



# HITO Assessor/Supervisor/Moderator/Verifier application

Please fill out the information below and then attach the documents listed on the last page.

PERSONAL INFORMATION			
Full name			
Previous Names		Contact number	
Home Address			
Home City		Post Code	
Email Address			
NSI/NZQA Number		Date of Birth	
Gender			

EMPLOYMENT DETAILS			
Are you self-employed?	YES	NO	
Employer Full name			
Business Address			
Business City		Post Code	
Business Email			
Business Phone			
Current job title			
Hours worked per week			
Hours with clients per week		Hours doing administration per week	

QUALIFICATIONS – PLEASE ATTACH ALL SUPPORTING DOCUMENTATION	
YEAR AWARDED	QUALIFICATION

EXPERIENCE – PLEASE LIST YOUR INDUSTRY EXPERIENCE			
EMPLOYER	CITY	DATE STARTED	DATE LEFT



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## EXPERIENCE – PLEASE LIST YOUR TUTORING EXPERIENCE

IF YOU DO NOT HAVE TUTORING EXPERIENCE, LEAVE THIS SECTION BLANK

TRAINING ESTABLISHMENT	YEARS EMPLOYED	HOURS WORKED PER WEEK	COURSE CONTENT TAUGHT

## ASSESSMENT AND EXAMINATION EXPERIENCE

PLEASE DESCRIBE ANY EXPERIENCE YOU HAVE:

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## SIGNATURE

I CONFIRM THIS INFORMATION IS TRUE AND CORRECT

NAME	
DATE	
SIGNATURE	



# HITO Assessor/Supervisor/Moderator/Verifier application

## CRITERIA

- Hold a National Certificate or New Zealand Certificate (Hairdressing, Barbering, Beauty Therapy, Nail Technology, Make Up Artistry, Gateway).
- For those with no qualification or NZ Trade Certificate, we require Assessors and Moderators to complete the QByE process.
- Have a minimum of 3 years industry experience, of which the last year must be current.
- HITO works with a diverse group of cultures and a range of ages, including youth. Assessors and Moderators must have the ability to be inclusive and respectful in the workplace.
- Must meet HITO professional standards and practice these when dealing with HITO clients (candidates, models, trainers, employers, HITO Staff).
- Must attend annual Assessor/Moderator training – facilitated by HITO.
- Industry Assessors, supervisors, and moderators must be independent from Training Providers.
- Must consent to being (confidentially) evaluated by HITO and understand that feedback will be actioned.
- Must understand the appeals process.
- Assessors who intend to assess apprentices must be actively involved in training apprentices in their salon for at least 25 hours per week.
- Must have or be working towards adult education unit standards 4098 and 11552.

## THE APPLICATION PROCESS

- Fill out the application form.
- Attach a cover letter explaining what you can bring to the role of assessor/moderator/verifier.
- Attach a copy of your qualifications (if not already held by HITO).
- Attach evidence of Professional Development and currency.
- Complete an interview with a member of the Learning and Development team.

### Applications should be addressed to:

Learning and Development Manager  
HITO  
PO Box 11764  
Manners Street  
Wellington 6142