

Skills Active Roving Assessor Application Form



Complete all the details clearly and return this form with copies of all documentation to your Skills Active Representative.
Please note this is an application process and does not automatically lead to being accepted as a Roving Assessor.

1. Assessor Details

First name	<input type="text"/>	Last name	<input type="text"/>
Organisation	<input type="text"/>		
Sector	<input type="text"/>		
Phone	<input type="text"/>	Email address	<input type="text"/>

Current assessor scope: provide details or attach a copy of your current scope

2. Overview of how you meet the person specifications for a Roving Assessor

Briefly explain the need for your Roving Assessor services

Overview of how you meet the person specifications for a Roving Assessor (refer to Terms of Reference)

3. Assessment details

The following information will be kept on an internal Skills Active database for Learning Support Advisors to provide the best fit for the trainee/ workplace.

Qualifications applying for Roving Assessor status

Assessor Scope currently includes these qualifications (please tick) <input type="checkbox"/>

Locations in which you can assess e.g. Auckland, Bay of Plenty, Christchurch

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Availability e.g. During work hours, after work hours, weekends

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Your Assessor Costs

Note: Please provide as much information as possible, to inform the client. Understandably prices will need to be flexible, depending on the number of trainees, location and level of competency.

Per module		Re-assessment	
Per qualification		Other e.g. Petrol	

Any other information to support

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4. Skills Active Roving Assessor Applicant Declaration

- I declare that the information supplied is correct and authorise Skills Active to collect information from, and / or exchange information with, any relevant organisation with regard to my application for the role of a Skills Active Roving Assessor.
- I understand that as a Skills Active Roving Assessor, I will be required to participate in annual moderation activities.
- As a Skills Active Roving Assessor, I will comply with Skills Active’s Quality Management Policies and Procedures and Code of Conduct for Registered Assessors.
- In accordance with the Privacy Act, I consent to having my contact information and assessment scope made available by Skills Active and undertake to inform Skills Active of any changes to my contact details.
- I understand that approval as a Skills Active Roving Assessor is subject to review every three years. Skills Active reserves the right to withdraw my Roving Assessor status at any time.

Signature		Date	
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5. Endorsements

Professional Referees



Attach a reference from at least one referee who can attest to your suitability as a Roving Assessor, e.g. current Skills Active assessor, senior work colleague.

Endorsement of Roving Assessor Applicant by Skills Active Representative

Skills Active Representative name	<input type="text"/>		
Skills Active Representative Signature	<input type="text"/>	Date	<input type="text"/>

Office Use Only

Notes

Data entered by	Name	<input type="text"/>	Date	<input type="text"/>
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