



## FAQ's -Workplace Assessor requirement to hold 4098

### Key message

To meet its obligations to NZQA, the Primary ITO has set a minimum requirement for registered assessors to hold Unit Standard *4098 Use standards to assess candidate performance* by 31 December 2020. We have put this requirement in place for quality assurance and consistency reasons, and to give NZQA confidence that our workplace assessors are meeting the national assessor benchmark.

1. What's in it for me?  
Some Professional development, and something that shows others you have a credential in assessing
2. Isn't this just another cost on top of everything else.  
Yes, there is a cost, however It does not need to be renewed like Growsafe etc. This is a one-off cost and you will hold the credential forever on your NZQA Record of Achievement. The Primary ITO course has been tailored specifically for the Primary Sectors and is comparable in price to other providers offering similar online 4098 courses.
3. How long will the Primary ITO 4098 on-line course take?  
The amount of time will vary depending on the person, but you can expect it to take around 8 hours of study, plus the time needed to prepare for, conduct and report on the assessments.
4. What if I don't want to do the Primary ITO on-line course  
That's all good, you can enrol with any provider who offers 4098 training. Look out for providers who offer this both nationally and locally to you.
5. Why wasn't I informed of this when I originally registered as an assessor?  
This is a requirement by the ITO that came into effect at the beginning of 2019 and was as a result of feedback and continuous quality improvements.





6. I've been assessing for years with no problems.  
Exactly and now you will have formal accreditation for this work you do and the role you play in your business.
  
7. I don't have the time or the money for this so will have to stop training.  
There is no need to stop training. If you find yourself in this situation, please have a chat with your Primary ITO Training Advisor. One option would be to switch from being an assessor to being a workplace verifier instead. This is also an important role that involves verifying the work of the trainee and assists the Assessor in making their assessment decision.
  
8. I already have unit 4098  
Fantastic, if you haven't already done so please send us a copy of your certificate or email Quality Support [quality@primaryito.ac.nz](mailto:quality@primaryito.ac.nz) with your full name and DOB (*we can then download a copy of your record of achievement from NZQA*).
  
9. What if I already have another education qualification?  
That's great – please send us a copy for our records and we will check it for equivalence. Alternatively email Quality Support [quality@primaryito.ac.nz](mailto:quality@primaryito.ac.nz) with your full name and DOB (*we can then download a copy of your record of achievement from NZQA*).
  
10. Who can be the observer?  
See below for the official answer but in general this will either be a Training Advisor that holds 30421 or it may be a work colleague on site who has both technical and assessment experience.

You will need to ask an observer to watch you undertaking these assessments. The Observer **Must:**

- Hold unit standard 4098, 30421 or the New Zealand Certificate in Assessment Practice level 4 (Ref 2752) or be able to demonstrate equivalent skills and knowledge in assessment.
- Or be a subject matter expert in assessment
- Or be a context-specific subject matter expert with experience in assessment
- Or be a supervisor or manager with experience in assessment.

