

# Mobile Assessors Information

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## **A Mobile Assessor must:**

- Meet, and continue to meet, the requirements of our AMAP as a Careerforce Registered Assessor. This will include relevant clinical experience and/or clinical professional development.
- Participate in moderation as requested by our National Moderator. The number of assessments moderated will depend on the number of assessments you have undertaken.
- Annually attend a professional development workshop for assessors.

## **Assessment**

- Trainees must have a current training agreement with Careerforce for the assessment to be valid.
- Trainees must be advised of their right to appeal assessor decisions and advised of the Appeal of Trainee Assessment Result Form, which is available on the Careerforce website.
- Normal assessment processes and procedures must be followed at all times.
- Results must be submitted to Careerforce by the mobile assessor.

## **Financial considerations**

- Financial arrangements are usually between the assessor and the trainee's organisation.
- There may be instances where a trainee is paying for the qualification; as such the financial arrangements are between the assessor and the trainee.
- On certain occasions Careerforce may engage an assessor to undertake a mobile assessment. On these occasions a contract will be drawn up between the assessor and Careerforce.
- Assessment rates vary depending on the level of the assessment and the complexity of the unit standard. We understand current rates range from approximately \$30 to \$60 per assessment, however others are charged at an hourly rate covering a similar range. Some assessors offer reduced rates for reassessments. Careerforce does not recommend any specific rates; the figures mentioned here are only indications of market rates.
- Assessors may also wish to include a charge for mileage. We suggest using the current IRD rate. Further details can be found on the IRD website <http://www.ird.govt.nz/business-income-tax/expenses/mileage-rates/>.
- Any tax implications from money earned by a mobile assessor are the responsibility of the mobile assessor.

## **Contact details**

If at any stage you decide that you no longer wish to be a mobile assessor, or should any of your contact details change, please notify a member of our Training Support Team immediately on 0800 277 486.