

# Application to register as a workplace assessor

Please complete all sections. A workplace assessor can only assess for their workplace using Competenz approved assessment material and report credits through Competenz.

Authorised Competenz member\*

Application date

## Section 1

### Applicants personal details Required by NZQA

First name

Surname

Preferred name

Date of birth

Gender

Street address

Suburb

City

Postcode

Home phone

Mobile

Home email

NZQA number

**Unit standard 4098 is a mandatory requirement for all Competenz assessors. If you do not hold 4098, Competenz may be able to assist you with gaining this unit standard through an external provider. Please contact your recommending Competenz member for more information before continuing with this application.**

Do you hold US4098 on your NZQA record of achievement (ROA)?

Yes

No

I am in the process of gaining this unit and have enclosed my 4098 portfolio.

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

Yes

No

Please list the adult education qualification/s you hold

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Section 2

**Applicants employment details**

Company name

Job title

Industry sector

Postal address

Street address

Suburb

City

Postcode

Work mobile

Work email

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Please complete this page with your recommending Competenz member. Your Competenz representative will be able to provide Training Plans you will assess. List all unit standards that are on the Training Plan for learners you will need to assess. If you need scope for an entire domain please list NZQF domain name and to what level and provide reason.

**Section 3**

**Unit standards I wish to assess**

Unit standard /domain	Title	Level	Do you hold the unit on your ROA?		Relevant experience
			Yes	No	
			Yes	No	
			Yes	No	
			Yes	No	
			Yes	No	
			Yes	No	
			Yes	No	
			Yes	No	
			Yes	No	
			Yes	No	
			Yes	No	

**Section 4**

**Checklist** Please attach documentation to support your application. Send copies, not originals.

**Tick**

Proof of identification (birth certificate/drivers licence/passport).  
Name must match your application and supporting evidence.

Written work history or CV showing current relevant skills and knowledge that relates to units standards you will be assessing. A letter of support from your employer (if requested). A copy of your qualifications and your NZQA record of achievement (ROA).

**Those holding 4098 must supply:**

- » Evidence of 4098 NZQA
- » First two completed Competenz assessments for post moderation.  
Must be resulted as achieved and you must provide copies of model answers used.

**Those who do not hold 4098 must supply:**

- » Completed 4098 assessment package and all evidence.
- » Training Plans you are planning to assess marked up showing the units you will assess

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**Terms and conditions**

1. Competenz shall register assessors against criteria that meet industry needs and approve scope that lists unit 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.
3. Registered Assessors may only assess:
  - » The unit standards listed in their approved assessor scope
  - » 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 at least once every two years and on request.
7. Competenz Registered Assessors are required to comply with the Privacy Act 1993.
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 securely, all evidence of assessment for at least 12 months and have it available on request.

**Declaration**

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
  - » Industry Training Organisation, or
  - » Employer relevant to my assessment work experience.
2. I accept the Competenz terms and conditions above.

Signature

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Date

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**Recommendation by employer**

I recommend that

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be registered as a Competenz workplace assessor to assess the staff of this company

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Employer name

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Organisation

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Signature

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Date

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For authorised Competenz member* to complete. (This section must be completed)		Tick
1	I have checked the applicant has suitable supervisory skills recognised by the employer.	
2	I have explained the Competenz Assessment process to the applicant.	
3	I have checked that the applicant holds unit standard 4098 and where they do not, I enclose their 4098 portfolio.	
4	I recommend the assessor scope on page two of this form based on the applicant's qualification/s, industry experience and capacity to assess a candidate.	
5	I confirm there is a Competenz business need for an assessor.	
6	I will arrange access to the assessor Portal for this assessor once registered.	
Authorised Competenz member name		
Authorised Competenz member signature		
Date		

For Competenz Quality Assurance use only: evidence verified and assessor scope approved		
Unit standard/ domain	Title	Level
QA approved	Yes	No
QA name		
QA signature		
Date		

\*Authorised Competenz members are: Account Managers, Competenz Training Advisors, Regional Mangers, other Competenz Managers