

REAL News

Newsletter for Careerforce Registered Assessors

June 2017



Welcome to the June issue of REAL News. This month we give you links to user guides for the MyPath online Learning and Assessment tool which we hope you'll find helpful. We also introduce the 2017 Careerforce Workforce Development Conference and the Training Excellence Awards which we're running for the first time this year. Moderation is a mandatory requirement of being an assessor and so to help assessors' understanding, we've listed what's required in this important role.

MyPath Online Learning and Assessment Tool

We now have User Guides for those of you who are assessing using MyPath and we hope you'll find these helpful. Resources can be downloaded here:

[MyPath User Guide for Assessors](#)

[MyPath User Guide for Trainees.](#)



Careerforce Workforce Development Conference – Registrations now open!

We're back with the conference that pulls together thought-provokers, sector experts and passionate leaders. The Careerforce Workforce Development Conference 2017 is now open for registrations.

The theme for this year's conference is '**Co-design | Leadership | Success**'. It'll be held at Te Papa, Wellington from 7 - 8 August 2017. The Conference addresses the opportunities for co-design that exist within and between sectors. We'll highlight successes that have occurred as a result of co-design and collaboration and look at leaders in co-design and leaders of tomorrow.

We've invited representatives from political parties to take part in a panel discussion. Hear from them first-hand what approaches and policies they have planned which will impact your workforce. Visit the [Careerforce website](#) for the full programme and to register to take advantage of the Early Bird rates.

Careerforce Training Excellence Awards

We're pleased to launch the Careerforce Training Excellence Awards. The Awards recognise employees and employers who are committed to training, workforce development, and in making a difference in the lives of New Zealanders. Applications are open from now until 30 June. Finalists will be announced in mid-July and the winners will be announced at the Conference Dinner on 7 August.

Nominate your superstar trainees and apprentices, and your organisation. To find out how to nominate, please visit the Careerforce website: www.careerforce.org.nz/awards/



Careerforce Workforce Development Conference
CO-DESIGN | LEADERSHIP | SUCCESS

 **Registrations Open**
7-8 August 2017
Te Papa, Wellington

Careerforce Training Excellence Awards
Applications open now until
30 June 2017

REAL Assessor training workshops - July 2017

It's been our goal to have all assessors attend these training workshops. If you've already attended a REAL Assessor training workshop, there is no need to attend again.

For those who haven't attended a workshop, please look at the schedule below. It'll 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

"Thinking about our workplace evidence in this way is a light bulb moment for us."

"I feel inspired to go back to work and try out this approach"



Location	Date	Venue
Wellington	11 July	Careerforce, Wellington
Timaru	11 July	The Grosvenor Hotel
Christchurch	12 July	Careerforce, Christchurch
Auckland	13 July	Parnells on the Rose garden
Hamilton	19 July	Distinction Hamilton Hotel
Tauranga	20 July	The Tauranga Club

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](#)

Annual Moderation for 2017

Thank you to those of you who have taken the time to participate in Moderation this year. As you'll appreciate Moderation is a mandatory requirement for you to remain registered as an assessor.

For those of you who haven't been moderated, we encourage you to do this as early as possible to ensure you remain registered. This year, we're running more workshops for you to choose from at more locations to reduce your travel time. Please register early to avoid us having to cancel workshops due to low numbers. See the list of upcoming workshops below or see the full schedule [on our website](#): Please register for one in your area.

All moderation must be completed through either peer moderation workshops or postal moderation which must be with us no later than 31 October each year to avoid significant delays in processing.

Moderation requirements:

- Moderation is a mandatory requirement to remain registered as an assessor.
- All new assessors are encouraged to attend a peer moderation workshop in the first year of assessing.
- New assessors must send the first three assessments to the National Moderators.
- Assessors seeking a scope extension must send the first three assessments from the new scope to the National Moderators.
- A minimum of 3 assessments must be submitted every year and at the earliest date possible during the year, preferably including a mix of different assessments where possible.
- Assessments covering units on the 5-year moderation plan should ideally be used, but if you have not assessed any of these, just send what you have assessed.
- Samples must be current and no older than 6 months since completion. Ideally these will be sent within a month of completion.
- Moderation samples must be with the National Moderators at least two months before your registration renewal date.
- If you use an integrated assessment that contains more than one unit, this counts as one sample. Do not break up these assessments but send the whole assessment.
- Assessments for moderation can be sent by email or posted throughout the year and you don't

have to wait to send in three samples together. Send to Careerforce, Level 1, 189 Willis Street, Wellington 6140.

- Samples must have a Moderation Cover sheet attached and all evidence and materials must be attached. [The Moderation Cover sheet can be found here.](#)
- On scanned or photocopied assessments, it may be difficult to see which is the trainee's work and which is the assessor's work. Please ensure samples are clear and legible.
- Please make sure both sides are scanned. Assessments must be complete and any incorrect copying, scanning, or assembly of materials will cause delays in processing.
- A completed assessment result page must be included for every assessment. Without this page, the assessment is not complete or signed-off by the assessor and will not be processed.
- Random sample requests may also be made during the year for various reasons. These will be made close to the date on which you entered a result into i-portal. You have 14 days to get a random sample to the National Moderators.
- You're welcome to send in additional samples at any time if you would like feedback or advice to help you.

If you have any questions, difficulties, or need clarification about what you need to do, please call us directly on 800 277 5401 or email moderation@careerforce.org.nz. We are here to help and support you in your assessor role.

PEER moderation workshops - July 2017

We invite you to attend a Careerforce Peer Moderation workshop near you. See below for details.

Location	Date	Venue
Kerikeri	3 July (morning)	Kerikeri Retirement Village
Kerikeri	3 July (afternoon)	Kerikeri Retirement Village
Whangarei	4 July (morning)	Distinction Whangarei
Whangarei	4 July (afternoon)	Distinction Whangarei
Manukau	5 July (morning)	Future Skills Academy
Manukau	5 July (afternoon)	Future Skills Academy
Takapuna	6 July (morning)	TBA
Takapuna	6 July (afternoon)	TBA
Whangaparoa	7 July (morning)	TBA

Auckland East	26 July (morning)	TBA
Auckland East	26 July (afternoon)	TBA
Parnell	27 July (morning)	Parnell of the Rose Garden
Parnell	27 July (afternoon)	Parnell on the Rose Garden

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

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

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

