

## ASSESSOR SPECIFIC REQUIREMENTS

### NZC in Facility Operations Level 4

ASSESSOR SPECIFIC REQUIREMENTS	
<b>STEP 1: APPLICATION AND PROPOSED SCOPE</b>	<ul style="list-style-type: none"> <li>• Complete Skills Active Assessor Application Form</li> <li>• Two referees:               <ul style="list-style-type: none"> <li>○ Workplace or industry representative</li> <li>○ IEA endorsement</li> </ul> </li> </ul>
<b>STEP 2: SELECTION</b>	<p>CV/ Portfolio with evidence to meet the following:</p> <ul style="list-style-type: none"> <li>• Holds the NZC in Facility Operations L4, <u>or</u> the Diploma in Facility Management L5</li> <li>• A minimum of three years' experience in a facility supervisory role</li> <li>• A minimum of two years experience as a Skills Active assessor</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Be able to demonstrate equivalent knowledge and skills through a detailed CV</li> <li>• A minimum of three years' experience in a facility supervisory role</li> <li>• A minimum of two years experience as a Skills Active assessor</li> </ul>
<b>STEP 3: TRAINING AND ASSESSMENT</b>	<ul style="list-style-type: none"> <li>• Complete Skills Active Assessor Workshop and Assessment - Gaining NZQA Unit Standard 30421</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Equivalent Knowledge and Skills, and attendance at a Skills Active Assessor Induction session</li> </ul>
<b>STEP 4: REGISTRATION AND CONFIRMATION OF SCOPE</b>	<ul style="list-style-type: none"> <li>• First assessments completed under the direction of an approved Senior Assessor Mentor (SAM)</li> <li>• Registration and scope confirmed</li> </ul>
<b>STEP 5: MODERATION</b>	<ul style="list-style-type: none"> <li>• Engage in Skills Active Moderation annually</li> </ul>
<b>STEP 6: MENTORING AND CURRENCY</b>	<ul style="list-style-type: none"> <li>• Ongoing contact with Skills Active Learning Support Advisor (LSA)</li> <li>• Complete Skills Active Moderation and Refresher Training</li> <li>• Evidence of ongoing professional development</li> <li>• Assessor re-registration process every three years</li> </ul>