

# **FACT SHEET 6**

## **MEETING ASSESSORS REQUIREMENTS**

## Introduction

The FHEC *Policy – Assessment of FQF qualifications 1–6* outlines the requirements for assessors.

Assessors must have relevant industry experience and or qualifications one level higher than being assessed and must hold one of the following:

- National Certificate in Teaching of TVET (Level 4); or
- Australian Qualifications Framework Certificate IV in Training and Assessment; or
- New Zealand Qualifications Framework unit standard 4098 (or equivalent on the NZQF); or
- New Zealand Certificate in Adult and Tertiary Teaching (Level 4); or
- FHEC WA00014; or
- A recognised equivalent to one of the above.

Assessors must demonstrate that their relevant industry knowledge and skills, and, training and assessment knowledge and skills are current.

Within this requirement there are two aspects that assessors need to demonstrate through evidence other than certificates that confirm completed training:

1. Relevant industry experience.
2. Current industry knowledge and skills, and, training and assessment knowledge and skills.

HEIs will need to have a process in place, to confirm both of these aspects of their assessors.

## Relevant industry experience

It is always easier for assessors to demonstrate that they have the industry knowledge and skills through formal training and certification. However, in many instances assessors within HEIs do not have certification and therefore need to demonstrate in another way.

There is no one way for assessors to outline their industry knowledge and skills specific to unit standards being assessed, but it will require documenting employment history and providing some verification of the history. HEIs will need a process to formally check and accept the submission from the assessor.

A sample table for recording experience is included in Appendix 1.

## **Current industry knowledge and skills, and, training and assessment knowledge and skills**

Assessors employed within HEIs will need to demonstrate that they maintain the currency of both their industry knowledge and skills and also their training and assessment knowledge and skills. This means that assessors can no longer assume that once they have a Qualification or have demonstrated industry equivalence, they do not need to continue to undertake professional development to inform the continuous improvement of their assessments.

There is no prescribed way that currency should be demonstrated nor is there a requirement to specify how often or how much professional development needs to be undertaken each year. Regardless, assessors should be able to demonstrate that they have continued to update their knowledge and skills.

Note that training and assessing in an HEI does not confirm currency.

Professional development does not necessarily mean that assessors must attend paid professional development workshops or undertake formal training in an HEI. It may be that professional development workshops can be conducted internally by one assessor who attended a workshop (e.g. how to support learners with literacy and numeracy needs) or can involve assessors volunteering to work with a colleague in the industry (e.g. working in a small plumbing business for one week each year).

A sample table for recording activities is included in Appendix 2.

It is up to the HEI to monitor that activities scope both industry knowledge and skills, as well as training and assessment knowledge and skills.

### **Associated documents**

- Fact Sheet 1: Assessment system

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## APPENDIX 1: INDUSTRY EXPERIENCE

The following table is a **suggested** way for assessors to outline their industry experience specific to the unit standards.

<b>Unit standard</b>	<b>Year and Workplace</b>	<b>Activities undertaken</b>	<b>Evidence</b>
FHEC WA00014	January 1998 – January 2018 (twenty years) XYZ College, Manchester, England	Assessment of learners in commercial cookery – for 15 years Developed assessment tools for assessors to use – 10 years Managed cookery assessment team – 4 years Internal verifier of assessment – to confirm assessments judgements across multiple assessors in cookery field at the college – 5 years	Letter of employment, signed by Director of XYZ College, dated 7 January 2018.

## APPENDIX 2: INDUSTRY AND TEACHING/ASSESSMENT CURRENCY

The following table is a **suggested** way for assessors to record professional development.

<b>Date</b>	<b>Activity name</b>	<b>Conducted by</b>	<b>Evidence attached</b>	<b>Industry related</b>	<b>Teaching/Assessment related</b>
1/02/2018	<i>Supporting learners with literacy and numeracy needs</i>	<i>FNU</i>	<i>Yes, workshop agenda and certificate of attendance</i>		Yes
2/03/2018 – 25/03/2018	<i>Volunteer work in plumbing company; hot and cold water, toilet etc. on a three-bedroom house</i>	<i>XYZ Company</i>	<i>Letter from Manager, XYZ Company, Suva</i>	Yes	