



Assessor registration application handbook

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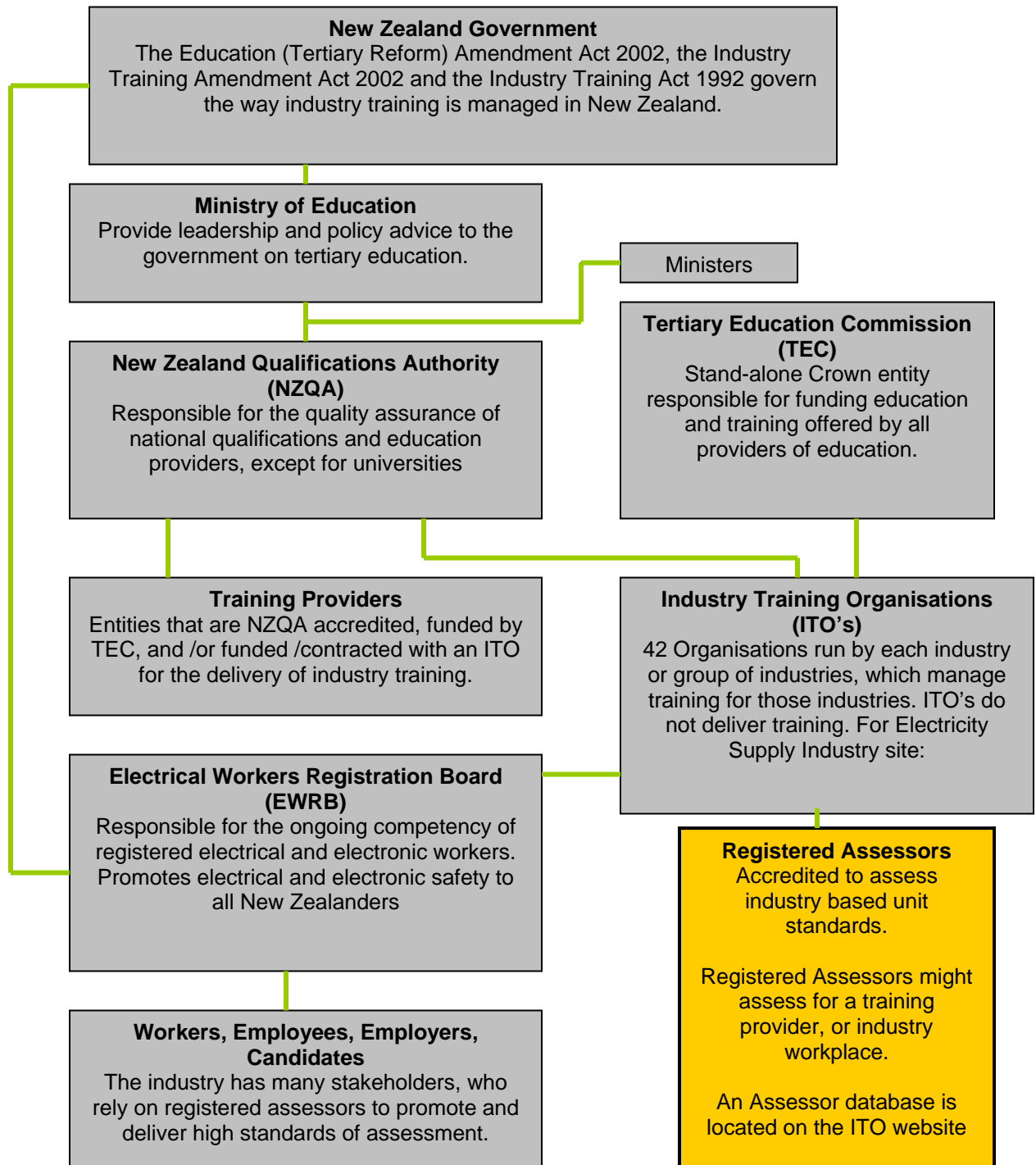


Table of contents

Content	Page
— Where do you fit in as an assessor	3
— Assessor registration process – flowchart	4
— Information to the prospective assessor	5
— Assessor Training/Forums	6
— Selection Criteria	6
— Use of technical expert	7
— New – registered	8
— Once you are registered	8
— Re – registration	8
— Moderation	9
— Information on documentation on moderation	10
— Pre assessment and Post assessment moderation flowcharts	11
— Glossary of Terms	13

