

AMC AMATEUR RADIO

ASSESSOR ADMISSION PROCESS

Background

AMC is responsible, under the Deed with the ACMA, for the conduct of examinations for amateur radio, as specified by Section 122 of the Act, based on the three levels of amateur radio syllabus (Attachments B-D) and qualification (i.e., Foundation, Standard and Advanced).

The Deed specifically notes that **“the provision of the examination services should be made widely available across Australia”** which requires AMC to establish a comprehensive register of suitably qualified examination assessors to conduct examinations.

Overview

There are two levels of Assessors:

- Assessor (carries out face-to-face and remote assessments (including practicals))
- Assessor [Specialised] (carries out face-to-face, remote and special assessments).

Assessors and Assessors (Specialised) are required to hold a current valid Amateur Operator's Certificate of Proficiency (Advanced) and a current valid operator Licence.

Assessors and Assessors (Specialised) will conduct examinations and provide feedback as necessary relating to the following:

- Foundation;
- Standard;
- Advanced; and
- Practical

The qualifications and experience required for each level will be as follows:

Assessor Title	Minimum Qualifications	AMC Assessor Guidelines Deemed Competent	Practical Exam Deemed Competent	Deemed Competent by Assessor (Specialised)	Formal Qualifications
Assessor	AOCP(A)	✓	✓	✓	N/A
Assessor (Specialised)	AOCP(A)	✓	✓	✓	Yes^^

^^Holds a formal assessment qualification and/or can demonstrate experience conducting assessments in another workplace. Eg, a teacher, driving instructor.

Deemed Competence

Candidates have to be deemed competent by an Assessor (Specialised) in the following:

1. Understanding of the principles of assessment as set out in TAEASS402 - Assess competence (Release 2).
2. Understanding and applying the Assessor Guidelines for the written exams.
3. The conduct of the Practical exam

Applicable Guidelines

Assessors are subject to the Assessors Guidelines and to the University of Tasmania Behaviours Policy.

Standard Process

A person who wishes to become an assessor or who wishes to advance to an Assessor (Specialised) level will be required to do the following:

1. Apply by email to AMC Amateur Radio requesting the Assessor Application Package which will include:
 - a. Assessor Application Form
 - b. Assessor Guidelines
 - c. University of Tasmania Behaviours Policy
 - d. TAE Assess Competence
2. Complete and return the forms including:
 - a. Current valid Working with Vulnerable People and Children Check
 - b. A current good quality passport sized photograph (hard or soft copy)
 - c. Copies of highest radio certificates of competency and licence
 - d. Evidence of your formal assessment qualification and experience (Assessor [Specialised] applicants).
 - e. Acknowledgement of review and understanding of UTAS Behavioural Policy located at https://www.amc.edu.au/_data/assets/pdf_file/0008/1549601/AMC-Volunteer-sessions-october-2021.pdf
3. Complete an interview with an AMC Amateur Radio representative. (If applicable).
4. AMC will advise acceptance, issue authorisation card, publish contact details on website (if selected).
5. AMC will aim to process the application within fifteen (15) working days and advise applicants of the outcome.