



**SKILLS ACTIVE ASSESSORS**

The heart of industry training



On-Job Qualifications  
for Active Careers

## **Outdoor Recreation Senior Assessor Mentor (SAM) Application and Selection Process**

### **Purpose**

The primary aim of this procedure is to ensure Skills Active has the right people with the required attitudes, skills and experience to add value to the Skills Active Assessor training and registration process. This process provides recruitment, selection and appointment practices that are fair, transparent and consistent.

### **Overview of Responsibilities of a Skills Active SAM's**

SAM's are in place to support the overall robustness and integrity of the Skills Active Assessor training and registration process by:

- Providing support and mentoring to new assessors
- Providing technical support to moderation activities (mixture of paper-based, observed and cluster approaches)
- Conducting assessment of Recognition of Current Competency (RCC) trainees
- Providing technical support (including provider site visits) with accreditation applications
- In addition, SAM's will be called upon from time to time to contribute to the development of qualifications, pathways and learning/assessment material as required.

Furthermore, SAM's may be required to offer the following service:

- Supporting and approving the registration of new (trainee) assessors, including pre-screening
- Supporting and approving the scope for assessors (initial and extensions)

### **Sector need for Senior Assessor Mentors (SAMs)**

Currently, there is a need for SAMs for the following Skills Active outdoor recreation qualifications. These are:

- NZC in Outdoor Leadership (Leader) Level 4
- NZC in Outdoor Leadership (Instruction) Level 5
- NZC in Outdoor Leadership (Guiding) Level 5
- NZC in Outdoor Senior Leadership (Senior) Level 5
- NZC in Avalanche Risk Management Level 5
- NZC in Avalanche Risk Management Level 6
- NZC in Recreation Safety Auditing Level 6

To meet the strand requirements of the outdoor leadership qualifications there is a need for Senior Assessor Mentors who can collectively cover the following activity areas:

Abseiling	Canoeing	Rafting
Alpine	High Ropes	River Boarding
Bushwalking	High Wire	Sea Kayaking
EOTC	Mountain Biking	Sit on Top
Caving	Rock climbing	Whitewater Kayaking

### **The application, selection and notification process**

This process is managed by and is the responsibility of Skills Active. The IDA Outdoors coordinated Programme Advisory Group (PAG) is responsible for this (see TOR)

### **The application process**

1. Skills Active identifies the need for a new SAM. This may be triggered by:
  - A gap in the SAM register - e.g. from withdrawal or termination of a current SAM
  - Increase in assessors to be mentored
  - Addition of a new qualification
2. Outdoors PAG is consulted regarding the skill sets required to fill the gap.
3. Nominations are sought.
4. The SAM Terms of Reference which includes the application process, position description and person specification may be placed on the Skills Active website.
5. The position may be advertised by Skills Active and other relevant organisations.
6. Applicants are required to complete an application, provide their CV and a covering letter.
7. Applications are collected by Skills Active.

### **The selection process**

1. After the application period has closed Skills Active sends all applicant material to IDA Outdoors .
2. The IDA Outdoors will short list applicants Using SAM Terms of Reference.
3. The Outdoors PAG will be provided with all short listed applicants.
4. At least three members of the panel must review and evaluate each short listed applicant.
5. Evaluation must be against the criteria plus any skills sets identified in step 2 of the application process.
6. A consensus decision must be reached.

### **The notification process**

1. Once a decision has been made, a report must be written for each applicant. The report will include the evaluation of each applicant against the selection criteria and any other supporting comments and/or evidence gathered by the selection panel. The report will also include a summary detailing why the recommended applicant was considered best suited for the role.
2. This report along with all application material will be sent to IDA Outdoors.
3. Skills Active will notify all unsuccessful applicants in writing and return their application material.
4. If a suitable applicant has been selected but there are gaps in his/her skill set (for example; they are not a skills active registered assessor). Outdoors PAG clearly identify and advise Skills Active of the support needed.

### **The Appointment offers**

1. Skills Active will notify the recommended applicant and confirm
  - acceptance of the position
  - remuneration
  - induction and training
  - any specific terms and conditions associated with the position.
2. Skills Active will then make a written offer of appointment, enclosing the Annual Service Agreement.

### **Support and ongoing engagement**

1. Following appointment, Skills Active will provide the relevant support, development and resources to support a new SAM to be successful in their role.
2. Following appointment, each SAM will be registered on the New Zealand Register of Recreation Professionals (NZRRP).

Skills Active will apply processes to ensure consistent assessment decisions are made and communication between SAM's is open and collegial. You can download a copy of the SAM's Manual from [www.skillsactive.org.nz](http://www.skillsactive.org.nz)