

### The Application Process

- Carefully read the Industry Assessor criteria and requirements.
- Complete the Industry Assessor application form.
- Attach a cover letter explaining what you will bring to the role of an Industry Assessor and identify all your skills.
- Attach copies of your qualifications and current CV.
- **Send your completed application form and supporting evidence to:** [support@hito.org.nz](mailto:support@hito.org.nz) or Academic Administrator, HITO Level 2, 107 Customhouse Quay, Wellington 6011.
- Complete an interview with a member of the HITO Learning and Development team.
- Complete or show you are working towards Unit Standards **4098** | *Use standards to assess candidate performance Level 4* and **30421** | *Carry out assessment against standards to make judgements of learner performance Level 4* or the *New Zealand Certificate in Assessment Practice Level 4*.
- Be available to participate in the new Assessor Induction programme.

### HITO Professionalism

Assessors will be required to meet HITO professional standards when dealing with HITO candidates, models, trainers, employers, and HITO staff. As a representative of HITO, you will maintain a professional image, including all communication with our industries along with your online presence.

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

As an Industry Assessor, you will be moderated periodically by HITO. You will be advised of the outcome for development.

As an Industry Assessor, you will be independent of a training provider and work solely within the hairdressing, barbering, or beauty therapy industry.

### Assessor Criteria

As an industry assessor, you will be required to hold a *Level 4 New Zealand Trade Certificate* or a *National Certificate in Hairdressing, Barbering, or Beauty Therapy*.

#### **Industry Experience Qualified Hairdressers, Barbers, and Beauty Therapists**

Assessors must have a minimum of continual post-qualification experience as follows:

- Hairdressing – Three years
- Barbering – Three years
- Beauty Therapy – Three years

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

- Hairdressing – 25 hours per week
- Barbering – 25 hours per week
- Beauty Therapy – 12 hours per week

**All independent Industry Assessors for Hairdressing or Barbering (Level 4) are required to:**

1. Hold a *Level 4 New Zealand Trade Certificate* or *National Certificate*.
2. If you hold an overseas qualification or don't hold a qualification, we will require you to complete the *Qualification by Experience (QbyE)* process.
3. Are credited with or working toward Unit Standards **4098** and **30421** or the **New Zealand Certificate in Assessment Practice Level 4** or an equivalent international qualification.
4. Show currency through professional development within the hair or barbering industry.
5. Show a history of training and working with apprentices.
6. Fully participate in a new Assessor Induction programme.
7. Attend assessor training and moderation workshops.
8. Follow the HITO guidelines for assessment processes and fill out the assessment material appropriately and promptly.

# Industry Assessor Application Form

## – Hairdressing, Barbering, and Beauty Therapy



Personal Details				
Name				
Contact Number				
Email Address				
Postal Address	Street:			
	Town:			
	City/Region:		Post Code:	
NSN Number				
Discipline	<input type="radio"/> Hairdressing	<input type="radio"/> Barbering	<input type="radio"/> Beauty Therapy	<input type="radio"/> Other:
Do you hold a Level 4 New Zealand Certificate?	<input type="radio"/> Yes		Year Qualified:	

Employment Details				
Salon / Clinic / Barbershop				
Postal Address	Street:			
	Town:			
	City/Region:		Post Code:	
Employment Type	<input type="radio"/> Owner/employer	<input type="radio"/> Manager	<input type="radio"/> Contractor	<input type="radio"/> Employee
Current Job Title				
Current Hours Worked <i>(per week with clientele)</i>				

Qualifications – Please attach evidence	
Qualification	Year Qualification Awarded

Tutoring Experience – If no experience, please leave this section blank		
Training Establishment	Years of Experience	Course(s)

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## Industry Experience (Employment History) – Provide a CV with detailed history

Employer	Years of experience

## Current Apprentice Training Experience

## Personal Development – Over the last 12 months

Once you have completed this application form and have gathered the required evidence, email the application to [support@hito.org.nz](mailto:support@hito.org.nz) or post to Academic Administrator, HITO, Level 2, 107 Customhouse Quay, Wellington 6011.