

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 contemplated 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. In order to achieve this AMC has adopted a robust but reasonable approach to the admission of new assessors.

Overview

Assessors will be organised into three levels with the authority to conduct the following examinations:

Assessor Title	Qualifications	Foundation Exam	Standard Exam	Advanced Exam	Regulations	Practical
Assessor Level 1	AOCP(F)	✓	✓	✓	✓	
Assessor Level 2	AOCP(S)	✓	✓	✓	✓	✓
Assessor Level 3	AOCP(A)	✓	✓	✓	✓	✓

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 Level 3	Time under supervision (New applicants only)	Years post highest Qualification
Assessor Level 1	AOCP(F)	✓	✓	✓	Six (6) months or five (5) exams	One year
Assessor Level 2	AOCP(S)	✓	✓	✓	Six (6) months or five (5) exams	One year
Assessor Level 3	AOCP(A)	✓	✓	✓	Six (6) months or five (5) exams	Three years

Deemed Competence

Candidates have to be deemed competent by a Level 3 assessor 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 a higher 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
2. Complete and return the forms the forms plus;
 - a. A certified copy of a current Working with Vulnerable Persons or a Federal Police Check depending on your state
 - b. A current good quality passport sized photograph (hard or soft copy)
 - c. Certified copies of highest radio certificates of competency and licence
 - d. AMC will aim to process the application within fifteen (15) working days and advise applicants of the outcome.
 - e. Successful new applicants will then commence and satisfactorily complete the supervisory process under an assessor of the same level as being applied for or higher.
 - f. Supervising assessors will complete and return the Amateur Radio Assessor Supervision Report.
3. Applicants who or either upgrading or who have successfully completed the supervisory process will be issued with an Assessor Identity Card and a Certificate.