

Assessor Application Process

What and Why

What is involved when applying to be a registered Assessor with Competenz?

Competenz key contact person (CZ KCP) = this is the Applicant's Training Advisor or Account Manager, or if the Applicant is Competenz staff this will be their Regional Manager.

Steps 2 – 5 below should take **approximately 6 weeks** to complete provided all required evidence is supplied promptly, and moderation (Step 3) results in an Approved outcome.

Steps	You	Competenz	Timeframe
1. Obtain Unit Standard 4098: Assess Candidates Against Standards	Enroll with a provider to undergo training and assessment. Not required if you already hold 4098.	Your CZ KCP can recommend a provider for you.	Depending on provider's training schedule and your availability.
2. Submit Application and related documents	With support from your CZ KCP , gather and complete all application documentation required as listed in the Application Instructions section of the application form.	Your CZ KCP will submit your application to our Quality Support Team (QS). QS reviews your application to consider approval for registration and scope.	From receipt of your application, this process is ongoing through to the Registration Decision. If further supporting evidence is required, QS will ask for this within 5 working days from receipt of your application.
Note: Ensuring all application documentation is completed fully and all required supporting evidence has been submitted will hasten this process.			
3. Post-Assessment Moderation	Conduct assessment for two different Unit/Skill Standards relevant to the scope you're requesting in your application. Submit all materials as requested by QS	On receipt of full required application documentation, QS will request materials from you.	3-4 weeks from receiving all required material for moderation from you. Note: If a moderation result is Non-Approved, this can delay your application process. QS will work closely with you during this time.
Note: The Moderation and BAP activities (below) can be completed concurrently.			
4. Best Assessor Practice (BAP) Online Modules.	Complete learning and assessment in the two online modules and advise QS when completed.	QS enrolls you onto the modules and provides you with login/access details.	Allow 4-10 hours to complete this once you have been enrolled into the modules.
5. Registration Decision	On review of all application criteria, QS will advise you of the outcome of your application. This may be fully or conditionally approved or declined. If <i>conditionally</i> approved, you will be provided with the conditions that need to be met. You will receive an email with the details.		

Why do we need all this information?

The criteria we set to register an assessor to report credits for Competenz, is all based on the compliance requirements expected by our governing bodies, such as:

• NZQA – New Zealand Qualifications Authority
• TEC – Tertiary Education Commission
• Manufacturing and Engineering Industry Skills Board
• Food and Fibre Industry Skills Board
• Transport Industry Skills Board

Here is an excerpt from one of the **Industry Skills Board's Consent and Moderation Requirements (CMR)** documents:

*The education organisation must have policies and procedures to ensure that teaching, training and **assessing staff**:*

- *hold the relevant industry qualification or standards, at or preferably one level above, the*
- *level at which they are required to teach and/or assess.*
- *have current experience relevant to the standards they are training and assessing*
- *against, as determined by the education organisation and agreed by Hanga-Aro-Rau.*
- *remain current in relevant technologies and industry practice*

*The education organisation must have policies and procedures to ensure that **assessing staff** hold unit standard 4098 Use standards to assess candidate performance or can demonstrate equivalent knowledge and skills.*

***Verifiers** must hold industry qualifications and skills at the level they are verifying or preferably at a higher level.*

Our compliance in gathering sufficient, verifiable evidence determines our ability to retain our Consent to Assess – essentially our accreditation to **continue to do business**.

In terms of both new assessors coming onboard and scope extensions for existing assessors, we need to be sure we have the right people doing the right work.