



Once a member has become an Endorsed Trainer they attend a Branch Assessors Course



Hand in Assessors Course portfolio and receive three Units of Competency



Branch Education Manager appoints a mentor to the probationary assessor



Probationary Assessor observes at least one assessment under guidance of mentor (or someone appointed by mentor)



Probationary Assessor undertakes at least two assessments



Complete HR 100 (TAF Application Kit), HR 101 (Mentor Observation Checklist)



Generate a form 14, to be signed off by Assessor in charge of final assessment after consultation with mentor and any other assessor appointed by mentor



Hand all this paperwork into Branch Office