



# Assessor Registration Guide

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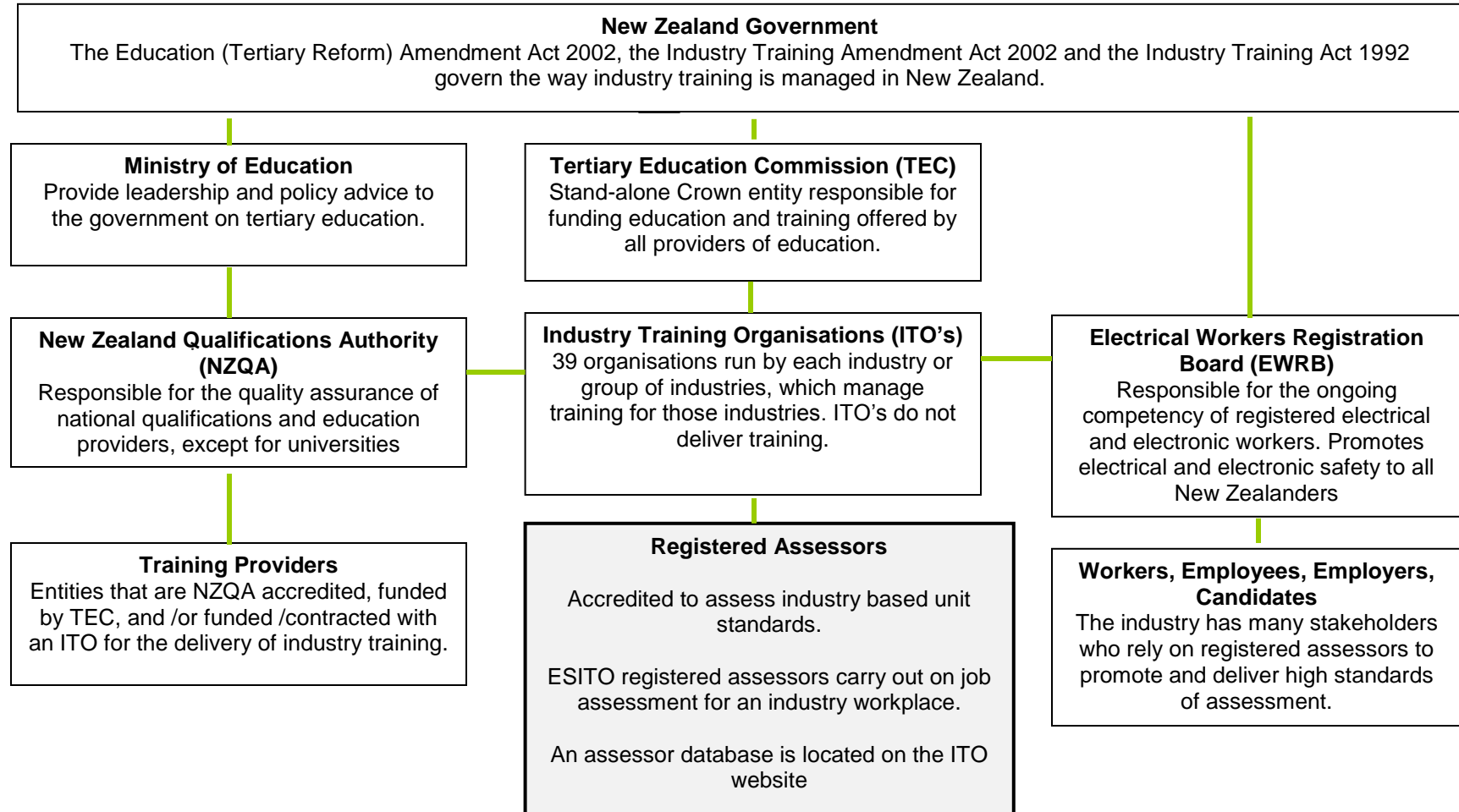
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### **ESITO Accreditation Moderation and Assessment procedures (EAMA)**

This registration guide reflects the policies and procedures outlined in the ESITO Accreditation Moderation and Assessment procedures (EAMA). Follow this link to access the [EAMA](#), or go to [www.esito.org.nz](http://www.esito.org.nz) and select the Assessment and Moderation menu.

## Where you fit in as an Assessor

ESITO assessors conduct on-job assessment of unit standards under the ESITO accreditation. The following flow diagram highlights where you as an assessor fit into the ITO.



## Three steps to becoming registered

### STEP 1

#### Make your application

Complete the application form at the back of this guide and send it to ESITO with all relevant documents.

