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Assessment Administration Policy for all CareerIntelligence and CareerSmart licensees

We at CareerEQ are committed to providing affordable, quality online assessments that are comprehensive, well-researched and easily synthesised by licensed practitioners into career development objectives for their clients.

We want all career professionals who use our assessments to understand the integrity of the content of our assessments and that they be used correctly and ethically, therefore this document outlines our assessment administration policy.

Ethics and Standards:

It is preferred that licenced Career Intelligence and CareerSmart practitioners be active members of a professional body with clear Standards of Professional Practice or a Code of Ethics. This is to protect the use of the assessments and to support employees, students or clients in a way that is safe and follows career coaching 'best practice'. Although this is not a condition of license it is highly recommended. Some related Professional Body Links to their standards policies: [CDANZ](#), [CDAA](#), [HRNZ](#), [NCDA](#) and [ICF](#)

Privacy, assessment storage and confidentiality:

CareerEQ and all licenced practitioners should be concerned about client, student or employee confidentiality and abide by current privacy laws. ([Privacy Commission](#)) This is critical to ensure that private information about individuals is protected and that all records, notes and documents pertaining to them is kept secure.

The assessment system is programmed to delete all names and addresses of assessment-takers and their reports on the platform after one year. This measure is designed so that the platform is not slowed down by old data. It is advised, therefore that practitioners download and save client reports to their own secure filing system.

Appropriate use of the CareerEQ practitioner assessment portal:

Access to the CareerEQ assessment platform is strictly limited to licensees for whom the portal has been set up. It cannot be shared with any other individual or organisation nor can an assessment be generated for a coach who does not have a licence. This could be deemed professional misconduct and is usually covered in the Professional body the coach belongs to.

Conditions of license:

Training in the use of the assessments:

After Licensee training, practitioners are set up with their own private assessment portal on the platform. Once they have logged in, they can access assessment credits, upload their practice or organisational logo and send out assessments.

Practitioner training only needs to happen once and the license to administer CareerEQ assessments is a 'forever' license.

Conditions to retain access to the assessment portal: Licensees will need to remain current with the assessment through evidence of usage.

Conditions of access:

1. Should there be no activity on a licensee's portal for 2 years from the date of license, access to their portal will be disabled.
2. Access can be reinstated, at the licensee's request for an administration fee of \$200.00 + GST if within 2 years of lapsing.
3. If access has not been requested within 4 years, the licensee will need to renew their license by repeating the training to be re-licensed. This will be necessary to update the licensee with any changes to the assessment/s.

Use of Assessment branding and promotion

All licensed practitioners are free to promote the use of the assessment in their work, therefore samples of reports can be shown or demonstrated, however these must be anonymous to protect the identity of the assessment-taker. Sample reports can be [downloaded from the CareerEQ website](#) for such purposes.

Every Licensed practitioner can download their license logo to use on their website or in their email signature. These will be sent by CareerEQ on completion of their training.



Organisations or schools with multiple licensees

When organisations or schools want several coaches or career educators to be licensed to use CareerEQ assessments discounts can be negotiated based on numbers, and assessment credits shared. Some specific policy items relevant for organisations:

Sharing assessment credits;

Only one main contact in your organisation or team can request bulk credits and how these credits are to be shared between the licensed practitioners in the team. We will distribute the requested number of credits between the team as advised.

When a Licensee leaves the organisation;

A practitioner who has been trained to administer CareerEQ assessments will carry that training and knowledge of the assessments with them if they leave. Upon leaving the organisation they will need to release the assessment credits on their portal to others in the team and resubscribe under a different employer or as their own entity.

CareerEQ as a Vendor: When registering for training practitioners who are employed by an organisation paying for the training will be asked to organise for CareerEQ to be a vendor in their organisation's Accounts Payable system and provide the primary contact details for invoice approval.

Terms of Trade and late payments: Payment on all invoices must be made within 10 days of the invoice date. Late payment may be subject to a 20% penalty.

Split invoices for larger bundles: If a practitioner or team would like to purchase 50 or 100 credits but would rather not pay the total amount at once we can split your invoices and spread them out over 2 or 3 payments. This will need to be arranged with CareerEQ Practice Manager.



GST as an Independent coach: When registering for training please provide your GST number If you are GST registered.

Privacy and contracting:

While CareerEQ has a growing community of licensed practitioners we respect their privacy and so the identity of our licensed coaches will not be disclosed without their permission to have their Information shared. CareerEQ's [Privacy Policy](#) applies.

Licensee contract:

Upon creation of the licensed practitioner's login onto the assessment platform, they agree to the terms of trade and conditions of use as above. Any breach of these conditions could result In the practitioner losing their license to use the CareerEQ assessments.

We value all feedback and will continue to develop our career resources to support the great work done by our licensed practitioners. In every respect CareerEQ Is here to serve and support the career Industry and the populations they support.

Thank you for being part of CareerEQ's career assessment journey.

He waka eka noa – we are all in this canoe together.

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