

Quality Support

Quarter Three 2019

Welcome to the third addition of Quality Support Newsletter for 2019.

Throughout the year you can also check in on the [Quality page on our website](#).



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Professional Development Workshop update

Over the past few months, Primary ITO Quality Team have hosted Professional Development Workshops for all our Assessors around the country.

The outcomes of the workshops were to:

- Reinforce current practice and help you gain new skills
- Connect with you, and you connect with others
- Let you know what's happening at the Primary ITO that might affect you

Quality is going through evaluation of all feedback from the workshops and we will share more in the next newsletter.



4098 Assessor Online Training – Reminder, Dates and Exemptions

A reminder that as of May 2020 all Primary ITO Workplace assessors must hold unit standard 4098 Use standard to assess candidate performance.

You have the option to complete training via the Primary ITO online training course or alternative providers.

Primary ITO 4098 training is fully online and has been designed to be convenient for those who have daily workplace demands. As well as covering best practice related to preparing for assessment, conducting assessments, completing assessment administration and reviewing assessment practice. The training also encompasses Primary ITO assessment processes and policies.

Assessment evidence is gathered in the workplace and submitted electronically to the tutor-assessor, who provides individual feedback and support.

Participants need to assess a **minimum of two different unit standards** of at least **4 credits** in total. A workplace observer is required to watch the assessments taking place and confirm with the assessor that key principals were followed.

The website and tutor-assessor is available for 8 weeks, so assessment evidence needs to be submitted within that time period.

The training fee is **\$300 including GST**. Primary ITO invoices after an enrolment has been received.

Remaining dates are:

Monday 7th October – Saturday 7th December 2019

Monday 27th January – Friday 27th March 2020

Monday 10th February – Friday 1st May 2020

Monday 24th February – Saturday 9th May 2020

You can find out more and the enrolment link on [Primary ITO Website, workplace assessors](#)

Note: To confirm Primary ITO assessor status and invoicing authority, a Key Code is needed when enrolling. The Key Code for your sector/organization is easy to obtain; just ask your Primary ITO contact person.

Exemptions:

If you already hold unit standard 4098 or have achieved that by other means, or you hold an equivalent tertiary assessment qualification please send to the ITO your record of achievement (ROA), so we have that in our system. Email this to

kylie.miller@primaryito.ac.nz



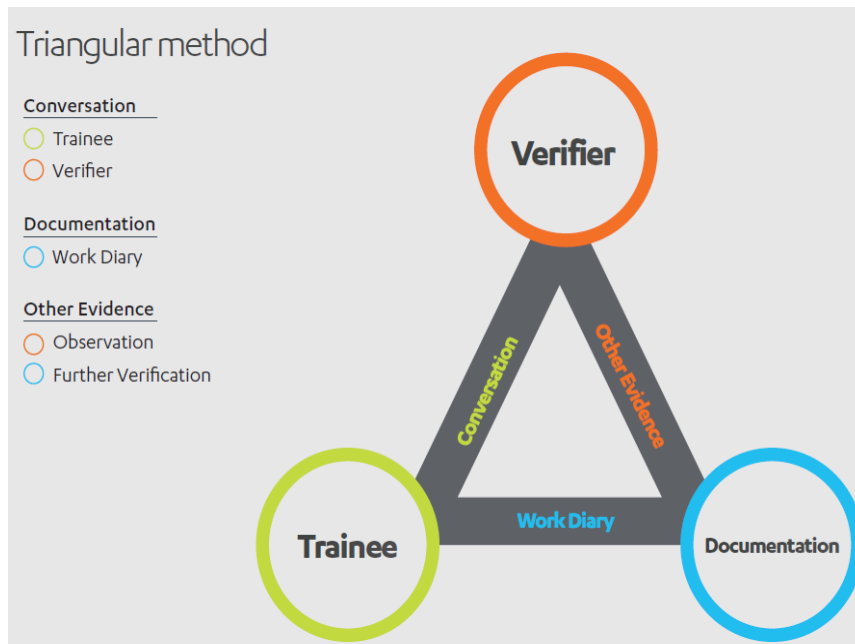
Verifier information

How to be a Verifier and how to use a Verifier

A verifier is someone who undertakes workplace verification. This verification is a way of confirming that a learner has transferred learning into a practice. This may involve questioning and observing the learner performing activities/tasks and commenting on their performance.

Verifiers are usually a supervisor, team leads, manager or a responsible person with subject knowledge and expertise who works with the learner on a regular basis. A verifier is not a mate or a buddy of the learner, or someone who is completing the same qualification as the learner. A learner may have more than one verifier throughout his/her qualification. A verifier may also be the assessor, it will depend on the structure of the workplace.

Verifiers assist assessors in the collection of evidence and therefore play a key role in supporting learners to achieve their qualification.



A verifier is required to sign off the learner's work. Where a verifier is required to provide comments, this is a mandatory requirement and not a like to do. This adds context to what the trainee has done while the verifier conducted his/her observation. If there were any questions asked of the learner, then these are to be recorded in the comments section also.