NATA Portal - Technical Assessor Reference Guide

Acknowledging Continuing Assessor Competency

As part of our commitment to maintain the highest standards of service and compliance, NATA continuously seeks to ensure that our peer review process is supported by our Volunteer Technical assessors with the most current and relevant expertise in their respective fields.

Periodically, all our Technical Assessors will be requested to acknowledge the up-to-date status of their competency as a NATA technical assessor. TA's will receive a reminder from the portal every 2 years to perform this action and will be able complete it within the NATA portal using the steps below:

- 1. Once you have logged in to the NATA Portal, click on your profile name at the top right corner of your screen.
- 2. A dropdown as shown below will appear, click View Profile.
- 3. You will then be directed to your Profile Page where you will be able to see all your profile information including a blue button 'Continuing Assessor Competency' as shown below in the picture.



		₿ (Aish Mick Technical Assessor ~
	Mark Profile is up to date	Edit Profile onfirm profile details and v	Change Password
Competency Details			
	View Competenci	es	
If additions to your competency	are required, please refer to the Service Desc	riptor documents located i	n Useful Resources
	Continuing Assessor Cor	npetence	

4. Click on the 'Continuing Assessor Competency' button, the system will load a pop window with few options to select and acknowledge how technical competency has been maintained.

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- 5. Select the appropriate options and click on 'Submit' button, you must select at least one option.
- 6. As soon as you submit your acknowledgment, the 'Continuing Assessor Competency' button will be updated with when its next due as shown is the pic below:

		<i>R</i>	Aish Mick Technical Assessor
	Mark Profile is up to date	Edit Profile	Change Password
	To Mark Profile up to date. Please o	onfirm profile details and v	iew and confirm competencies.
Competency Details			
	View Competencie	es	
If additions to your competency a	re required, please refer to the Service Desc	riptor documents located i	n Useful Resources
	Continuing Assessor Con Maintenance of technical knowledg Next due on: 27/03/2026	e and skills	

7. When you are approaching the due date, an automatic notification will be generated from the system to remind you to complete the acknowledgement again.