CONSENT AND MODERATION REQUIREMENTS (CMR)
for Contact Centres, Cranes, Electrotechnology, Financial Services, Gasfitting and Drainlaying, Lifting Equipment, Plumbing, Real Estate, Roofing, Security, Telecommunications

(version 16)

From the 4th October 2021 these standards will be managed by a WDC. Please contact the relevant WDC if you have any questions.

Notes:
The WDCs will not be charging for any external moderation activities.
The CMRs will be fully updated by the WDCs over the coming months.

Contact

Ringā Hora - Services WDC
Email: qualifications@ringahora.nz
Website: ringahora.nz

Waihanga Ara Rau Construction and Infrastructure WDC
Email: qualifications@waihanga.nz
Website: waihanga.nz

Hanga-Aro-Rau Manufacturing, Engineering, and Logistics WDC
Email   qualifications@hangaarorau.nz
Website   hangaarorau.nz

Toitū te Waiora - Community, Health, Education, and Social Services WDC
Email   qualifications@toitutewaiora.nz
Website   toitutewaiora.nz

Community and Social Services > Community and Workplace Fire and Emergency Management

Domain	WDC
Emergency Communications	Toitū te Waiora - Community, Health, Education, and Social Services

Engineering and Technology > Electrical Engineering

Domain	WDC
Core Electrical	Waihanga Ara Rau Construction and Infrastructure WDC
Electrical Appliance Servicing	Waihanga Ara Rau Construction and Infrastructure WDC
Electrical Equipment	Waihanga Ara Rau Construction and Infrastructure WDC

Domain	WDC
Electrical Installation and Maintenance	Waihanga Ara Rau Construction and Infrastructure WDC
Electrical Machines	Waihanga Ara Rau Construction and Infrastructure WDC
Electrical Service Technicians	Waihanga Ara Rau Construction and Infrastructure WDC
Electrical Standards and Statutes	Waihanga Ara Rau Construction and Infrastructure WDC
Electric Switchboards	Waihanga Ara Rau Construction and Infrastructure WDC
Electrotechnology	Waihanga Ara Rau Construction and Infrastructure WDC

Engineering and Technology > Electronic Engineering

Domain	WDC
Computer Engineering	Waihanga Ara Rau Construction and Infrastructure WDC
Core Electronics	Waihanga Ara Rau Construction and Infrastructure WDC
Electronic Installation and Maintenance	Waihanga Ara Rau Construction and Infrastructure WDC
Electronic Security	Waihanga Ara Rau Construction and Infrastructure WDC
Electronics Technology	Waihanga Ara Rau Construction and Infrastructure WDC

Engineering and Technology > Explosive Atmospheres

Domain	WDC
Electrical Apparatus in Explosive Atmospheres - Compliance	Waihanga Ara Rau Construction and Infrastructure WDC
Electrical Apparatus in Explosive Atmospheres - Operations	Waihanga Ara Rau Construction and Infrastructure WDC

Engineering and Technology > Industrial Measurement and Control

Domain	WDC
Industrial Measurement and Control - Installation	Waihanga Ara Rau Construction and Infrastructure WDC
Industrial Measurement and Control - Maintenance	Waihanga Ara Rau Construction and Infrastructure WDC
Industrial Measurement and Control - Theory	Waihanga Ara Rau Construction and Infrastructure WDC

Engineering and Technology > Renewable Energy Systems

Domain	WDC
Renewable Energy Systems - Design	Waihanga Ara Rau Construction and Infrastructure WDC
Renewable Energy Systems - Generic	Waihanga Ara Rau Construction and Infrastructure WDC
Renewable Energy Systems - Installation and Maintenance	Waihanga Ara Rau Construction and Infrastructure WDC

Law and Security > Offender Management

Domain	WDC
Prisoner Management	Toitū te Waiora - Community, Health, Education, and Social Services

Law and Security > Security

Domain	WDC
Security Management	Ringa Hora - Services
Security Staff Services	Ringa Hora - Services

Planning and Construction > Plumbing, Gasfitting and Drainlaying

Domain	WDC
Core Plumbing, Gasfitting, and Drainlaying	Waihanga Ara Rau Construction and Infrastructure
Drainlaying	Waihanga Ara Rau Construction and Infrastructure

Domain	WDC
Gasfitting	Waihanga Ara Rau Construction and Infrastructure
Plumbing	Waihanga Ara Rau Construction and Infrastructure
Roofing	Waihanga Ara Rau Construction and Infrastructure

Service Sector > Contact Centres

Domain	WDC
Contact Centre Management	Ringa Hora - Services
Contact Centre Operations	Ringa Hora - Services

Service Sector > Cranes

Domain	WDC
Crane Operation	Waihanga Ara Rau Construction and Infrastructure
Power-operated Elevating Work Platforms	Waihanga Ara Rau Construction and Infrastructure

Service Sector > Financial Services

Domain	WDC
Financial Advice	Ringa Hora - Services
Financial Services - Professional Practice	Ringa Hora - Services

Service Sector > Lifting Equipment

Domain	WDC
Advanced Scaffolding	Waihanga Ara Rau Construction and Infrastructure
Core Rigging	Waihanga Ara Rau Construction and Infrastructure
Elementary Scaffolding	Waihanga Ara Rau Construction and Infrastructure

Domain	WDC
Industrial Rope Access	Waihanga Ara Rau Construction and Infrastructure
Intermediate Scaffolding	Waihanga Ara Rau Construction and Infrastructure
Rigging and Scaffolding Safety	Waihanga Ara Rau Construction and Infrastructure
Suspended Scaffolding	Waihanga Ara Rau Construction and Infrastructure

Service Sector > Real Estate

Domain	WDC
Real Estate Management	Ringa Hora - Services
Real Estate Practice and Law	Ringa Hora - Services
Residential and Commercial Property Management	Ringa Hora - Services
Rural, Residential, Commercial and Business Sales	Ringa Hora - Services

Community and Social Services > Community and Workplace Fire and Emergency Management

Domain	Standard IDs
Emergency Communications	18510, 18511, 29614-29621

Engineering and Technology > Electrical Engineering

Domain	Standard IDs
Core Electrical	750, 1174, 1178, 1206, 2017, 2031, 5907, 5909, 5911, 5926, 5929, 5930, 5932, 6626, 15844, 15846-15849, 15852, 15853, 15861, 15862, 15864, 16407, 18997, 18998, 22721-22724, 25070-25072, 29425, 29429, 29441, 29442, 29445, 29465, 29469, 29473, 29475-29480, 29483, 29557, 30657, 30658, 32605-32611, 32613-32618, 32620-32623, 32625, 32626, 32629, 32638-32641
Electrical Appliance Servicing	6705, 20591, 22763, 29421, 29427, 30645, 30646, 31729-31740
Electrical Equipment	23751
Electrical Installation and Maintenance	1204, 2016, 2020, 2021, 2030, 5922, 5924, 5925, 5931, 10783, 10786-10789, 15855, 15859, 15866, 15869-15871, 16412, 16415, 19001, 19002, 19004, 19006, 25631, 25634, 29419, 29422-29424, 29426, 29428, 29430-29436, 29438, 29439, 29446, 29468, 29470-29472, 29474, 29481, 29482, 32624, 32630-32635, 32642-32644, 32646-32653
Electrical Machines	1184, 1185, 2014, 16413, 19469-19471, 24890, 29420, 29443, 29444, 31741-31745
Electrical Service Technicians	31830, 31831
Electrical Standards and Statutes	1702, 15860, 19009, 21766, 25638, 25640, 27349-27353, 29466, 29467, 29484, 29749, 29753, 29754, 32612, 32619
Electric Switchboards	14979, 14981, 24610, 29440, 29750-29752, 29755-29762

