

ASSESSOR SPECIFIC REQUIREMENTS

NZC in Facility Operations Level 4

	ASSESSOR SPECIFIC REQUIREMENTS
STEP 1: APPLICATION AND PROPOSED SCOPE	<ul style="list-style-type: none"> • Complete Skills Active Assessor Application Form • Two referees: <ul style="list-style-type: none"> ○ Workplace (if no workplace, then appropriate industry representative) ○ Industry Development Advisor or SAM
STEP 2: SELECTION	<p>CV/ Portfolio with evidence to meet the following:</p> <ul style="list-style-type: none"> • Holds the NZC in Facility Operations L4, <u>or</u> the Diploma in Facility Management L5 • A minimum of three years' experience in a facility supervisory role • A minimum of two years experience as a Skills Active assessor <p>OR</p> <ul style="list-style-type: none"> • Be able to demonstrate equivalent knowledge and skills through a detailed CV • A minimum of three years' experience in a facility supervisory role • A minimum of two years experience as a Skills Active assessor
STEP 3: TRAINING AND ASSESSMENT	<ul style="list-style-type: none"> • Complete Skills Active Assessor Workshop and Assessment - Gaining NZQA Unit Standard 30421 <p>OR</p> <ul style="list-style-type: none"> • Equivalent Knowledge and Skills, and attendance at a Skills Active Assessor Induction session
STEP 4: REGISTRATION AND CONFIRMATION OF SCOPE	<ul style="list-style-type: none"> • First assessments completed under the direction of an approved Senior Assessor Mentor (SAM) • Registration and scope confirmed
STEP 5: MODERATION	<ul style="list-style-type: none"> • Engage in Skills Active Moderation annually
STEP 6: MENTORING AND CURRENCY	<ul style="list-style-type: none"> • Ongoing contact with Skills Active Learning Support Advisor (LSA) • Complete Skills Active Moderation and Refresher Training • Evidence of ongoing professional development • Re-registration process every three years