

Workplace Assessor Requirements and Application Form

Return completed form to:

EMQUAL
PO Box 11988
Wellington 6142

Phone: 04 801 9469
Fax: 04 801 9476
Email: info@emqual.org.nz



Assessor requirements



Prior to registering as a EMQUAL workplace assessor we suggest that you contact one of the EMQUAL Quality Management team:

- Martin MacLean, Quality Manager/ National Moderator
04 803 0070 martin@emqual.org.nz
- Leigh Maddock, Moderator – North Island
04 803 0075 leigh@emqual.org.nz
- Nathan Freeman, Moderator – South Island
03 423 9626 nathanf@emqual.org.nz

Applicants must:

- Be employed or be a volunteer within the fire and rescue services industry
- Hold the unit standard 4098 "Use standards to assess learner performance"
- Hold the Unit Standards they are requiring registration for
- Have an understanding of the National Qualifications framework
- Have a genuine commitment towards training, assessment and be available to meet the requirements of an assessors role
- Have relevant and current skills in the areas you wish to assess
- Have the support and endorsement from the organisations management
- Be able to attend at least one EMQUAL assessor workshop per year



Workplace Assessors

Workplace assessors undertake assessment of learners in their work environment. A workplace assessor may also be the learner's trainer. Assessors are able to assess for another organisation with the approval of both their own and the other organisations management, however assessors should not undertake assessment of learners for profit, without checking with EMQUAL.

Workplace assessors are required to have an understanding of numeracy and literacy issues that may alter assessment methods for individual learners.

Workplace assessors should be objective and be able to assess performance against Unit Standards without allowing personal opinions to affect their professional judgment. They should also understand workplace policies and requirements that are relevant to the Unit Standards they are assessing.

On going requirements of a workplace assessor

Registration is for a period of two years. At the end of the two year period a review will be conducted and in most cases registration extended for a further two year period. However there are some minimum requirements for a workplace assessor

- Assessors must conduct a minimum of four assessments per year
- Assessors must attend at least one EMQUAL assessor workshop per year
- Assessors must submit assessment material to EMQUAL for moderation as requested. In the first year of registration as a EMQUAL assessor, assessment material for all assessments carried out must be submitted for moderation. A EMQUAL moderator may visit on site when assessments are taking place
- Assessors should submit results and any other documentation to EMQUAL within the appropriate timeframes



EMQUAL Workplace Assessor Application

This form is to be used electronically. Press the **Tab** key to move forward and **Shift+Tab** to move backwards between fields (spaces). Click in a box to make a selection, eg .

| Details | |
|---|--------------|
| First name: | |
| Surname: | |
| Address: | |
| Home phone: | Work phone: |
| Cell phone: | |
| Email: | |
| 4098 course completed: Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Name of course provider: | |
| Date of birth: | NZQA number: |
| Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> | |
| Ethnicity: Maori <input type="checkbox"/> European <input type="checkbox"/> Pacific Island <input type="checkbox"/> | |
| Other ethnic origin: (please state) | |

| Industry specific details | |
|--|--------------------------------|
| Name of current employer: (Note: Volunteers – please name brigade or department) | |
| Address: | |
| Work phone: | Number of years with employer: |
| Current position: (fire related) | |



Employer/Sponsor to complete

I support the application of _____ in becoming an EMQUAL workplace assessor.
I have read and understood the requirements of the role of workplace assessor.

Name:

Date:

Position held:

Signature:

Applicant to complete

I apply for registration as a workplace assessor in the list Units

I understand the following:

- The assessor's role description
- The process and documentation requirements of EMQUAL
- EMQUAL can share my assessor details with Government agencies, employers and trainees where appropriate.

Signature:

Date:

Once complete please forward this form to EMQUAL Head Office
PO Box 11 988, Wellington 6142
Email: info@emqual.org.nz

For Office Use Only

Approved by EMQUAL Moderator:

Date:

Hold Units on NZQA ROA

Copy of scope sent to applicant

Entered on Infogeni

Assessor manual/letter sent to applicant

