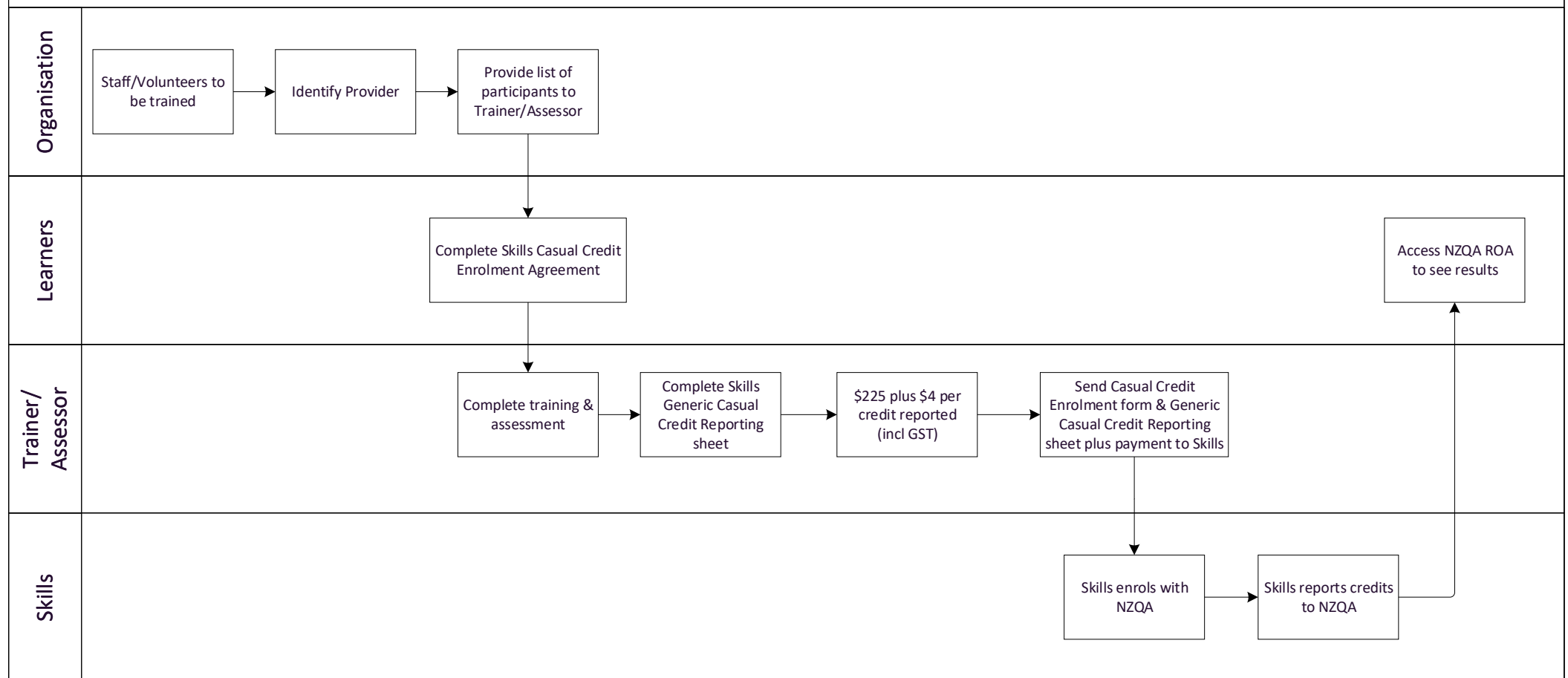


Skills Casual Credit Reporting Process



Note:

- Skills will only accept casual credit reporting from certain industries and/or approved assessors – if in doubt please check with Skills.
- Every individual that is having credits reported by an assessor must have completed a casual credit enrolment form. Skills cannot accept credit reporting without a casual credit enrolment form.
- It is recommended that assessors accumulate credits to report in 'bulk' to reduce the credit reporting cost. However, credits are required to be reported within one month of completion of the assessment.
- "Fair Use" credit reporting – 250 lines of units can be reported on the generic casual credit reporting sheet per batch.
- All forms are available on the Skills website: <https://skills.org.nz/assessment/credit-reporting/>
- Skills cannot provide access to an individual's Record of Achievement – assessors must get these from the individual.
- Casual credit reporting does not apply to providers that report directly to NZQA.

Example:

Organisation has 20 staff complete training & assessment of CIMS2 (US17279, L2, CR2). Assessor gets casual credit enrolment form completed for each person and conducts training & assessment. Completes Generic Casual credit reporting sheet. Total cost = credit reporting 'batch' fee (\$225) + number of completions (20) x credit value (2 credits) x cost per credit (\$4) = **Total to pay \$385.**