

POLICY: ITA-REGISTERED ASSESSORS

1.0 Scope

This policy governs the registration and activities of individuals contracted or employed by ITA or by an ITA-approved *Assessment Agency* which is under contract to deliver *Enhanced Assessment* services for candidates for certification in ITA programs. These candidates may be either completing apprentices or individuals challenging for certification.

2.0 Enhanced Assessment

Enhanced Assessment describes the evaluation of competencies against occupational standards for the trade or occupation through means other than writing a standardized examination.

3.0 Authorized Administration of Enhanced Assessment

Where completion of an ITA apprenticeship training program or certification challenge requires demonstration of competency through a formal evaluation of underpinning knowledge and applied skills as well as, or in place of, a written Certification examination, such evaluation must be conducted by an ITA-registered Assessor who meets requirements prescribed in the relevant ITA program standard.

4.0 Eligibility for Assessor Registration

4.1 Registered Assessors must:

- have successfully completed ITA-approved Assessor training;
- have submitted, by way of criminal record check, evidence of no record of criminal offences related to the duties which the applicant would be required to perform as an assessor;
- have signed and agreed to follow ITA's conflict of interest, confidentiality, and code of conduct rules;
- have provided contact information for a minimum of 2 industry colleagues who support their application.

4.2 In addition, the relevant program standard defines Assessor requirements for each of the following:

- minimum amount, scope, and currency of experience in the trade;
- whether or not supervisory experience is required, and if so, how much;
- prerequisite certifications and endorsements;
- number and type of industry references/recommendations;
- minimum number of mentored assessments which must be successfully completed;
- currency requirements for maintaining *Active Assessor* status, including:
 - minimum annual number of assessments performed (may vary by program)
 - minimum annual participation in moderations, professional development or upgrading (may vary by program)
 - satisfactory annual performance evaluation by *Assessment Agency* or ITA (mandatory for all programs)
 - contract or employment with an *Assessment Agency* or ITA. (mandatory for all programs)

5.0 Maintenance of Registry

ITA will maintain an up-to-date registry of all Assessors. ITA-approved *Assessment Agencies* are responsible for immediately notifying ITA of changes such as termination of employment or cancellation of a contract for an *Assessor*.

6.0 Cancellation of Registration or Re-assignment from Active to Inactive Status

ITA reserves the right at its sole discretion to cancel an *Assessor* registration, or to re-assign an active registration to inactive status with or without conditions.

Approved: 24 July.12