

ACCREDITATION AND MODERATION ACTION PLAN

for <SSB Name>

(version ?)

Contact

Contact name and/or designation
Standard Setting Body
Postal address
TOWN/CITY
Telephone XX XXX XXXX
Fax XX XXX XXXX
Email
Website (*optional*)

| FIELD | FIELD NAME | Domain | Id |
|----------|------------|--------|----|
| Subfield | | | |
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ACCREDITATION INFORMATION (AI)

Introduction

The purpose of the Accreditation Information (AI) is to set out the nature of the accreditation process and involvement of the standard setting body (SSB) in the process, and to set out the SSB's industry or sector-specific requirements for a tertiary education organisation (TEO)¹ or school's quality systems in relation to the criteria for accreditation.

Standard Setting Body involvement in accreditation process

Text.

Visit waiver conditions

Text or None.

Areas of shared responsibility

Text or None.

Fees schedule for SSB involvement in accreditation process

The [fees schedule](#) is applicable to all applications for accreditation received by NZQA from 1 November 2004. However, the SSB may choose to charge lower fees for

¹ Tertiary education organisation (TEO) includes public and private tertiary education providers, industry training organisations, government training organisations, and other providers.

their involvement in accreditation. Contact the SSB for further information.

Additional fees can be charged by [NZQA](#), the Institutes of Technology and Polytechnics Quality (ITP Quality), and the Committee for University Academic Programmes (CUAP) for involvement in accreditation. Contact the relevant quality assurance body (QAB) for information.

General requirements for accreditation

These are the general requirements for accreditation of providers gazetted in 1993. Applicants should consult their QAB ([NZQA](#), ITP Quality, or CUAP) for details of the requirements.

Criterion 1 Development and evaluation of teaching programmes

There is a system for developing coherent teaching programmes and for their evaluation, which should include evaluation by learners/consumers.

Criterion 2 Financial, administrative and physical resources

Adequate and appropriate financial and administrative resources will be maintained to enable all necessary activities to be carried out.

Adequate, appropriate and accessible physical resources will be available for supporting students to meet the required standards.

Criterion 3 Staff selection, appraisal and development

A teaching staff with the necessary knowledge and skills will be maintained through staff selection, appraisal, and development.

Criterion 4 Student entry

There is a system for establishing and clearly publicising student entry requirements that include no unreasonable barriers.

Criterion 5 Student guidance and support systems

Students have adequate access to appropriate guidance and support systems.

Criterion 6 Off-site practical or work-based components

There are arrangements for ensuring that any off-site practical or work-based components are fully integrated into the relevant programmes.

Criterion 7 Assessment

There is a system for ensuring that assessment is fair, valid, and consistent.

Criterion 8 Reporting

There is a system for providing students with fair and regular feedback on progress and fair reporting on final achievements, with an associated appeals procedure.

There is a reliable system for archiving information on final student achievements.

Industry or sector-specific requirements for accreditation

Enter text under relevant heading (delete any heading where there is no industry or sector-specific requirement) or

None.

Criterion 1 Development and evaluation of teaching programmes

Text or None.

Criterion 2 Financial, administrative and physical resources

Text or None.

Criterion 3 Staff selection, appraisal and development

Text or None.

Criterion 4 Student entry

Text or None.

Criterion 5 Student guidance and support systems

Text or None.

Criterion 6 Off-site practical or work-based components

Text or None.

Criterion 7 Assessment

Text or None.

Criterion 8 Reporting

Text or None.

Other

Enter text if there are any accreditation requirements outside of the above accreditation criteria (such as industry or sector-specific requirements for ITO accreditation to register workplace assessors) or delete the heading.

Non-compliance with accreditation requirements

Where there is evidence of non-compliance with the requirements for accreditation the QAB (NZQA, ITP Quality, or CUAP) will seek remedial action. In cases where this action is ineffective and non-compliance continues, or in cases of repeated non-compliance, the QAB will take action that can ultimately lead to the withdrawal of accreditation.

Implementation

The <SSB Name> is able to provide sufficient trained participants to service the requirements of accreditation processes.

MODERATION INFORMATION (MI)

A centrally established and directed national external moderation system has been set up by the <SSB Name>.

Introduction

The purpose of the Moderation Information (MI) is to provide details on the national external moderation system, developed by the <SSB Name>, to ensure that assessment decisions of accredited TEOs and schools are consistent with the national standard. All accredited TEOs and schools assessing against the standards in this Accreditation and Moderation Action Plan (AMAP) must meet the requirements for moderation outlined in this MI.

Moderation System

Text. (Provide the details of the responsibilities of participants within the national external moderation system, the structure of the system, the selection of standards for moderation, coverage and intensity of moderation, and the moderation process that will occur.)

Reporting

The <SSB Name> is responsible for evaluating the effectiveness of its national external moderation system, and for providing an annual report to NZQA.

Text. (Provide details of the review and reporting processes that the SSB will undertake.)

Funding

Text. (Provide details of how the national external moderation system will be funded, and any charges for participating accredited organisations.)

Non-compliance with moderation requirements

Non-compliance in meeting the requirements of this moderation system will result in further action by the <SSB Name>. Ongoing unresolved non-compliance will be

referred to the appropriate QAB (NZQA, ITP Quality, or CUAP). Ultimately the QAB may withdraw accreditation.

Text. (Provide details of further actions that will be taken in the circumstances of the requirements of this moderation system not being met.)

Appeals

Text. (Provide the process that accredited organisations can use to appeal moderation decisions, and the SSB's dispute resolution process.)

NQF Registration Information

| Process | Version | Date |
|--------------|---------|---------------|
| Registration | 1 | dd Month yyyy |
| Revision | 2 | dd Month yyyy |

Replacement Information

| Replaced AMAP(s) | Replacement AMAP(s) | Date |
|---------------------|---------------------|---------------|
| xxxx vx | xxxx vx | dd Month yyyy |
| 0089 v4 and 0003 v3 | 0003 v4 | 12 July 2005 |