ESITO will endeavour to advise you of the outcome within 14 days of receipt of your application providing that all documentation is received with the application form.

Once a decision to approve or decline your application has been made, we send you a letter. If you are successful, it will outline what you need to do next (Step 2). If you are unsuccessful, the letter will outline the reasons for the failure of the application.

### STEP 2

#### Submit two (2) assessments for moderation

You must complete two assessments and submit them for post assessment moderation.

You are to only use ESITO pre assessment moderated assessment material.

The assessments may be up to and including Level 3 and must be different to those used for your 4098 course.

### STEP 3

#### Be registered as an assessor

You will be endorsed as a registered assessor when your two assessments are validated by post assessment moderation. We will issue you:

- an assessor certificate
- a unique assessor number that you must use when assessing
- a pin number, to access the assessor menu on the ESITO website
- an assessor handbook, designed as a reference tool for on job assessors.

## Supporting information

### Information for Step 1

#### Registration period

The registration period for an ESITO assessor is 3 years or part thereof. To maintain registration assessors must:

- Demonstrate consistent and fair assessment practice
- Attend an assessor forum/workshop annually
- Preferably, conduct at least 3 assessments per year to maintain skills.

It is not often that non compliance with the above leads to deregistration as matters are more usually resolved through communication and professional development.

Assessors may terminate registration by notifying ESITO in writing. Assessors who have terminated their registration may reapply.

#### Selection Criteria

To be an ESITO registered assessor you will be nominated by your employer and selected as an assessor by ESITO on the basis of your experience and competency in specific skill areas of the industry. ESITO also makes an evaluation of your suitability to undertake assessment activities. You must be able to show that you:

- have attained unit standard 4098
- have qualifications relevant to the industry
- have knowledge and experience relevant to your assessor scope application
- are an active and credible member of the industry (industry support required)
- demonstrate sound assessment practices.

#### Assessor scope

The assessor scope is the range of unit standards an assessor is registered to assess; an ESITO technical advisor must approve the assessor scope that you apply for. When approved, your 'scope' will reflect your industry experience and competency as well as your assessing experience. For example, a new ESITO assessor can only assess up to Level 3 and an experienced registered assessor must attend specific training to conduct RCC assessments.

ESITO's information database is set up to prevent an assessor from registering credits for unit standards that are not in their assessor scope.

## Information for Step 2

### Why we ask you to submit two assessments for post assessment moderation

This procedure is in place to ensure that you and ESITO are confident in your ability to carry out assessments for the Electricity Supply Industry (ESI) and that those assessments meet the National Standard. We will support you with professional development as appropriate.

You may be applying for registration having just achieved unit standard 4098. The assessments you submit for registration must not be those used to achieve 4098 and preferably the unit standards you assess will be different also. You will use these two different assessments to demonstrate that you can apply the skills attained in 4098 to different settings and assessment criteria.

When your application for registration is approved you are assigned a moderator mentor to support you in your work as an assessor. We encourage you to liaise with your moderator if you have any concerns or questions in relation to moderation.

Moderators are experienced in assessment practices and represent sectors of the ESI.

## Information for Step 3

### Your compliance obligations

Once you are registered as an assessor, it is your responsibility to comply with all assessment and moderation policy and procedure contained within the ESITO Accreditation Moderation and Assessment procedures ([EAMA](#)).

You are required to keep copies of your assessments for a twelve month period. During this time, ESITO may request you to submit samples of these for post assessment moderation; you are required to submit the samples as requested.

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**Please contact us at ESITO if you would like any further information.**

**Thank you for considering becoming an assessor with ESITO. We look forward to your application.**



## Registered Assessor Application Form (EAMA 3.13.1)

Applicant Name			
Postal Address			
Phone	Home	Work	Mobil
Email address			
DOB		NZQA number	
<b>Employer Details (if applicable)</b>			
Employers Organisation Name:			
Employers Address:			
<b>Nominator's Details</b> To be filled out by the person nominating the applicant. The nominator attests that the applicant has the industry skills, knowledge and experience to assess the unit standard(s) indicated in this application.			
Nominator's Name			
Contact Details	Phone	Email	
Company or Industry Organisation			
Position in Company or Organisation			
Nominator's Signature			

<b>EAMA Form number:</b> 3.13.1	Version 7	<b>EAMA Form Title:</b> Registered Assessor Application Form	
<b>Printed date</b> 1/04/2011	<b>AMAP 0120 ESITO Accreditation Moderation Assessment Procedures</b>	© ESITO 2010	Page 1