Domain	Standard IDs
Electrotechnology	4993, 26727, 27910-27912, 28881, 28882, 29437, 30641, 30643, 30644, 30647-30651, 32015-32023, 32984-32986

Engineering and Technology > Electronic Engineering

Domain	Standard IDs
Core Electronics	8195, 8211, 19747, 20615, 20712-20715, 20717, 20719, 26725, 30642
Electronic Installation and Maintenance	6061, 8213, 8218, 26724
Electronic Security	5881, 5890-5893, 26841, 30652, 30653, 31593-31603
Electronics Technology	9221, 18239-18243, 26119-26123

Engineering and Technology > Explosive Atmospheres

Domain	Standard IDs
Electrical Apparatus in Explosive Atmospheres - Compliance	17055, 17068, 17069, 17074, 30068, 30070, 30071
Electrical Apparatus in Explosive Atmospheres - Operations	17054, 17056, 17058, 17059, 17073, 24976, 24977, 26739-26743, 30069

Engineering and Technology > Industrial Measurement and Control

Domain	Standard IDs
Industrial Measurement and Control - Installation	9180, 24889, 40234
Industrial Measurement and Control - Maintenance	2631, 2633, 2635, 2637, 2639, 2640, 2642-2648, 2657, 2664, 2667, 4356, 4357, 19233-19235, 24884, 40235-40244
Industrial Measurement and Control - Theory	2630, 2632, 2634, 2636, 2638, 2649, 2654, 2655, 2662, 19241, 22743-22745, 24886-24888, 25885-25888, 28076-28083, 28118

Engineering and Technology > Renewable Energy Systems

Domain	Standard IDs
Renewable Energy Systems - Design	27427-27429
Renewable Energy Systems - Generic	27426
Renewable Energy Systems - Installation and Maintenance	27430-27444, 28196

Law and Security > Offender Management

Domain	Standard IDs
Prisoner Management	31746-31748

Law and Security > Security

Domain	Standard IDs
Security Management	15282-15284, 19751-19760, 20304, 25625, 25628, 32083, 32084
Security Staff Services	6523, 21110, 21738, 21739, 22429, 27357, 27358, 27360, 27361, 27363-27366, 27368, 31604, 32082, 40010-40012, 40014, 40145-40147

Planning and Construction > Plumbing, Gasfitting and Drainlaying

Domain	Standard IDs
Core Plumbing, Gasfitting, and Drainlaying	21881, 21883, 25413, 30526, 30532, 30533, 30536, 30537, 30557, 30575, 30576, 30597, 30602, 30616, 32066-32068, 33331, 33431
Drainlaying	28349, 30529-30531, 30534, 30535, 30538, 30539, 30577-30579, 30600, 30601, 30612, 30613, 32069-32072, 33326, 33328, 33330, 33357, 33358
Gasfitting	21900, 28348, 30528, 30705-30727, 32073-32075, 33409-33416
Plumbing	23847, 23848, 28347, 30527, 30542-30555, 30598, 30599, 30603-30611, 30614, 30615, 32076-32080, 33332-33340

Domain	Standard IDs
Roofing	1686-1688, 1690-1692, 1694, 1698, 10809-10813, 10815, 10816, 25270, 25272, 25274, 25276, 25277, 25279-25283, 25285, 25287, 25288, 30010-30027, 30210, 40193-40230

Service Sector > Contact Centres

Domain	Standard IDs
Contact Centre Management	16785, 28269-28271, 31379, 31380
Contact Centre Operations	16775, 16777, 16778, 28268, 31377, 31378, 31381-31383, 40049-40052

Service Sector > Cranes

Domain	Standard IDs
Crane Operation	3789, 3790, 3794, 3795, 3800, 3801, 16617, 20208, 24511, 26505, 27676, 30072, 31902-31904
Power-operated Elevating Work Platforms	23960-23964, 23966

Service Sector > Financial Services

Domain	Standard IDs
Financial Services - Professional Practice	28382, 28385, 28389, 31855-31859, 31861-31877, 31879-31882, 31887-31890

Service Sector > Lifting Equipment

Domain	Standard IDs
Advanced Scaffolding	26596-26604
Core Rigging	4212-4215, 20261-20263, 26350-26352, 31660, 31661, 31815-31817, 40491-40496, 40499
Elementary Scaffolding	9184, 13016, 13053, 19620-19623, 20855-20860, 23223-23228, 23715, 30628

Domain	Standard IDs
Industrial Rope Access	15757, 19358-19364, 19366-19369, 23229, 23231, 23232, 28898, 31854, 32195-32199
Intermediate Rigging	40497, 40498, 40500
Intermediate Scaffolding	23716-23722, 26606, 32877
Rigging and Scaffolding Safety	20861, 20862, 26605, 40624
Suspended Scaffolding	26591-26595, 26607, 32878

Service Sector > Real Estate

Domain	Standard IDs
Real Estate Management	4695, 4700, 30481-30483, 30488, 30494, 32733, 32734
Real Estate Practice and Law	15500, 22311, 23134-23137, 23140, 23141, 26148, 26149, 26152, 26154, 29882, 30485-30487, 30495, 32735
Residential and Commercial Property Management	27485, 27489, 27494, 27774, 27775, 29636-29638, 29640, 29642-29645
Rural, Residential, Commercial and Business Sales	23157, 26150, 30493

Requirements for Consent to Assess (RCA)

Introduction

The purpose of the Requirements for Consent to Assess (RCA) is to set out the nature of the process for granting consent to assess and involvement of the standard setting body (SSB) and others 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 gazetted "criteria for accreditation".

Standard Setting Body involvement in process for granting consent to assess

The Skills Organisation (Skills) philosophy is based on a positive approach to consent to assess and a trusting relationship between tertiary education organisations, schools and industry. This contributes strongly towards robust leadership and guidance to provide consistent, excellent, innovative and relevant

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

training for our stakeholders to support the development and advancement of our industries.

Skills takes into account the following factors during the evaluative process of applications:

- An organisation's track record of compliance with NZQA's quality assurance requirements;
- That high-quality training is available to learners that will enable them to be successful for assessments against standards;
- A track record of an organisation's ability in meeting moderation requirements;
- An organisation's ability to arrange genuine workplace experience for standards that are meant to be assessed in workplace conditions.

Visits to an organisation's premises may require a subject matter expert to be in attendance as well. Applicants will be informed when this is the case.

Levels 1 and 2   Evaluation of documentation by NZQA and industry.

Levels 3 and above   Evaluation of documentation by NZQA and industry, and visit by industry.

Visit waiver conditions

Industry participation in a site visit may be waived:
- where an organisation wants to extend an existing consent to assess and has a record of successful delivery and assessment; or
- where the level of consent to assess sought, combined with low numbers of unit standards, does not warrant a visit;
- where Skills has been consulted in the development of the application

Areas of shared responsibility

None.

Fees for SSB involvement in process for granting consent to assess

Skills may choose to charge reasonable fees for their involvement in granting consent to assess. Contact Skills for further information.

Additional fees can be charged by NZQA, and the Committee for University Academic Programmes (CUAP) for involvement in granting consent to assess. 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 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 consent to assess

Skills is responsible for unit standards in a range of industry sectors. These industry sectors have developed a set of standard and specific requirements for consent to assess that meet their needs. The Skills industry or sector-specific requirements for consent to assess are set out in the appendices attached to this CMR. Applicant

organisations seeking consent to assess must meet all requirements set out in the CMR and the applicable appendix.