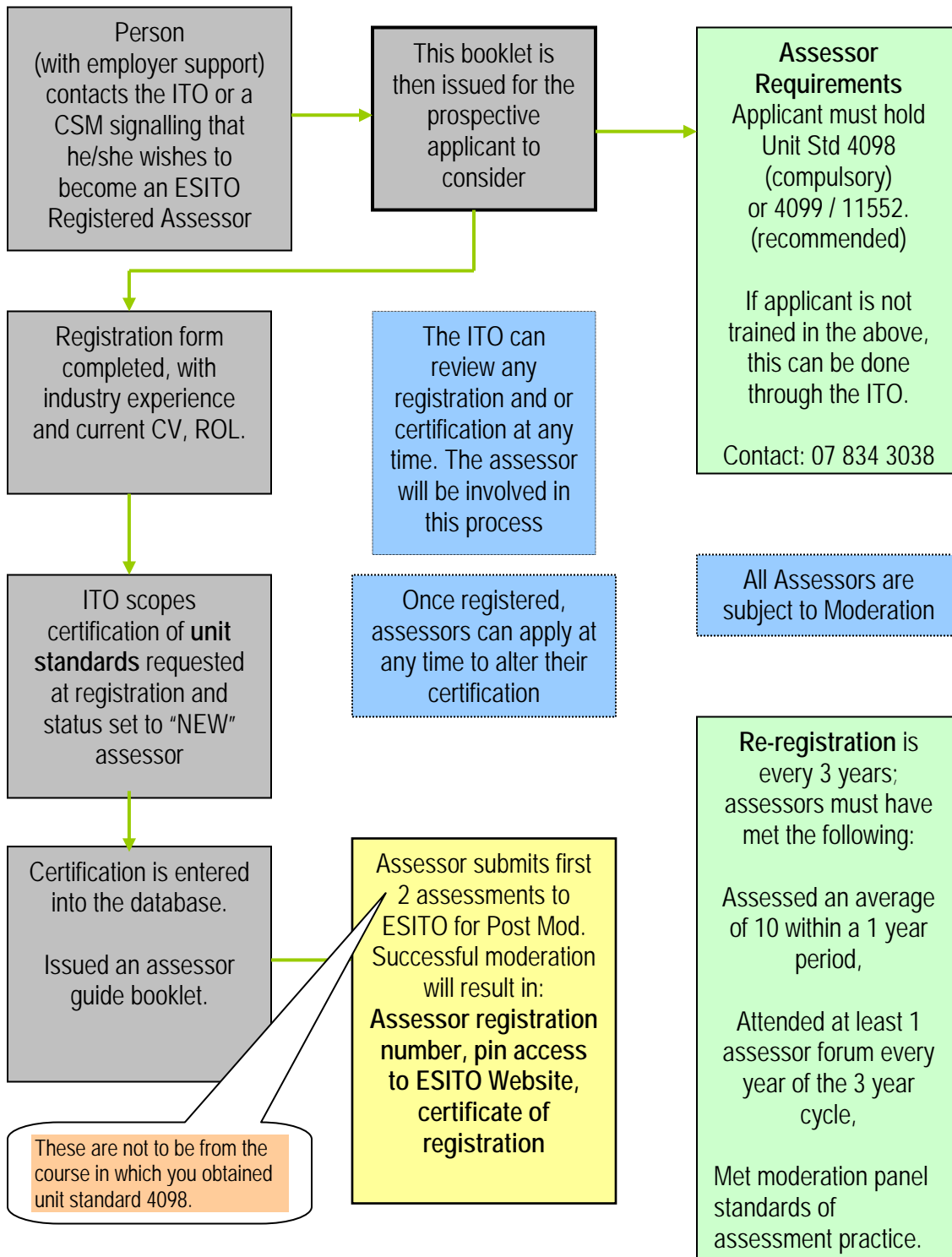
Where do you fit in as an Assessor?

The following flow diagram highlights where you as an assessor fits into the ITO.



Assessor Registration Process

The ITO assessor registration process is contained in the ESITO Accreditation Moderation and Assessment Procedures. Here is a quick glance at this process.





