

## The Assessment Process

For people to achieve a pass in a qualification they need to:

- have logged experience at least equivalent to the minimum standard set
- have a current First Aid Certificate (at least a 16 hr programme)
- attend an assessment course for that qualification and demonstrate their ability as being above the benchmark, as described in the syllabus.

The assessment course is designed to give candidates the best opportunity possible to demonstrate their knowledge and abilities in both the personal and instructional fields. The assessors facilitating the course strive to create an environment that is non-threatening, where communication is open, and candidates feel able to perform their best.

During the course the candidate's are required to complete a variety of tasks that enable the assessors to gain an understanding of the candidate's standard of competence. Evidence of this is gathered through observation and questioning. At the completion of each task the candidates will receive feedback on their performance. This will be completed using a review method matched to the candidate and the situation. The process is facilitated to provide a constructive assessment and learning environment, improving each candidate's ability to accurately perceive what their strengths are, and areas that need improving. The feedback is then followed by an allocation of an assessment grade on the candidate's performance relative to the required minimum standard of competence for each criterion. This will occur at regular intervals during an assessment course to ensure the candidate has an accurate understanding of how they are performing relative to the whole qualification.

### Assessment Grading Scale:

- |   |   |   |
|---|---|---|
| 1 | - | Well below the specified standard of competence     |
| 2 | - | Slightly below the specified standard of competence |
| 3 | - | Competent performance of the specified standard     |
| 4 | - | Slightly above the specified standard of competence |
| 5 | - | Well above the specified standard of competence     |

## Qualification Validity

Any assessment should be viewed only as an indication that a particular level of expertise was demonstrated at a particular time. This should not be interpreted as an immediate guarantee of competence by any employer, but should be used in conjunction with the ongoing log of experience and professional development since assessment was made.

For the qualification to remain valid within NZOIA, the qualification holders must:

- (1) Maintain membership of NZOIA and register their qualifications annually.
- (2) Maintain a current first aid certificate.
- (3) Revalidate their qualifications on a three yearly cycle.
- (4) Log personal and instructional experience and professional development.

As a member you will:

- (1) have access to professional development opportunities. NZOIA will organise opportunities to update and up skill qualification holders.
- (2) support the continual development of the current qualification system as well as development of further qualifications in response to the members' requests and/or industry needs.
- (3) have a national voice for issues of standards in our industry.
- (4) have a political voice within areas of funding, access, government policy.
- (5) have regular information supplied to you on regional, national and international points of interest.
- (6) have access to support and representation during crises.

## The Result – Pass / Defer / Resit

**NZOIA wants assessments to be positive learning experiences. The ideal would be for all candidates to pass. All candidates are encouraged to examine the syllabi carefully, and train thoroughly before attending an assessment programme.**

There are definite minimum standards of competence for each qualification which candidates must be able to demonstrate, to pass. If a candidate is below this line in a few of the competencies, they will be deferred. To then achieve a pass they may be reassessed at a later date on these points, or simply have to log further training or instructional contact. **Reassessments will incur a cost to the candidate.**

People who are below the benchmark in a significant number of areas (i.e. more than 25% of the course content, or critically compromise their own or client safety) would fail that particular assessment. A person who fails an assessment may not attend another assessment in the same discipline within four months of the failed assessment.

## Costs

Upon passing your assessment, you will then have to register your qualification;

Qualification Registration:                   \$45 (*If you already hold 3 or more NZOIA qualifications you do not have to pay this fee*)

If you defer;

|                                    |  |
|------------------------------------|--|
| NZOIA administration fee           | \$50   |
| Assessor fee<br>for re-assessment: | \$300 / day - (under 8 hrs contact).<br>\$160 / half day – (under 4 hrs contact).<br>(plus any expenses – i.e. assessor travel). |

## Appeals/Grievances

If a candidate disagrees with their final result from the assessment course they are able to appeal the decision. The candidate writes to the NZOIA Technical Sub-committee, requesting a review and outlining why they disagree with the result. A three person group will review the results; a TSC appointee, another assessor of that qualification and a qualification holder nominated by the candidate. The fee for this process is \$100 upon application, which is refunded if the original result is changed.

## Training

Nearly every person who attends an assessment course acknowledges the value of training. Not only does it help improve the quality of your instruction, but it will also help ensure an assessment is a positive experience resulting in a pass. You do not want to attend an assessment course and not pass!

### Training Tips

- take friends out as model students and ask for feedback
- link with other instructors/leaders in your region and arrange peer training sessions
- review the syllabi closely
- contact others who have been on assessments and ask them for advice
- contact the Training & Assessment Coordinator with queries about the course or syllabi
- find a mentor who will guide your development
- attend **training courses** organised by NZOIA or other outdoor training providers  
see: <http://www.nzoia.org.nz/Training/index.asp>

## The End?

A qualification should not be the end or goal of your professional training. It should be viewed as a point on a continuum in your professional career, and be part of a pathway of continually improving your knowledge, skills and experience of activities and instructing. NZOIA qualifications expire after three years at which time they must be revalidated to be considered current.