Skills industry or sector-specific requirements for consent to assess are set out in the appendices:

Appendix 1	Electrotechnology Sector requirements for consent to assess (covering Electrical Engineering, Electronic Engineering, Electronics Technology, and Industrial Measurement and Control)
Appendix 1.1	Guidelines for Schools applying for the Electronics Technology Domain
Appendix 1.2	Electrotechnology Sector requirements for consent to assess (covering Explosive Atmospheres)
Appendix 2	Security Sector requirements for consent to assess
Appendix 3	Contact Centres Sector requirements for consent to assess
Appendix 4	Financial Services and Insurance Services Sector requirements for consent to assess
Appendix 5	Real Estate Sector requirements for consent to assess
Appendix 6	Plumbing, Gasfitting and Drainlaying Sector requirements for consent to assess
Appendix 7	Lifting Equipment Sector requirements for consent to assess
Appendix 8	Cranes Sector requirements for consent to assess
Appendix 9	Roofing Sector requirements for consent to assess
Appendix 10	Telecommunications Sector requirements for consent to assess

Non-compliance with requirements for maintaining consent to assess

Where there is evidence of non-compliance with the requirements for consent to assess, the QAB (NZQA 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 consent to assess.

Implementation

Skills is able to provide sufficient trained participants to service the requirements of processes for granting consent to assess.

Moderation Requirements (MR)

A centrally established and directed national external moderation system has been set up by Skills.

Introduction

The purpose of the Moderation Requirements (MR) is to provide details on the national external moderation system, developed by Skills, to ensure that assessment decisions of TEOs and schools with consent to assess are consistent with the national standard. All TEOs and schools with consent to assess against the

standards in this CMR must meet the requirements for moderation outlined in this MR.

Skills provides moderators with access to a moderation feedback form to submit feedback on the unit standards they have moderated. This form is used to report anomalies discovered during moderation, or to recommend improvements to Skills. Feedback of a more general nature on the national external moderation system may be sent to Skills at: moderation@skills.org.nz.

Moderation System

Unit standards 25650-25653 and 26360

In accordance with Criterion 7 of the industry or sector-specific requirements for consent to assess, assessment against capstone Financial Advice unit standards 25650-25653 and 26360 is carried out by Skills using common assessment tasks (for further details refer to Appendix 4).

As the standard setting body, Skills appoints moderators from industry to externally moderate the above standards to ensure that assessment decisions are consistent with the national standard.

All other standards

All other standards in the scope of this CMR are moderated through the national external moderation system of Skills, which is detailed below.

The moderation system operates on a planned annual cycle, and is designed to ensure that materials submitted for post-assessment moderation are processed and results reported back to the organisation with consent to assess within a three-week timeframe.

Skills moderation system is committed to assisting organisations in achieving consistency with the national standard.

Moderation principles

Skills has a set of guiding principles that govern moderation. The moderation system should:
- support assessment that is fair, valid, and consistent;
- support 'best practice' in assessment, which includes using an integrated method of assessment based around an evidence collection model;
- detect assessment variance from the national standard and keep the variance to a minimum;
- suit the culture of the particular industry sector;
- protect the integrity of the industry sector qualifications.

Key features of the moderation system include:
- an annual moderation schedule for each organisation with consent to assess communicated to each organisation in February;

- an annual review by Skills of the national external moderation system and its effectiveness;
- feedback and information sharing amongst all participants.

Organisations with consent to assess wishing to improve their assessment process may request a moderation visit from Skills.

Responsibilities of Participants

The Moderation and Assessment Manager is responsible for the management of the moderation system.

The Skills National External Moderators are responsible for carrying out moderation activities as directed by the Moderation and Assessment Manager.

Organisations with consent to assess are required to submit materials to Skills by the specified due date.

Moderation process

Skills will monitor the NZQA credit reporting schedule of all tertiary education organisations with consent to assess in order to facilitate the year's moderation activities. The annual moderation schedule, sent out in February, is individually designed for each organisation with consent to assess, and includes details of moderation activities such as postal, community of practice moderation events or planned on-site visits, and other relevant information. Details of the selection of unit standards are communicated at a later date prior to each moderation activity.

Criteria for the selection of unit standards for moderation:
- unit standards to be assessed for the first time, or that have been reviewed in the last twelve months
- high use unit standards
- 'high risk' unit standards
- recommendations from Industry Advisory Groups
- recommendations from organisations with consent to assess
- identified assessment problems

The level of moderation required and the selection of unit standards depends on a combination of:
- the total number of assessments being carried out by the organisation with consent to assess;
- the number of unit standards being assessed against by the organisation;
- the moderation history of the organisation;
- any other contributing quality assurance factors or requirements.

Typically, the following assessment material is required for moderation:
- assessment schedule, assessment activities, and marking guide (pre- and post-assessment moderation)

- samples of student evidence, including evidence used for Recognition of Prior Learning (RPL) and Recognition of Current Competence (RCC) (post-assessment moderation)

Pre-assessment moderation

Organisations with consent to assess must submit self-developed assessment materials to Skills for pre-assessment moderation and approval prior to use. Skills reserves the right to charge a pre-assessment moderation fee as detailed in the table below:

Moderation Fees	
Pre-assessment moderation of assessment materials	$75 per hour plus GST
Resubmission of assessment materials for pre-moderation	$35 per hour plus GST

Post-assessment moderation

All organisations with consent to assess are required to participate in post-assessment moderation each year when requested.

Organisations with consent to assess must participate in accordance with the annual moderation schedule. Organisations with consent to assess that do not attend community of practice moderation workshops in any calendar year must send their post-assessment moderation material to Skills. The assessment material required for community of practice moderation workshops is listed in the moderation process section above. When the moderation process is concluded, each organisation will receive a moderation report outlining results and recommending improvements, if required.

Organisations with consent to assess may be required to participate in on-site visits conducted by a national external moderator. If the number of participating organisations is four or more then Skills may facilitate community of practice moderation workshops instead of on-site visits. The assessment material required for community of practice moderation workshops is listed in the moderation process section above. On-site visits focus on assessment of practical unit standards through observation of assessment activity and discussion with the organisation with consent to assess on improvements to assessment practice. When the moderation process is concluded, each organisation with consent to assess receives a moderation report outlining results and recommending improvements, if required.

Post-assessment moderation will focus on:
- the highest level at which assessment is occurring;
- newly registered unit standards and/or areas of consent to assess;
- high quantity of assessment occurring.

National external moderators

A national external moderator, with a minimum of five years of current industry experience, is appointed for each industry sector by Skills in consultation with the recognised industry advisory groups or consultation groups. Skills' national external moderators must hold unit standard 11551, *Quality assure assessment*. Several national external moderators will be contracted in industry sectors with a large number of candidates.

Following each moderation event, the industry sector national external moderator will produce moderation result reports for each moderated organisation and will forward these reports to Skills for distribution to the respective organisation with consent to assess.

Skills monitors the effectiveness of moderation through these reports and informs the industry advisory groups.

Skills will hold at least one annual meeting with all national external moderators to review the moderation process, to ensure consistency between national moderators where more than one is involved in a particular industry sector, and to provide training and support for the moderators and people interested in undertaking these roles.

National external moderators' activities may include:
- compiling moderation reports;
- visits, arranged at the request of organisations with consent to assess, to clarify moderation decisions;
- community of practice moderation.

