

# Careerforce Moderation Quick Reference

## Introducing the Careerforce National Moderators

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The Moderation team is responsible for the quality checking of all workplace and contract assessors, education providers using our unit standards, and pre-moderation of new Careerforce assessments. The team is based in the Wellington Careerforce office, and can be contacted on 0800 277 486 or via email: [moderation@careerforce.org.nz](mailto:moderation@careerforce.org.nz)

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## How often do I get moderated?

Moderation must be completed every year. Assessors must supply a minimum of three assessments each calendar year to retain their assessor registration.

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## What do I provide for annual moderation?

Have you assessed any units from the Careerforce 5-year plan?

If YES, Include 3 samples of these.



Include a minimum of 3 assessment samples per year.



If not, just include samples of assessments you have done.

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## How old can samples be?

Must be from the current calendar year and preferably under 3 months old.

## Integrated Assessments?



Some assessments cover 2 or more unit standards e.g. 28350, 28351, 28352, 28353.

An integrated assessment counts as ONE sample, regardless of how many unit standards are covered. Do not break up integrated assessments. Send the entire assessment.

Some organisations use their own assessments which cover large parts of qualifications in modules or booklets and which may take months for a trainee to complete. Examples include Bupa, Idea Services, HHL, DHBs etc.

If you use large integrated assessments that incorporate multiple units, please send in the whole assessment when completed. Do not break up the assessment into its individual units. We will moderate the whole assessment, not the individual units. Contact [moderation@careerforce.org.nz](mailto:moderation@careerforce.org.nz) if you are unsure.

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## When should moderation be completed by?



All moderation samples must be with the National Moderators before 31 October each year.

You can post or email samples of assessments at any time before this. You don't have to wait until you have three samples to send together, especially if you only have a small number of trainees. You can send in single assessments as you complete them. You can also send extra samples at any time if you would like feedback or help from the National Moderators.

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## How long do I need to keep assessments?

One-year programme assessments must be retained for one year. For programmes longer than 12 months, e.g. apprenticeships and diplomas, the requirement is 2 years. This is an NZQA national requirement of all training providers and Industry Training Organisations.

Workplace assessors are responsible for retaining a copy of all assessments they complete. These must be made available on request from NZQA or Careerforce.

Assessments must be held in secure storage for privacy reasons. Scanned electronic copies are acceptable and this saves assessors from storing paper copies.

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## Can I return assessments to my trainees?

No. Assessments belong to the assessor as the tools by which they determine trainee competence. Because workplace trainees are working at different paces through their qualifications, assessments are not to be returned to trainees until they graduate to avoid trainees sharing marked copies.

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## Assessor registration requirements?

You must complete moderation **before** your annual assessor registration expires to remain an assessor. Aim to do this **at least two months** before your re-registration date to ensure we can complete moderation and processing in time to allow you to continue assessing.

If you have no trainees and no assessments for moderation, please let us know so we can give you the best advice.

**Enquiries about assessor registration should be sent to** [assessor-admin@careerforce.org.nz](mailto:assessor-admin@careerforce.org.nz)

If you are due for reregistration, we will remind you two months ahead of that date. If you do not complete moderation before your registration expires, your assessment results will automatically be put on hold and your registration suspended unless you have contacted us to discuss your situation.

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## New assessor requirements?

You must submit an assessor application for approval before completing your initial assessor training course to gain unit standard 4098.

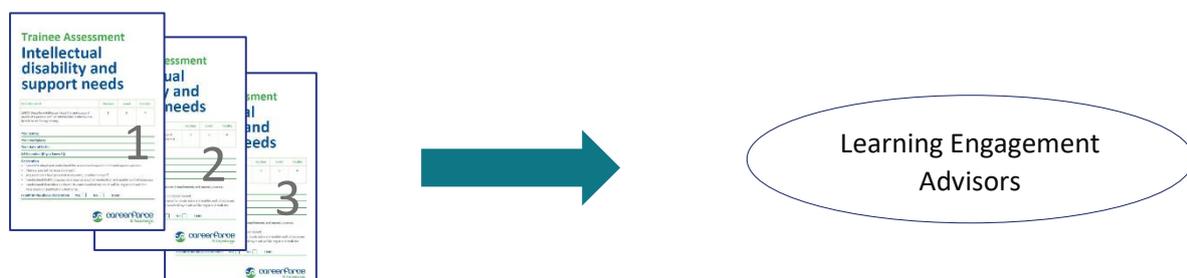
If you have gained unit 4098 through an external training provider, you must also attend a one-day REAL Assessor Workshop with Careerforce.

