

ASSESSOR SPECIFIC REQUIREMENTS

NZC Business (Administration and Technology)- BAT Level 3

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)
STEP 2: SELECTION	<p>CV/ Portfolio with evidence to meet the following:</p> <ul style="list-style-type: none"> • Hold NZC in Business (Administration and Technology) – BAT Level 3 OR • Attestation for Assessor Scope Approval Form <i>to demonstrate equivalent skills and knowledge</i> PLUS • CV with evidence of minimum two years experience in a senior administration role • Minimum two years recent experience assessing unit standards
STEP 3: TRAINING AND ASSESSMENT	<ul style="list-style-type: none"> • Complete Skills Active Assessor Workshop and Assessment - Gaining NZQA Unit Standard 30421 OR • 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