Confidentiality

Skills and the national external moderators ensure the security and confidentiality of assessment materials and candidates' work received for moderation.

Skills will return assessment materials to the organisation with consent to assess once moderation activities have concluded. Any national external moderator breaching confidentiality guidelines may have his or her contract cancelled.

Reporting

Skills is responsible for evaluating the effectiveness of its national external moderation system, and for providing an annual report to NZQA.

Skills also provides an annual report on the outcome of national external moderation activities to the Skills Board and industry advisory groups.

Funding

The moderation system is funded through the National Moderation Transfer from NZQA and industry contributions.

Skills reserves the right to recover all costs incurred when a national external moderator is required to provide clarification to an organisation with consent to assess as a result of non-compliance with moderation requirements (see Non-compliance with moderation requirements). Refer to table below for cost:

Moderation	
National external moderator to provide clarification	$75 per hour plus GST
Travel and accommodation	Reimbursement for "actual and reasonable" travel and accommodation expenses. Vehicle mileage as per the current IRD rate

Detailed below are the fees associated with consent to assess applications:

Consent to Assess	
Administration fee	$75 plus GST per application
Evaluation of documentation	$150 plus GST
Evaluation of documentation and site visit of up to one day	$400 per day plus GST
Additional people involved in a site visit	$300 plus GST
Additional time on site	$150 plus GST
Advising a provider preparing for consent to assess	$75 per hour plus GST
Travel and accommodation	Reimbursement for "actual and reasonable" travel and accommodation expenses. Vehicle mileage as per the current IRD rate

Non-compliance with moderation requirements

Non-compliance in meeting the requirements of this moderation system will result in further action by The Skills Organisation. Ongoing unresolved non-compliance will be referred to the appropriate QAB (NZQA or CUAP). Ultimately the QAB may withdraw consent to assess.

Where an organisation with consent to assess does not meet moderation requirements, the national external moderator will request Skills to obtain further material and/or information from the organisation.

The national external moderator can, on request from an organisation with consent to assess, provide clarification on any issue of non-compliance. This may involve the moderator visiting the organisation or meeting their representative on Skills premises (see Funding).

In cases where moderation uncovers inappropriate assessment methods and/or materials, Skills, in cooperation with the organisation with consent to assess, will outline an improvement plan. The improvement plan will specify the actions to be taken for the organisation to become compliant and the timeframe by which this must be achieved.

Appeals

Skills has in place an appeals process for situations where differences concerning moderation decisions cannot be resolved in the first instance.

The Skills procedure requires the organisation with consent to assess to contact the Moderation and Assessment Manager within three weeks of their receipt of the initial moderation decision. The Moderation and Assessment Manager will review the moderation decision and work towards a resolution. If the difference remains unresolved the organisation can request a review of the moderation decision. The Moderation and Assessment Manager will work with both the organisation with consent to assess and the national external moderator to facilitate a resolution. In situations where no agreement is achieved the moderation panel will make the final decision. It is expected that the resolution of an appeal, in the majority of cases, will be reached within two months following the lodging of the appeal with the Moderation and Assessment Manager.

Moderation Panel

The moderation panel will consist of the Quality Assurance Coordinator and two members appointed by the relevant Industry Advisory Group.

DAS Registration Information

Process	Version	Date
Registration	1	July 1995
Revision	2	April 2001
Revision	3	April 2002
Revision	4	June 2006
Revision and Rollover	5	August 2007
Revision	6	June 2008
Review	7	October 2009
Revision	8	April 2010
Revision	9	May 2011
Revision	10	October 2011
Revision and Rollover	11	July 2012
Revision	12	March 2014
Revision	13	June 2015
Revision and Rollover	14	November 2016
Review	15	May 2017
Revision and Rollover	16	May 2021

Replacement Information

Replaced CMR(s)	Replacement CMR(s)	Date
0008 v6	0003 v15	May 2017
0025 v5	0003 v15	May 2017
0183 v2	0003 v15	May 2017
0227 v2	0003 v15	May 2017

The next CMR review is planned to take place during 2023.

**Appendix 1   Electrotechnology Sector requirements for consent to   21
assess (covering Electrical Engineering, Electronic
Engineering, Electronics Technology, and Industrial
Measurement and Control)**

**These are the industry or sector-specific requirements for consent to assess
for the Electrical Engineering, Electronic Engineering, Electronics Technology,
and Industrial Measurement and Control subfields.**

Approval and Implementation

Applicants are welcome to contact Skills for advice and development of their
application for consent to assess. Contact:

Quality Assurance
The Skills Organisation
Freepost 5164
PO Box 24-469
Royal Oak
Auckland 1345

Telephone	09 525 2590
Fax	09 525 2591
Email	consenttoassess@skills.org.nz
Website	http://www.skills.org.nz

Regulatory Issues

The Electricity Act 1992 and the Electricity (Safety) Regulations 2010 have a major
impact on work and training in the Electrotechnology industry.

There are legal restrictions on who may supervise on-job training and conduct
assessment. These restrictions impact on assessment against many of the electrical
unit standards e.g. all 'prescribed electrical work' must be supervised by an
'Authorised Person', as defined in the Act.

Secondary Schools

Skills strongly supports and encourages the introduction of training programmes in
secondary schools related to unit standards at Levels 1-3 in the Electronics
Technology domain.

Schools seeking consent to assess to deliver Electrotechnology unit standards
should refer to appendix 1.1, Guidelines for Schools Applying for the Electronics
Technology Domain.

Industry or sector-specific requirements for consent to assess

Criterion 1   Development and evaluation of teaching programmes

The applicant organisation must have effective policies and procedures for linking
with industry for the ongoing development and evaluation of training programmes.

Appendix 1   **Electrotechnology Sector requirements for consent to**   22
assess (covering Electrical Engineering, Electronic
Engineering, Electronics Technology, and Industrial
Measurement and Control)

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Criterion 2   Financial, administrative and physical resources

The applicant organisation must provide evidence that it either possesses or has access to adequate resources for training and assessment where industry-specific equipment or facilities are required.

Criterion 3   Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that staff engaged in the delivery of training and assessment in the industry sector subfields:
- hold the relevant New Zealand or national qualification/current unit standards at, or preferably one level above, the level at which they are required to teach, or possess current equivalent knowledge and skills to assess against the unit standards for which consent to assess is being sought;
- are encouraged to attain an adult education qualification or demonstrate equivalent skills and knowledge;
- hold unit standard 4098, *Use standards to assess candidate performance*, or demonstrate equivalent knowledge and skills;
- have the opportunity to keep up to date with legislative and technological requirements, and best industry practice of the sector.

The applicant organisation must have policies and procedures to ensure that staff engaged in their organisation's internal moderation of assessment in the industry sector subfields hold unit standard 11551, *Quality assure assessment*.

For some unit standards, legislation requires that the assessor is an 'Authorised Person' as defined in the Electricity Act 1992. The applicant organisation must have policies and procedures that will ensure that staff assessing against these unit standards meet this requirement.

Criterion 6   Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that off-site practical or work-based activities are covered by the health and safety policies and procedures of the host organisation, and meet the requirements of occupational safety and health legislation.

Where students spend time with an employer for off-site practical or work-based experience, training, assessment, or use of facilities, the applicant organisation must have policies and procedures to ensure that responsibilities for assessment and reporting of credits are clearly specified.

An applicant organisation using employer facilities must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the employer.

**Appendix 1   Electrotechnology Sector requirements for consent to   23
assess (covering Electrical Engineering, Electronic
Engineering, Electronics Technology, and Industrial
Measurement and Control)**

(version 16)

Equipment to be used for training must be of a type and standard that would allow a student to learn how to maintain the current range of equipment used in the Electrotechnology industry. The applicant organisation must have policies and procedures that show how the currency of equipment will be maintained.

