



The Trade Cert Evaluator and Moderation Policy

This document sets out the policy for anyone applying to become a Trade Cert Evaluator. A Trade Cert Evaluator is a person who has been appointed by the Civil Trades Certification Board to assess a Trade Cert Applicant's suitability to be awarded a Civil Trades Certificate. This policy is current as at 30 November 2015.

If you are interested in becoming a Civil RCC Assessor and Trade Cert Evaluator or would like more information please contact Anna Truijens at Connexis, email: annat@connexis.org.nz

1. Criteria for eligibility to become Trade Cert Evaluator

In order to be eligible for consideration to become a Trade Cert Evaluator a person:

- (a) Must be an existing Recognition of Current Competence (**RCC**) Assessor for Connexis for the approved Civil Infrastructure Trades Qualifications¹; and
- (b) Their assessment scope must reflect the unit standards in the relevant Civil Infrastructure Trades Qualification sector.

2. Process for becoming a Trade Cert Evaluator

- (a) The applicant must make a written application to the Trade Cert Registrar (**Registrar**) to be a Trade Cert Evaluator. The application must be accompanied by evidence demonstrating the applicant meets the criteria in 1(a) and 1(b).
- (b) The Registrar shall check that the applicant meets the criteria in 1(a) and 1(b).
- (c) The Registrar shall arrange Trade Cert Evaluator training which the applicant must complete.
- (d) The Registrar shall submit to the Civil Trades Certification Board (**Board**), the Trade Cert Evaluator application and relevant supporting evidence (including the completed Trade Cert Evaluator training).
- (e) The Board shall consider the Trade Cert Evaluator application and approve or decline the application. If the Board declines the application the Board shall state the reasons for the decline. The applicant may appeal the decision through the Trade Cert Appeals² process.

¹ The Civil Infrastructure Trades Qualifications are listed on the Civil Trades website at www.civiltrades.co.nz

² Trade Cert Appeals Policy can be found on the Civil Trades website at www.civiltrades.co.nz

- (f) If the Board approves the Trade Cert Evaluator application, the applicant will be permitted to carry out one Trade Cert Evaluation³ (**Evaluation**) while being mentored by a current Trade Cert Evaluator.
- (g) Once the applicant has carried out his or her first Evaluation, he or she shall forward the results and the supporting evidence, to the Registrar who shall arrange moderation by the Trade Cert Moderator.
- (h) If the Trade Cert Moderator accepts the applicant's Evaluation then the applicant shall be confirmed as a Trade Cert Evaluator and registered in the Trade Cert Database.
- (i) If the Trade Cert Moderator does not accept the Evaluation then the applicant will be permitted to attempt another Evaluation under the guidance of a current Trade Cert Evaluator. If the second Evaluation is not accepted by the Trade Cert Moderator, the applicant will not be accepted as a Trade Cert Evaluator and the Board shall be deemed to have declined the application to become a Trade Cert Moderator. The applicant may appeal the decision through the Trade Cert Appeals⁴ process.

3. Maintaining Trade Cert Evaluator registration

- (a) To remain on the register of Trade Cert Evaluators, a Trade Cert Evaluator must annually:
 - (i) Evaluate a minimum of one Trade Cert applicant;
 - (ii) Attend the Trade Cert Evaluator training arranged by the Registrar;
 - (iii) Participate in an annual peer review moderation (**Trade Cert Moderation**);
and
 - (iv) Have no more than one Evaluation fail Trade Cert Moderation.
- (b) If a Trade Cert Evaluator's Evaluation fails Trade Cert Moderation, the Trade Cert Evaluator will be supported through the next Evaluation.
- (c) The Registrar may de-register a Trade Cert Evaluator if he or she:
 - (i) does not complete one Trade Cert Evaluation per year;
 - (ii) does not participate in Trade Cert Moderation; or
 - (iii) has two or more of their Evaluation decisions fail Trade Cert Moderation.
- (j) If the Registrar de-registers a Trade Cert Evaluator, the Board shall be deemed to have de-registered the Trade Cert Evaluator and the Trade Cert Evaluator may appeal the decision through the Trade Cert Appeals⁵ process.

³ A Trade Cert Evaluation is an assessment of a Trade Cert Applicant's suitability to be awarded Civil Trade Certification accordance with the requirements of the Board.

⁴ Trade Cert Appeals Policy can be found on the Civil Trades website at www.civiltrades.co.nz

⁵ Trade Cert Appeals Policy can be found on the Civil Trades website at www.civiltrades.co.nz

4. Trade Cert Moderation

- (a) Trade Cert Moderation shall consist of an annual peer review involving the Trade Cert Evaluators and Trade Cert Moderator(s) and be facilitated by the Registrar.
- (b) All Trade Cert Evaluators must retain copies of the Evaluations they have carried out between each Trade Cert Moderation.
- (c) Each Trade Cert Evaluator must attend the annual Trade Cert Moderation meeting if they have carried out a Trade Cert evaluation in the previous 12 months.
- (d) Each Trade Cert Evaluator must provide at least one sample to be peer reviewed and further samples if requested by the Registrar.
- (e) The Trade Cert Moderation meetings may also be used to carryout Evaluator upskilling specific to Trade Cert.

5. Trade Cert Moderator

- (a) The Board shall approve at least one Trade Cert Evaluator as a Trade Cert Moderator.
- (b) The Registrar will select, from the pool of Trade Cert Evaluators, candidates to become Trade Cert Moderators on the basis of their:
 - (i) experience as an RCC and Trade Cert Evaluator;
 - (ii) work experience, qualifications and expertise in the civil infrastructure industry;
 - (iii) familiarity with the Trade Cert processes and standards;
 - (iv) suitability to undertake moderation activities including having had their assessment decisions moderated satisfactorily; and
 - (v) attainment of unit standard 11511 Moderate Assessment,in relation to the requirements of the Trade Cert regime.
- (c) The Registrar will recommend candidates that fit the criteria in 5(b) to the Board for approval with reasons for making the recommendation (including the criteria in 5(b)).
- (k) If the Board does not approve the candidate as a Trade Cert Moderator, the Registrar will advise the candidate and with reasons for the non-approval. The unsuccessful candidate may appeal the decision through the Trade Cert Appeals process.
- (d) If the Board approves the candidate as a Trade Cert Moderator, then the Trade Cert Moderator will be registered in the Trade Cert Database.
- (l) Trade Cert Moderators must be involved in Trade Cert Evaluator moderation and Trade Cert Evaluator forums at least once per year to maintain their registration as Trade Cert Moderator. If the Trade Cert Moderator fails to be involved in Trade Cert Evaluator moderation and Trade Cert Evaluator forums at least once per year, the Registrar will remove them as a Trade Cert Moderator. If the Registrar removes the

Trade Cert Moderator from the Trade Cert database, the Board shall be deemed to have removed the Trade Cert Moderator and the Trade Cert Moderator may appeal the decision through the Trade Cert Appeals⁶ process.

Dave Connell, Chairman of Civil Trades Certification Board

⁶ Trade Cert Appeals Policy can be found on the Civil Trades website at www.civiltrades.co.nz