



Electricity Supply Independent Capstone Assessor Endorsement process

Waihanga Ara Rau



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1. Purpose and audience

The purpose of this document is to outline the Independent Capstone Assessor Endorsement process for Waihanga Ara Rau. The audience for this process is:

- GM Assurance
- Moderation Leads
- Electricity Supply Capstone Advisory Group
- Electricity Supply Industry

2. Approval

Approved by	GM Assurance
Reviewed	
Next Review	

Version	Date	Nature of Amendment
1.0		New document created.

3. Background

In the Electricity Supply sector there is a direct correlation between Waihanga Ara Rau qualifications and registration with the EWRB. There are 'Capstone' units that have been put in place to give some robustness and quality assurance to the EWRB that graduates meet both the qualification outcomes and the registration requirements of the EWRB, without the need for additional external examinations.

The assessment of the practical capstone unit standard/s needs to be done independently of the training process. Therefore, an Independent Capstone Assessor must not be the person who has trained the learner.

4. Process purpose and application

- The purpose of the Independent Capstone Assessor Endorsement Policy is to provide a clear process and pathway for nominated independent assessors to become a Capstone Endorsed assessor agreed to by the Waihanga Ara Rau Capstone Advisory Group, and formally contracted to Connexis.
- Independent assessors will be a pool of assessors available to be utilised by industry solely for the assessment of Capstone unit standards and using Connexis assessment resources.
- Approved Capstone Endorsed assessors may, within the parameters of this policy, complete Capstone unit standard assessments approved on their Connexis Assessment Scope for the agreed period.
- Connexis will, with the approval of the Capstone Advisory Group, register and maintain a pool of Approved Independent Capstone Endorsed assessors. Assessors will be assigned assessment scopes according to their area of expertise.
- Connexis will provide an activity report for each Capstone Advisory Group meeting outlining full details of the assessments completed and the results of any internal moderation activity completed.
- Assessments and moderation activities will also be required for moderation purposes by Waihanga Ara Rau WDC.
- For a provider-based assessment, the assessment shall be undertaken using the providers normal policies and procedures for training and assessment. The provider shall keep a list of assessors or verifiers who have been used as part of any capstone assessment.

Note: Assessors or verifiers who are employed by a provider to undertake capstone assessments do not need to meet the registration requirements of this policy, however assessors will be subject to the post moderation requirements.

5. Applying for Capstone Endorsement

- Assessors can apply to the Capstone Advisory Group to become an Independent Capstone Endorsed Assessor by:
 - Completing the Waihanga Ara Rau Capstone Assessor Application form, and
 - Having an industry nominator.
- The applicant must:
 - Must have been a registered assessor with Connexis for 3 years, been regularly assessing in the workplace, and have met all of the requirements of being a registered assessor.
 - Must hold the qualification associated with the capstone units being assessed, or an equivalent qualification.
 - Must engage in moderation, at least twice yearly, for capstones unit standards assessed.
 - Be approved as an assessor by the Capstone Reference Group.
 - Have a formal Contract for Services with Connexis for Capstone assessment.

6. Independent Capstone Endorsed Assessors Contract and Renewal

- All Independent Capstone Endorsed Assessors will have a formal Contract for Services with Connexis. The contract will be for a three-year period or expire at the same time as the assessors Registration Expiry.
- Connexis is to provide a list of Independent Capstone Endorsed assessors to the Waihanga Ara Rau Capstone Advisory Group for review before their contracts expire. Waihanga Ara Rau will confirm those that are to be renewed as Capstone Endorsed assessors.

7. Maintaining Independent Capstone Endorsed Assessor Registration

- Independent Capstone Endorsed Assessors must be actively assessing capstone unit standards and participate in a minimum of two postal moderations per year and a peer review moderation.
- The assessor must be supported in post-assessment moderation to maintain their Capstone Endorsed status. Should an assessor not be supported in moderation, the Capstone Advisory Group will review their assessor status.

8. Resignation or Removal of Capstone Unit Standards

- Independent Capstone Endorsed Assessors will have Capstone unit standard approved on their Connexis Assessment Scope for the agreed period of tenure.
- On completion of this tenure, if not renewed, or if the assessor resigns from being a Capstone Endorsed Assessor, the capstone unit standards will be immediately removed from their scopes.

9. Assessor and moderation requirements

- All approved independent and provider capstone assessors will be involved in an annual peer review and moderation meeting and two postal moderations, or as specified in the Capstone Advisory Group Policy.