

Assessor Registration and Scope Extension Application Form (Workplace and Roving Assessors)

Please complete all sections.

Assessor model applying for:

- Workplace Assessor
- Roving Assessor
- Account Manager / Training Advisor (assessing scope WPA)
- Assessor Scope Extension

Authorised Competenz member (Competenz authorized members are: Account Managers, Training Advisors, Regional Mangers, other Competenz Managers.)

Application date

Section 1

Applicant personal details Required by NZQA

First name

Surname

Preferred name

Date of birth

Personal Mobile

Personal email

NZQA NSN number

Company name

Job title

Industry sector

Street address

Suburb

City

Postcode

Work mobile

Work email

*For Scope Extension: Please continue to Section 3
All other Applicants: Please continue to Section 2*

Section 2: Workplace Assessor, Roving Assessor, Account Manager/ Training Advisor

For WPA and Roving Assessor Applications:

Unit standard 4098 is a mandatory requirement for all Competenz assessors. If you do not hold 4098, Competenz can supply you with a list of providers that can support you in achieving this.

Do you hold US4098 on your NZQA record of achievement (ROA)? Yes No

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

Please list the adult education qualification/s you hold

Section 3: Application Instructions

Please, complete and submit the following:		TICK
1.	This application form.	
2.	The Assessor Targeted CV Form. <i>(not needed for Scope Extensions Application)</i>	
3.	A copy/ies of the training plan highlighting the standards you are requesting scope for.	
4.	A copy of your NZQA Record of Achievement (ROA).	
5.	A copy of your qualification certificates <i>(if not listed on your ROA.)</i>	
6.	Proof of identification <i>(birth certificate/driver license/passport)</i> . Name must match your application and supporting evidence. <i>(not needed for Scope Extensions Application)</i>	
7.	The Assessor Conflict of Interest form. <i>(not needed for Scope Extensions Application)</i>	

For Roving Assessor Application: Please continue to Section 4

All other Applicants: Please continue to Section 5

Section 4: Roving Assessors Only

Vendor payment details

Please complete the below sections.

This information is required for you to be paid for any assessments you carry out for Competenz

Supplier name

Legal name

Legal type

Company

Trust

Trading name

Partnership

Sole Trader

GST registered

GST number

Yes

No

Mobile

Contact person

Contact email address

Physical address

Street number

Street name

Suburb

Town/city

Postcode

Postal address (If different from above)

Street number

Street name

Suburb

Town/city

Postcode

Payment details (Please attach a deposit slip)

Account name

Bank account number

Account creation approval – for Competenz Finance

Approved by

TMS ID#

Signature

Date

Section 5: Terms and conditions

1. Competenz shall register assessors against criteria that meet industry needs and approve scope that lists 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.
 - Undertake annual industry activities to retain currency.
3. Registered Assessors may only assess:
 - The standards listed in their approved assessor scope
 - Against Competenz approved assessment materials
 - Within their current workplace
4. 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.
5. Registered assessors shall comply with all Competenz current policies and procedures that apply to assessment and moderation.
6. Assessors will be required to be quality assured (post-moderated) at least once every two years and on request.
7. Competenz Registered Assessors are required to comply with the Privacy Act 2020.
8. Assessors are obliged to disclose any commercial or personal interest in an organisation that may present a conflict of interest, for example, training companies.
9. Assessors are required to store assessments securely to meet legislative and regulatory requirements. All assessment documentation must be retained for at least 12 months after the end of the programme or training agreement unless an external authority requires a longer period.
10. To maintain assessor registration, assessors must result a minimum of 20 credits per year.
11. Assessors are required to attend at least one annual professional development event/activity as provided by Competenz.
12. Assessors' registrations are reviewed against these terms and conditions at least every two years.

Section 6 Declaration (Applicant to Complete)

1. I declare that the particulars given above are correct and hereby authorise Competenz to collect information relevant to my assessor registration, and/or exchange information with any;
 - Relevant Tertiary Education Organisation, or
 - Standard Setting Bodies (SSB/ISB), or
 - My employer, as relevant to my assessment practice.
2. I accept the Competenz terms and conditions above.

Signature

Date

Recommendation by employer (Note: This can be provided by employer email)

I confirm that the applicant has appropriate supervisory skills to assess our staff and I support this application.

Employer name

Title

Organisation

Signature

Date

Section 7

Competenz Regional Manager to complete		Tick		
1	I recommend this applicant’s registration based on their qualification/s, industry experience, currency and capacity to assess a candidate.			
2	I confirm there is a Competenz business need for an assessor for the requested standards.			
3	I confirm that relevant CMR requirements are met by the applicant.			
4	If Roving Assessor Application, I confirm that legal type (Section 4) does not require a formal subcontracting arrangement.			
Regional Manager name				
Regional Manager signature				
Date				
For Competenz Quality Support use only: evidence verified and assessor scope approved (F= Full scope; C= Conditional scope. E.g. 12973 F)				
Standard Number	Standard Number	Standard Number	Standard Number	Standard Number
QAA Checklist		Tick		
Checked NSN				
Created folder in SharePoint				
Checked TMS for existing assessor file or Created New if necessary				
Checked ROA - 4098 and scope standards - and filed				
Assessor Targeted CV Form - Checked and Approved				
Equivalency Template if necessary - Checked and Approved				
ROA and Equivalency Template and Scope Request Cross Checked				
CMR checked and compliance met				
ID received and filed				
Roving Assessors Only: Regional Manager signed no formal subcontracting required				
Post Moderation Completed and Approved				
Online Modules Completed through Canvas				
Email relevant QA for approval with link to SharePoint folder and Scope Recommendation				
When QA has approved:				
Created Registration and Scope in TMS				
Allocate CZ Assessor Number				
Generate the ADR Form				
Email Assessor and TA/AM/RM New Assessor Application Approval Email (Template)				

Registration Approval is granted based on TBC Assessor Scope Procedure

QA approved Yes No Conditional

QA name and Title

QA signature

Date

Scope Conditions Met Yes No Partial

QA name and Title

Comments *(if partial, list standards and detail)*

QA signature

Date