

4098 FAQ’s

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| **Questions** | **Answers** |
| I am trying to complete the registration form on the Skills website but I don’t have/know my NSN number | *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 have received the My Skills log in details but I am unable to find the 4098 module | *Check that you have gone into Skills Bank – this is in the menu bar along the top of the page.* |
| How long will it take to get my results? | *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 would like to change the workshop I booked in to when I registered. How do I do this? | *Please contact* [*4098@skills.org.nz*](mailto:4098@skills.org.nz) *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 didn’t have enough time to complete the online module before the workshop. Does this matter? | *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.* |
| Do I get a certificate when I complete 4098 or the refresher? | *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.*  *The 4098 credits will be reported to NZQA and you will see the credits on your Record of Achievement.* |
| How do I pay for the course? | *The invoice will be sent via email to either you (Learner) or your Employer depending on the option you select on the registration form.* |
| If I cancel my registration, will I still be charged the course fee? | *Please refer to the More Information section on the 4098 web page.* |