



## How to become a Registered Assessor

### Become A Registered Assessor Today!

1. The Application for Assessor Registration form must be completed and submitted to NCTVET along with the other documentations as outlined on page 1 of the application form. (Path to access application form – NCTVET’s Website, put cursor over resource tab, select application Forms)
2. New assessors are required to pay a fee to be registered on the NTA Qualification System (NQS). See the registration cost on the NCTVET’S Local Fee Structure located on the NCTVET’s Website. (Path to access NCTVET’s Website, put cursor over resource tab, select documents)
3. All applications are reviewed and approved by the Director/Manager of the Quality Assurance Department, NCTVET.
4. Registered assessors must operate based on the following requirements:
  - The criteria of the NCTVET as stated in the Assessor Handbook: Registration and Operation Guidelines
  - Keep abreast of developments in the skill area by engage in training in additional assessor competencies as they become available
  - Only assess the competencies for which they are registered
  - Follow the requirements of the Assessment Guidelines, located on the NCTVET’S website
  - Function only under the jurisdiction of an Accredited Training Organization (ATO) or the NCTVET
  - Be computer literate and trained to use the NTA Qualification System (NQS) have access to the internet and an active e-mail address
5. Registered assessors may apply for additional competencies by indicating same on Section 1 of the Assessor Registration Form, and only submit documents from bullets 2 to 6, if the documentations submitted the first time, is unable to prove that you are qualified, to assess in the units for which approval is being requested.

**NB: A Curriculum Vitae must always be submitted with the application form**

6. For more information, read the Assessor Handbook: Registration and Operation Guidelines which is located on the NCTVET’s Website