

Application to register as a workplace assessor

Attention: Training Advisors, Important Information

In light of the exceptionally high volume of applications we are currently receiving, we kindly request your attention to the following steps:

1. Provide a list of the unit standards you require in the downloadable ASSESSOR SCOPE Excel spreadsheet. Please ensure to include this spreadsheet along with your application.
2. Verify that all unit standards listed for scope are still valid and have not expired.
3. Please only supply a training agreement as evidence of the unit standards required.

To ensure efficient processing within our time constraints, any application that does not adhere to the above guidelines will be returned to you for revision.

Thank you for your cooperation and understanding.

Application to register as a workplace assessor

Please complete all sections. A workplace assessor can only assess for their workplace using Competenz Te Pūkenga approved assessment material and report credits through Competenz Te Pūkenga.

Authorised Competenz Te Pūkenga member*

Application date

Section 1

Applicants personal details Required by NZQA

First name

Surname

Preferred name

Date of birth

Gender

Street address

Suburb

City

Postcode

Home phone

Mobile

Home email

NZQA number

Unit standard 4098 is a mandatory requirement for all Competenz Te Pūkenga assessors. If you do not hold 4098, Competenz Te Pūkenga may be able to assist you with gaining this unit standard through an external provider. Please contact your recommending Competenz Te Pūkenga member for more information before continuing with this application.

Do you hold US4098 on your NZQA record of achievement (ROA)?	Yes	No	I am in the process of gaining this unit and have enclosed my 4098 portfolio.
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Do you hold any adult education unit no standards/qualifications?	Yes	No
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Please list the adult education qualification/s you hold

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Section 2

Applicants employment details

Company name

Job title

Industry sector

Postal address

Street address

Suburb

City

Postcode

Work mobile

Work email

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Please complete this page with your recommending Competenz Te Pūkenga member. List all unit standards below or if you need scope for an entire domain, please list all the unit standards on the downloadable ASSESSOR SCOPE Excel spreadsheet. Please ensure to include this spreadsheet along with your application.

Section 3

Unit standards I wish to assess

Unit standard /domain	Title	Level	Do you hold the unit on your ROA?		Relevant experience
			Yes	No	
			Yes	No	
			Yes	No	
			Yes	No	
			Yes	No	
			Yes	No	
			Yes	No	
			Yes	No	
			Yes	No	
			Yes	No	

Section 4

Checklist Please attach documentation to support your application. Send copies, not originals.

Tick

Proof of identification (birth certificate/drivers licence/passport).
Name must match your application and supporting evidence.

Written work history or CV showing current relevant skills and knowledge that relates to units standards you will be assessing. A letter of support from your employer (if requested). A copy of your qualifications and your NZQA record of achievement (ROA).

Those holding 4098 must supply:

- » Evidence of 4098 NZQA
- » First two completed Competenz Te Pūkenga assessments for post moderation.
Must be resulted as achieved and you must provide copies of model answers used.

Those who do not hold 4098 must supply:

- » Completed 4098 assessment package and all evidence.
- » Training Plans you are planning to assess marked up showing the units you will assess

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Terms and conditions

1. Competenz Te Pūkenga shall register assessors against criteria that meet industry needs and approve scope that lists unit standards for each assessor, relevant to their qualifications and experience.
2. To comply with CMR criteria, Registered Assessors shall:
 - » Be recommended by their employer
 - » Hold unit standard 4098 on their ROA
 - » Hold a relevant industry qualification and/or can provide evidence of equivalent current industry skills and knowledge
 - » Meet industry requirements where specified.
3. Registered Assessors may only assess:
 - » The unit standards listed in their approved assessor scope
 - » Within their current workplace.
4. Registered Assessors must inform the Competenz Te Pūkenga Quality Assurance team within 14 days of leaving their place of employment. Assessor registration is not automatically transferred to another workplace.
5. Registered assessors shall comply with all Competenz Te Pūkenga current policies and procedures that apply to assessment and moderation.
6. Assessors will be required to be quality assured at least once every two years and on request.
7. Competenz Te Pūkenga Registered Assessors are required to comply with the Privacy Act 1993.
8. Assessors are obliged to disclose any commercial or personal interest in an organisation that may present a conflict of interest, for example, training companies.
9. Assessors are required to store securely, all evidence of assessment for at least 12 months and have it available on request.

Declaration

1. I declare that the particulars given above are correct and hereby authorise Competenz Te Pūkenga to collect information relevant to my assessor registration, and/or exchange information with any;
 - » Relevant Tertiary Education Organisation, or
 - » Industry Training Organisation, or
 - » Employer relevant to my assessment work experience.
2. I accept the Competenz Te Pūkenga terms and conditions above.

Signature

Date

Recommendation by employer

I recommend that

be registered as a Competenz Te Pūkenga workplace assessor to assess the staff of this company

Employer name

Organisation

Signature

Date

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For authorised Competenz Te Pūkenga member* to complete. (This section must be completed)		Tick
1	I have checked the applicant has suitable supervisory skills recognised by the employer.	
2	I have explained the Competenz Te Pūkenga Assessment process to the applicant.	
3	I have checked that the applicant holds unit standard 4098 and where they do not, I enclose their 4098 portfolio.	
4	I recommend the assessor scope on page two of this form based on the applicant's qualification/s, industry experience and capacity to assess a candidate.	
5	I confirm there is a Competenz Te Pūkenga business need for an assessor.	
6	I will arrange access to the assessor Portal for this assessor once registered.	
Authorised Competenz Te Pūkenga member name		
Authorised Competenz Te Pūkenga member signature		
Date		

For Competenz Te Pūkenga Quality Assurance use only: evidence verified and assessor scope approved		
Unit standard/ domain	Title	Level
QA approved		
QA name		
QA signature		
Date		

*Authorised Competenz Te Pūkenga members are: Account Managers, Competenz Te Pūkenga Training Advisors, Regional Managers, other Competenz Te Pūkenga Managers