



## ***Assessor Application Form***

**Contact:**

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Web-site [www.careerforce.org.nz](http://www.careerforce.org.nz)

**Complete and post to:**

Careerforce  
PO Box 25 255  
Christchurch 8144

**Section A – Areas of Assessment****Please indicate your preferred scope(s):**

National Certificate in Community Support Services (Foundation Skills) (Level 2)	
National Certificate in Community Support (Core Competencies) (Level 3)	
National Certificate in Diversional Therapy (Level 4)	
Dementia unit standards 5019, 5020 and 17029	
Unit 5012 Demonstrate musculo-skeletal care and handle people safely in a health or disability setting	

**Section B – Personal Details**

Is this your first contact with Careerforce, e.g. have you been a trainee or enquired before?  Yes  No

First names		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Family name		Date of birth:	-- / -- / --
Job title			
Employer			
Work phone	(0 )	NZQA National Student ID	
Home phone	(0 )		
Mobile	(02 )		
Email			
Work address			
Suburb			
City			
Home address			
Suburb			
City			

**Section C – Endorsement of Assessor Applicant by Workplace Manager**

Workplace		Manager's name	
Telephone		Manager's position	

**I will ensure that our assessor is provided with:**

- Time to attend assessor training course (if required) and to complete 4098, 11281 and 18203.
- Access to two trainees to be assessed within one month of completing assessor training.
- Ongoing support to assess staff/trainees as required in the workplace.
- Time to compile documentation and report credit for units assessed.
- Time (and travel if necessary) for moderation requirements.
- Time to network and continue with professional development.

I have viewed to workplace Assessor Information Pack outlining the commitment required from both the workplace and the nominated assessor. I am aware of what is involved and will provide on-going support to the applicant to become a Careerforce Registered Assessor and maintain this status. I fully endorse the applicant to become a Careerforce Registered Assessor.

Signature		Date	
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### Section D – Careerforce Applicant Declaration

I declare that the information supplied is correct and authorise Careerforce to collect information from, and/or exchange information with, any relevant organisation with regard to my application for the role of Careerforce Registered Assessor.

I understand that as a Careerforce Registered Assessor I will be required to participate in annual moderation activities.

As a Careerforce Registered Assessor I will comply with Careerforce policies and procedures where relevant.

I am aware that my Registered Assessor status is for two years and if I fail to complete any assessments in that time, or if I am non compliant with moderation, my status will become de-registered.

I undertake to inform Careerforce of any changes to my contact details.

Signature		Date	
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### Section E - Attestation Form

In order to verify the knowledge and skills of those seeking to become registered workplace assessors with Careerforce we ask that an appropriately qualified person complete this attestation. This referee should be someone who can endorse the applicant's suitability to be an assessor and can provide evidence that the applicant has the appropriate skills to undertake assessment. **To comply with the special requirements for Unit Standards 5012 and unit standards in dementia or diversional therapy additional evidence is requested.**

Workplace			
Telephone		Referee's position	

#### Assessor Applicant Details:

First name \_\_\_\_\_ Surname \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

What position does the applicant hold? \_\_\_\_\_

#### People Skills:

The applicant has demonstrated people skills in the following situations:

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May include but is not limited to: teamwork, staff supervision and training, interaction with staff and visitors.

#### Written and Verbal Communication Skills

The applicant has demonstrated a high standard of written and verbal communication skills through the following situations:

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**Administration and Record Keeping Abilities**

The applicant has demonstrated basic administration and record keeping abilities in the following situations:

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**Knowledge and Practical Skills**

- The assessor applicant has demonstrated knowledge and practical skills at or above the level of the qualification/unit standards being assessed.
- Copy of supporting evidence such as copies of qualifications and/or roles held is included. Supporting evidence may include but is not limited to National Certificate or National Diplomas in a related field, a nursing qualification recognised by the Nursing Council of NZ, or other relevant qualification.

**Unit Standard 5012 – Lift and position people safely**

Assessors for this Unit Standard are required to meet the following additional criteria:

- The assessor applicant is either a registered nurse, or an enrolled nurse or a physiotherapist or a occupational therapist, or a service co-ordinator or a manager.
- The assessor applicant has completed approved training in the area of lifting and positioning people safely.

**Unit standards in Dementia**

Assessors for Unit Standards in this area are required to meet the following additional criteria:

- The assessor applicant has worked hands on, in a special dementia unit, or in a dementia specific daycare centre, or with a client diagnosed with dementia.

**Unit standards in Diversional Therapy**

Assessors for Unit Standards in this area are required to meet the following additional criteria:

- The assessor applicant has worked, hands on, as a Diversional Therapist, or Motivation Therapist, or Activities Officer, or Recreation Officer, or Occupational Therapy assistant.

I endorse the applicant to become a Careerforce Registered Assessor. I understand that Careerforce may contact me for further verification of my endorsement.

Signature		Date	
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**Section F– Careerforce Workplace Advisor (CWA) to Complete**

I do endorse the above nominated assessor to proceed in the process to become a Careerforce Registered Assessor.

Signature		Date	
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### Section E – Applicant Checklist

**All Applicants must submit the following:**

I am interested in registering for training in Unit Standard 4098 Assess trainee performance against standards, 11281 Prepare candidates for assessment and 18203 Verify evidence for assessment for candidates.

OR

I have completed Unit Standard 4098 Assess trainee performance against standards, 11281 Prepare candidates for assessment and 18203 Verify evidence for assessment for candidates and I have attached a copy of my Record of Learning to show this.

I understand that the Careerforce Assessor Registration Certificate awarded to each assessor remains the property of Careerforce. It may be withdrawn on request if my assessment practices fall outside accepted standards. If this happens, I understand I will be given the opportunity to discuss the situation.

I have enclosed a copy of my Curriculum Vitae

I have attached the attestation form completed by my employer or other referee.

I have attached photocopies of references and relevant qualifications in support of the scope being applied for:

### Section H - OFFICE USE ONLY

	DATE	Careerforce Comments
Data entered		
Assigned Assessor Registration No.		
Assessor Material sent	YES / NO	