

Appendix 1: LTSC Assessor Responsibilities

Position:	LTSC Assessor
Reports to:	LTSC
Location:	National
Services:	Practical Assessment

Background

The Log Transport Safety Council (LTSC) was established in 1996 and is the premier source of log transport research and industry knowledge. The LTSC is a pan-industry collaborative of truck operators, transport researchers, trailer manufacturers, forest workers, and legislators and enforcement agencies. It provides a unified forum to address the safety concerns and other issues facing the log transport sector.

The LTSC has developed a Driver Pathway Accreditation Programme to recognise educational achievement in the log transport sector across four key stages. Key to the award of each accreditation level is the ability of candidates to successfully pass an independent practical assessment conducted by an LTSC Assessor.

Due to the nature of the services to be supplied, LTSC in no way guarantees the number or frequency or timetable of any particular assessments. The demand will be determined by industry and the number of employees that may wish to seek LTSC accreditation.

Role

The LTSC Assessor shall carry out practical on the job assessments for individuals seeking to achieve an LTSC accreditation level.

Responsibilities

As an LTSC Assessor you are required to:

- Conduct and ensure all LTSC practical assessments for drivers are carried out according to best practical principles and comply with relevant statutory and regulatory requirements
- Comply with all health and safety requirements before, during and after completing assessments
- Demonstrate the necessary skill and knowledge required to make competent assessment judgements and/or carry out assessments in an objective, impartial and professional manner
- Maintain valid driver licence or licence endorsements which relate to the Log Transport industry
- Provide advice on assessment materials and assessment strategies developed to support the effective implementation of the LTSC accreditation programme
- Support the LTSC to promote the accreditation programme
- Conduct all assessments against the LTSC specified criteria and ensure that all assessments are conducted fairly, validly and consistently

- Provide constructive feedback to the driver and their employer/supervisor and encourage the driver as much as possible
- Provide correct and complete assessment records to LTSC within agreed timeframes
- Keep your skills and knowledge up-to-date
- Complete and maintain all assessment documentation in accordance with LTSC guidelines
- Achieve moderation outcomes in line with LTSC objective of nationally consistent, quality assessment decisions
- Ensure attendance at up-skilling opportunities as arranged by the LTSC from time to time
- Let the LTSC know about anything that may affect your role as an LTSC Assessor
- Ensure all professional and personal information relating to the driver and/or employer is kept strictly confidential except as required under the terms of his/her agreement with MITO and/or his/her employment with, or contract to, a Private Training Establishment.
- Hold the necessary documentation and/or have completed the relevant induction(s) to access sites.

Professional Standards

All LTSC Assessors must:

- Undertake assessment duties professionally, honestly and ethically, while respecting the rights of others
- Respect drivers' privacy by only disclosing their personal or LTSC application information to authorised parties
- Not ask for or accept gifts, rewards or benefits that may compromise or be seen to compromise your integrity, or the integrity of your role
- Not behave in a manner that may bring LTSC into disrepute when assessing on behalf of LTSC
- Ensure the security of information relating to assessments
- Keep your LTSC assessor stamp in a secure place

Conflict of Interest

A conflict of interest must be declared when you have a private, personal or business interest that could influence your objective professional judgement and/or responsibilities to LTSC. If you are unsure of what may be a real or potential conflict of interest, contact the LTSC secretary. Where there is a Conflict of Interest determined, the LTSC Assessor must not conduct assessments for employers and/or individual drivers where this exists.

All MITO and NZTA assessors adhere to Codes of Conducts that explicitly outline what is considered a conflict of interest – by being either one of these Registered Assessors you can be confident that Conflicts of Interest will be appropriately declared.

Education & Experience [Assessor criteria]

- Must hold, at least, unit standard 4098 and preferably unit standard 11281
- Be a MITO Registered Assessor (preferable, but not essential)
- Must be a registered NZTA Driving Instructor
- Must hold at least one of the following unit standards that focus on adult training:
 - Deliver on-job training for adult trainees
 - Give and respond to feedback on performance
 - Deliver learning presentations for adult learners
 - Carry out in-vehicle driver training
- Must provide documented evidence to demonstrate practical industry experience and exceptional reputation in the Log Transport sector. This may include a copy of the trainer's Record of Achievement (ROA) and/or a copy of the individual's driver's licence showing a current "I" endorsement relevant to the class of vehicle for which instruction is provided (must include Class 5). It can also include a resume or letter of attestation from a recognised log transport operator outlining length of service and/or relevant vehicle type experience.
- Exposure to best practice assessor techniques and must have proven industry experience as an assessor in the Log Transport sector.
- Complete practical assessment reports and observation checklists.
- Excellent communication skills.
- Understanding of, and commitment to, the promotion of and adherence to health and safety practices.