

Skills Active Assessor Application Form



Complete all the details clearly and return this form with copies of all documentation, **including a copy of your passport or birth certificate** to to your Skills Active Representative. Application forms must be received 6 weeks prior to the workshop. **Please note this is an application process and does not automatically lead to being accepted as an assessor.**

To apply for a Skills Active Assessor card, please attach a recent photo of yourself. Photos can also be supplied electronically in jpeg format and emailed to admin@skillsactive.org.nz.

1. Personal Details

Title Other (please specify)

First names

Last name Preferred name

Date of birth Gender

Workplace

Position

Postal Address

Street

Suburb

City

Contact Details

Home phone

Mobile

Email address

National Student Number

Name of organisation where you will be assessing

Are unit standards 4098, 11281 & 18203 on your Record of Achievement? Yes No

Have you conducted any assessments in the last 12 months? Yes No

Are you applying for Recognition of Current Competency (RCC) for unit standards 4098, 11281 and 18203? Yes No

N.B. You are eligible to apply for RCC if you hold 4098 or hold a Teaching Certificate

2. Assessor Details

Skills Active Representative to complete in conjunction with the nominated assessor and their manager.

Meeting date

Organisation/Industry demand for this assessor application

Tick the applicable box below

- Organisation does not currently have an assessor
- Organisation/Industry does not currently have enough assessors to manage current and/or anticipated demand for assessment
- Organisation/Industry is introducing new qualification pathway(s)

Include as accurate numbers as possible below

Number of current assessors within the organisation/ industry with the same assessor scope Geographic location

Number of anticipated trainee enrolments over the next 12 months

Nominated Assessor's Proposed Scope



List the qualifications(s) and/or modules for the assessor's proposed scope and attach the appropriate Learning and Assessment Plan(s) LAP(s).

- The applicant has provided evidence that meets the Industry Specific Assessor Requirements for intended scope

Nominated Assessor's Workplace Observed Assessment Details

To complete the assessor registration process a Senior Assessor Mentor (SAM) will observe two assessments. Evidence requirement for this standard is a minimum of two assessments using different standards with a minimum of 4 credits, or equivalent in total. Where assessors in an industry usually assess single, larger standards, a single assessment of a standard with a minimum of 10 credits could be considered sufficient. Assessment of this single standard must use at least two different assessment methods. **Assessments must be completed within 6-8 weeks following the workshop.**

NB: You will not need to complete this section if you are applying for RCC for unit standards 4098, 11281, 18203.

Assessment One	
Module name	
Trainee	
Assessment Two	
Module name	
Trainee	

3. Workshop details

Note: The cost to attend the Active Assessor Workshop is **\$350 (excl. GST)**.
If selected for training, please indicate your preferred workshop dates. **See website for details.**

Region:

Dates:

Any special dietary requirements?

4. CV Guidelines



Attach a current copy of your CV that includes evidence to show that you meet the Industry Specific Assessor Requirements for the proposed scope. For more details please visit our website: www.skillsactive.org.nz and then go to **Assessors > Assessor Specific Requirements**.

Personal Statement

Briefly explain what qualities you will bring to the assessor role

5. Skills Active Assessor Applicant Declaration

- I declare that the information supplied is correct and authorise Skills Active to collect information from, and / or exchange information with, any relevant organisation with regard to my application for the role of a Skills Active Registered Assessor.
- I understand that to complete the assessor registration process a Senior Assessor Mentor (SAM) will observe me carrying out 1-2 assessments. Any related travel costs are to be negotiated between the SAM and the trainee assessor/workplace.
- I understand that as a Skills Active Registered Assessor, I will be required to participate in annual moderation activities.
- As a Skills Active Registered Assessor, I will comply with Skills Active's Quality Management Policies and Procedures and Code of Conduct for Registered Assessors.
- In accordance with the Privacy Act, I consent to having my contact information and assessment scope made available by Skills Active and undertake to inform Skills Active of any changes to my contact details.
- I understand that registration as a Skills Active Registered Assessor is subject to review every three years. Skills Active reserves the right to withdraw my Assessor status at any time.

Signature

Date

6. Endorsements

Professional Referees



Attach a reference from at least one referee who can attest to your suitability as an assessor, e.g. current Skills Active assessor, senior work colleague (more than one reference may be required - see **Industry Specific Assessor Requirements**)

Endorsement of Assessor Applicant by Workplace Manager

Workplace

Manager's name

Manager's position

Phone

I will ensure that our assessor is provided with:

- Time to attend the assessor training course.
- Ongoing support to assess staff/trainees as required by the workplace.
- Time to compile documentation and report credit for the unit/s assessed.
- Time for moderation requirements.
- Time to network and continue with professional development.

I am aware of what is involved and will provide ongoing support to the applicant to become a Skills Active Registered Assessor and maintain this status. I fully endorse the applicant to become a Skills Active Registered Assessor.

Manager's Signature Date

Endorsement of Assessor Applicant by Skills Active Representative

I do / do not endorse the above nominated assessor to proceed in the process to become a Skills Active Registered Assessor. I have discussed and agreed with the applicant the selection of scope.

Skills Active Representative name

Skills Active Representative Signature Date

7. Final check

- Form completed in full, including: Skills Active Representative signature Workplace signature.
- CV attached.
- Copies of relevant certificates attached (to demonstrate Assessor Specific Requirements).
- Observed assessment details completed (must have module name).
- Applicable Learning and Assessment Plan(s) attached.
- Copy of NZQA Record of Achievement (RoA) attached.
- Professional Referee Reference attached.
- Copy of passport or birth certificate attached.