

# REAL News

Newsletter for Careerforce Registered Assessors

November 2017



Welcome to the November 2017 issue of REAL News. In this issue we remind assessors about the importance of participation in moderation. The Tertiary Education Commission also requires that assessment results are reported by 31 December 2017. A handful of REAL assessor workshops and Peer moderation workshops have been scheduled over the next few weeks. We encourage you to register now to ensure you don't miss out.

## Annual Moderation

We would like to thank those of you that have submitted your moderation samples for 2017.

We are still working our way through a number of samples and should have your moderation reports to you soon. If you have not yet sent your samples, please do so as soon as possible. It is an annual requirement and may impact on your registration being extended for another year.

Please select three samples of an individual unit standard identified in the 5 year moderation plan ([located here](#)) that you have assessed in the last 6 months. If you are unable to submit samples from the plan, any three samples that you have assessed in the last 6 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 ([located here](#)) when you have selected your samples.

Please either email your moderation samples to [moderation@careerforce.org.nz](mailto:moderation@careerforce.org.nz) or post to: Careerforce Level 1 189 Willis Street Wellington 6140 Attn: National Moderators.

## Report Assessment results by 31 December 2017

As 2017 is quickly coming to an end, we'd like to remind you that the Tertiary Education Commission (TEC) requires a minimum of 10 credits per trainee be registered each calendar year that your trainees are enrolled. These credits should be reported by 31 December 2017. Please contact us if we can assist you.

## REAL Assessor training workshops

For those who haven't attended a workshop, please check out the schedule below. Attending a workshop will help you build on your knowledge and skills in assessment. It will help you 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	14 Nov	Careerforce, Wellington
Timaru	14 Nov	Comfort Hotel Benvenue
Christchurch	15 Nov	Careerforce, Christchurch
Auckland	16 Nov	Pacific Homecare
Dunedin	21 Nov	Edgar Centre

To see 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

We invite you to attend a Careerforce Peer Moderation workshop near you. Here are the final Peer moderation workshops for this year. See below for details.

Location	Date	Venue
Henderson	15 Nov (morning)	Lincoln Green Hotel
Henderson	15 Nov (afternoon)	Lincoln Green Hotel
Manukau	16 Nov (morning)	Future Skills Training
Manukau	16 Nov (afternoon)	Future Skills Training
Lower Hutt	21 Nov (morning)	Laura Fergusson Trust
Lower Hutt	21 Nov (afternoon)	Laura Fergusson Trust

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\*\*](#)

## 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)



