

# Careerforce Assessor Registration Flowchart



Complete an Assessor Application Form and submit it to Careerforce with a CV and relevant, current job description.

1.

Your application will be evaluated to ensure that you meet the necessary criteria.

2.

Successful applicants will be enrolled to complete the Initial Assessor Training component in Aka Toi. The assessment must be completed within two weeks.

3.

Once the Aka Toi assessment has been successfully assessed by a Learning Engagement Advisor, you will receive confirmation of an Initial Assessor Training Workshop enrolment.

4.

Your registration will be reviewed on an annual basis to ensure that you continue to meet the annual registration and moderation requirements.

7.

Once the Initial Assessor Training Unit Standard 30421 is complete and is on your Record of Achievement, you will be registered as a Careerforce Registered Assessor.  
\*You will be provided with a registration number and issued a registration certificate for 12 months.  
\*Your next 3 assessments must be completed and moderated within 3 months of being registered as an assessor.

6.

Attend the Initial Assessor Training Workshop. Careerforce will support you in completing Unit Standard 30421.

5.

A Careerforce Registered Assessor is an important part of workplace training. They evaluate the assessment evidence provided by a trainee and use this to determine competence in a particular unit standard.

By contributing to the development of a more informed and competent workforce, you will help to ensure clients receive improved service and a better quality of care. Becoming a Careerforce Registered Assessor recognises the level of skill and experience you have in your field and contributes to your own professional development.