


# NZCALNE (Voc) Assessment 7

## Guidance for Supervisor or Verifier Comments and Checklist

What does the supervisor or verifier need to do?  **Read first**

If you are the supervisor or verifier for someone completing the NZCALNE (Voc), you need to discuss the review questions with the candidate and record your comments. You can use the template on the following page or adapt to your own purposes as you need. 

Collaboration between the candidate and you to review teaching delivery is one of the requirements of the NZCALNE (Voc). It's also good teaching practice. We can't sign off on the whole qualification unless we have some evidence of this.

For our purposes, a supervisor may include any of the following:

- The tutor's direct manager or programme leader.
- A colleague that is acting as study support person.
- Someone in management that has already acted as a supervisor or verifier for another part of this training and qualification.

## What's covered?

To sign off the final assessment task, we need evidence that tutor and supervisor have reviewed the teaching and facilitation in several areas. The best way to think of these is in regards to three reflective questions:

- What are their strengths?
- What are some potential improvements for future delivery?
- How does any of this inform planning for the candidate's professional development?

This review should be a friendly collaboration and two-way conversation. It could include teaching observation evidence, but it doesn't have to. It's not a performance review for internal promotional or salary review.

## What do I have to do?

As their supervisor, we expect that you are already aware that the candidate is completing this qualification. You may have already verified your portfolio evidence for other parts of the course.

It's the candidate's job to:

- Make the arrangements to meet with you.
- Provide any evidence or assessment material you may wish to see in relation to this final assessment task or any part of the programme..
- Provide you with an electronic copy of the Supervisor or Verifier Comments and Checklist template.
- Negotiate how and when this template is completed by you.
- Return the completed template to us as part of their supporting evidence for this final assessment task.

As supervisor or verifier, it's your job to provide us with:

- Your contact details including email and phone.
- Details of when this review took place
- Brief summary comments relating to the three reflective questions. As a guide, you might write one or two concise paragraphs totalling about 100 words for each of these. We won't be counting words. Quality here is more important than quantity so feel free to keep it brief.
- Your signature and date of signing at the end.

# NZCALNE (Voc) Evidence Assessment

## Collection 7 - AFTER you teach

### Instructions

1. Fill in all details below for candidate and verifier or supervisor.
2. Read and respond to all statements.
3. If you want to, you and your verifier can complete everything electronically except for the final page which needs signatures.
4. Print, sign and date the final page. Ask your verifier to sign as well. Then scan and email us the signed attestation page as well as the completed document.
5. Upload or email us your portfolio evidence for this collection. You can add as many pieces of evidence as you want to.

### Candidate details

Full Name:

Organisation:

Date of birth:

NSN (if known):

Email:

Mobile Ph:



Candidate should fill in their own details here

### Verifier or supervisor details

Full Name:

Organisation:

Position:

Email:

Phone:

Mobile Ph:




Fill in your details here as the candidate's supervisor or verifier

## Work completed

The candidate has completed the following assessments (delete any that do not apply).

1. ✓ CONTEXT
2. ✓ APPROACHES
3. ✓ DEMANDS
4. ✓ STRATEGIES
5. ✓ BEFORE
6. ✓ TEACHING
7. *In progress* - AFTER

You don't have to do anything here.  
This indicates where the candidate should be up to in the programme




## Review of facilitation

This conversation should relate to the teaching that the candidate delivered and used as their assessment evidence for the last assessment - Collection 6.

When did you collaborate on this review?

Our conversation took place on...

Add brief details of where and when the review took place




What are their strengths?

One strength is...

Another strength...

Add 1 or 2 paragraphs summarising what you see as the candidate's strengths




What are some potential improvements for future delivery?

One possible improvement could be...

Another potential improvement relates to...


Add 1 or 2 paragraphs summarising possible improvements



How does any of this inform planning for the candidate's professional development?

In terms of future professional development...

Summarise any possible next steps for professional development. These can be informal or formal



## Verifier or supervisor

The information here is correct to the best of my knowledge. I have reviewed the candidate's teaching and any relevant evidence.

Sign it



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*Verifier or supervisor signature*

Date it



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*Date*