

# Licensed Controller Qualification Workplace Assessor Application

Name of applicant:	
Date of birth:	NSN number:
Workplace:	

## Licensed Controller Qualification Workplace Assessor Criteria

To assess this qualification a person in the workplace must meet the following criteria and demonstrate strong knowledge of the Sale and Supply of Alcohol Act (2012)

The applicant must:

- ▶ hold Unit Standard 4646: Demonstrate knowledge of the Sale and Supply of Alcohol Act 2012 and its implications for licensed premises
- ▶ hold Unit Standard 16705: Demonstrate knowledge of host responsibility requirements as a duty manager of licensed premises
- ▶ hold Unit Standard 4098: Use standards to assess candidate performance – or demonstrate equivalent skills and knowledge
- ▶ hold or be working towards an adult teaching qualification or demonstrate equivalent knowledge
- ▶ hold or have previously held a General/ Duty Managers certificate
- ▶ have a minimum of two years work experience in a Food and Beverage management position
- ▶ provide a detailed outline of the intended programme, how it will be delivered and when assessment will take place.

*The workplace must be entered into a ServiceIQ sales agreement and be using ServiceIQ resources and assessment either paper based or online via AMS. The workplace must support the application.*

*If approved, the applicants first set of assessments will be moderated and annually there after. If the applicant leaves the workplace the assessor scope will be removed and the workplace required to nominate another applicant.*

## Please provide the following documentation to support your application

- A copy of a current CV that includes experience working in bars and/or restaurants and/ or working as a General/Duty Manager
- A copy of NZQA Record of Achievement or NSN number
- Certificates of achievement for an Adult Education qualification or proof of enrolment into a course of study towards one
- Copy of General/Duty Managers certificate
- ServiceIQ Sales agreement signed or in progress
- Evidence of equivalency (if applicable)

**Admin use: holds unit standards**     4646     16705     4098

- Evidence of equivalency (if applicable)

### Assessor Engagement and Support (all evidence sighted)

Signed:	Date:
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### Quality Assurance approval

Signed:	Date:
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