	TRANSPORT AND EDUCATION TRAINING AUTHORITY QUALITY MANAGEMENT SYSTEM Assessor /Moderator Registration criteria			
	Procedure Title	Assessor /Moderator Registration criteria	Procedure and Rev No:	ET05 Rev001
	Department	ETQA - procedures	Effective date	02.02.09
	Approved		1 st Issue Date	02.02.09


PURPOSE
<p>The purpose of this document is to provide Assessors, eg. Workplace Assessors, Recognition of Prior Learning (RPL) Assessors, within the Transport SETA with criteria and processes for the registration as Assessors by the TETA ETQA. This will ensure a pool of competent assessors to draw on who will match the assessment requirements associated with the primary focus of the TETA ETQA.</p> <p>This procedure will apply to the ETQA division.</p>

RESPONSIBILITIES
<p>The following personnel will be responsible to ensure that this procedure is implemented and that the specified controls are complied with:</p> <ul style="list-style-type: none"> • ETQA Manager • ETQA Practitioners • Administrators

PROCEDURE
<p>1. CRITERIA</p> <p><i>Registration Criteria</i></p> <p>The applicant must have been declared competent against the Assessor/ Moderator Unit Standards by an Accredited Provider.</p> <p>The Applicant shall be competent at the same level or higher of the Qualification/unit standard to be assessed.</p> <p>The Applicant shall be proficient in the Assessment process meaning they should:</p> <ul style="list-style-type: none"> ❖ Be familiar with the unit standards that they will be assessing ❖ Know how to use the assessment guides ❖ Record and report assessment results <p>The Applicant shall have a minimum of two years experience in the Education, Training and Development Field.</p> <p><i>Evidence Required</i></p> <p>Any certified certificate, qualifications or other evidence of training received in the occupational, assessment and ETD field.</p> <p>CV which details both work and assessment experience. The CV needs to detail not only job positions, but the level and categories of function undertaken within each job; the tools used etc. These should relate to the specific competencies required in particular qualifications.</p> <p>Supporting documentation, such as letters of reference that confirms claims made in the CV, contact details of referees, service certificates etc.</p>

CONTROLLED DOCUMENT

-DO NOT MAKE UNAUTHORISED COPIES-

	TRANSPORT AND EDUCATION TRAINING AUTHORITY QUALITY MANAGEMENT SYSTEM Assessor /Moderator Registration criteria		
	Procedure Title	Assessor /Moderator Registration criteria	Procedure and Rev No:
Department	ETQA - procedures	Effective date	02.02.09
Approved		1 st Issue Date	02.02.09

2. REGISTRATION PERIOD

The assessor shall be registered subject to the assessor continuously updating his/her qualifications in line with the changes of the specific unit standards and/or qualifications for which they are registered.

3. DE-REGISTRATION OF ASSESSORS

De-registration of assessors will be as a result of one of the following:

- ❖ Assessor seeking voluntary de-registration.
- ❖ Non-conforming assessors identified through the moderation process.
- ❖ Non-compliance with legislative and/or regulatory requirements.

De-registered Assessors may be re-registered at the sole discretion of TETA ETQA subject to the assessor meeting the criteria outlined in this document.

4. APPEALS

Appeals against the denial of registration as an assessor may be lodged with the TETA CEO who will make the necessary arrangements for the appeal to be heard.

5. RIGHTS AND RESPONSIBILITIES OF TETA ETQA

Assessors registered by TETA accept the following:

- 5.1 The right of TETA ETQA to examine at any time by means of moderation the activities of the Assessors registered
- 5.2 The right of TETA ETQA to moderate assessor during scheduled and/or unscheduled visits
- 5.3 TETA will have the right to temporarily suspend an Assessors registration if evidence resulting from the moderation indicates that the required standards are not maintained.
- 5.4 TETA will have the right to revoke the certificate of registration of an Assessor if there is evidence of a total breakdown in the Assessment System.

6. REGISTRATION PROCESS

Step 1

Obtain necessary documentation from the TETA ETQA, this will include:


- ❖ Assessor Registration Application Form
- ❖ Assessor Registration Criteria Document

Step 2

- ❖ Applicants complete the application form/s and submit it to the TETA ETQA Practitioner.
- ❖ The applicant must clearly indicate the qualifications and unit standards applicable to the application.
- ❖ All applications for registration as assessors shall normally be made prior to a provider and/or assessment centre applying for accreditation, as this is one of the preconditions to become an accredited provider and/or assessment centre.

CONTROLLED DOCUMENT

-DO NOT MAKE UNAUTHORISED COPIES-

	TRANSPORT AND EDUCATION TRAINING AUTHORITY QUALITY MANAGEMENT SYSTEM Assessor /Moderator Registration criteria			
	Procedure Title	Assessor /Moderator Registration criteria	Procedure and Rev No:	ET05 Rev001
	Department	ETQA - procedures	Effective date	02.02.09
	Approved		1 st Issue Date	02.02.09

Step 3 The TETA ETQA Practitioner to review the application for assessor registration submitted, against the assessor registration criteria. The Application for registration as an assessor may be: <ul style="list-style-type: none"> ❖ Approved ❖ Rejected
Step 4 Applicant will be informed in writing of the outcomes of the application.
Step 5 If successful the applicant will be registered.
Step 6 TETA ETQA will not provide any blanket registration. An assessor will be registered for specific qualifications and/or unit standards at particular levels on the NQF.

4.0 Inputs Required	Process Outputs and performance parameters
<ul style="list-style-type: none"> • Application for assessor/ moderator • Checklist for evaluation 	<ul style="list-style-type: none"> • Evaluation report • Successful or unsuccessful registration

RECORDS				
Record	Record Type	Responsible Person	Retention Period	Disposition
Assesor/moderator applications	Evaluation reports	M. Erra	18.02.08	02.02.09