

Careerforce Registered Assessors

Requirements, attributes and responsibilities

Workplaces can go in-house to assess their trainees who are learning on-the-job with Careerforce programmes.

By having your own workplace assessor, your trainees are supported by a person who knows your business. Your trainees also have a mentor in the workplace to help support them to become better at their jobs and achieve their qualifications.



What is a Careerforce Registered Assessor?

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 against unit standards. Careerforce requires all workplace assessors to hold Unit Standard 4098.



Why become a Careerforce Registered Assessor?

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.

Additionally, becoming a Careerforce Registered Assessor recognises the level of skill and experience that you have in your field and contributes to your own professional development.



Qualities of a Workplace Assessor

Knowledge

- Has substantial subject expertise
- Has in-depth knowledge of workplace requirements and models the application of these
- Has knowledge of the roles of trainees and the requirements of those roles
- Uses different sources of evidence within the workplace

Skills

- Has applied practical experience at a level above that being assessed
- Is an effective communicator and is highly proficient in written and oral English
- Must be computer literate, have access to a computer and uses email in the workplace environment
- Meets timeframes and deadlines for completing assessments and entering results
- Is proficient at setting timeframes and ensuring trainees meet these
- Applies best practice in assessment processes
- Is proficient in administration requirements and accurate recording
- Has coaching and mentoring skills
- Applies safe practices in diversity awareness and cultural awareness
- Is skilled at self-reflection and is open to feedback

Attributes

- Has the time to allocate to assessment of trainees
- Relates well to others, specifically with a coaching/educator approach
- Has credibility and trust within workplace with trainees, peer staff and management
- Is a role-model of desired skills, attitudes and behaviours in the workplace
- Demonstrates patience, empathy and respect
- Has a desire to support the upskilling of fellow workers



Assessor Registration Criteria

Before applying, applicants must have:

- The support and approval of their employer and manager.
- Trainees enrolled at their workplace with Careerforce, or soon to be enrolled trainees with relevant experience, skills and knowledge for the qualification and units that they need to assess

To become registered, applicants must:

- Meet all Consent and Moderation Requirements (CMR) for the unit standards and qualification they are applying to assess (see back page)
- Have sufficient experience within the industry relevant to their application
- Submit an Assessor Application form (containing required details and supporting information attached)
- Complete and achieve a Careerforce Initial Assessor Training (IAT) course to gain unit standard 4098
- Gain successful outcomes from post-assessment moderation of 3 assessments within three months of gaining unit standard 4098.





The Commitment Required

Applicants must complete Careerforce Initial Assessor Training (IAT)

Successful Careerforce workplace training relies on a capable and competent Assessor Workforce.

The assessor plays an important, if not the most important, part in providing assurances that our Health and Wellbeing workforces have reached the standards of work performance in our programmes and qualifications.

The IAT programme forms the foundation block to the training journey for all Careerforce assessors and has three learning phases:

- Self-paced Online Tasks
- Workshop Training
- Practical Workplace Assessment

The components are scaffolded – systematically building new knowledge and then developing and adding to it at each phase. The trainee assessor is given the time and space to develop assessor skills, adapt to a new technical language of assessment; and grow in their understanding of the importance of assessment in qualifying the Health and Wellbeing workforces.

Online tasks are knowledge-based. They utilise Aka Toi (Careerforce’s online learning and assessment platform) and have interactive games, and quizzes to support learning. Trainees must complete and pass two tasks to continue to the second phase of learning (Workshop Training).

Workshop training is delivered by Careerforce Learning Engagement Advisors (LEA) across New Zealand and builds on the knowledge learned in the Online phase. The Workshop introduces the practical skills of assessment and draws on a trainee’s background and experience to contextualise the learning. The hands-on practical nature of the workshop allows trainees to practice observation and assessment in a controlled environment with plenty of feedback from the LEA and peer interactions with other trainee assessors from across their sector.

Practical workplace assessment (time-bound) is where our trainee assessors start applying their assessment skills and knowledge in their workplace. They are continuously supported by their LEA and are observed “assessing” by a qualified and competent assessor. The trainee completes two assessments in the workplace to obtain US 4098.



Careerforce Registered Assessors must:

- 1. Have dedicated time**, agreed to by their manager, to undertake assessments. This time will depend on the number of trainees that they will work with, the level of the qualification(s), and whether there are observers assisting with obtaining the evidence.
- 2. Participate in annual moderation.**

Consent and Moderation Requirements (CMR)

To be able to assess unit standards in Community Support; Health, Disability and Aged Support; Human Services; Social Services; Urban Pest Management; and Cleaning and Orderlies, applicants must meet the criteria contained in the Consent and Moderation Requirements (CMR) 024. The criteria are that assessors:

- a) Are appropriately qualified to assess against assessment standards. To meet this requirement assessors must hold unit standard 4098 or 30421.
- b) Are encouraged to attain an adult education qualification or are able to demonstrate equivalent knowledge and skills;
- c) **Either;**
Hold a qualification relevant to the content of the standards being assessed, at one level or more above the level of the standard(s) they assess,
or have held the standards being assessed for a minimum of 6 months,
or are able to demonstrate equivalent knowledge and skills to those standards including evidence of applied practice
- d) Keep up to date with legislative and technological requirements and best industry practice relevant to the scope of consent to assess;
- e) Undertake relevant training or professional development to remain current in their sector;
- f) Where relevant, hold professional registration.



Contact us

For more information, please contact your Careerforce Workplace Advisor

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To register to become an assessor, please complete the online application form

<https://www.careerforce.org.nz/registered-assessor-application/>