



Upskill your employees better, faster, easier

Get your own in-house registered Workplace Assessor

A workplace assessor is a person, such as an experienced supervisor or manager, who works in an organisation that has trainees. They are registered with ServiceIQ as a workplace assessor to assess employees in their workplace.

To be a workplace assessor you must hold the national Unit Standard 4098: Use standards to assess employees' performance, or demonstrate equivalent knowledge and skills.

You must be currently employed in a relevant workplace and be able to demonstrate that you have the technical expertise to assess against the applicable unit standards. Ideally, this means that you will have the unit standards listed on your New Zealand Qualifications Authority (NZQA) Record of Achievement, and have proven industry experience in the subject you wish to assess.

You must be able to communicate well, both written and verbally, as assessment involves keeping good documentation, and having probing discussions with employees.

Workplace assessor support

We are delighted to support you with everything you need to succeed in this vital role for your trainees, your business, and industry.

Your support service includes an experienced and dedicated team that is available to help ServiceIQ Registered Workplace Assessors all over the country. You can count on us to provide helpful answers and solutions to any questions or issues you may have.

We can help you with:

- ▶ assessment advice and guidance
- ▶ Workplace Assessment Guides
- ▶ understanding moderation
- ▶ how to report trainee credits following assessment
- ▶ extending your assessor scope.

We also make sure you are kept up to date with important news and any assessment changes you need to know to help trainees achieve unit standards and gain a qualification.

Find out more: www.ServiceIQ.org.nz/workplace-assessor

ServiceIQ

Industry Qualifications

We are the workplace training specialist for service sector employers in aviation, hospitality, retail, travel, tourism, and museums. We help our customers succeed by growing their talent.

Contact us: 0800 863 693 | assessor.support@ServiceIQ.org.nz

Workplace assessors

Workplace assessor registration process

You will be provided the following documents:

- ▶ Workplace Assessor Application Form
- ▶ Workplace Assessor Code of Practice

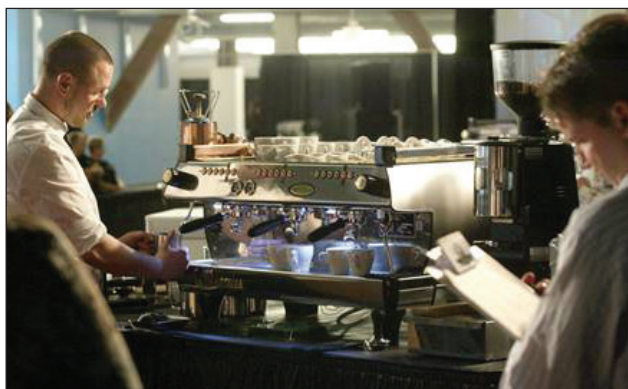
You will need to complete the application form and acknowledge our Code of Practice has been read and understood. You will also be required to provide a copy of your CV and ID. Please make sure your CV clearly shows your experience in the area you are wanting to assess and any relevant qualifications.

You can also provide additional information in the form of a cover letter to summarise your experience.

Employer: Your employer will be required to complete the endorsement section.

ServiceIQ Sector Advisor: They will check your form for you and complete the scope programme number and endorsement section.

They will submit your application to the ServiceIQ Quality Assurance team on your behalf.



Obtaining unit standard 4098

If you would like to obtain unit standard 4098 to become a workplace assessor, you can consider the options by scanning the QR code or visiting these links:

The Open Polytechnic online 4098 course –

www.openpolytechnic.ac.nz



EarnLearn online 4098 course –

earnlearn-tepukenga.ac.nz



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