Information for prospective assessor

The ITO has 3 categories of assessors:

Category 1 – Assess only

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 2- Assess and Design

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 3- Assess Design and Moderate

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 3 assessors may be appointed to the ESITO moderation panel and conduct moderation on selected unit standards.

ESITO recognises and categorises assessors in the following manner:

ITO Registered ***Internal Workplace Assessors*** – employed by companies for on-job assessment of unit standards that are accredited with the ITO.

ITO Registered ***External Assessors*** – Training Provider trainers who deliver training and assess to unit standards.

Note: An Internal Workplace Assessor can be employed by a trainer provider. When this occurs the assessor works under the QMS of that Provider, and as such the credits for unit standards are to be lodged through that provider.



Assessor Training/Forums

ESITO will arrange a series of training workshops and or forums for assessors every calendar year. These will be advertised well in advance and located at various locations throughout the country to allow assessors to make themselves available to attend. You are required to attend these as part of your registration criteria.

Only registered ESITO assessors will be eligible to attend.

Trainers located at an affiliated provider are encouraged to attend to keep up with industry changes in assessment and or network with other industry assessors.

Selection Criteria for Assessors

To be an **ESITO registered assessor** the applicant must be able to show:

- They have attained unit standard **4098 (compulsory) or 4099 / 11552 (recommended)**. A Record of Learning from NZQA or assessment records are to be provided.
- They are an active and credible member of the industry in which they wish to assess. The ITO may carry out reference checks within the industry.
- They provide evidence of knowledge of the unit standards for which they are registered to assess. Holding the unit standard is the best evidence.

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

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

Technical Expert

Assessors are technically competent in the unit standards, for which they assess and are familiar with the range of assessments the trainees will need to undertake. Where the assessor may not be fully up to date with the latest industry practices the assessor may use a technical expert 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.
- 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 **EAMA2.3.8** ([technical expert.doc](#)) must be completed, and attached to the assessment.

The assessor must verify that the technical expert meets the definition above and certify on Form **EAMA 2.3.8** that the check has been carried out.

“When selecting the unit standards you wish to assess as an ITO assessor, carefully consider the areas that you are experienced in, and willing to assess the competencies of others.”



New – Registered

When you have completed your application to become a registered assessor you will be placed into the database system as a “**New**” assessor and allocated your scope, these are the unit standards that you can assess to.

When you begin to assess candidates you are to only use pre moderated assessment material. The first 2 assessments (they must be a different unit standard) are to be sent to ESITO for post assessment moderation. This is to ensure that you are complying with the ESITO minimum standard for assessment and to also link you with your designated moderator.

When these first 2 assessments are successfully validated by post assessment moderation you will then become a registered assessor. You will be issued a unique assessor number, certificate and a pin number that will allow you access to the ESITO website. If you already have access to the website you will automatically have access to the assessor menu on becoming an assessor.

Once you are registered

If and when you decide to become a registered assessor with the ITO, there are certain things you must comply with in order to maintain your registration.

The assessor registration is valid for a period of 3 years however you must maintain the following in order for you to be re-registered again.

- Assessed an average of 10 assessments every year within the 3 year registration period.
- Attended at least one assessor forum/workshop every year of the 3 year registration period
- Meet the ESITO moderation panel standards of assessment practice.

Re-registration

If you have not met the requirements listed above within the 3 year period ESITO has the right to make you an inactive assessor. However if there is any non compliant issue(s) relating to your assessment practices, the ITO can de-register you from the ITO. You will be involved in this process if it arises.

At any time during the 3 year period you may request in writing that you no longer want to be an assessor, and you will be classed as inactive. This means that your details remain in the database if you should require re-registering at a later date.



Moderation

In order to meet your obligations as an assessor and to ensure that you are following best practice in assessment, you may be moderated at any time during your registration period. The following pages explain the process of moderation within the ITO. All these procedures form part of the ESITO Accreditation Moderation and Assessment Procedures.

You will be allocated to a moderator when you first register and this information will be contained on the ESITO website. You are encouraged to liaise with your moderator on a regular and required basis if you have any concerns or questions in relation to assessment. These moderators are experienced in assessment practices and are linked to the ESI.