Criterion 7   Assessment

Skills supports 'best practice' in assessment. The applicant organisation must have policies and procedures in place to support an integrated method of assessment based on an evidence collection model.

The applicant organisation must have a system in place that shows how they plan to assess against the practical industry-specific unit standards.

The applicant organisation must have policies and procedures to ensure that legal restrictions on who may conduct assessment against many of the electrical unit standards are met (see Regulatory Issues above).

'High Risk' unit standards

The unit standards below have been identified as 'high risk' as they need special care during delivery, study, and assessment to ensure the safety of personnel and equipment.

Engineering and Technology > Electrical Engineering

Domain	Standard IDs
Core Electrical	1178, 5907, 15844, 15848, 16407
Electrical Appliance Servicing	1173, 1189, 1192, 6705, 16411, 18082, 20591, 22763, 22764
Electrical Installation and Maintenance	2016, 2021, 5922, 5931, 10782-10786, 10788, 10789, 15866-15870, 16410, 16412, 16414, 16415
Electrical Machines	1184, 2014, 5928, 16413
Electrotechnology	28881

Engineering and Technology > Electronic Engineering

Domain	Standard IDs
Core Electronics	5934
Electronic Installation and Maintenance	6061-6063, 8218, 20722

Appendix 1 **Electrotechnology Sector requirements for consent to** 24
assess (covering Electrical Engineering, Electronic
Engineering, Electronics Technology, and Industrial
Measurement and Control)

(version 16)

Domain	Standard IDs
Electronic Manufacturing	12575, 12586, 12588
Electronic Security	5892, 5893, 5904, 20594

Engineering and Technology > Industrial Measurement and Control

Domain	Standard IDs
Industrial Measurement and Control - Maintenance	2635

Schools are welcome to contact Skills for more information, advice and development of their application for consent to assess. Contact:

Quality Assurance
The Skills Organisation
Freepost 5164
PO Box 24-469
Royal Oak
Auckland 1345

Telephone	09 525 2590
Fax	09 525 2591
Email	consenttoassess@skills.org.nz
Website	http://www.skills.org.nz

Purpose

These guidelines have been developed to assist secondary schools with their applications for consent to assess against Skills unit standards contained within the National Certificate in Electronics Technology (Level 2) [Ref: 0240] and the National Certificate in Electronics Technology (Level 3) [Ref: 1005]. Consent to assess is specific to the organisation, not a staff member. Consent to assess is not transferable between schools.

Physical
Teaching space:
- Adequate and suitable power supply, ventilation, and storage facilities.
- Adequate space for practical activity
- Handling and disposal arrangements for hazardous materials (refer to https://www.education.govt.nz/school/property-and-transport/health-and-safety-management/hazardous-substances/.
- Water supply and sink availability.
- First aid and evacuation procedures.

Assessment and Teaching Resources
- Current version of the *National Certificates in Electronics Technology Information Guidance Manual*, which contains details of processes, qualification application forms, and a scheme for programmes of training and assessment that lead to the award of the National Certificate in Electronics Technology (Level 2) [Ref: 0240] and the National Certificate in Electronics Technology (Level 3) [Ref: 1005].
- Current version of the National Certificate in Electronics Technology Level 2 and Level 3 assessment guide, available from Skills.
- All requirements as contained in the Ministry of Education, *Safety and Technology Education: A Guidance Manual for New Zealand Schools* (New Zealand: Learning Media, 1998) must be adhered to.

- Schools are encouraged to use Skills pre-moderated assessment materials and can contact Skills for more information about the purchase of these resources at support@skills.org.nz.
- Supporting textbooks, articles, CDs, and software.
- Staff involved in teaching and assessing against the Electronics Technology domain unit standards should have teaching and/or industry experience.
- The school must provide opportunities for teachers to keep up to date with the technological requirements and best industry practice in Electronics Technology and current legislative requirements, e.g. attending Skills teacher training courses and conferences.

Please use the following guidelines when applying for consent to assess in the Electronics Technology domain

On receipt of your request to Skills for support for your application to NZQA to extend your school's consent to assess against Electronics Technology domain unit standards, you will be sent exemplars for:

- covering letter to the New Zealand Qualifications Authority (NZQA)
- generic consent to assess Application Form.

On receipt of the exemplars:

1. Rewrite the covering letter exemplar to reflect your school's situation. The letter should be sent back to Skills for evaluation. When approved, it will be returned to the school to include with the application to NZQA.

2. Rewrite the application for consent to assess exemplar to reflect the school's resources and intentions for the Electronics Technology domain. The rewritten application should initially be sent to Skills for checking and approval before being sent on to NZQA. Note that the application for consent to assess up to Level 3 would include Levels 1 and 2.

   Skills will evaluate the school's application for consent to assess and recommend changes and additions as necessary. If a school site visit by Skills is requested a suitable date will be negotiated.

   When all requirements have been met, Skills will prepare a letter of support which must be included in the school's application for consent to assess to NZQA.

NZQA will process the application for consent to assess and contact the school.

Please note:

A current version of the Skills National Certificate in Electronics Technology Level 2 and Level 3 assessment guide, containing pre-moderated assessment activities, can be purchased from Skills for $150 plus GST each. The guides contain assessments for unit standards 18239-18243 (the compulsory section of the National Certificate in

Electronics Technology (Level 2) [Ref: 0240]) and unit standards 9221 and 26119-26123 (contained in the National Certificate in Electronics Technology (Level 3) [Ref: 1005]).

Skills has a full programme for teacher professional development in Electronics Technology. Details of the programme for each year will be posted in the *NZ Education Gazette* (generally early February) or may be obtained from our website at http://www.skills.org.nz.

Skills supports teachers of electronics through Bright Sparks. There is also an extensive teacher email network that teachers can join and receive updates and advice from other teachers around NZ.

Note:
*Results for your students are reported to NZQA **through your school NZQA Principal's Nominee**.*

**These are the industry or sector-specific requirements for consent to assess
for the Explosive Atmospheres subfield.**

Approval and Implementation

Applicants are welcome to contact Skills for advice and development of their
application for consent to assess. Contact:

Quality Assurance
The Skills Organisation
Freepost 5164
PO Box 24-469
Royal Oak
Auckland 1345

Telephone   09 525 2590
Fax   09 525 2591
Email   consenttoassess@skills.org.nz
Website   http://www.skills.org.nz

Regulatory Issues

The Electricity Act 1992 and the Electricity (Safety) Regulations 2010 have a major
impact on work and training in the Electrotechnology industry.

There are legal restrictions on who may supervise on-job training and conduct
assessment. These restrictions impact on assessment against many of the electrical
unit standards e.g. all prescribed electrical work (PEW) must be supervised by an
'Authorised Person', as defined in the Act.

Industry or sector-specific requirements for consent to assess

Criterion 1   Development and evaluation of teaching programmes

The applicant organisation must have effective policies and procedures for linking
with industry for the ongoing development and evaluation of training programmes.

The applicant organisation must have policies and procedures to ensure on-job
industry-based components of training and assessment are integrated with off-job
components when teaching programmes are developed.

Criterion 2   Financial, administrative and physical resources

The applicant organisation must provide evidence that it either possesses or has
access to adequate resources for training and assessment where industry-specific
equipment or facilities are required.