When you complete this through a Careerforce Initial Assessor Training Course (IAT), REAL is integrated into this course so you do not need to attend the extra day. From 2019, all new assessors must complete a Careerforce Initial Assessor Training course.

Following the REAL Assessor Workshop, or on completion of the Careerforce Initial Assessor Training Course, you must complete and send in your **first 3 assessments within 3 months** to the Learning Engagement Advisor who is the trainer for your course.

These will be moderated to give you feedback and help you to get familiar and confident with the assessment process.

Assessment results will be put on hold in our system until your first three assessment have been moderated.



After this initial moderation, new assessors must attend a peer moderation workshop within the first year of assessing. This will help you understand more about the process and to learn tips from other assessors.

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## Extension to assessor scope?

Assessor scope is the range of unit standards that you are approved to assess. Sometimes, you may require additional scope to meet the needs of your trainees and employer. An application form is required for every scope extension.

You must submit your first three assessments of units from a scope extension for moderation even if you have already completed your annual moderation. We will help you with feedback and advice when assessing a new subject.

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## How do I complete moderation?

You have options for completing your annual moderation to suit your availability and work situation:

### Peer Moderation Workshops

The schedule of workshops is available on the Careerforce website:

<https://www.careerforce.org.nz/peer-moderation-workshops/>

We offer workshops between March and October throughout the country where you can bring along assessment samples and have them peer moderated. The workshops are great to network with other assessors and to learn from each other. A National Moderator will facilitate and answer your questions. A certificate of attendance is issued as part of your professional development needs for your workplace.

### Organisation-specific moderation workshops

If your organisation has a group of assessors, talk to us about arranging an annual peer moderation workshop at your workplace.

**Post or Email** your samples to us at any time. Either:

- Post to the National Moderators, PO Box 2637, Wellington 6140, or
- Scan and email us at [moderation@careerforce.org.nz](mailto:moderation@careerforce.org.nz)

Ensure that you attach a moderation coversheet with your assessments and use the checklist to include all relevant materials with your samples.

### On-line Aka Toi Moderation

Email [moderation@careerforce.or.nz](mailto:moderation@careerforce.or.nz) to advise that you have a sample/s for moderation. For each assessment that you want moderated, please tell us the trainee name and module name or unit standard name.

We can now moderate your assessments online without you needing to print everything off. You will still need to print samples if you want to bring these to peer moderation.

When supplying moderation samples of Ala Toi assessments, you must ensure that the **complete assessment** is available, i.e. theory tasks completed and marked, practical observation/verification forms and any supporting evidence are uploaded into Aka Toi.

### **Validation Moderation**

Please discuss with the National Moderators. For some organisations, such as those using marae-based or wananga learning, moderators will attend assessment events and work alongside assessors to moderate the assessments in action.

This enables the moderators to capture the full context in which the assessment occurs.

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## Specific sampling requests?

You may receive a request from Careerforce for samples of a specific unit standard shortly after entering a result via i-portal or Aka Toi. These requests are to meet external NZQA requirements or to help us to evaluate a unit standard or an assessment to ensure that it is working as intended.

Samples that you provide for these requests will contribute towards meeting your requirements for moderation. They may also be additional to the minimum requirements even if you have already completed moderation for the year.

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## More information?

Please visit the moderation pages on our website: [www.careerforce.org.nz](http://www.careerforce.org.nz) or ring us for personal service. The National Moderators are here to help our assessors at any time.