Pre assessment moderation

This moderation is carried out before the assessment takes place, if you have designed the assessment it must be checked by another designer and or a moderator prior to it being used for the first time. The Form **EAMA 2.3.9** is to be used for this purpose. ESITO will supply pre assessment moderation services at any time. You may also be asked to supply assessment material for pre moderation.

Post assessment moderation

This form of moderation is after the assessment has taken place, you will only need to supply this when it is requested from the ITO. It is your responsibility to keep the evidence gathered at the time of assessment for future use. For ESI unit standards these only need to be retained for one calendar year. Other ITO's require their materials to be retained longer.

**If require an ESITO Application for Assessor Registration form, this can be downloaded from the ESITO website:
www.esito.org.nz/assessment_and_moderation/workplace_assessment/index.aspx**

Information and Documentation “Pre assessment moderation”

The following information and documentation or the *equivalent* is required for Pre assessment moderation.

- | | |
|--|------------------------|
| ESITO Assessment and Evidence Guide | Form EAMA 2.3.2 |
| ESITO Procedure or Question and Answer Checklist | Form EAMA 2.3.3 |
| ESITO Pre-Assessment Activity Check
(when assessment used for first time this is to be supplied for moderation) | Form EAMA 2.3.9 |

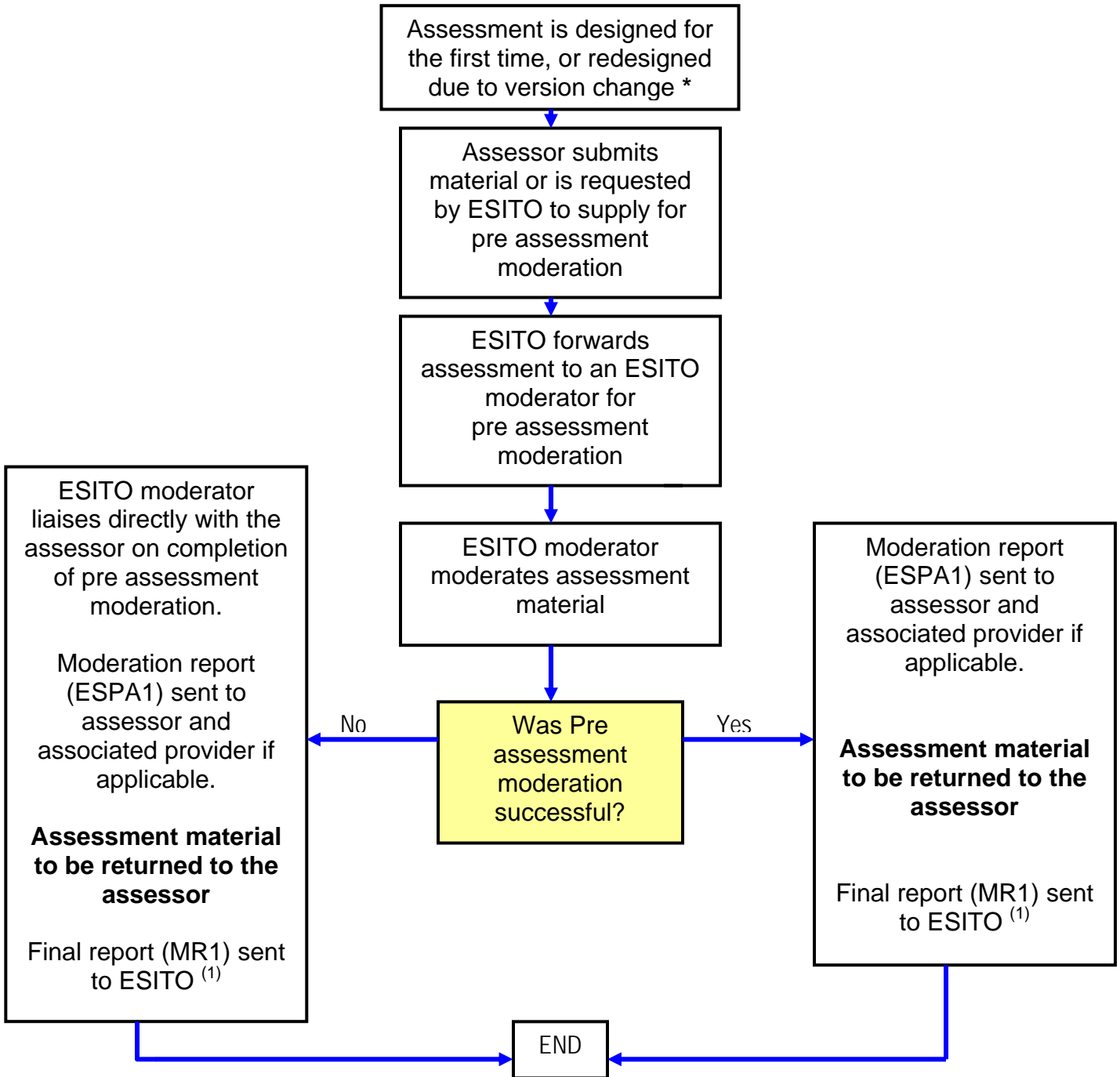
Information and Documentation “Post assessment moderation”

