

# 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.)*