	<b>ESITO Accreditation, Moderation &amp; Assessment Procedures 0120</b>	
	EAMA 2.1	ESITO Assessor Registration Procedure

## 1. Scope

This policy details the standard requirements for the registration of ESITO assessors. NOTE: This does not include Thermal Assessor registration this is covered in EAMA 2.2

## 2. Definitions

### **ESITO Assessor**

The ESITO assessor registration system is the same for both workplace assessment, and off-job assessment on training provider programmes.

### **Registration Category**

ESITO has three categories of registered assessors:

#### **Category One**


Assessors who have successfully completed Unit standard 4098 *Use standards to assess candidate performance* and meet the ESITO selection criteria will be designated as category one assessors. Category one assessors must use ESITO approved or category two assessor developed assessment instruments to assess any unit standards for which they hold accreditation.

#### **Category Two**

Assessors who hold Unit standard 11552 *Design assessment* and Unit Standard 4098 *Use standards to assess candidate performance* and meet the ESITO selection criteria will be designated as category two assessors. Category two assessors can design and use new assessment instruments for any unit standards for which they hold accreditation. Assessors who are internal workplace assessors must have this designed material pre moderated by ESITO before use.

#### **Category Three**

Assessors who hold Unit standard 11551 *Moderate assessment*, Unit standard 11552 *Design assessment*, Unit standard 4098 *Use standards to assess candidate performance* and meet the ESITO selection criteria will be designated as category three assessors. Category three assessors may be appointed to the ESITO moderation panel and conduct moderation on selected unit standards for ESITO.

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### 3. Assessor Training & Forums

ESITO will arrange a series of training workshops and or forums for assessors. The workshops may provide training to the NZQA unit standards 11552 *Moderate assessment*, 11552 *Design assessment*, 4098 *Use standards to assess candidate performance*.

### 4. ESITO Assessor Selection

ESITO assessors will be nominated by their employers and approved as assessors by ESITO on the basis of:

- Their experience of specific skill areas of the industry;
- Qualifications relevant to the industry; and
- An assessment of their suitability to undertake assessment activities.


Assessors should be people who are ideally technically competent for the unit standards, which they assess and are familiar with the range of assessments the trainees will need to undertake. Where the assessor is not technically competent, provision will be made for Technical Experts to assist the assessor.

A technical expert is defined as:

- A person holding the Unit Standard(s) being assessed or.
- Meets current legislative requirements / current industry standards and practices and is deemed currently competent by the employer; or
- A person holding a qualification, of the same level or better, which contains the activity(s) being assessed and can provide evidence of current competence in that activity(s).

When a Technical expert is used, form EAMA 2.3.8 ESITO Technical Expert Report *or equivalent* must be completed and attached to the assessment.

The assessor must verify that the Technical Expert meets the definition above and certify on EAMA 2.3.8 ESITO Technical Expert Report that the check has been carried out.

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## 5. Assessor Registration

Assessors who meet the training and selection criteria may apply to become a category one two or category three ESITO registered assessor. The application must be made on the ESITO Application to become a Registered ESITO Assessor form and must be accompanied with a work resume detailing work experience and technical qualifications and a letter from their employer supporting the application.

The application should state by unit standard the applicant wishes to assess.

ESITO will advise the applicant of the outcome of the application within 7 days of receipt.

If successful ESITO will decide and advise the limitations of assessment by domain and/or unit standards, NQF level and will allocate an ESITO assessor number to be used for all assessments. The limitation decision will be based on the experience and qualifications of the assessor.

## 6. Registration Period

Assessors may apply for an extension of their coverage but must provide supported evidence of their competence for those new areas. You will be required to complete an EAMA 2.1.2 Assessor Extension of Scope form.


If unsuccessful the reasons will be specified in detail.

The registration period for an ESITO assessor is 3 years or part thereof as follows:

01 July 2008 – 30 June 2011 and reoccurring

## 7. Re-Registration

ESITO will invite all registered assessors to re-register at the end of each registration period.