The following information and documentation or the equivalent is required for Post assessment moderation.

- | | |
|--|------------------------|
| ESITO Assessment and Evidence Guide | Form EAMA 2.3.2 |
| ESITO Procedure or Question and Answer Checklist | Form EAMA 2.3.3 |
| ESITO Assessment Plan Procedural Checklist | Form EAMA 2.3.4 |
| ESITO Assessment Results Form (NYC)
(when used this is to be supplied for moderation) | Form EAMA 2.3.6 |
| ESITO Trainee Appeal against Assessment
(only required when candidate appeals assessment decision) | Form EAMA 2.3.7 |
| ESITO Technical Expert Report Form
(when used this is to be supplied for moderation) | Form EAMA 2.3.8 |
| ESITO Pre-assessment Activity Check
(when assessment used for first time this is to be supplied for moderation) | Form EAMA 2.3.9 |

All these documents are contained on the ESITO website and form part of ESITO’s Accreditation, Assessment and Moderation procedures.

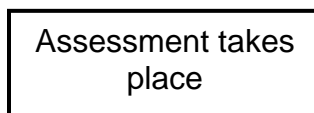
**FLOWCHART FOR THE DISTRIBUTION OF ASSESSMENT MATERIAL
“PRE ASSESSMENT MODERATION”**

