

## Assessor Obligations

As a registered assessor with Primary ITO, you are expected to have read, understood and agreed to the responsibilities and obligations below:

- **Assess a minimum of one (1) unit standard, at least once every 18 months.**
- **Provide results within 60 days of assessment.**
- **Keep all completed trainee assessments for a period of 24 months and ensure they are accessible for the purposes of moderation.**
- Comply with requests for moderation information and evidence as required.
- Provide fair and valid assessment of learners that is consistent with the national standard.
- Ensure Health and Safety is maintained throughout the assessment process.
- Encourage and support the ongoing training of learners.
- Ensure that the assessment resources used are current at the time of assessment.
- Do not disclose any model answers and/or assessor guidelines of assessment to those who are not permitted access.
- Engage in moderation activities.
- Engage in assessor forums or workshops as and when requested (own costs associated).
- Inform Primary ITO when employment or contact details change; or when you are no longer available to assess.
- Any personal information obtained from Primary ITO may only be collected, held and distributed in accordance with the Privacy Act 1993. This includes protecting and safely storing any completed assessments.

*As an assessor registered with Primary ITO, you are expected to abide by these responsibilities and obligations. The Quality team of Primary ITO reserves the right to amend the assessor registration status and/or assessment scope if the Assessor Obligations are not adhered to.*

## Criteria for Industry Sectors

### Arboriculture

To assess unit standards in the arboriculture domain, assessors must have a minimum of five years industry experience and hold a New Zealand recognised relevant arboriculture qualification.

### Apiculture

To assess unit standards within the Apiculture Domain, assessors must meet the following requirements:

- Minimum of five bee keeping seasons (50% to have taken place in New Zealand).
- Had experience managing at least 500 hives.
- When applying for registration if you do not meet the above requirements, you may request to be assessed by a recognised industry representative group of registered Workplace Assessors for suitability.

### Sports Turf

A turf manager is defined as a person who is employed in the New Zealand turf industry and is a holder of any one of the following qualifications:

- A Trade Certificate in Golf Course Green Keeping, Golf Course Turf Management or Sports Turf Management issued by the Trades Certification Board or NZQA.
- A Diploma in Turf Culture issued by the New Zealand Sports Turf Institute.
- A National Certificate in Sports Turf Management (level 4).
- A National Diploma in Sports Turf Management (level 6).
- A University degree or diploma with significant specialisation in sports turf management.
- An overseas equivalent qualification.

**For unit standard 20533** - Select and prepare specialist mower types, mow turf areas, and complete post-mowing requirements; assessing staff must have a minimum of two years' relevant mowing experience with at least two of the following mower types (walk-behind reel, walk-behind rotary, front-mounted, mid-mounted, trailing). This will be reflected in CMR 0052 when next review takes place.

### Viticulture

To assess unit standards in the Viticulture Domain, assessors must have any one of the following:

- Hold a viticulture qualification and have two years of relevant vineyard experience.
- Hold a relevant horticulture qualification and have three years relevant vineyard experience.
- Have five years relevant vineyard experience at a vineyard supervisory position or higher.