

19 March 2001

RE: PIPTA MODERATION MEETINGS FOR 2001

Dear PIPTA Member,

Hope you are having an enjoyable year, as you will be aware our annual PIPTA moderation meeting is set down for August. To ensure your institute meets its accreditation requirements for the Horticulture ITO moderation action plan, you need to attend either meeting;

North Island meeting on Thurs 23rd & Fri 24th of August at Waiariki Polytechnic, Rotorua, or the South Island meeting on Thurs 30th & Fri 31st of August at Christchurch Polytechnic, Christchurch.

Both meeting are planned to start at 10.30 am.

These are the units PIPTA has selected for moderation in 2001. You will be required to bring evidence for at least **three** of these units;

- 814 DKO elementary plant propagation.
- 815 Propagate plants from seed.
- 829 Use correct botanical nomenclature when writing plant names.
- 5 Check & drive a basic wheel tractor.
- 10091 Drive wheel tractors & implements on flat terrain.

If you want to select units not on the list you can, please let me know and I will try to arrange a moderator for you. We will want suggestions of units to be moderated in 2002.

You need to bring the following evidence:

- * Assessment Activity (a copy of assessment activities e.g. tests, projects),
- * Assessment Schedule (expected student answers e.g. model answers),
- * Judgement Statements (the number or quality of answers required),
- * Sample Assessments (a minimum of three samples). NOTE: If you have more than 12 students you need to bring 3 samples for each unit, if less than 12, bring 2 samples).

We are in the process of developing a combined Hort & Ag moderation form that I will send you as soon as it is ready.

For accommodation at Rotorua details contact; Geoff Blackwell, telephone 07 346 8940 or fax 07 346 8967 or e-mail blackweg@waiariki.ac.nz . For South Island meeting you need to organise accommodation individually.

I will contact you again later in the year, now get out there and start gathering your evidence!!

Yours faithfully

Jeff Wilson
Telephone: 09 274 6009 ext 7100
Email: jeff.wilson@manukau.ac.nz

3 July 2001

RE: PIPTA MODERATION MEETINGS FOR 2001

Dear PIPTA Member,

Just another friendly reminder for you to continue gathering your evidence for the annual PIPTA moderation meeting in August. To ensure your institute meets its accreditation requirements for the Horticulture ITO moderation action plan, you need to attend either meeting;

North Island meeting on Thurs 23rd & Fri 24th of August at Waiariki Polytechnic, Rotorua, or the

South Island meeting on Thurs 30th & Fri 31st of August at Christchurch Polytechnic, Christchurch.

Both meetings are planned to start at 10.30 am.

These are the units PIPTA has selected for moderation in 2001. You will be required to bring evidence for at least **three** of these units;

- 814 DKO elementary plant propagation.
- 815 Propagate plants from seed.
- 829 Use correct botanical nomenclature when writing plant names.
- 5 Check & drive a basic wheel tractor.
- 10091 Drive wheel tractors & implements on flat terrain.

If you want to select units not on the list you can, please let me know and I will try to arrange a moderator for you. We will want suggestions of units to be moderated in 2002.

You need to bring the following evidence:

- * Assessment Activity (a copy of assessment activities e.g. tests, projects),
- * Assessment Schedule (expected student answers e.g. model answers),
- * Judgement Statements (the number or quality of answers required),
- * Sample Assessments (a minimum of three samples). NOTE: If you have more than 12 students you need to bring 3 samples for each unit, if less than 12, bring 2 samples).

We will be using the 2001 Hort ITO moderation form that I have enclosed.

For accommodation at Rotorua details contact; Geoff Blackwell, telephone 07 346 8940 or fax 07 346 8967 or e-mail blackweg@waiariki.ac.nz. For South Island meeting you need to organise accommodation individually.

I will see you in August, now get out there and start gathering your evidence!!