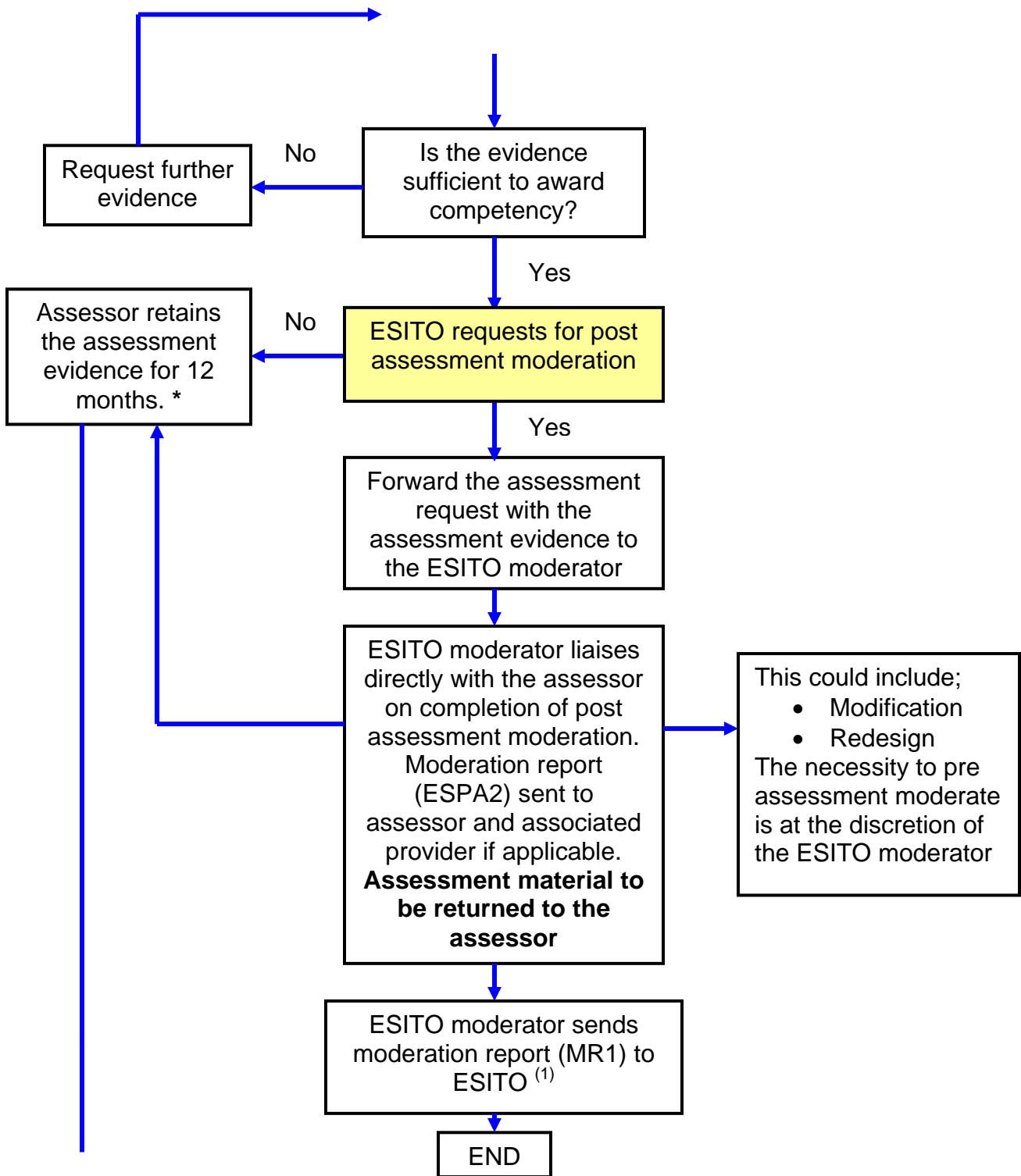


* This only applies to workplace assessors not located at a recognised training institution. Providers have their own internal moderation processes.

(1) Only the moderation outcome is to be sent to ESITO.

**FLOWCHART FOR THE DISTRIBUTION OF ASSESSMENT MATERIAL
“POST ASSESSMENT MODERATION”**





* This only applies to workplace assessors not located at a recognised training institution.

(1) Only the moderation outcome is to be sent to ESITO.

Glossary of Terms

Accreditation

A process for establishing whether an organisation, through its system for the management of quality, has the capability to deliver programs and assess against unit standards; organisations may be accredited to deliver training programs and assess, or just to assess.

Active

This is a term used to describe the status of a registered assessor; this means that the assessor is actively assessing trainees.

Assessment

Collecting and evaluating evidence to establish the level of an individual's performance

Assessor

The person who makes the judgment that the level of an individual's performance meets the requirements of the unit standard, and registers the credits, in the workplace or during off-job training. ESITO has defined these as being Internal Workplace Assessors and External Assessors.

Candidate

The person being assessed.

Certificate

A document that signifies that a unit standard and/or qualification has been awarded.

Competence

The ability to apply particular knowledge, skills, attitudes and values to the standard of performance required in specified contexts. A measure of competence may be considered as either holding the unit standard or equivalent knowledge and skills.

Consistent

The quality of the assessment must be consistent. The decision made by one assessor is the same as that made by another assessor when given the same evidence of performance.

Credits

A numerical value assigned to a unit standard that represents the estimated time needed for a typical learner to demonstrate that all specified outcomes have been met. One credit usually equates to 10 hours.



Current

Most recent up-to-date with; relevant practices and industry standards i.e. the candidate can do the task now.

Customer Service Managers (CSM's)

Managers responsible for the promotion of industry training and ESITO products and services. Provide a national trainee coordination service on behalf of member companies. Establish and maintain linkages with industry, government agencies, communities and schools to promote careers in the industry.

De-registered

This is a term used to describe the status of a registered assessor who is currently not compliant with the ITO's requirements and as a result cannot assess for the ITO in the Electricity Supply Industry.

Domain

An area of learning within a sub-field of the National Qualifications Framework (NQF), which clumps sets or groups of similar unit standards. A domain comes under a sub-field.

Element

A learning outcome within a unit standard; collectively the elements constitute the title of the standard.

Evidence

A learner's personal collection of evidence of achievement that proves competence to the assessor.

