



# NZC EOTC LEADER

## Supplementary information

*Assessment using a contract assessor and a verifier*



Active Careers through  
On-Job Qualifications

## INTRODUCTION

Assessment for the NZC EOTC Leader is likely to use both an assessor and an evidence verifier.

To provide consistent and cost effective assessment for EOTC in schools Skills Active has established a small pool of experienced EOTC Assessors. These people operate remotely and work alongside verifiers within the school to collect evidence.

Please note the assessor is responsible for judging the overall performance of the candidate based on all the evidence supplied. The assessor makes the final assessment decision.



## EVIDENCE VERIFIER RESPONSIBILITIES

Evidence verifiers are key to the EOTC assessment process, and have the following responsibilities:

- attesting to candidate performance that has occurred in the past (e.g. attended EONZ professional development course Embedding Good Practice Systems for EOTC in May 2018)
- observing candidates and recording what they see (this may include video and photos)
- verifying any school forms/documents the candidate used in their planning (e.g. the SMS, or a qualification)
- communicating with the assessor and ensuring they understand the evidence they need to capture
- supporting the candidate throughout their assessment
- communicating observations of evidence to assessor
- providing feedback to the candidate and the assessor.

It is the candidate's responsibility to nominate an evidence verifier for their assessment.

The assessor will need to screen the nominated verifier to ensure they are suitable. This will include having a conversation with them to ensure they meet the criteria.

The verifier must be made aware of their role and responsibilities prior to working with the candidate.

## KEY SKILLS FOR EVIDENCE VERIFIERS

Ideally a verifier should hold a qualification a level above the one the candidate hopes to complete. However, this is not always possible so it is up to the assessor to ensure verifiers have the skills and experience to be effective.

### Key skills evidence verifiers for EOTC must have:

- skills and experience in the specific activity they are observing
- understanding of EOTC and experience delivering EOTC programmes and activities
- strong communication and relationship-building skills
- knowledge of school EOTC policies and procedures including their Safety Management System (SMS) and Standard Operating Procedures (SOPs)
- knowledge of Ministry of Education EOTC Guidelines and support materials and the Good Practice Guidelines for Outdoor Activities
- knowledge of education, adventure and outdoor sector codes including Our Code Our Standards; Code of Professional Responsibility and Standards for the Teaching Profession, other relevant Codes of Ethics, the Outdoor Safety Code and 'Leave No Trace' principles
- knowledge of tikanga and kawa of local iwi and hapu as it applies to the environment.

## WHAT IF YOU DON'T HAVE A SUITABLE VERIFIER

If the candidate is unable to provide a suitable verifier within their school there are other assessor pathways available including :

- using a verifier from another school
- having the assessor conduct the practical assessment.

These options are likely to have cost implications.

## EOTC OUTDOOR LEADER FEES

- Employed Teacher on a Skills Active Training Agreement- \$550 (\$632.50 incl GST)

Reassessment fee: Candidates/ workplaces will be charged directly by the assessor for any re-assessment costs

Evidence verifier from another school: Candidates/ workplaces may be charged directly by the verifier.

No evidence verifier: Candidates/ workplaces will be charged directly by the assessor for any additional travel and accommodation costs. Where possible, the assessor will be allocated within the same region as the candidate.