

Skills Active Workplace Assessor

Terms of Reference

Definition

Skills Active Workplace Assessors are registered Skills Active assessors who have support from their employer to carry out assessments only in their own workplace, or group of workplaces.

Overview of responsibilities

Workplace Assessors:

- Plan assessments with trainee and others in the workplace
- Manage the assessment process
- Ensure trainee understands assessment requirements
- Consider the quality of evidence against unit standard and qualification requirements
- Make judgements about evidence in relation to unit standards and qualification requirements
- Provide assessment feedback to trainee and Skills Active
- Arrange re-assessment if necessary
- Record and report decisions to the trainee, the workplace, and Skills Active
- Participate in Skills Active annual moderation processes
- Liaise with Skills Active Learning Support Advisor, Staff, Moderator and other assessors

All assessments must be carried out in accordance with Skills Active policies and procedures for workplace assessment.

Person specification

As a minimum, a Workplace Assessor is required to:

- Be a registered Skills Active assessor
- Actively assessing
- Be available and have the time to fulfil the Workplace Assessor duties
- Have current industry, technical and contextual expertise, and hold the appropriate scope, for the unit standards and qualifications being assessed
- Demonstrate well developed verbal and written communication skills to ask questions, listen, provide feedback and record ideas expressed by others, observations and decisions taken
- Demonstrate good relationship management skills to build trust, rapport and respect with trainees and others in the workplace

- Liaise with and/or coordinate actions with other individuals, groups or organisations (for e.g. evidence verifiers, workplace training coordinators)
- Demonstrate a commitment to the development of the sector and individuals within the sector
- Have excellent record keeping skills and knowledge of Skills Active assessment processes and credit reporting systems
- Be able to plan and self-direct actions to achieve required outcomes in specified timeframes
- Demonstrate a shared vision and goals with those of Skills Active
- Be proficient and confident in use of email, scanning, and word processing
- Work with integrity and role model professional behaviour
- Respect confidentiality of workplace and Skills Active

Attributes of a Skills Active Registered Assessor

It is expected that registered assessors have the following attributes/qualities

- Are respected and have high standing among their peers and superiors in their workplace/industry
- Have industry credibility and mana
- Meet all Assessor Specific Requirements (ASRs) for their proposed scope
- Have the required qualification(s) and/or experience in the areas/sectors for their proposed scope
- Their assessor application is supported by their manager/employer, and a Skills Active representative.

Application and approval process

Skills Active welcomes applications from those who want to be considered as a Workplace Assessor.

To apply, you will need to complete the Skills Active Assessor Application Form. You will also need to provide evidence to meet the Assessor Specific Requirements for the assessor scope applied for.

If your application is approved, you will attend a two-day workshop and be assessed in the skills and knowledge required to be an assessor.

Upon successful completion of the training and assessment, you will become a Registered Skills Active assessor with an approved assessor scope confirming the unit standards and qualifications you are approved to assess.

All Workplace Assessors will be registered on the New Zealand Register of Recreation Professionals (NZRRP).

Revalidation requirements

Registered Workplace Assessors are recognised for a period of three years. Revalidation process includes:

- Compliance with Skills Active annual moderation requirements
- Evidence of recent assessor activity
- Evidence of continued currency of technical skills.