

# REAL News

Newsletter for Careerforce Registered Assessors

October 2016



Welcome to the October newsletter for Careerforce Assessors. In this issue we discuss the important Moderation process as well as MyPath Forums. We also list the upcoming REAL Assessor training and peer moderation workshops. Also remember that you can access archive copies of this newsletter on the Careerforce website.

## 2016 Moderation

We are now into the last few months of 2016 and some of you still need to participate in annual moderation. Our five year moderation plan identifies the unit standards to be moderated in any given year and is located [here](#). We ask that you submit moderation samples based on this plan.

### Moderation Process

- Please select three samples of an individual unit standard identified in the 5 year moderation plan that you have assessed in the last 12 months. If you are unable to

submit samples from the plan, any three samples that you have assessed in the last 12 months can be accepted. When submitting integrated assessment material that your organisation has developed, please send the whole assessment. Don't try to separate out individual unit standards.

- Photocopy the assessments and any associated documentation
- Submit your moderation either via:  
Email: [moderation@careerforce.org.nz](mailto:moderation@careerforce.org.nz)  
Post: Careerforce, Level 1, 189 Willis Street, P O Box 2637, Wellington 6140

**[VIEW ALL PEER MODERATION WORKSHOPS AND REGISTER](#)**

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## MyPath Forum

Not familiar with **MyPath**? [Click here to find out more...](#)

### **What is a discussion forum?**

A discussion forum is an area within MyPath where information can be shared. You can ask questions, provide support and get to know your fellow assessors.

### **Who's in the forum?**

We have two forums that you may have access to.

#### *1. Assessor Support Forum*

Every assessor who has access to MyPath has access to this forum. Our CWAs and Learning and Engagement Advisors (LEAs), Ifi and Fiona, also have access.

#### *2. Assessor Support Forum (Apprenticeships)*

Every assessor who is assessing apprentices has access to this forum as well as the above forum. Our Apprenticeship Advisors and LEAs also have access.

### **When should I use the forums?**

The forums are a great way of sharing your successes and struggles. Perhaps you've come across something you are struggling with. This could be an assessment question, some functionality in MyPath or a training issue. Chances are another assessor or one of our LEAs can help. We encourage you to ask questions and answer questions others have posted.

### **Where will I find the forums?**

On your MyPath dashboard you will have an "Assessor Support" module. Click on it and then scroll down to Discussion Forums and click the link.

## Reporting results from MyPath

This is a reminder that if you are marking assessments in MyPath, you DO NOT need to enter them in iPortal. MyPath will automatically report the results for you! How easy is that?

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## REAL assessor training workshops - November

These REAL assessor workshops will help you build on your knowledge and skills in assessment. Use the Careerforce REAL model for respectful, efficient, applied and living training and assessment. **Observers are very welcome to attend these workshops as well.**

More information about REAL Observers can be found [here](#).

### What past attendees have said

*“Our trainees ask us why they have to repeat work that they have already done in their Orientation and other competencies. This way they won’t have to.”*



Location	Date	Venue
Wairarapa	3 November	Glenwood masonic Home
Wellington	8 November	Careerforce
Christchurch	9 November	Careerforce
Auckland Central	10 November	Parnells on the Rose Garden
Kapiti	17 November	Parkwood Trust

To see the full schedule for 2016, an overview of the workshops plus details on how to register via the website, please click the link below:

**[VIEW ALL REAL ASSESSOR TRAINING WORKSHOPS AND REGISTER](#)**

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## PEER moderation workshops - November/December

We also encourage our assessors to enrol in a Careerforce Peer Moderation workshop and invite you to attend one near you. See below for details.

Location	Date	Venue
New Plymouth	15 November (morning)	FEATS
New Plymouth	15 November (afternoon)	FEATS
Auckland West	17 November (morning)	Anne Maree Gardens

Auckland West	17 November (afternoon)	Anne Maree Gardens
Lower Hutt	6 December (morning)	Access Homehealth
Lower Hutt	6 December (afternoon)	Access Homehealth
Kapiti	7 December (morning)	Kapiti Retirement Trust
Kapiti	7 December (afternoon)	Kapiti Retirement Trust
Wellington	8 December (morning)	Careerforce
Wellington	8 December (afternoon)	Careerforce

To see an overview of the workshops and details on how to register via the website, please click the link below:

**[VIEW ALL PEER MODERATION WORKSHOPS AND REGISTER](#)**

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## Assessor Hub Meetings - November

Assessors may also benefit from attending a regional Assessor Hub Meeting. These are short meetings to share information and network with other assessors in your area.

Taranaki Assessor Hub Meeting	10 November 9.30am -11.30am	Summerset Mountain View, New Plymouth
Palmerston North Hub Meeting	17 November 9.30am -11.30am	Easie Living, Palmerston North
Kapiti Assessor Hub Meeting <i>(nb This is followed by a REAL workshop)</i>	17 November 9.00am -10.00am	Parkwood Trust, Waikanae

**[REGISTER FOR AN ASSESSOR HUB MEETING](#)**

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## Assessor Newsletters

These Assessor Newsletters are sent to all registered assessors and are now archived on the Careerforce website. Archive copies can be downloaded [here](#). If you are a new Careerforce Assessor you may want to check them out!



## Thank you

As always, we do appreciate all the support and guidance you give to your trainees. If you have any questions, please don't hesitate to contact us. Please also use this email address to request Assessor Guides.

Phone: 0800 277 486

Email: [assessor-admin@careerforce.org.nz](mailto:assessor-admin@careerforce.org.nz)



Enabling workplace training

You are receiving this email because you are a Careerforce Registered Assessor.