

Careerforce Registered Assessors

REQUIREMENTS, ATTRIBUTES AND RESPONSIBILITIES

Organisations may choose to have in-house assessors to assess their trainees who are learning on-the-job with Careerforce programmes.

By having your own workplace assessor, your trainees are supported by a person who knows your business. Your trainees also have a mentor in the workplace to help support them to become better at their jobs and achieve their qualifications.



What is a Careerforce Registered Assessor?

A Careerforce Registered Assessor is an important part of workplace training. They evaluate the assessment evidence provided by a trainee and use this to determine competence against unit standards.



Why become a Careerforce Registered Assessor?

By contributing to the development of a more informed and competent workforce, you will help to ensure clients receive improved service and a better quality of care.

Additionally, becoming a Careerforce Registered Assessor recognises the level of skill and experience that you have in your field and contributes to your own professional development.



Qualities of a Workplace Assessor

Knowledge

- Has substantial subject expertise
- Has in-depth knowledge of workplace requirements and models the application of these
- Has knowledge of the roles of trainees and the requirements of those roles
- Considers different sources of evidence within the workplace

Skills

- Is an effective communicator and is highly proficient in written and oral English
- Has applied practice experience at a level above that being assessed
- Must be computer literate, have access to a computer and uses email in the modern workplace environment
- Meets timeframes and deadlines for completing assessments and entering results
- Is proficient at setting timeframes and ensuring trainees meet these
- Applies best practice in assessment processes
- Is proficient in administration requirements and accurate recording
- Has coaching and mentoring skills
- Applies safe practices in diversity awareness and cultural awareness
- Is skilled at self-reflection and is open to feedback

Attributes

- Has the time to allocate to assessment of trainees
- Relates well to others, specifically with a coaching/educator approach
- Has credibility and trust within workplace with trainees, peer staff and management
- Is a role-model of desired skills, attitudes and behaviours in the workplace
- Demonstrates patience, empathy and respect
- Has a desire to support the upskilling of fellow workers

Assessor Registration Criteria

Before applying, applicants must have:

- the support and approval of their employer
- trainees enrolled at their workplace with Careerforce, or soon to be enrolled trainees
- relevant experience, skills and knowledge for the qualification and units that they need to assess

To become registered, applicants must:

- meet all Consent and Moderation Requirements (CMR) for the unit standards and qualification they are applying to assess (see back page)
- have sufficient experience within the industry relevant to application
- submit an Assessor Application form (containing all required details supporting information attached)
- complete and pass a Careerforce Initial Assessor Training Course to gain unit standard 4098
- achieve successful outcomes from post-assessment moderation of first three assessments within three months completing the IAT course



The Commitment Required

Applicants must complete Careerforce Initial Assessor Training (IAT)

Successful Careerforce workplace training relies on a capable and competent assessor workforce.

The assessor plays an important, if not the most important, part in providing assurances that our health and wellbeing workforces have reached the standards of work performance in our programmes and qualifications.

The IAT programme forms the foundation block to the training journey for all Careerforce assessors and has three learning phases:

- Online Tasks
- Workshop Training
- Self-paced Workplace Assessment

The components are scaffolded – systematically building new knowledge and then developing and adding to it at each phase. The trainee assessor is given the time and space to develop assessor skills, adapt to a new technical language of assessment; and grow in their understanding of the importance of assessment in qualifying the health and wellbeing workforces.

Online tasks is knowledge-based. It utilises Aka Toi (Careerforce's online learning and assessment platform) and has interactive games, and quizzes to support learning. **Trainees must complete and pass three tasks to continue to the second phase of learning (Workshop Training).**

Workshop training is delivered by Careerforce Learning Engagement Advisors (LEA) across New Zealand and builds on the knowledge learned in the online phase. The workshop introduces the practical skills of assessment and draws on a trainee's background and experience to contextualise the learning. The hands-on practical nature of the workshop allows trainees to practice observation and assessment in a controlled environment. Feedback is provided from the LEA and peer interactions with other trainees from across the sector. Trainees must complete two tasks and two assessments within this workshop.

Self-paced workplace assessment (time-bound) is where our trainees start applying their assessment skills and knowledge in their workplace. They are continuously supported by their LEA and are observed "assessing" by a qualified and competent assessor. The trainee completes one further assessment to gain US 4098. A further three assessments must be completed in the workplace within three months.



Careerforce Registered Assessors must:

- 1. Have dedicated time**, agreed to by their manager, to undertake assessments. This time will depend on the number of trainees that they will work with, the level of the qualification(s), and whether there are verifiers assisting with obtaining the evidence. One assessor to 10 trainees is a realistic ratio for most workplaces. Assessors are required to mark theory assessments within ten working days of receipt, and report results within five working days of assessment completion.
- 2. Participate** in annual moderation.
- 3. Comply with** Careerforce assessment and moderation procedures

Consent and Moderation Requirements (CMR)

To be able to assess unit standards in Community Support; Health, Disability and Aged Support; Human Services; Social Services; Urban Pest Management; and Cleaning and Caretaking, applicants must meet the criteria contained in the Consent and Moderation Requirements (CMR) 024.

The criteria are that assessors:

- are appropriately qualified to assess against assessment standards. To meet this requirement assessors must hold unit standard 4098 or 30421;
- hold an adult education qualification or are able to demonstrate equivalent knowledge and skills;
- either hold a qualification relevant to the content of the standards being assessed, at one level or more above the level of the standard(s) they assess, or have held the standards being assessed for a minimum of 6 months, or are able to demonstrate equivalent knowledge and skills to those standards including evidence of applied practice;
- keep up to date with legislative and technical requirements and best industry practice relevant to the scope of consent to assess;
- undertake relevant training or professional development to remain current in their specialist or technical subjects relevant to their sector;
 - attend training or professional development to remain current in assessment practice;
 - where relevant, hold professional registration.

For some specialist subjects, additional criteria apply. Specific advice can be obtained through our Assessment Operations Team.



Contact us

For more information, please contact us

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To register to become an assessor, please complete the online application form

<https://www.careerforce.org.nz/registered-assessor-application/>



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