



Fire & Rescue Services ITO

**WORKPLACE
ASSESSOR REQUIREMENTS
AND
APPLICATION
FORM**

Return completed form to:

Martin MacLean
FRSITO
P O Box 11 988
Wellington

Phone: (04) 801 9469
Fax: (04) 801 9476
e-mail: martin@frsito.org.nz



Assessor requirements



Prior to registering as a FRSITO workplace assessor we suggest that you contact one of the FRSITO quality management team.

Martin MacLean: 04 803 0070
martin@frsito.org.nz

Leigh Maddock: 04 803 0075
leigh@frsito.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 candidate 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 FRSITO assessor workshop per year

Workplace Assessors

Workplace assessors undertake assessment of learners in their work environment. A workplace assessor may also be the learners 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 FRSITO

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



FRSITO workplace assessor application

First name:

Surname:

Address:

Home phone:

Work phone:

Cell phone:

Email:

4098 course completed: yes / no (please circle and provide evidence of completion)

Date of birth:

NZQA number:

Gender: Male

Female

Ethnicity: Maori

European

Pacific Island

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) :

Qualifications held:



Units you require on your assessor scope

✍ Please provide details of specific experience you have that supports your application. Include all information you feel is relevant

✍ Unit standards you require on your FRSITO assessor scope

(please note you must have already achieved these unit standards)

Unit	Held on ROA	Unit	Held on ROA
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

NB: Level 5 and above unit standards cannot be registered for new assessors



Employer/ Sponsor to complete

I support the application of _____ in becoming
a FRSITO workplace assessor.

I have read and understand 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 FRSITO
- FRSITO can share my assessor details with Government agencies, Employers and trainees where appropriate.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Approved by National Moderator: _____ Date: _____

- | | |
|--|--|
| <input type="checkbox"/> Hold unit on ROA | <input type="checkbox"/> Entered on Infogeni |
| <input type="checkbox"/> Assessor manual/ letter sent to applicant | <input type="checkbox"/> Copy of scope sent to applicant |