

## 4098 FAQ's

Questions	Answers
I have changed my mind – I selected Workplace Assessment when I enrolled but now I want to attend a workshop. How do I do this?	<i>Please contact <a href="mailto:4098@skills.org.nz">4098@skills.org.nz</a> and we will add you to the date you request (depending on availability).</i>
I have changed my mind, I booked into a workshop when I registered but now I want to complete the requirements in my workplace	<i>Please contact <a href="mailto:4098@skills.org.nz">4098@skills.org.nz</a> and they will take you off the workshop.</i>
I am trying to complete the registration form on the Skills website but I don't have/know my NSN number	<i>You can leave this blank and we will either locate this for you, if you have one, or generate a new one for you. You will be advised your NSN number if you attend the workshop.</i>
I have received the My Skills log in details but I am unable to find the 4098 module	<i>Check that you have gone into Skills Bank – this is in the menu bar along the top of the page.</i>
I have completed the assessment – where do I send it to for marking?	<i>Please scan and email it to <a href="mailto:4098@skills.org.nz">4098@skills.org.nz</a> and we will allocate it to one of our assessors.</i>
I have completed the assessment – how long will it take to get my results?	<i>Our assessors will mark it within 10 working days. If further evidence is required, the assessor will contact you directly. If you have met the requirements, we will advise you.</i>
I would like to change the workshop I booked in to when I registered. How do I do this?	<i>Please contact <a href="mailto:4098@skills.org.nz">4098@skills.org.nz</a> and we would be happy to change this for you, as long as you give us at least a weeks' notice. If it is within a week, we may charge you the cost of catering. You can swap out with another person from your workplace though who could come in your place, provided they have enough time to complete the online module prior to attending the workshop.</i>
I didn't have enough time to complete the online module before the workshop. Does this matter?	<i>It is strongly recommended that you complete the online module prior to the workshop as it will give you some valuable information to help you complete the 4098 assessment.</i>
Do I get a certificate when I complete 4098?	<i>You won't receive a certificate for completing 4098 but you will receive an assessor registration certificate if you go on to become an assessor with Skills.</i>