Criterion 3   Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that staff engaged in the delivery of training and assessment in the Explosive Atmospheres subfield:

- hold the relevant New Zealand or national qualification/current unit standards at, or preferably one level above, the level at which they are required to teach or possess current equivalent knowledge and skills to assess against the unit standards for which consent to assess is being sought;
- are encouraged to attain an adult education qualification or demonstrate equivalent skills and knowledge;
- hold unit standard 4098, *Use standards to assess candidate performance,* or demonstrate equivalent knowledge and skills;
- keep up to date with legislative and technological requirements, latest developments and best industry practice of the sector.

The applicant organisation must have policies and procedures to ensure that staff engaged in their organisation's internal moderation of assessment in the Explosive Atmospheres subfield hold unit standard 11551, *Quality assure assessment*.

For some unit standards legislation requires that the assessor is an 'Authorised Person' as defined in the Electricity Act 1992. The applicant organisation must have policies and procedures that will ensure that staff assessing against these unit standards meet this requirement.

Criterion 6   Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that off-site practical or work-based activities are covered by the health and safety policies and procedures of the host organisation, and meet the requirements of occupational safety and health legislation.

Where students spend time with an employer for off-site practical or work-based experience, training, assessment, or use of facilities, the applicant organisation must have policies and procedures to ensure that responsibilities for assessment and reporting of credits are clearly specified.

An applicant organisation using employer facilities must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the employer.

Equipment to be used for training must be of a type and standard that would allow a student to learn how to maintain the current range of equipment used in the Electrotechnology industry. The applicant organisation must have policies and procedures that show how the currency of equipment will be maintained.

Appendix 1.2   **Electrotechnology Sector requirements for consent to**   30
assess (covering Explosive Atmospheres)

(version 16)

Where trainees are required to receive training in an off-site situation, applicant organisations must have policies to ensure there is a procedure for:

- gathering information from the off-site workplace that allows the applicant organisation to make accurate progress and assessment judgements;
- the applicant organisation to provide feedback on each trainee's progress to the off-site workplace and to the trainee;
- the applicant organisation to provide support mechanisms to both the trainee and the off-site workplace for the duration of the training.

Criterion 7   Assessment

Skills supports 'best practice' in assessment. The applicant organisation must have policies and procedures in place to support an integrated method of assessment based on an evidence collection model.

The applicant organisation must have a system in place that shows how they plan to assess against the practical industry-specific unit standards.

The applicant organisation must have policies and procedures to ensure that legal restrictions on who may conduct assessment against many of the Explosive Atmospheres unit standards are met (see Regulatory Issues above).

The applicant organisation must have policies to ensure assessment provides for:

- the integration of on-job and off-job assessment against the unit standards within a programme;
- identification of individual needs of trainees and/or employer's resources.

'High risk' unit standards

The unit standards below have been identified as 'high risk', as they need special care during delivery, study, and assessment to ensure the safety of personnel and equipment.

Engineering and Technology > Explosive Atmospheres

Domain	Standard IDs
Electrical Apparatus in Explosive Atmospheres – Compliance	17055, 17068, 17069, 17074, 17075, 24980, 24981, 24985, 30068, 30070, 30071
Electrical Apparatus in Explosive Atmospheres – Operations	17054, 17056, 17058, 17059, 17070-17073, 24976-24979, 24982-24984, 24986, 24987, 26739-26743

These are the industry or sector-specific requirements for consent to assess for the Security subfield.

Approval and Implementation

Applicants are welcome to contact Skills for advice and development of their consent to assess application. Contact:

Quality Assurance
The Skills Organisation
Freepost 5164
PO Box 24-469
Royal Oak
Auckland 1345

Telephone   09 525 2590
Fax   09 525 2591
Email   consenttoassess@skills.org.nz
Website   http://www.skills.org.nz

Industry or sector-specific requirements for consent to assess

Criterion 1   Development and evaluation of teaching programmes

The applicant organisation must have effective policies and procedures for linking with industry for the ongoing development and evaluation of training programmes.

The applicant organisation must have policies and procedures for establishing and maintaining links with industry at corporate, local company, and advisory group level to ensure industry involvement in the continuous development and evaluation of training and assessment programmes.

For the purposes of maintaining industry consistency for assessment against conflict management unit standards 27360 and 27361, organisations are encouraged to work with Skills if they plan to develop assessment resources, or use the resources already developed by Skills for these standards. Charges may apply.

To ensure consistency in the assessment of unit standards 32082 (Level 3) and 21738 (Level 4), Skills and the Security industry have developed and will make available training and assessment guidelines for these unit standards that must be complied with. These guidelines are available here.

Criterion 2   Financial, administrative and physical resources

The applicant organisation must provide evidence that it either possesses or has access to adequate resources for training and assessment where industry-specific equipment or facilities are required.

The applicant organisation must have policies and procedures that show how currency of equipment will be maintained. Equipment to be used for training must be of a type and standard that would allow a student to learn how to operate the current range of equipment used in the security industry.

Criterion 3 Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that staff engaged in the delivery of training and assessment in the Security subfield:

- hold the relevant New Zealand or national qualification/current unit standards at, or preferably one level above, the level at which they are required to teach or assess against the unit standards for which consent to assess is being sought or are able to demonstrate equivalent knowledge and skills;
- are encouraged to attain an adult education qualification or demonstrate equivalent skills and knowledge;
- hold unit standard 4098, *Use standards to assess candidate performance,* or demonstrate equivalent knowledge and skills;
- keep up to date with legislative and technological requirements, latest developments and best industry practice of the sector.

For the purposes of maintaining industry consistency for the delivery of training in managing conflict situations leading to assessment against unit standards 27360 and 27361, applicant organisations must have policies and procedures to ensure that staff involved in delivery of training and/or assessment:

- attend and successfully complete a Skills-recognised training and assessment course;
- maintain currency and provide evidence of up-skilling in best practice in conflict management in a security context through attendance and successful completion of a Skills-recognised refresher course every two years.

Details of these courses will be made available on the Skills website http://www.skills.org.nz on an annual basis. This will include a schedule of courses and associated costs.

Requirements to assess unit standards 21738 and 32082

Skill's expectation is instructors delivering unit standards 21738 and 32082 as part of a programme or individually, must also hold the following:

- Recommended to hold certificate in Adult Education (National or New Zealand Certificate) at Level 4 or higher or hold an equivalent qualification/s in Adult/Tertiary Education.
- Current First Aid certification or preferably higher (PHEC – Pre-hospital Emergency Care). If the instructor does not hold a current First Aid certification, arrangements must be made for a first aider to be on-site during training.
- Train the Trainer course for the CoA - Certificate of Acceptance.
- It is highly recommended that instructors hold the following unit standards or be able to demonstrate equivalent skills and knowledge: 27360, 27361, 27364, 32082, 21738.

Class size: To ensure manageability, and for the instructor to safely supervise the class during one on one activities, the following class size is recommended:

Unit Standard	Maximum group size per instructor
21738	8 learners
32082	12 learners

The applicant organisation must have policies and procedures to ensure that staff engaged in their organisation's internal moderation of assessment in the Security subfield hold unit standard 11551, *Quality assure assessment*.

Criterion 6   Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that off-site practical or work-based activities are covered by the health and safety policies and procedures of the host organisation, and meet the requirements of workplace health and safety requirements

Where students spend time with an employer for off-site practical or work-based experience, training, assessment, or use of facilities, the applicant organisation must have policies and procedures to ensure that responsibilities for assessment and reporting of credits are clearly specified.

An applicant organisation using employer facilities must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the employer.