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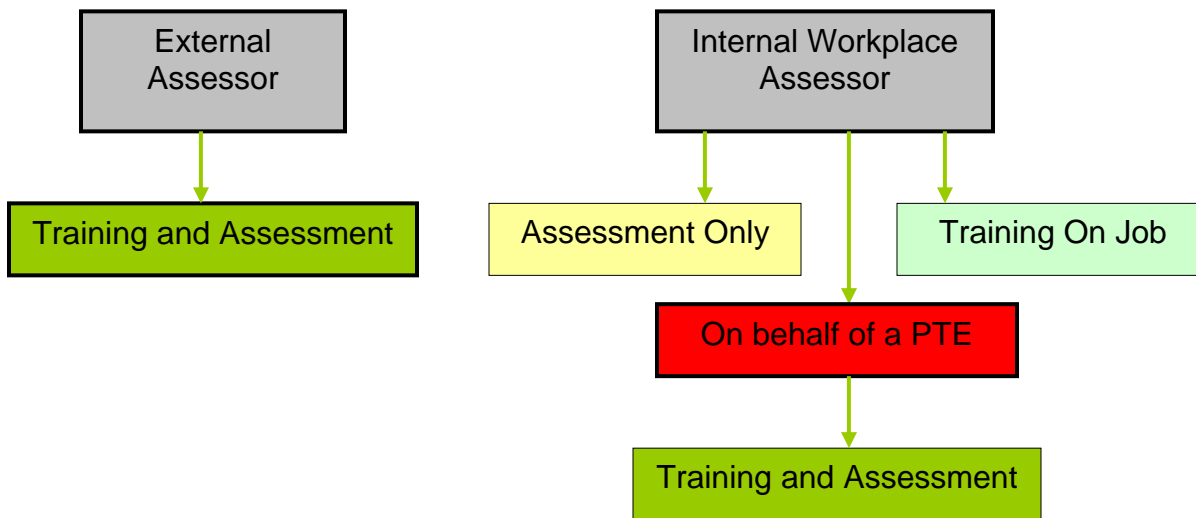
ESITO assessors will be required to meet the following criteria to be eligible for re-registration:

1. Completed an average of 10 assessments within a 1 year registration period.
2. Annually attend at least one Assessor Forum for the registration period
3. Meet the ESITO Moderation Panel standards of assessment practice.
4. Professional development plan must be in place.

## 8. Training and Assessment


**Internal Workplace Assessor** – ITO Registered – employed by companies for on-job assessment of unit standards within the coverage of the ITO.

**External Assessors** – ITO Registered – training provider trainers <sup>(1)</sup> who deliver training and assessment of unit standards



(1) Training Provider Trainers includes public and private tertiary education providers, industry training organisations, government training organisations, and other providers.

***This document is non-controlled and out-dated if printed.***

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## 9. Assessing in the workplace

Internal workplace assessors who are registered with the ITO **can**:

- Assess ESITO trainees
- Train ESITO trainees
- Conduct training and assessment on behalf of a provider.  
NOTE: this means you are an external assessor for that activity.

Internal workplace assessors who are registered with the ITO **cannot**:

- Conduct both training and assessment in the workplace for the same unit standard

External Assessors who are registered with the ITO **can**:

- Conduct Training and Assessment as a recognised Training Provider Trainer <sup>(1)</sup>

## 10. Lodging credits through ESITO

Internal workplace assessors who are registered with the ITO can only lodge credits through the ITO when the candidate has a current training agreement with ESITO

***As an internal workplace assessor are to ensure that there is a training agreement in place before lodging a credit through esito***

External Assessors who are registered with the ITO do not lodge credits through the ITO as they will be registered vis the training provider.

(1) Training Provider Trainers includes public and private tertiary education providers, industry training organisations, government training organisations, and other providers.