

Guidelines for completing the application for Workplace Assessor Registration



Before registering as a workplace assessor with Learning State we recommend that you contact a Learning State training advisor or your workplace assessment coordinator. For people seeking to assess in Māori specific areas please contact our Pouwhakahaere. Contact names and addresses are on the Learning State website www.learningstate.govt.nz

Assessor's details:

To register you must provide evidence that you:

1. Hold Unit Standard 4098 or 4099; and
2. Have skills and/or knowledge one level above that which you wish to assess.

Registration: (Scope)

This section tells us which Qualifications / Domains and levels / Unit Standards you wish to assess.

- Please ensure that you have identified the titles correctly, and specified the level you wish to assess for each area.
- You will be able to assess only in areas for which evidence guides have been developed. The Learning State website lists the evidence guides that are available. If there are no assessment guides available please contact Learning State.
- If you want to design assessment guides you will need to hold unit 11552 Design Assessments.

Qualifications and work experience relevant to your registration:

You must be skilled and / or qualified in the areas you want to assess. This must be at least one level above the unit standards you are registered to assess.

- **Formal Qualifications:** These provide supporting evidence for the range of subject areas you wish to assess in. Please provide dates of completion for each – this will give us evidence of the currency of your qualifications.
- **Relevant work experience:** Our criteria specify that you must have 'current and relevant experience' in areas that you wish to assess. We cannot approve your application without this evidence. Please specify dates and add any supporting evidence. Relevant work experience can be both paid and unpaid work. For public sector specific unit standards, we need evidence of recent employment and / or contract work in the sector. References can be used as supporting evidence.
- **Management endorsement:** If you are currently employed within the sector, we will need the approval of your manager. This ensures that assessment work is done within the policies and procedures of the organisation. It also ensures that the assessment activity is recognised as a valid part of an assessor's work, and is thus properly resourced.
- **Treaty of Waitangi, Public Sector Māori and/or field Māori unit standards.** Please complete Appendix A if you are planning on assessing any unit standards in these areas. This includes an application for qualifications that contain any of these unit standards.

Using the electronic form:

To fill-in the form save it as a new file – please type in the fields provided.

To move to a new field press the Tab key or press Shift+Tab to return to a previous field.

To select a tick box , click on the box with your left mouse button or press Spacebar. An "x" will display.

Complete all sections, remember to attach supporting documentation and send to:

Learning State
PO Box 10243, WELLINGTON

Delays can occur if your application is incomplete.

Application for Workplace Assessor Registration

Complete all sections

Assessor's details

Last Name

First Name(s)

Gender Male Female

Date of Birth (dd/mm/yyyy)

Employer

Branch

Work Address Line 1

Where we can Line 2

contact you Line 3

Line 4

Phone

Fax

Mobile

Email Address

Ethnic Origin* – Mark the appropriate boxes – choose up to two.

European/Pakeha

Tongan

Chinese

New Zealand Māori

Niuean

Asian

Samoan

Tokelauan

Indian

Cook Island Māori

Fijian

Other Pacific Island

Other

Iwi / Hapu

Iwi / Hapu

** for statistical purposes only*

Registration:

To apply for registration to assess the following, please complete the following four tasks:

- 1 - To list the qualification you wish to assess
- 2 - List any additional domains
- 3 - List any additional unit standards
- Highlight the Domains and Unit Standards you wish to apply for on a hard copy of the qualification and attach it to your application, this will allow us to double check your registration.

You may attach additional sheets.

<i>Qualification name</i>	Level	Learning State use only

<i>Domain name</i>	Up to level?	Learning State use only

¹ If the qualification includes Treaty of Waitangi, Public Sector Māori, or field Māori unit standards you must complete Appendix A.



Assessment Skills and Qualifications:

1. The minimum qualification for acceptance as a Learning State registered assessor is unit standard 4098 or 4099. Please indicate which you hold by ticking the appropriate box.

4098 4099

I hold the unit standard indicated and my results are attached.

2. Do you hold unit standard no.11552: Design Assessments?

Yes, my results are attached No

Qualifications and work experience relevant to your registration:

For each of the areas you want to assess in:

- Please list any formal qualifications that you hold and attach a copy of the qualification (or course transcript).
- Please provide clear and recent examples of where you have applied the relevant specific skills and knowledge.

Please provide clear evidence for each specific subject area / domain that you would like to assess that shows:

- You have skills and knowledge
- Your skills and knowledge are at least one level ahead of the levels you want to assess to
- Your skills and knowledge are current

Hint: The breadth and depth of information needed will be directly related to the highest level you want to assess. For level 1 – simple examples (1-2 sentences), for level 7 - complex examples (paragraphs). You must provide evidence that you have skills and knowledge in each of the areas you seek to assess in, at least one level ahead of the highest level you would like to assess to.

- Attach relevant documentation to support this application e.g. CV and current references.
- If your registration application includes any of the following you must also complete Appendix A:
 - Treaty of Waitangi unit standards
 - Public Sector Māori unit standards
 - Field: Māori unit standards



Declarations:

I wish to apply for registration as a Workplace Assessor based on the information provided here, which I affirm as being true and correct.

I agree to adopt and follow all moderation activities required by Learning State, known as the brand of the Public Sector Training Organisation.

