

ASSESSOR GUIDELINES

for Service, Skill and Physical Recreation Sections

Thank you for volunteering to help a young person with their Award - your time and enthusiasm are appreciated.

Competence in the activity, appropriate to the level of the Award, is of course essential, but no formal qualifications are generally required to be an instructor or assessor. However, an understanding of the criteria and requirements for the Award section is important as it is the assessor who determines whether those requirements have been met.

The criteria for gaining an Award is individual improvement based on each participant's starting point and potential. There is no competition between participants and no benchmarked standards to achieve.

An assessor is responsible for

- (a) assessing the participant's progress in relation to the level of competence from which he or she began
- (b) judging whether the participant has shown the effort and degree of self-improvement required for the Award
- (c) ensuring that training is carried out prior to, and during, the participant's time carrying out the activity. This can involve preparing the participant for the type of people they will be working with, ensuring safety practices are adhered to, developing awareness of social/emotional/financial/physical/safety aspects and personal responsibilities which require consideration during the activity.
- (d) signing the participant's timesheet after each session to keep track of number and regularity of sessions.
- (e) completing a page in the participant's Award Booklet with a full comment about their willingness, reliability, improvement etc. during their sessions, your own signature and experience/qualifications.

The same person may act as both the instructor (for improving the participants abilities, or for planning purposes) and assessor (observations during the time spent on the activity/tramp).

Achievements and activities prior to enrolling in the Award cannot be counted towards an Award. The permitted start date will be written in their Record Book.

Participants have a set minimum time for completing the Award requirements. Please check with the participant how long they will be doing the Section for when you first meet with them (this is also written in their Award booklet).

The participant is responsible for keeping a record of time spent doing the activity on their Personal Planner sheet and for asking the Assessor to sign it after each session.

Please note that a requirement of 3 months really means 15 weekly sessions of 1-hour duration. Completing fewer sessions of longer durations are not accepted. This requirement is to demonstrate commitment over time and reliability. A break in the weekly routine is acceptable if the activity is not occurring (i.e. school sport during school holidays) but otherwise must be regularly carried out.

At the end of the time, the assessor must write a statement in the participant's booklet about the participant's progress, willingness, competence, effort and improvement, reliability. Your signature indicates the correct number of hours have been spent willingly and productively.

If you have any queries regarding any aspect of being an assessor please contact the Samuel Marsden Collegiate School Award Leader – elliott.brookes@marsden.school.nz or 476 8707