



Frequently asked Questions (Horticulture Sector)

Q. What credentials do I need to be a Registered Assessor?

A. We have recently introduced minimum standards for Assessors – Unit Standard 4098; *use standards to assesses candidate performance*. We have put together a tutor supported on-line programme for you that meets Primary ITO policies and practices and is offered at a competitive cost of \$300 including GST. It should take about 8 weeks to complete and we encourage you to engage in this or other training straight away. To look for dates and to enrol go to <https://www.primaryito.ac.nz/workplace-assessors/>

Apart from this, there are other available training provider options open to you such as:

- LearnPlus (blended learning) <https://learnplus.ac.nz/assessor/>
- Open Polytechnic (on-line) <https://www.openpolytechnic.ac.nz/qualifications-and-courses/op4098-using-standards-to-assess-candidate-performance-level-4/>
- PACT Training (on-line) <http://www.pact.co.nz/>

Q. Is professional development available for me?

Yes. We are running some professional development workshops in your area in 2020 that will be specifically tailored to Horticulture workplace assessors. These are for both experienced and new assessors, and we will be going over all the things you will need to know and do to assess with confidence. More details to follow in our newsletter (QualitySupport) and on the Primary ITO website.

Q. What's the difference between an Assessor and a Verifier?

Verifiers are fairly new to some Horticulture Sectors, and it's not always necessary to use one – but it helps.

An Assessor is someone who is credentialed and registered with the ITO. They will assess the overall competence of the learner and adhere to assessor requirements such as moderation from the ITO. They may work closely with the Verifier (if one is used). They may or may not work for the company or be at the job site all the time. They are responsible for the quality of the assessment.

A Verifier is a subject matter expert who checks the learner is working to industry standard by observing them carrying out job tasks. A Verifier could be an owner, manager or supervisor. They support the assessor in making his or her judgement.



Depending on where you are and what you do, it may be possible for you to transition into being a Verifier. We suggest you talk to your Training Adviser or Sector Manager.

Do I assess the generic NZQA owned unit standards in the same way as all the others?

No. There are a small number of units in some of our Horticulture programmes that are owned by NZQA. These are treated differently to the others – you are to send these assessments to the Peer Reviewer peerreviewer@primaryito.ac.nz for checking before you report the learner as competent. You can find out if you are assessing one of these units, and this process in more detail by going to the link on the website. Please contact us if you have any questions

Q. Do I need to keep the trainee assessments?

Yes. For 2-years. Please remember, it is you who needs to keep the assessment, not the learner.

Q. What do I need to do for moderation?

Part of being a Registered Assessor is complying with moderation requests from the Quality team within 15 working days of being asked. Moderation is a way we confirm our assessors are assessing to the national standard. Think of moderation as a way we professionally support assessors.

Q. What resources are available to help me?

Your Training Adviser or Sector Manager is the go-to person on the ground for you.

Check out our website, it's got all the information you will need including three great videos to get you started or to confirm you are on the right track

<https://www.primaryito.ac.nz/workplace-assessors/>

We have a fantastic Best Practice Guidebook that will answer pretty well all your questions. If you haven't got a copy, let your Training Adviser, Sector Manager or the Quality team know and we will get one to you.

Q. Who else can I contact from the ITO about assessment or moderation?

Apart from your Training Adviser or Sector Manager, the Quality team can answer any of your questions and we encourage you to contact them quality@primaryito.ac.nz or **0800 20 80 20** and ask for **Kathleen Moffat**.