The Learner must complete the relevant part/s of the Administrative documents. Failure to do so may compromise the release of your results. Your details will be treated as confidential .The grey areas are for office use. Please complete the white areas of the following documents:

## A. Portfolio Assessment Checklist

**Unit Standard 242562: Demonstrate knowledge and understanding of the fundamental principles of risk finance in order to propose an insurance solution**

| **Important:** Please fill in this checklist and submit together with your completed portfolio. Remember to explain the absence of any of the required evidence. Please tick ☑ if included; cross ☒ if not. | | |
|---|---|---|
| Evidence Requirement | Incl. | Comment |
| Cover sheet (including name and purpose) | ☐ | |
| Contents page | ☐ | |
| Assessor documentation <br> • POE checklist <br> • Overall competence record <br> • Self-review documentation <br> • Learner assessment evaluation questionnaire | ☐ | . |
| Evidence comprising <br> • SO1 <br> • SO2 <br> • SO3 <br> • SO4 | ☐ | |
| Supplementary evidence <br> • Researched articles, newspaper clippings, journal extracts etc (on or offline) <br> • Testimonials e.g. HR manager | | **\*Learner to note if supplementary evidence has been included** |
| Registered standards / qualifications you are claiming | ☐ | |

**If you do NOT agree with the statements below, please change the tick (☐) to a cross (x):**

- **I have not committed plagiarism during the compilation of this portfolio of evidence** ☐

- **The work submitted in this portfolio of evidence is my own authentic work** ☐

- **Where I have used information from other sources, I have referenced it.** ☐

- **I understand the assessment plan and assessment process** ☐

- **I am aware of the remediation/reassessment procedures** ☐

- **I am aware of the appeals process** ☐

- **In the event that I have a special need, I have declared it to the provider** ☐

## B. Overall Competence Record

| Surname | |
|---|---|
| **First name** | |

| Unit Standard | **242562** | | | | | | **Version 1** ✓ | | **Version 2** | |
|---|---|---|---|---|---|---|---|---|---|---|
| Formative Assessment Matrix | 1st Judgment | | | | | | | Date | | |
| Specific Outcome/Section | 1 | 2 | 3 | 4 | 5 | Total | % | | C | NYC |
| Maximum marks | **15** | **18** | **18** | **9** | | **60** | **100** | | | |
| Marks achieved | | | | | | | | | | |

Feedback to Learner

| Unit Standard | **242562** | | | | | | **Version 1** ✓ | **Version 2** | |
|---|---|---|---|---|---|---|---|---|---|
| Formative Assessment Matrix | 2nd Judgment | | | | | | | Date | |
| Specific Outcome/Section | 1 | 2 | 3 | 4 | 5 | Total | % | C | NYC |
| Maximum marks | **15** | **18** | **18** | **9** | | **60** | **100** | | |
| Marks achieved | | | | | | | | | |

Feedback to Learner

| Formative Assessment Matrix | Final Judgment | | | | | | | Date | |
|---|---|---|---|---|---|---|---|---|---|
| Specific Outcome/Section | 1 | 2 | 3 | 4 | 5 | Total | % | C | NYC |
| Maximum marks | **15** | **18** | **18** | **9** | | **60** | **100** | | |
| Marks achieved | | | | | | | | | |

| Feedback to Learner | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | |
| Summative Assessment Version 1 ✓ | Max marks | | **30** | **100** | | |
| | Marks achieved | | | | | |
| Summative Assessment Version 2 | Max marks | | **32** | **100** | | |
| | Marks achieved | | | | | |
| Assessment of CCFOs | | | | | | |
| CCFO | Activities as indicated in Assessment Matrix | | | | Competent | Not Yet Competent |
| IDENTIFYING | | | | | | |
| ORGANISING | | | | | | |
| COMMUNICATING | | | | | | |
| DEMONSTRATING | | | | | | |
| Assessor Name | Assessor No. | | Assessor Signature | | Competent | Not Yet Competent |
| | | | | | | |
| Moderator Name | Moderator No. | | Moderator Signature | | Upheld | Overturned |
| | | | | | | |

**Disclaimer:** The training provider carries no responsibility for material or Portfolios lost in the workplace or while in the learner's possession.