The applicant organisation must have policies and procedures to ensure that the off-site provider or workplace offers appropriate opportunities for training and assessment to take place.

Criterion 7   Assessment

Skills supports 'best practice' in assessment. The applicant organisation must have policies and procedures in place to support an integrated method of assessment based on an evidence collection model.

The applicant organisation must have a system in place that shows how they plan to assess against the practical industry-specific unit standards.

For the purposes of maintaining industry consistency for assessment against conflict management situations unit standards 27360 and 27361, organisations are encouraged to work with Skills if they plan to develop assessment resources, or use the resources already developed by Skills for these standards. Charges may apply.

To ensure consistency in the assessment of unit standards 21738 and 32082, Skills and the Security industry have developed and will make available training and assessment guidelines for these unit standards that must be complied with. These guidelines are available here.

'High Risk' unit standards

The unit standards below have been identified as 'high risk', as they need special care during delivery, study, and assessment to ensure the safety of personnel and equipment.

Law and Security > Security

Domain	Standard IDs
Non Specialist Security Functions	6534, 6535, 8615
Security Management	19756, 19757
Security Staff Services	6522, 6523, 6529-6531, 15279, 15280, 21737-21739, 22429, 27360, 27361, 32082

Appendix 3   **Contact Centres Sector requirements for consent to assess**

These are the industry or sector-specific requirements for consent to assess for the Contact Centres subfield.

Approval and Implementation

Applicants are welcome to contact Skills for advice and development of their application for consent to assess. Contact:

Quality Assurance
The Skills Organisation
Freepost 5164
PO Box 24-469
Royal Oak
Auckland 1345

Telephone   09 525 2590
Fax   09 525 2591
Email   consenttoassess@skills.org.nz
Website   http://www.skills.org.nz

Industry or sector-specific requirements for consent to assess

Criterion 1   Development and evaluation of teaching programmes

The applicant organisation must have effective policies and procedures for linking with industry for the ongoing development and evaluation of training programmes.

Criterion 2   Financial, administrative and physical resources

The applicant organisation must provide evidence that it either possesses or has access to adequate resources for training and assessment where industry-specific equipment or facilities are required.

For the purposes of assessing against the on-job unit standards, the contact centre environment and system of the applicant organisation must meet the following requirements:

- The contact centre must be functionally active – involving transactions with external customers over at least 10 days within a two-week period.
- The contact centre must:
    - include a database to record transactions
    - include fully functional workstations
    - include an Automatic Call Distributor (ACD)
    - involve dealing with a customer until completion of the enquiry
    - be part of the company's regular customer service delivery
    - have available product information
    - have access to company policy and/or client information and/or legislation.

Appendix 3   Contact Centres Sector requirements for consent to assess

- The minimum industry requirement for student practical experience in such a contact centre is 20 days full time, of which at least 10 days is within a two-week period.

Criterion 3   Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that staff engaged in the delivery of training and assessment in the Contact Centres subfield:

- hold the relevant New Zealand or national qualification/current unit standards at, or preferably one level above, the level at which they are required to teach or possess current equivalent knowledge and skills to assess against the unit standards for which consent to assess is being sought;
- are encouraged to attain an adult education qualification or demonstrate equivalent skills and knowledge;
- hold unit standard 4098, *Use standards to assess candidate performance,* or demonstrate equivalent knowledge and skills;
- have the opportunity to keep up to date with legislative and technological requirements, latest developments and best industry practice of the sector.

The applicant organisation must have policies and procedures to ensure that staff engaged in their organisation's internal moderation of assessment in the Contact Centres subfield hold unit standard 11551, *Quality assure assessment*.

Criterion 6   Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that off-site practical or work-based activities are covered by the health and safety policies and procedures of the host organisation, and meet the requirements of occupational safety and health legislation.

Where students spend time with an employer for off-site practical or work-based experience, training, assessment, or use of facilities, the applicant organisation must have policies and procedures to ensure that responsibilities for assessment and reporting of credits are clearly specified.

An applicant organisation using employer facilities must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the employer.

The applicant organisation must have policies and procedures in place that shows how it will manage the practical experience requirement of the contact centre specific unit standards, i.e. that the student has sufficient workplace experience in a real contact centre prior to assessment. This requirement is a minimum of 20 days, of which at least 10 days are within a two-week period.

The applicant organisation must have policies and procedures in place that formalise arrangements made with off-site suppliers of workplace experience to ensure

Appendix 3   **Contact Centres Sector requirements for consent to assess**

(version 16)

continuity of supply as well as defining responsibilities for supervision, assessment, and reporting of credits.

Criterion 7   Assessment

Skills supports 'best practice' in assessment. The applicant organisation must have policies and procedures in place to support an integrated method of assessment based on an evidence collection model.

The applicant organisation must have a system in place that shows how they plan to assess against the practical industry-specific unit standards.

These are the industry or sector-specific requirements for consent to assess for the Financial Services and Insurance Services subfields.

Approval and Implementation

Applicants are welcome to contact Skills for advice and development of their application for consent to assess. Contact:

Quality Assurance
The Skills Organisation
Freepost 5164
PO Box 24-469
Royal Oak
Auckland 1345

Telephone   09 525 2590
Fax   09 525 2591
Email   consenttoassess@skills.org.nz
Website   http://www.skills.org.nz

Industry or sector-specific requirements for consent to assess

In its role as regulator of financial advisers, the Financial Markets Authority is required by Section 54 of the Financial Advisers Act 2008 to take the steps necessary to satisfy itself that every applicant for authorisation as a financial adviser meets the requisite level of competence specified in the Code of Professional Conduct. To this end, the Authority has emphasised the importance of having in place a universally consistent and reliable assessment system for the core elements of adviser competence, and has required the designation of unit standards 25650-25653 and 26360 for capstone assessment by Skills.

Criterion 1   Development and evaluation of teaching programmes

The applicant organisation must have effective policies and procedures for linking with industry for the ongoing development and evaluation of training programmes.

Skills will work collaboratively with organisations with consent to assess for non-capstone financial advice unit standards that are seeking approval for programmes leading to the award of the relevant New Zealand and national qualifications in financial services.

Where teaching programmes are developed that lead to the award of New Zealand and national certificates in financial services the applicant organisation must have policies and procedures to ensure that:
* Skills is consulted during the development of the teaching programmes;
* Skills is involved in the evaluation of the teaching programmes;

- a memorandum of understanding with Skills is developed that outlines the roles of the ITO and the applicant organisation in
  – preparing candidates for assessment
  – managing the assessment process for programmes that prepare candidates for assessment against capstone financial advice unit standards 25650-25653 and 26360
- New Zealand and national certificates in financial services are only awarded after Skills has reported credit to NZQA for capstone financial advice unit standards.

Criterion 2   Financial, administrative and physical resources

The applicant organisation must provide evidence that it either possesses or has access to adequate resources for training and assessment where industry-specific equipment or facilities are required.

Criterion 3   Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that staff engaged in the delivery of training and assessment in the industry sector subfields:

- hold the relevant New Zealand or national qualification/current unit standards at, or preferably one level above, the level at which they are required to teach or possess current equivalent knowledge and skills to assess against the unit standards for which consent to assess is being sought;
- are encouraged to attain an adult education qualification or demonstrate equivalent skills and knowledge;
- hold unit standard 4098, *Use standards to assess candidate performance,* or demonstrate equivalent knowledge and skills;
- have the opportunity to keep up to date with legislative and technological requirements, latest developments and best industry practice of the sector.

The applicant organisation must have policies and procedures to ensure that staff engaged in their organisation's internal moderation of assessment in the industry sector subfields hold unit standard 11551, *Quality assure assessment*.

