

Registered Workplace Assessor: Code of Practice

This document is for registered workplace assessors for The Skills Organisation. It is important that you are clear about its contents. You will find further useful information in the Registered Workplace Assessor Information Guide also available in the assessor section of The Skills Organisation website.

Assessor responsibilities

- Provide fair valid assessment of trainees that is consistent with the national standard. This is to be applied by following Best Practice in Assessment.
- Ensure Health and Safety is maintained throughout the assessment process. If during the assessment you believe that anyone's safety, plant or property is at risk, you **MUST** stop the assessment immediately.
- Provide results of assessment to The Skills Organisation within two weeks of assessment (or per industry requirement).
- Complete at least 3 assessments per year of registration.
- Encourage and support the on-going learning of trainees.
- Ensure that the current versions of assessment resources are used.
- Ensure you assess to your allocated assessor scope.
- Any personal information obtained from Skills may only be collected, held, used and distributed in accordance with the Privacy Act 1993. This includes protecting and safely storing any assessment resources.
- Do not disclose any model answers and/or assessor guides of assessment to those that are not permitted to access them.
- Take part in at least 2 on-going assessor forums, moderation activities, workshops or webinars as requested by The Skills Organisation during your registration as an assessor.
- Keep completed assessment documents for at least 12 months for moderation purposes.
- Tell The Skills Organisation when employment or contact details change, or you are no longer available to assess.
- Not to take part in any assessment until your assessor registration is approved.
- Declare any potential conflict of interest prior to assessment taking place.

I have read and understood the above assessor responsibilities and will abide by these as a registered workplace assessor for The Skills Organisation. If not adhered to I understand this could lead to my suspension or de-registration as a registered assessor for The Skills Organisation.