

# Credit reporting form

Please report credits to Skills Active within one week of the Trainee Assessor completing their assessment.

If you are reporting credits through the portal, please complete the 'Office use only' section stating the date you reported credits, and your signature.

If you are **not using the portal**, send this form (along with the *SAM Confirmation of Active Assessor Assessment form*) to:

- assessors@skillsactive.org.nz, or
- Skills Active, PO Box 2183, Wellington 6140.

Trainee Assessor information																					
Full name																					
Workplace																					
Date of birth																					
NZQA number	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>							-													
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Assessment information				
Module	Active Assessor			
Unit	Name	Level	Credit	Result
4098	Use standards to assess candidate performance (v6)	4	6	
11281	Prepare candidate(s) for assessment against unit standards (v5)	4	3	
18203	Verify evidence for assessment (v5)	4	3	

SAM information	
Full name	
Signature	
Date	
Office use only: Credits entered on ...../...../..... by: ..... <input type="checkbox"/> Via portal	