



Workplace Assessor Requirements and Application Form

Return completed form to:

Martin MacLean
Quality Manager/National Moderator
FRSITO
PO Box 11 988
Wellington 6142

Phone: 04 801 9469
Fax: 04 801 9476
Email: 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
- Nathan Freeman 03 803 0075 nathanf@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 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 FRSITO 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 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

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)	



Industry specific details

Qualifications held:

**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"/>



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"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

Note: 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 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 FRSITO
- FRSITO can share my assessor details with Government agencies, employers and trainees where appropriate.

Signature: _____ **Date:** _____

For Office Use Only

Approved by FRSITO Moderator:

Date:

Hold Unit on FRSITO ROA

Copy of scope sent to applicant

Entered on Infogeni

Assessor manual/letter sent to applicant