



**Assessor / Supervisor / Moderator / Verifier**

**INTERVIEW Questionnaire**

**Hairdressing, Barbering, Beauty Therapy, Nail Technology,  
Skincare & Make Up Artistry**

Personal details			
Name			
Contact number			
Email Address			
Postal Address			
Town / City / Region		Post Code	
NSN Number			
Discipline	Hairdressing	Barbering	Beauty Therapy
	Skincare & Make-up		Nail Technology
Do you hold a level 4 New Zealand Certificate		Year qualified	

Employment Details			
Salon / Clinic / Shop			
Address			
Town / City / Region		Salon Number	
Employment	Salon Owner Employer	Manager	Contractor Employee
Current Job Title			
Hours worked per week with clients			



<b>Qualifications</b> Attached evidence	
<b>Qualification</b>	<b>Year Awarded</b>
<b>Professional Development over the last 12 months</b>	

<b>Industry Experience - Employment History</b> Provide a CV of detailed history	
<b>Years of experience</b>	<b>Employment Location</b>

<b>Current apprentice Training Experience</b>

<b>Tutoring Experience</b> (If no experience, leave blank)		
<b>Training Establishment</b>	<b>Years of Experience</b>	<b>Courses</b>



## **Assessor Criteria**

You will need to hold a Level 4 NZ Trade Certificate or National Certificate, in **Hairdressing, Barbering, Beauty Therapy, Nail Technology, Make Up & Skin Care (L3)**.

If you hold an overseas qualification or no qualification, we will require you to complete the Qualification by Experience process.

### **All independent industry assessors are required to:**

1. Have or be working toward unit standards 4098 and 11552 or New Zealand Certificate in Assessment Practise Level 4. Moderators will need to have unit standard 11551
2. Show currency through professional development within your industry.
3. Show a history of training and working with apprentices.
4. Fully participate in a new assessor induction programme.
5. Attend assessor training and moderation workshops.
6. Follow the guidelines for the assessment process and fill out the assessment material appropriately and in a timely manner

### **Industry Experience**

Assessors must have a minimum of, (see below) continual post qualification experience

- o Hairdressing - Three years
- o Barbering – Three years
- o Beauty Therapy - Two years
- o Nail Technology – Two Years
- o Skincare and Make-up – Two years

Assessors must be actively working and managing a client base in a commercial environment for a minimum of:

- o Hairdressing - 25 hours per week
- o Barbering – 25 Hours per week
- o Beauty Therapy – 12 hours per week
- o Nail Technology - 12 hours per week
- o Skincare and Make-up - 12 hours per week

### **Hito Professionalism**

Assessors will need to meet HITO professional standards and practice these when dealing with HITO clients (candidates, models, trainers, employers, HITO staff). As an assessor you will represent Hito and will need to maintain a professional image, always and online.

HITO works with diverse group of cultures and a range of ages, including youth. Assessors must have the ability to be inclusive and respectful in the workplace and of apprentice's individual needs.

You will be moderated from time to time by HITO and will be advised of the outcome for development. As an Industry Assessors you must be independent of a training provider and work solely in industry.



## THE APPLICATION PROCESS

- Fill out the application form.
- Attach a cover letter explaining what you can bring to the role of assessor identifying all your skills.
- Attach a copy of your qualifications and CV
- Attach evidence of Professional Development and currency.
- Complete an interview with a member of the Learning and Development team.
- Complete or show you are working toward Units 4098 & 11552 or New Zealand Certificate in Assessment Practice level 4
- Be available and participate in New assessor induction programme

### Applications should be sent to:

[support@hito.org.nz](mailto:support@hito.org.nz)

or

Academic Administrator

HITO

Level 2

107 Customhouse Quay

Wellington