined in a range of documents including but not limited to unit standards, exit level outcomes, assessment standards, curriculum statements and qualifications:

- Sheriffs who achieve this unit standard will be able to conduct assessments within their fields of expertise in this instance SIC Programme.
- Sheriffs credited with this unit standard are able to carry out assessments in a fair, valid, reliable and practicable manner that is free of all bias and discrimination, paying particular attention to the three groups targeted for redress: race, gender and disability.
- The sheriffs will be able to assist the Board with the facilitation and assessment of learning.
- The assessment programme is a generic programme and is not intended to teach technical knowledge about sheriffing. It is expected that the candidate assessor would already have the expert knowledge and this course will provide the skills to conduct outcomes based assessments.

C. Moderators - Plan and conduct moderation of outcomes-based assessment in a field that you are qualified and registered for.

A moderator is senior to an assessor. While an assessor conducts the assessments, the moderator will look at a sample of the assessments and certify to the SETA that the assessment process was conducted in compliance with all rules. To take part in the moderation course, you must already be an assessor. As the Board only has one moderator for SIC at the moment, it is important for succession planning that we increase the pool of moderators. Registered assessors are encouraged to participate.

OVERALL SELECTION CRITERIA FOR ALL THREE INTEREST AREAS:

1. To be selected you will need to complete the application form by 31 July 2017.
2. You must be in good standing with the Board, as mentors, assessors and moderators are looked up to by the profession.
3. You must have experience of sheriffing for at least 5 years. Already you are regarded as an expert by you peers, the go to person when knowledge is sought.
4. As most mentees require trust account practical support, you must have passed a course in the management of trust accounts.
5. Have SIC qualification or higher qualification.
6. A people's person who enjoys teaching and developing others.
7. Must be prepared to make yourself available to the Board to support us in making sure that the profession has skilled sheriffs and deputy sheriffs.

Please ensure to complete and return the application form to Lucinda@sheriffs.org.za no later than 16 August 2017.

Thank you.

Vincent Nel
Manager

APPLICATION FORM

Which area of interest are you applying for (complete all relevant boxes)

Mentor	
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Assessor	
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Moderator	
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Name and Surname

Magisterial District

Province

Gender

Age

Race	African	Coloured	Indian	White

Telephone number

Cellphone number

E-mail address

Number of years as a sheriff

List your qualifications	Matric	Yes	No
	Certificate		
	Diploma		
	Degree		

If you have completed the following courses, please indicate the year

Sheriffs Introductory Course

Law Enforcement: Sheriffing

Provide details of your experience as a Facilitator, Assessor, Mentor, if applicable

Are you in good standing with the SABFS - explain