Yours faithfully

Jeff Wilson
Telephone: 09 274 6009 ext 7100
Email: jeff.wilson@manukau.ac.nz

PIPTA Moderation Minutes Report 2a

Secretary **Jeff Wilson**

Contact Address **Manukau Institute of Technology's**
Private Bag 94006
Manukau City

Date 3rd September, 2001

Telephone 09 274 6009

Fax Number 09 273 0797

Email
jewilson@manukau.ac.nz

Polytechnics Present at PIPTA Moderation Meetings
held in Rotorua & Christchurch in August²⁰⁰¹

Polytechnic Present	Units Moderated	Moderation Successful	To be Resubmitted	Contact Person(s).
Bay of Plenty Polytechnic				Wayne Canton
Christchurch Polytechnic				Hamish Kelland,
EIT, Hawkes Bay				Brent Barber
MIT, Manukau				Jeff Wilson, Dave Pufflett
NMIT				Duncan Burns
Otago Polytechnic, Cromwell				Alex Huffidine Jo Wakelin
Otago Polytechnic, Dunedin				Karen Snadden Lisa Burton
Southland IT				Lynne Warden
Tairāwhiti Polytechnic				Alastair Gordon
Taranaki Polytechnic				Spence Guthrie,
Telford				Lynne Johnston,
TOPNZ				Laurie Gallagher
UCOL, Levin				John Cudby
UCOL, Palmerston North				Major Meta
UCOL, Wairarapa				Brian McWilliams
UNITEC, Auckland				Beth Ringer,
Waiariki Polytechnic				Delia West, Grant Colbert
Waikato Polytechnic				Peter Storey,
WELTEC				David Halliday
Whitireia Polytechnic				Tony Tomlin

PIPTA Members Not Present at Moderation Meetings

26 November 2001

RE: RESUBMITTING ASSESSMENTS FOR PIPTA MODERATION

Dear,

Just another friendly reminder for you help us “close the loop” with for PIPTA moderation in 2001.

This requires you to resubmit the changes that were needed to ensure your moderation is successful.

If you or a colleague are heading to the conference bring evidence of the changes you have made, so we can get them checked off. If you are not going to conference send them to me & I will take them to conference for you.

From the minutes of our August meetings you need to resubmit the following unit(s) for moderation;

Have another look at the moderation report given to you in August to see the areas you need to complete.

Remember that it is important for your institute to complete the moderation requirements to ensure accreditation with HTO is maintained. It is also important to help us maintain an advantage over our competitors.

Contact me if you have any problems or we'll see you in Auckland.

Yours faithfully

Jeff Wilson
Telephone: 09 274 6009 ext 7100
Email: jeff.wilson@manukau.ac.nz

PIPTA Moderation Report

(endorsed by NZHITO & NZAGITO)

Unit Standard:

Version:

Training Provider:

Contact Person:

Date of Moderation:

	Yes/No	Comments
<p>Assessment Method Used; (written test, open book assessment, project, skills demonstration). Is this appropriate for this unit?</p>		
<p>Does the following evidence meet assessment criteria?</p> <ul style="list-style-type: none"> * Student assessment instructions, * Student assessment tasks, * Assessment schedule - evidence * Samples of assessments. <p>All of the above should be presented to complete moderation.</p>		
<p>Are the instructions clear?</p>		
<p>Are all the elements being assessed?</p>		

Is the assessment consistent with the unit's purpose statement / show links to the elements.		
	Yes/No	Comments
Are the special notes and range statements sufficiently covered?		
<p>Is this assessment suitable for any assessor familiar with the topic to be able to make a:</p> <ul style="list-style-type: none"> * Valid assessment in relation to the Unit? * Fair assessment in relation to the Unit? <ul style="list-style-type: none"> • Consistent assessment in relation to the Unit? 		
<p>Action Plans Required for Completion of Moderation (Essential for successful completion of moderation)</p>	<p>Recommendations to Improve Overall Assessments (Not essential for successful completion of moderation)</p>	

Moderated by: <i>Lecturer's Name(s) & Institute(s)</i>	Moderation Successfully Completed / Needs To Be Resubmitted <i>(circle applicable statement)</i>
Resubmitted Assessments Moderated by: Date : <i>Lecturer's Name(s) & Institute(s)</i>	Moderation Successfully Completed / Needs To Be Resubmitted <i>(circle applicable statement)</i>

Changes are needed to the unit standard, (Yes / No). A Unit Standard Review form has been completed, (Yes / No).