I understand that registration entitles me to assess in the workplace only within the policies and procedures approved by the employing organisation(s) and the Public Sector Training Organisation.

I authorise the Public Sector Training Organisation and NZ Qualifications Authority to collect information from and exchange information with my employer, any training provider, industry training organisation or government agency for the purpose of administering training and assessment activities.

<p>The Learning State Workplace Assessor Network List is a good way to keep in touch with other workplace assessors and discuss issues relating to workplace assessment. <i>By marking this box you agree to allow your name and contact details to be shared with other registered assessors.</i></p>	<input type="checkbox"/>	<p>Please ADD me to the Learning State Workplace Assessor Network List</p>
<p>For Workplace Assessors not employed in the Public Sector: Learning State can include your name, contact details and scope on the Learning State web site. This will allow Public Sector employers to contact you directly for workplace assessment services. <i>By marking this box you agree to the publication of your name, contact details and assessment scope on the Learning State website. You may remove your name from either list at any time by contacting Learning State.</i></p>	<input type="checkbox"/>	<p>Please ADD my contact details to the Learning State web site</p>

My Organisation has a Moderation Agreement with Learning State Yes No

I am included in my organisation's Moderation Agreement with Learning State Yes No

Signed _____

Dated _____

For Assessors working in Public Sector organisations your manger's approval is also required for registration.

I support this application

Signed _____

Dated _____

Name _____

Designation _____

Registration fee for non-members is \$281.25 (GST inc)
Payment must accompany this form

Learning State use only

1. Registration Approved by: _____

Date: _____

2. Payment (non-members only):

Amount: \$ _____

Cheque No: _____

Receipt No: _____

Date Received: _____

Initial: _____

Infogeni Updated

By _____ Date _____

Appendix A

Registration to Assess: Treaty of Waitangi, Public Sector Māori and/or Field Māori Unit Standards

You must complete this section if you are seeking to be registered as a Learning State assessor for any of the following. If you require more information or assistance to complete please contact Sonya Bishara – Pouwhakahaere on 04 494 8394 or email sonya.bishara@ssc.govt.nz

Section 1 - Treaty of Waitangi

Please complete this section if you are seeking to be registered for Treaty of Waitangi unit standards.

Unit Standard	Title	Level	Tick if you wish to assess	Approved External
14950	Demonstrate introductory knowledge and understanding of the Treaty of Waitangi in government	3	<input type="checkbox"/>	
19665	Explain the history and principles of the Treaty of Waitangi in relation to a public sector union	3	<input type="checkbox"/>	
14943	Demonstrate knowledge and understanding of the Treaty of Waitangi in respect to the public sector	5	<input type="checkbox"/>	
16225	Explain the history of the Treaty of Waitangi and its principles in relation to Māori and government	5	<input type="checkbox"/>	
16214	Explain implications of the Treaty of Waitangi for public policy development	6	<input type="checkbox"/>	

Please provide evidence of your skills, expertise and competency to support your application to assess Treaty of Waitangi unit standards. The evidence you provide will allow us to make a judgement on which level you can assess. (Use extra pages if necessary).

Section 2 - Self-Assessment for Te Reo Māori and/or Tikanga Māori

Please provide a self-assessment of your level of competence by completing the following table. You will only need to complete this section if you are wishing to assess under te reo Māori or Tikanga Māori.

Please tick the box that best represents your level of competence.	LOW	MED	HIGH
Describe your whakapapa in Te Reo Māori.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have a formal work related conversation in Te Reo Māori.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate Te Reo Māori in a formal, traditional situation (e.g. pōwhiri, poroporoaki, kaikaranga, mihi whakatau, whaikōrero, etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rate your ability to kōrero in conversational Māori.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To the best of your knowledge what level of competency in Tikanga Māori would you describe yourself as having.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate your ability to assess a learner in Te Reo Māori?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate your ability to assess a learner in Tikanga Māori?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3 – Domains

Please indicate the level to which you are able to assess. If you are unsure about the levels, check the level descriptors on the Learning State website www.learningstate.govt.nz

You will need to provide specific evidence of your current skills and knowledge in each of the areas you have applied for. Examples could include such things as: recent work projects, performance appraisals, any specific training you have undertaken, qualifications you have completed, secondments, community work etc

Applied for:	Level	Examples: Only complete the boxes below in the areas you have applied to assess.
Kōrero		
Pānui		
Tuhituhi		
Whakarongo		
Finance Māori		
Māori Management – Generic		
Māori Management in Māori Organisations		
Māori Office Systems		
Tikanga Concepts		
Tikanga Issues		
Tikanga Practices		

Applied for:	Level	Examples: Only complete the boxes below in the areas you have applied to assess.
Public Sector Māori (Please delete the areas which do not apply) <ul style="list-style-type: none"> • Service Delivery • Management • Policy Development 		

* Please note that Learning State can only approve workplace assessors to access Te Reo Māori (up to Level 4), Māori Management (up to level 7), Tikanga (up to level 6), Public Sector Māori (up to level 7).

Referee:

We will need to contact a suitable referee to support your application. These may include: Kaumatua, Iwi authority, Hāpu, Runanga, Tutor, Manager. You may have more than one referee.

Name	Position	Region	Phone	Email

Please add any other comments or supplementary information that you feel would support this application.

Other Comments:

