

Skills Active Roving Assessor

Terms of Reference

Definition

Skills Active Roving Assessors are registered Skills Active assessors who assess across different enterprises, outside of their own workplace or organisation. Roving Assessors may be independent contractors or work for a workplace, organisation, school or an accredited provider and provide contracted assessment services to other organisations or workplaces.

Overview of responsibilities

Roving Assessors:

- Facilitate the assessment process
- Ensure trainee familiarity with assessment requirements
- Consider evidence against standard
- Consider quality of evidence
- Make judgements about evidence in relation to standards
- Provide feedback to trainees and Skills Active
- Arrange re-assessment if necessary
- Record and report decisions to the trainee, client workplace, and Skills Active
- Participate in Skills Active 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 Roving Assessor is required to:

- Be a registered Skills Active assessor
- Actively assessing or able to demonstrate previous assessment experience
- Have current industry, technical and contextual expertise, and hold the appropriate scope, for the unit standards 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 employers that may be previously unknown to them
- Liaise with and/or coordinate actions with other individuals, groups or organisations
- Demonstrate an appreciation of the client's operational context

- 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 client and Skills Active
- Be available and have the time to fulfil Roving Assessor duties.

Application and approval process

Skills Active welcomes applications from assessors who want to be considered for a Roving Assessor position.

To apply, you will need to complete the Skills Active Roving Assessor Application Form

You do not need to provide evidence of being an assessor or your moderation history as Skills Active has access to this information.

Roving Assessor status will be approved by Skills Active and may include Industry and/or Senior Assessor Mentor (SAM) involvement.

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

Remuneration

Negotiated between the Roving Assessor (or their employer) and the client workplace/organisation or Skills Active.

Revalidation requirements

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

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