



**NATIONAL TRAINING COUNCIL**  
MINISTRY OF LABOUR AND INDUSTRIAL RELATIONS

**NTC Form METR 5**  
(Monitoring and evaluation trainer registration Form 5)

# **Application for registration as an Assessor**



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**NTC Form METR 5**

## **Application for registration as an Assessor**

Registration as an assessor means that you are able to assess competency. This requires that you have the ability to deal with competency based training approaches. You will be asked to indicate whether you have already achieved units of competency or whether you have evidence that you have the performance associated with the units of competency. You will need to demonstrate that you have either achieved or have evidence of achievement of all the units. Please note that while acceptance of your evidence will enable you to be registered, this will not constitute a recognition process for issuance of documentation indicating achievement of units of competency.

Registration as a master trainer or consultant trainer requires the following:

- (a) Completion of an assessor training program.
- (b) Possession of a set of units of competency or evidence to indicate that you have adequately performed the process associated with this set of units of competency. Alternatively, the following qualifications will be accepted as fulfilling the requirements: Certificate IV in Training and Assessment, Diploma of teaching (Technical) and the Diploma in Technical & Vocational Education and Training from the University of Goroka or Diploma of Vocational Education & Training from PNGEI.

## 1. Personal/Contact Details

1.1 Name: .....

1.2 Private Address: .....

1.3 Contact details:

Phone (private)		Email	
Mobile number		Fax	

## 2. Current Employment

2.1 Organisation name: .....

2.2 Address: .....

2.3 Position or designation: .....

2.4 Contact details

Phone:	Fax:	Email:
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## 3. Technical/Occupational Qualifications

Qualification Received	Institution and location	Date of receipt of qualification

## 4. Training Experience

Period	Institution and location	Approx contact hours per week	Training undertaken

**5. Possession of specific assessor competencies.**

5.1 Do you possess the Australian Certificate IV in Training and Assessment (or its predecessor) or any of the following qualifications: Diploma of teaching (Technical) and diploma in technical & vocational education and training from University of Goroka, and, the Diploma of vocational education & training from PNGEI.

Yes       No

If yes, please attach certified copies of certificates from registered training organisation that assessed you and complete the signatures at the end of this application form.

5.2 If no to question 5.1, please indicate yes or no whether you possess certificates from a registered training organisation indicating achievement of the following:

<b>Unit so competency (or an equivalent Australian unit of competency)</b>	<b>Yes</b>	<b>No</b>
Develop assessment tools	<input type="checkbox"/>	<input type="checkbox"/>
Assess competence	<input type="checkbox"/>	<input type="checkbox"/>

If yes to any, attach certified copies of certificates from registered training organisation that assessed you and proceed to question 5.3. If yes to all, complete the signatures at the end of this application form.

5.3 If you don't have transcript for some or all of the units, please answer the questions below for each of these units (by ticking the yes/no boxes).

**Assess competence**

Your supervisor (who is a registered trainer) will provide a report on your ability to assess competency for a unit of competence (or equivalent<sup>1</sup>). The assessment must include at least one of the recognition of prior learning (RPL) and include a range of appropriate assessment methods/evidence gathering tools. Please attach these with your application.

The NTC secretariat will conduct a further assessment where you will have to demonstrate your ability to assess a unit of competency that is different to the one reported on by your supervisor. The learners should also be different for this assessment.

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<sup>1</sup>Equivalency here means a job function or a whole service or product.

**Develop assessment tools**

Having you developed assessment tools (i.e. the actual instruments to be used for gathering assessment information e.g. exams) that support different assessment methods (i.e. direct observation, questioning, portfolios) for at least three different type of modules/units of competency.

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You will need to provide the following evidence;

A range of assessment tools developed by you that should contain: procedures, information and instructions for the assessor/candidate; and documentation of the processes to trail and review the instruments.

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I certify that the information supplied above is accurate and true statement.

Application signature: .....

Date: ...../...../.....

.....  
.....  
Head of Organisation's Signature

Title: .....

Organisation: .....

Date: ...../...../.....

Stamp of Organisation.

# Supervisor's Report

**Name:** .....

**Institution:** .....

**Contact detail:** .....

**Trainer registration number:** .....

Please supply information as requested for each of the units of competency and also sign each page.

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**I certify that the information supplied above is accurate and true statement.**

**Signature (supervisor):** .....

**Date:** ...../...../.....

.....

**Head of Organisation's Signature**

**Title:** .....

**Date:** ...../...../.....

Stamp of organisation.

## Assess competence

You are requested to check the ability of the candidate in assessing competence in one unit of competency or equivalent<sup>2</sup> which should deal with different learning environments and learners. The assessments must include at least one recognition of prior learning (RPL) and include a range of appropriate assessment methods/evidence gathering tools.

Unit of competency (or equivalent) assessed:

.....  
 .....  
 .....

Date: ...../...../.....

Detail of RPL carried out: .....

Assessment methods used: .....

Evidence gathering tools used: .....

For each element of competency, (i.e. each row) indicate with a Y (yes) or N (no) if the specifications for the element have been satisfied or not.

