

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

**Please complete all sections.**

**Assessor model applying for:**

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

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Application date

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**Section 1**

**Applicant personal details** Required by NZQA

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First name

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Surname

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Preferred name

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Date of birth

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Personal Mobile

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Personal email

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NZQA NSN number

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Company name

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Job title

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Industry sector

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Street address

---

Suburb

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City

---

Postcode

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Work mobile

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Work email

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



### 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.	Copy/ies of the training plan. Highlight or otherwise indicate the standards being requested for scope in the Training Plan.	
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>	

## Section 4: 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 5: 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**

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**Date**

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### Recommendation by employer (Note: This can be provided by employer email | This part is for Employers of Workplace Assessor Applicant only)

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

**Employer name**

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**Title**

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**Organisation**

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**Signature**

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**Date**

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### Section 6

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.	
<b>Regional Manager name</b>		
<b>Regional Manager signature</b>		
<b>Date</b>		

\*Note: For Partnerships Team, relevant Key Account Manager to complete\*

**Section 7 - For Competenz quality support team 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

**Registration Approval is granted based on 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 <i>(if partial, list standards and detail)</i>			
QA signature			
Date			