

REAL News

Newsletter for Careerforce Registered Assessors

January 2017



Welcome to 2017 and our first newsletter for the year. In this issue we introduce the new portal tool for viewing and submitting trainee information. We also highlight the process of Moderation - a function that is especially important at this time of year. We list upcoming assessor workshops and give you an opportunity to register for these events.

portal - New and improved

The new portal will go live soon. In our last issue we described how the portal will make it easier to manage your trainees, submit results and give access to the latest assessor guides within your scope. Here are some of the expected changes and new features:

ROA Page – renamed Trainee Record

- Default filter now only shows trainees that are currently enrolled or have completed/withdrawn in the last 14 months.
- More trainee detail is provided on the page (e.g. middle and preferred names, NSN & DOB).
- Progress report has moved closer to the top of the page and less clicking is needed to run the report.

Enter Result page

- Easier access from the main menu.
- Text searching for trainees is easier.
- No longer have to enter preceding zeroes for units with less than 5 digits (e.g. 5012).
- Will not allow you to enter results for expired unit standards if date is after expiry.
- If you leave the page without submitting your results – it will save them in the submission table.

New features

Enter Result Page – Copy Result button - Saves your time on data entry by copying values. You just need to change the trainee or unit standard/version when entering.

Assessor Scope page - Assessor Guides - Latest version of assessor guides are now available as PDFs on your assessor scope page.

Assigned Trainees – new page - Shows the trainees that are assigned to you directly, for contracted/mobile assessors.

We will give you more information when the portal goes live.

Your Annual Moderation for 2017 Consistency and meeting Industry Standards

Careerforce sets the National standard for consistency in assessment. We need to ensure that assessment decisions are fair and consistent between trainees and between assessors. Moderation is critical in helping to ensure assessors meet industry standards and achieve this consistency.

IMPORTANT

All Careerforce Assessors are required to go through an annual registration review. Part of this

review is to ensure that each assessor successfully participates in annual moderation.

We require 3 assessment samples for moderation each year. Please select three samples from a unit standard identified in the 5 year moderation plan (located [here](#)) that you have assessed in the last 12 months. If you are unable to submit samples from the plan, any 3 samples that you have assessed in the last 12 months can be accepted. If you are submitting integrated assessment material that your organisation has developed, please send the whole assessment. Don't try to separate out individual unit standards. Please complete the Moderation Cover Sheet [here](#) when you have chosen your samples. Our moderation team may request additional random samples throughout the year.

The peer moderation workshop schedule for March is listed below. Please register for one in your area. Alternatively, moderation can be completed by post or email. If this is your preference, please either email your moderation samples to moderation@careerforce.org.nz or post to: Careerforce, PO Box 25-255, Christchurch 8144 Attn: Support Services Coordinator.

We are asking all assessors who are due to be reviewed in the first half of the year, to submit your moderation samples no later than 30 June 2017. If you are due to be reviewed in the second half of the year, we ask that your samples be submitted no later than 31 October 2017. We'll contact you individually as your registration is due to be reviewed.

Further communications from our National Moderators will soon be coming your way.

REAL assessor training workshops - February/March 2017

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
Wellington	14 February	Careerforce
Christchurch	15 February	Careerforce
Auckland	16 February	Pacific Homecare

Wellington	14 March	Careerforce
Christchurch	15 March	Careerforce
Auckland	16 March	Parnells on the Rose Garden

To see the full schedule for 2017, an overview of the workshops plus details on how to register via the website, please click the link below:

[VIEW ALL ASSESSOR TRAINING WORKSHOPS](#)

PEER moderation workshops - March 2017

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
Whangarei	7 March (morning)	Distinction Whangarei
Whangarei	7 March (afternoon)	Distinction Whangarei
Kerikeri	8 March (morning)	Kerikeri Retirement Village
Kerikeri	8 March (afternoon)	Kerikeri Retirement Village
Auckland South	9 March (morning)	TBA
Auckland South	9 March (afternoon)	TBA
Auckland Counties	10 March (morning)	TBA
Auckland Central	21 March (morning)	Parnells on the Rose Garden
Auckland Central	21 March (afternoon)	Parnells on the Rose Garden
Auckland North	22 March (morning)	Parklane Motor Inn
Auckland North	22 March (afternoon)	Parklane Motor Inn
Auckland Rodney	23 March (morning)	TBA
Auckland West	28 March (morning)	TBA
Auckland West	28 March (afternoon)	TBA
Auckland Central	29 March (morning)	TBA

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Assessor Hub Meetings

Careerforce Assessor Hub meetings allow assessors from one region to come together and join the discussion, share ideas and support each other. Meet our staff and become familiar with our resources.

Location	Date	Venue
Wellington/Lower Hutt	21 February (morning)	Petone Library Meetings Room
Wairarapa Assessor Hub	23 February(morning)	Glenwood Masonic Hospital, Masterton

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



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