Competenz | Te Pūkenga

Workplace assessor application

Please complete all sections. A Workplace Assessor can only assess for their workplace using Competenz approved assessment material and report credits through Competenz.

Recommending Competenz Account Manager

Application date

Section 1

Applicants personal details Required by NZQA

First name

Surname

Preferred name

Date of birth

Gender

Street address

Suburb

City

Postcode

Home phone

Mobile

Home email

NZQA number

Unit standard 4098 is a mandatory requirement for all Competenz assessors. If you do not hold 4098, Competenz may be able to assist you with gaining this unit standard through an External Provider. Please contact your Competenz Account Manager for more information before continuing with this application.

Do you hold US4098 on your NZQA record of achievement (ROA)? ☐ Yes ☐ No I am in the process of gaining this unit and have enclosed my 4098 portfolio.

Do you hold any adult education unit no standards/qualifications? ☐ Yes ☐ No

Please list the adult education qualification/s you hold

Section 2

Applicants employment details

Company name
Job title
Industry sector
Postal address
Street address
Suburb
City
Postcode
Work mobile
Work email

Please complete this page with your Account Manager. Please list all unit standards that are on the Training Plan for learners you will need to assess. If you need scope for an entire domain please list the NZQF domain and to which level below.

Section 3

Unit standards I wish to assess

Unit standard / domain	Title	Level	Do you hold the unit on your ROA?	Relevant experience
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	

Section 4

Checklist Please attach documentation to support your application. Send copies, not originals.

	(Tick)
Proof of identification (birth certificate / drivers licence / passport). Name must match your application and supporting evidence.	☐
Supporting written evidence outlining relevant experience and / or qualifications that relate to the units you are applying for scope to assess.	☐
Training Plans you are planning to assess.	☐
Those holding 4098 must supply:	
» Evidence of 4098	☐
» First three completed Competenz assessments for post moderation	☐
Those who do not hold 4098 must supply:	
» 4098 Portfolio which includes two unit standards you have assessed. (The unit standards selected must be from the scope you are planning to access)	☐

Terms and Conditions

1. Competenz shall register Assessors against criteria that meet industry needs and award them a scope that approves unit standards for each Assessor, relevant to their qualifications and experience.

2. To comply with CMR criteria, Registered Assessors shall:
   - Be recommended by their employer
   - Hold unit standard 4098 on their ROA
   - Hold a relevant industry qualification and/or can provide evidence of equivalent current industry skills and knowledge
   - Meet industry requirements where specified.

3. Registered Assessors are required to attend a minimum of one Competenz refresher workshop every two years.

4. Registered Assessors may only assess:
   - The unit standards listed in their approved assessor scope
   - Within their current workplace.

5. Registered Assessors must inform the Competenz Quality Assurance team within 14 days of leaving their place of employment. Assessor registration is not automatically transferred to another workplace.

6. Registered Assessors shall comply with all Competenz current policies and procedures that apply to assessment and moderation.

7. Assessors will be required to be quality assured annually and on request.

8. Competenz Registered Assessors are required to comply with the Privacy Act 1993.

9. As representatives of Competenz, Assessors are obliged to disclose any commercial or personal interest in an organisation that may present a conflict of interest, for example, training companies.

Declaration

1. I declare that the particulars given above are correct and hereby authorise Competenz to collect information relevant to my Assessor Registration form, and / or exchange information with any;
   - Relevant Tertiary Education Organisation, or
   - Industry Training Organisation, or
   - Employer relevant to my assessment work experience.

2. I accept the Competenz Terms and Conditions above.

Signature

Date

Recommendation by employer

I recommend that

be registered as a Competenz Workplace Assessor to assess the staff of this company

Employer name

Organisation

Signature

Date

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New assessor coaching checklist

Date of coaching session

Please check off the areas that have been clearly explained and outlined to you during the visual presentation and coaching session.

Checklist	(Tick)
I have read and understand the Competenz Assessor Handbook	☐
Assessment overview	☐
Qualifications and unit standards (and how to look up a unit standard on NZQF)	☐
Roles and responsibilities	☐
Preparing for assessment	☐
Conducting assessment	☐
Record assessment results	☐
QA (pre and post assessment moderation)	☐
Assessor Registration – how to become a Competenz Registered Workplace Assessor	☐
Extensions to Assessor Scope	☐
Verifiers – who can be a verifier	☐
Appeals	☐
Questions	☐

New Assessor signature
Date
Competenz Coach* signature
Date

*Competenz representative who conducted coaching.

Competenz account manager use only This section must be completed

	(Tick)
I have checked the applicant has suitable supervisory skills recognised by the employer.	☐
I have explained the Competenz assessment process to the applicant.	☐
The applicant has attended a new assessor coaching session and the cehcklist has been completed.	☐
I have checked that the applicant holds unit standard 4098 and where they do not, I have enclosed their 4098 portfolio.	☐
I recommend the assessor scope on page two of this form based on the supplied evidence of the applicant's qualification/s, industry experience and capacity to assess a candidate.	☐

Account manager name
Account manager signature
Date

Competenz Quality Assurance use only Evidence verified and assessor scope approved

Unit standard / domain	Title	Level

Quality Assurance approved
Quality Assurance name
Quality Assurance signed
Date