



Skills Active Assessor Reference

Assessors are at the heart of training in the workplace.

In providing this reference, you are acknowledging the vital role assessors play in:

- Assuring quality and consistency of workplace training
- Determining whether trainees have the required skills and knowledge (competencies) to gain national qualifications.

1. Referee Details

First name	<input type="text"/>	Last name	<input type="text"/>
Workplace Address		Contact Details	
Street	<input type="text"/>	Phone	<input type="text"/>
Suburb	<input type="text"/>	Mobile	<input type="text"/>
City	<input type="text"/>	Email address	<input type="text"/>
Position held	<input type="text"/>		
Type of referee (Assessor/Manager/workplace/whanau)	<input type="text"/>		

2. Applicant Details

Name of person you are writing this reference for

First name	<input type="text"/>	Last name	<input type="text"/>
Workplace Address		Contact Details	
Street	<input type="text"/>	Phone	<input type="text"/>
Suburb	<input type="text"/>	Mobile	<input type="text"/>
City	<input type="text"/>	Email address	<input type="text"/>



Details of your connection to the person you are recommending:

- How do you know them?
- How long have you known them?
- Why are you qualified to write this reference?

Specific information about the person:

- Qualifications/experience
- What specific skills does the person have to make them fit to be an assessor?
- Why are you recommending them as an assessor?

Other relevant information/comments

3. Referee Signature

This is to confirm that I recommend

as suitable to be a Skills Active Workplace Assessor.

Referee Signature

Date