



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

NEW ZEALAND CERTIFICATES and TECHNICIAN CERTIFICATES - WORK EXPERIENCE

EMPLOYER'S REPORT AND RECOMMENDATION

Candidates for New Zealand Certificates are required to give this document to their employer at the commencement of employment. It is the responsibility of each candidate to ensure subsequent employers also receive a copy of this document.

Introduction

The purpose of this document is for employers of New Zealand Certificate or Technician Certificate candidates to complete a written report on a candidate's work experience including a recommendation on its relevance for certification.

In order for the Qualifications Authority to approve work experience, it requires an assurance that the candidate has completed sufficient and satisfactory work experience as specified in the relevant *Work Experience Guidelines*.

The Qualifications Authority believes that, because the candidate's workplace supervisor is most closely associated with the monitoring and evaluation of the candidate's work, the supervisor should play a major role in determining the suitability of that candidate in meeting the work experience requirements for the New Zealand Certificate qualification.

The Qualifications Authority is appreciative of the responsibility accepted by employers in the monitoring and validation of work experience for New Zealand Certificate and Technician Certificate candidates.

Completing the Employer's Report and Recommendation Form

The attached *Employer's Report and Recommendation* form is to be completed by the candidate's workplace supervisor.

Candidate work experience submissions, without the completed *Employer's Report and Recommendation* form, will be returned to the candidate. If a candidate has several employers for this work experience, then a separate report will be required from each employer.

A key aspect of the Report will be the employer's judgement on whether the candidate has demonstrated sufficient and satisfactory work experience.

If the candidate has not spent the entire three years with the one employer, the Qualifications Authority will evaluate the reports of all employers to determine whether the cumulative work experience documented meets requirements (ie coverage and sufficiency).

Completion of the categories for reporting should be straightforward. Signatures are required to assure the Qualifications Authority that the Report is a fair and accurate evaluation of the candidate's work experience. The second assurance signature is to be provided by another Company representative with the authority to verify the accuracy of the report.

Contact for Enquiries

For enquiries concerning the completion of the *Employer's Report and Recommendation* form, contact:

Tertiary Assessment and Moderation
New Zealand Qualifications Authority
Box 160
WELLINGTON

Phone: 04 802 3000
Fax: 04 802 3114

Submitting the completed *Employer's Report and Recommendation* form

The completed *Employer's Report and Recommendation* form can be returned either with the candidate's work experience submission, or under separate post to:

Tertiary Assessment and Moderation
New Zealand Qualifications Authority
Box 160
WELLINGTON

Specify the nature of this personal development/additional work experience:

Continue on separate page if necessary

- 8 State whether you would recommend that the applicant should have their work experience approved as suitable and satisfactory for the award of the certificate (tick appropriate box).

Recommend approval Do not recommend approval

- 9 We signify that this Report has been discussed with the candidate and represents a fair and accurate evaluation of the candidate's work experience.

Candidate's Supervisor

Name: _____

Qualifications: _____ Phone: _____

Name of Company: _____

Contact details: _____

Main type of business of Company: _____

Signature: _____ Date: _____

Countersignature (eg Chief Executive Officer, Manager, etc)

Name: _____

Position: _____

Signature: _____ Date: _____

Return this completed Employer's Report and Recommendation form, either with the candidate's work experience submission or separately, to:

<p>Tertiary Assessment and Moderation New Zealand Qualifications Authority Box 160</p>

WELLINGTON