**General:**
- Course material, which has been lost, will be funded by the learner.
- The learner is responsible for safeguarding his POEs while in his possession.
- The learner is responsible to keep a copy of all Formative assessments.
- The learner must complete the relevant administrative sections of the Formative assessment.
- The learner must attach an original certified copy of his/her ID and National Senior Certificate to the portfolio.

**Plagiarism:**
- The learner is required to understand the work, internalize it and answer questions in his own words.
- The learner may not copy directly from any source without acknowledging the source.
- The learner may not copy from other learners or commit plagiarism in any form.
- In the event that group work is required, the group must be declared and every member's assessment must be their own work.

**Hard copy learners:**
- May not submit work in pencil
- May not use Tippex
- Must write in black pen
- May not allow anyone else to write in his Learner Work File
- Handwriting must remain consistent throughout the Learner Work File

**Competency requirements:**

- In order to be Competent, the learner must achieve a minimum of 50% (or as indicated in the Training Provider's Assessment Policy) for the Formative assessment.
- Marks must be obtained for every assessment, i.e. no gaps are allowed.
- The learner must be Competent on the Formative assessment before he/she may write the Summative assessment.
- In order to be Overall Competent, the learner must achieve a minimum of 50% (or as indicated in the Training Provider's Assessment Policy) for the Summative assessment.

**Remedial opportunities:**
- The learner has 2 remedial opportunities (or as indicated in the Training Provider's Assessment Policy) for the Formative assessment.
- The learner has 1 rewrite opportunity (or as indicated in the Training Provider's Assessment Policy) for the Summative assessment.

**Consequences of non-compliance:**
- The learner's actions will be reported to the employer and to INSETA.
- The learner will be disciplined by the employer.

**Appeals Process:**
- Discuss the issue with the assessor.
- Try to find a solution for the problem
- If there is still a disagreement, submit a written complaint to the internal moderator within two weeks of the assessment.
- The internal moderator will conduct an investigation and meet with both parties.
- A decision will be taken by the internal moderator, who will provide both parties with a report within four weeks.
- If the learner is still unhappy about the outcome, he/she should refer the matter to INSQA.

## C. Learner Self-Review Assessment

| **1. How did I cope with this Unit Standard? (Tick the most appropriate box)** | | | |
|---|---|---|---|
| I understand everything | | I can apply the unit standard in my working environment | |
| I struggled through it and don't understand much | | There are some things I have not yet mastered | |
| **2. Write down any areas where you do not have full understanding.** | | | |
| | | | |
| **3. What knowledge that you have gained can be implemented in your area of work?** | | | |
| | | | |
| **4. Was the content  (Tick the most appropriate box)** | | | |
| Easy | | | |
| Challenging | | | |
| Far too difficult | | | |
| **5. Was the time allowed (Tick the most appropriate box)** | | | |
| Too much | | | |
| Just right | | | |
| Too little | | | |
| **6. Additional comments** | | | |
| | | | |

## D. Learner Assessment Evaluation Questionnaire

| Review Dimension | Yes | No | Comments |
|---|---|---|---|
| Was the content of the Learner Guide clear, relevant and useful? | | | |
| Did you understand what was required in the Formative assessment (POE)? | | | |
| Were instructions given in clear language? | | | |
| Were you able to access help if you needed it? | | | |
| Was the evaluation process user-friendly? | | | |
| Was the scoring fair and understandable? | | | |
| Was feedback and communication acceptable? | | | |
| Did the assessment relate to the registered standard? | | | |
| Was it time efficient and cost-effective? | | | |
| Where applicable, was the equipment functional? | | | |
| Were the training provider administrative staff friendly and helpful? | | | |