

# New Assessor Coaching Checklist

All sections of this form must be completed

## Contact details

Applicant Assessor Name:

Competenz Account Manager/Coach Name:

Date of Coaching Session:

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

- ☐ Assessment overview
- ☐ Qualifications and Unit Standards (and how to look up a unit standard on NZQF)
- ☐ Roles and responsibilities
- ☐ Assessment Guides, rules and considerations
- ☐ 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:

Account Manager Signature:

Date:

(Note: Please complete this form and return it to your Account Manager or the Quality Assurance Newmarket Office with your completed Assessor Application form.)