

# Reporting credit

Once you have graded a learner's evidence, please refer to the matrix to check when you can report achievement of the unit standard:

- within the assessor only section online

### Credit reporting

Once all assessment has been completed you need to download and complete the following outcome forms for your records.

These are the learner's record of assessment and final result. They can also be used to report the credits for the learner if you cannot report them via your portal.

To report credit for a learner, log into your assessor portal and report the credits electronically.

-  Report credit
-  Assessment outcome forms
-  Assessment matrix

- or your assessor guide.

## Poukapa aromatawai

### Assessment matrix

This matrix shows which assessment tasks relate to each performance criteria in this unit standard.

Unit standard	22772
<b>Exercise principles assessment</b>	
Q1	1.1
Q2	1.1
Q3	1.2
Q4	1.2
Q5	1.3
Q6	1.4
<b>Choreographic principles assessment</b>	
Q1	2.1
Q2	2.2
Q3	2.3

REPORT US 22772

### Reporting credit

Once you have marked the learner's assessment as competent and these boxes in the online progress bar turn green, you may report credit for unit standard **22772 (v2)**.

The online assessment and learning platform does not report achievement to Te Mahi Ako. To do this you need to return to your assessor portal and click on the learners to assess tab. When this page loads, it will only show one unit standard per person.

To see all of the unit standards for a learner, click on the see more button.

TRAINEE	WORKPLACE	MODULE	UNIT	STANDARD	ASSESSMENT DATE	ACHIEVED	
A K	Leisure Centre	Pool &	Facility Operations (Level 4) (Online)	31145	Operate, maintain, and recommend acquisition of, facility resources and spaces to meet the needs of users	<input type="checkbox"/>	<a href="#">see more</a>
S G	Aquatic Centre		Facility Operations (Level 4) (Online)	31145	Operate, maintain, and recommend acquisition of, facility resources and spaces to meet the needs of users	<input type="checkbox"/>	<a href="#">see more</a>

Only standards which have not yet been assessed will show here too. To report the credit follow these steps:

1. Enter an assessment date for the unit standard you want to report.
2. Tick the achieved box.
3. Select save.

TRAINEE	WORKPLACE	MODULE	UNIT	STANDARD	ASSESSMENT DATE	ACHIEVED	
A K	Leisure Centre	Pool &	Facility Operations (Level 4) (Online)	31145	<input type="text"/> 	<input type="checkbox"/>	<a href="#">save</a>
A K	Leisure Centre	Pool &	Facility Operations (Level 4) (Online)	29847	<input type="text"/> 	<input type="checkbox"/>	<a href="#">save</a>

Repeat this action for all of the unit standards you want to assess for the learner. To go back to the list of all learners click on the X in the search box.