External Assessors

Training Provider trainers who deliver training and assess to unit standards.

Fair Assessment

Assessment that avoids contamination from influences unrelated to the matters being assessed; emphasis is placed on avoiding effects arising from differences related, for example, to race, gender, and assessment mode.

Field

A broad area of learning on the NQF. A field contains sub-fields that contain domains.

Internal Workplace Assessors

ESITO has accreditation to register work place assessors whose key role it to: Assess trainees on the job in order to deem them competent at unit standards. Send assessment results to ESITO for registration on an individual's NZQA ROL held at NZQA.



Inactive

This is a term to describe the status of an assessor. If and when you are inactive this simply means that you have not conducted any assessments in a 12 month period. You are still registered and in the database as an assessor.

ITO

Industry Training Organisation A body recognised by the Tertiary Education Commission as having responsibility for setting standards, arranging the delivery of industry training for the sector it represents, and providing leadership on skill and training matters.

Levels

The NQF has ten levels of progression; Levels depend on the complexity of learning. Level 1 – 3 are of approximately the same standard as senior secondary education and basic trades training. Level 4 – 6 approximate to advanced trades, technical and business qualifications. Levels 7 and above approximate to advanced qualifications of graduate and postgraduate standard.

Moderation

A term that broadly covers processes used to assure the consistency of assessment with the required unit standard. Carried out locally and nationally.

Moderator

Independent person who has acknowledged expertise to confirm that assessment results reflect intended unit standards.

Modern Apprenticeship

Modern Apprenticeships are a new work based education initiative designed to give young people (16 – 21 years) not just a job, but access to quality workplace learning that offers them the start of a new career. The Modern Apprentice gains a nationally recognised qualification (usually at level 3 or 4) while their employer gains crucial training. Modern Apprenticeships are administered by TEC which contracts the services of Modern Apprenticeships Co-ordinators, these co-ordinators act as a mentor to each modern apprentice and his or her employer.

National Certificates

A qualification that is usually registered between Level 1 and 4 and issued by the NZQA.

National Diploma

A qualification that is usually registered between Level 5 and 7 and issued by the NZQA.

National Qualifications Framework (NQF)

The National Qualifications Framework is a system designed to recognise New Zealand knowledge, understanding and skills. Framework qualifications are quality assured and nationally recognised. The NQF is maintained by the NZQA.

NZQA

The New Zealand Qualifications Authority (NZQA) was established in 1990 to provide an overarching role in quality assured qualifications and to coordinate national qualifications in New Zealand. The NZQA deals with the provision and quality of qualifications. It works in partnership with all education providers and national groups representing education and training in industry and business. The Authority does not deal with the school curriculum or funding for education and training.

Performance Criteria (PC)

Statements against which the standard of performance of an element/outcome is assessed.

Quality assurance

A collective term used for activities used to ensure that business is carried out effectively and efficiently.

Registered

This is a term used to describe the status of an assessor, this means that the assessor has been allocated an assessor number, has certification to assess to certain unit standards, is currently assessing trainees and complying with the requirements of the ITO.

ROL

Record of Learning - this is maintained by NZQA for each individual who has registered assessment results from workplace or off job training.

Scope

A term used to describe an assessors overall certification of unit standards within the database system. A scope can be amended at any time but must be accurate in terms of an assessor's ability to actually assess the unit standards.

SSB

A collective term that covers industry training organisations, national standards bodies, and industry advisory groups. Standards Setting Body i.e. the organisation that sets the standard.

Sub-field

An area of learning within a field of the NQF, domains come under a subfield.

**Trainee**

The person being trained.

Training Agreement

The document signed by the Employer and Employee which states the terms and conditions and individual responsibility for all aspects of the agreement.

Unit Standards

Each unit standard has a defined credit value and sits at a specified level on the NQF. Unit standards define skills and knowledge. Groups of unit standards make up a qualification, National Certificate or Diploma. Unit standards, developed by ITO's and other specialised standards setting bodies, are approved by industry and reviewed on a regular basis. Because unit standards are nationally agreed, achievements can be transferable between qualifications and providers.

Valid Assessment

Assessment that achieves fitness for purpose by using evidence directly related to the type and level of performance required in a specified unit standard, and by being fair and consistent.