

# Application to register as a Moderator

## Please complete all sections

A Moderator can only moderate the units contained in their scope for materials supplied by Competenz.

**Application date:**

### Personal Details

**Surname:** \_\_\_\_\_ **First names:** \_\_\_\_\_ **Preferred names:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_ **NZQA number:** \_\_\_\_\_ **Gender:** \_\_\_\_\_

**Ethnicity:** \_\_\_\_\_

*Unit standards 4098 and 11551 are mandatory requirements for all Competenz Moderators.*

Do you hold US4098 on your NZQA Record of Achievement (ROA)?      Yes      No  
I am in the process of gaining this unit and have enclosed my 4098 portfolio.

Do you hold US11551 on your NZQA Record of Achievement (ROA)?      Yes      No



Please list any other Adult Education Qualification/s you hold:

### Home contact details

**Home address (number & street):**

**Suburb:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Home phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### Company details (If applicable)

**Company name:** \_\_\_\_\_

**Job title:** \_\_\_\_\_

**Postal address:** \_\_\_\_\_

**Physical address:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Suburb:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Work email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Website:** \_\_\_\_\_ **Preferred mailing address:**      Work      Home

**Industry/s I have relevant experience to Moderate:**

(Please list below moderation preferences)

Industry	Relevant work experience	Relevant qualifications/ unit standards held

<b>Checklist of attached documentation to support your application please send copies, not originals</b>	<b>(Tick)</b>
Proof of ability to work in New Zealand (Birth Certificate, Passport, Working Visa)	
Detailed Curriculum Vitae showing applicable experience and/or qualifications that are relevant to the units you are applying to assess	
<b>Those holding 4098 and 11551 must supply:</b> <ul style="list-style-type: none"><li>• Evidence of 4098</li><li>• Evidence of 11551</li></ul>	
Evidence of relevant qualifications (i.e.: Certificates, NZQA ROA)	

## Terms and Conditions

- 1** Competenz shall register moderators against criteria that meet industry needs and award them a scope that approves unit standards for each moderator relevant to their qualifications and experience.
- 2** Registered Moderators shall:
  - Hold unit standard 4098 on their ROA
  - Hold unit standard 11551 on their ROA
  - Hold a relevant industry qualification and/or can provide evidence of equivalent current industry skills and knowledge.
- 3** Registered Moderators may only moderate:
  - The unit standards listed in their approved moderator scope
  - Moderation submissions supplied by Competenz
- 4** Registered Moderators must inform the Competenz Quality Assurance team within 14 days of any change in their personal details.
- 5** Registered Moderators shall comply with all Competenz current policies and procedures that apply to assessment and moderation.
- 6** Moderators will be quality assured as required.
- 7** Competenz Registered Moderators are required to comply with the Privacy Act 1993.
- 8** As representatives of Competenz, Moderators are obliged to disclose any commercial or personal interest in an organisation that may present a conflict of interest.

## Declaration

- 1** I declare that the particulars given above are correct and hereby authorise Competenz to collect any information relevant to my Moderator Registration, and/or exchange information with any;
  - Relevant Tertiary Education Organisation, or
  - Industry Training Organisation
- 2** I accept the Competenz terms and conditions above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Competenz Quality Assurance use only: (This section must be completed)	(Tick)
<b>1</b> I have checked the applicant has suitable industry experience.	
<b>2</b> I have checked that the applicant holds unit standard 4098 and 11551 and where they do not I have explained the process of gaining these standards	
<b>3</b> I recommend the following Moderator scope based on the applicant's qualification/s and Industry experience.	

Unit Standard/Domain	Title	Level

QA Approved:	QA Signed:	QA Name:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>