Element of competency	Y or No
The applicant is able to demonstrate that he/she is able to establish and maintain the assessment environment. In particular the applicant must be able to:	
a. Interpret the assessment plan	<input type="checkbox"/> <input type="checkbox"/>
b. Interpret assessment system policies and procedures	<input type="checkbox"/> <input type="checkbox"/>
c. Confirm organisational/legal/ethical requirements for conducting assessment with relevant people.	<input type="checkbox"/> <input type="checkbox"/>
d. Access and interpret the relevant benchmarks for assessment and nominated assessment tools to confirm the evidence to collect and how it is to be collected.	<input type="checkbox"/> <input type="checkbox"/>
e. Explain, discuss and clarify details of the assessment plan and the assessment process with the candidate including opportunities for assessment, reasonable adjustment, re-assessment and appeals.	<input type="checkbox"/> <input type="checkbox"/>
f. Negotiate and agree to proposed changes to the assessment process with the candidate, where relevant.	<input type="checkbox"/> <input type="checkbox"/>
The applicant is able to demonstrate that he/she is able to gather quality evidence. In particular the applicant must be able to:	
a. Follow the assessment plan to guide the conduct of assessment and assessment methods.	<input type="checkbox"/> <input type="checkbox"/>

b. Use assessment tools to gather, organise and document evidence in a format suitable for determining competence.	<input type="checkbox"/>	<input type="checkbox"/>
c. Gather quality evidence based on the principles of assessment and rules of evidence <sup>3</sup> .	<input type="checkbox"/>	<input type="checkbox"/>
d. Determine opportunities for evidence gathering in work activities/simulated work activities with the candidate and relevant personal.	<input type="checkbox"/>	<input type="checkbox"/>
e. Identify opportunities for integrated assessment activities.	<input type="checkbox"/>	<input type="checkbox"/>
f. Modify assessment tools where required.	<input type="checkbox"/>	<input type="checkbox"/>
g. Identify assessment system policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
h. Address organisational/legal/ethical requirements for assessment.	<input type="checkbox"/>	<input type="checkbox"/>
The applicant is able to demonstrate that he/she is able to support the candidate. In particular the applicant must be able to:		
a. Guide Candidate gathering their evidence to support recognition of current competence.	<input type="checkbox"/>	<input type="checkbox"/>
b. Use appropriate communication and interpersonal skills to develop a professional relationship with the candidate which reflects sensitivity to individual differences and enable two-way feedback.	<input type="checkbox"/>	<input type="checkbox"/>
c. Make decisions on reasonable adjustment/s, where applicable, with the candidate, based on candidate's needs and characteristics.	<input type="checkbox"/>	<input type="checkbox"/>
d. Maintain the integrity of the relevant competency standards and provide balanced application of the principles of assessment and rules of evidence in the case of reasonable adjustment.	<input type="checkbox"/>	<input type="checkbox"/>
e. Access specialist support, where required, in accordance with the assessment plan.	<input type="checkbox"/>	<input type="checkbox"/>
f. Address immediately any occupational health and safety (OHS) risk to person or equipment.	<input type="checkbox"/>	<input type="checkbox"/>

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<sup>3</sup>i.e. assessment is valid, there is sufficient evidence, the assessment is authentic and it is focused on current practice.



The applicant is able to demonstrate that he/she is able to make the assessment decision. In particular the applicant must be able to:	Y or N
a. Identify limitation in obtaining and evaluating quality evidence and seek assistance, where required, from relevant people.	<input type="checkbox"/> <input type="checkbox"/>
b. Examine collected evidence and evaluate to ensure that it reflects the evidence required to demonstrate competency and which: encompasses all components parts <sup>4</sup> of the competency standards and the dimensions of competency <sup>5</sup> (where competency standards are the benchmarks for assessment).	<input type="checkbox"/> <input type="checkbox"/>
c. Address other related documentation.	<input type="checkbox"/> <input type="checkbox"/>
d. Comply with rules of evidence.	<input type="checkbox"/> <input type="checkbox"/>
e. Use judgement to infer whether competence has been demonstrated, based on the available evidence.	<input type="checkbox"/> <input type="checkbox"/>
f. Address relevant assessment system policies and procedures and organisational/legal/ethical consideration in making the assessment decision.	<input type="checkbox"/> <input type="checkbox"/>
g. Provide clear and constructive feedback to the candidate regarding the assessment decision.	<input type="checkbox"/> <input type="checkbox"/>
h. Develop a follow-up action plan, where required.	<input type="checkbox"/> <input type="checkbox"/>
The applicant is able to demonstrate that he/she is able to record and report the assessment decision. In particular the applicant must be able to:	Y or N
a. Record assessment outcomes promptly and accurately in accordance with assessment system policies and procedures and organisational/legal/ethical requirements.	<input type="checkbox"/> <input type="checkbox"/>
b. Complete an assessment report and process in accordance with assessment system policies and procedures and organisational/legal/ethical requirements.	<input type="checkbox"/> <input type="checkbox"/>
c. Submit recommendations of the assessment decision, where required, and in accordance with confidentiality conventions.	<input type="checkbox"/> <input type="checkbox"/>
The applicant is able to demonstrate that he/she is able to review the assessment process. In particular the applicant must be able to:	<input type="checkbox"/> <input type="checkbox"/>
a. Review the assessment process against criteria in consultation with relevant people to improve and modify future practice.	<input type="checkbox"/> <input type="checkbox"/>
b. Document and record the review is documented in accordance with relevant assessment system policies and procedures and organisational/legal/ethical requirements.	<input type="checkbox"/> <input type="checkbox"/>
c. Use reflection skills to review and self-evaluate assessment practice.	<input type="checkbox"/> <input type="checkbox"/>

<sup>4</sup> i.e. elements of competency, performance criteria, range statement and evidence guide.

<sup>5</sup> Performance of task skills task management skills, contingency management skills and job role/environment skills

<sup>6</sup> i.e. assessment is valid, there is sufficient evidence, the assessment is authentic and it is focused on current practice.