Criterion 6   Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that off-site practical or work-based activities are covered by the health and safety policies and procedures of the host organisation, and meet the requirements of occupational safety and health legislation.

Where students spend time with an employer for off-site practical or work-based experience, training, assessment, or use of facilities, the applicant organisation must have policies and procedures to ensure that responsibilities for assessment and reporting of credits are clearly specified.

(version 16)

An applicant organisation using employer facilities must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the employer.

Criterion 7   Assessment

Skills supports 'best practice' in assessment. The applicant organisation must have policies and procedures in place to support an integrated method of assessment based on an evidence collection model.

The applicant organisation must have a system in place that shows how they plan to assess against the practical industry-specific unit standards.

Skills has common assessment tasks for assessment against capstone financial advice unit standards 25650-25653 and 26360.

For the purposes of authorisation of a financial adviser under the Financial Advisers Act 2008, the Financial Markets Authority will only recognise assessment that has been conducted by Skills through its centrally-administered assessment system, for the capstone unit standards. This key control underpins the integrity of financial adviser competence assessment arrangements.

As a consequence of the Authority's requirements for authorisation of financial advisers, Skills will not support applications for consent to assess for the capstone financial advice unit standards 25650-25653 and 26360.

Criterion 8   Reporting

Skills is the only organisation authorised to report the results of assessment against unit standards 25650-25653 and 26360 to NZQA.

These are the industry or sector specific requirements for consent to assess for the Real Estate subfield.

Approval and Implementation

Applicants are welcome to contact Skills for advice and development of their application for consent to assess. Contact:

Quality Assurance
The Skills Organisation
Freepost 5164
PO Box 24-469
Royal Oak
Auckland 1345

Telephone   09 525 2590
Fax   09 525 2591
Email   consenttoassess@skills.org.nz
Website   http://www.skills.org.nz

Industry or sector-specific requirements for consent to assess

Criterion 1   Development and evaluation of teaching programmes

The applicant organisation must have effective policies and procedures for linking with industry for the ongoing development and evaluation of training programmes.

Criterion 2   Financial, administrative and physical resources

The applicant organisation must have policies and procedures to ensure that students will have access to current real estate technology and sector-specific information. These policies and procedures must enable provision of specialist resources for current programmes and for new technologies or systems that may become part of real estate service provision in the future. Examples of current technology and information include access to Land Information New Zealand (http://www.linz.govt.nz/land/landonline), Real Estate.co.nz (http://www.realestate.co.nz/), REINZ (http://www.reinz.org.nz/) information and statistics, and online property management software (http://www.getpalace.com/).

Criterion 3   Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that staff engaged in the delivery of training and assessment against unit standards in Real Estate licensing or sector-specific national or New Zealand qualifications:
- hold Unit 4098, *Use standards to assess candidate performance*, or demonstrate equivalent knowledge and skill;
- have completed the sector-specific national or New Zealand qualification and have current industry experience (at least three out of the last five years) relevant to the unit standards, or demonstrate equivalent skills and knowledge;

- are encouraged to attain an adult education qualification or demonstrate equivalent skills and knowledge;
- keep up to date with legislative and technological requirements, latest developments and best industry practice of the sector.

The applicant organisation must have policies and procedures to ensure that staff engaged in their organisation's internal moderation of assessment in the Real Estate subfield hold unit standard 11551, *Quality assure assessment*.

Criterion 6   Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that off-site practical or work-based activities are covered by the health and safety policies and procedures of the host organisation, and meet the requirements of occupational safety and health legislation.

Where students spend time with an employer for off-site practical or work-based experience, training, assessment, or use of facilities, the applicant organisation must have policies and procedures to ensure that responsibilities for assessment and reporting of credits are clearly specified.

An applicant organisation using employer facilities must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the employer.

Criterion 7   Assessment

Skills supports 'best practice' in assessment. The applicant organisation must have policies and procedures in place to support an integrated method of assessment based on an evidence collection model.

The applicant organisation must have policies and procedures to ensure that face to face role play assessments are carried out at an appropriate premise or venue that meet current health and safety requirements.

Common assessment material is available from Skills for use by organisations with consent to assess against Real Estate unit standards contained in the National/New Zealand Certificate in Real Estate (Salesperson). The use of this assessment material is encouraged to eliminate the need for pre-assessment moderation of assessment material. The organisation with consent to assess should contact Skills at support@skills.org.nz for information on availability and charges for the use of this material.

The applicant organisation must have policies and procedures to ensure that an agent, branch manager, or course coordinator verifies student evidence produced in the workplace or a trainer/tutor verifies student evidence produced as part of correspondence/e-learning course.

(version 16)

These are the industry or sector specific requirements for consent to assess for the Plumbing, Gasfitting and Drainlaying subfield.

Approval and Implementation

Applicants are welcome to contact Skills for advice and development of their application for consent to assess. Contact:

Quality Assurance
The Skills Organisation
Freepost 5164
PO Box 24-469
Royal Oak
Auckland 1345

Telephone   09 525 2590
Fax   09 525 2591
Email   consenttoassess@skills.org.nz
Website   http://www.skills.org.nz

Industry or sector-specific requirements for consent to assess

Criterion 1   Development and evaluation of teaching programmes

The applicant organisations must have effective policies and procedures for linking with industry for the ongoing development and evaluation of training programmes.

The applicant organisation must have policies and procedures to ensure on-job industry-based components of training and assessment are integrated with off-job components when teaching programmes are developed.

Criterion 2   Financial, administrative and physical resources

The applicant organisation must provide evidence that it either possesses or has access to adequate resources for training and assessment where industry-specific equipment or facilities are required.

Criterion 3   Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that staff engaged in the delivery of training and assessment in the Plumbing, Gasfitting and Drainlaying subfield:
- hold the relevant national or New Zealand qualification/current unit standards at, or preferably one level above, the level at which they are required to teach or possess current equivalent knowledge and skills to assess against the unit standards for which consent to assess is being sought;
- hold registration as a Tradesman Plumber and/or Tradesman Gasfitter and/or Tradesman Drainlayer if teaching and/or assessing plumbing, gasfitting, or

drainlaying programmes leading to the award of nationally recognised qualifications at Level 3;

- hold registration as a Tradesman Plumber and/or Tradesman Gasfitter and/or Tradesman Drainlayer and must have passed the Plumbers, Gasfitters, and Drainlayers Board Certifying Registration Examination, if teaching and/or assessing plumbing, gasfitting, or drainlaying programmes leading to the award of nationally recognised qualifications at Level 4;

- hold registration as a Certifying Plumber and/or Certifying Gasfitter and/or Certifying Drainlayer if teaching and/or assessing plumbing, gasfitting, or drainlaying programmes leading to the award of nationally recognised qualifications at Level 5;

- meet Plumbers, Gasfitters and Drainlayers Board requirements if the teaching or assessment includes restricted plumbing, gasfitting or drainlaying work - such as building a modular home for a consumer;

- are encouraged to attain an adult education qualification or demonstrate equivalent skills and knowledge;

- hold unit standard 4098, *Use standards to assess candidate performance,* or demonstrate equivalent knowledge and skills;

- keep up to date with legislative and technological requirements, latest development and best industry practice of the sector.

The applicant organisation must have policies and procedures to ensure that staff engaged in their organisation's internal moderation of assessment in the Plumbing, Gasfitting and Drainlaying subfield hold unit standard 11551, *Quality assure assessment*.

The applicant organisation must have policies and procedures to ensure that staff development encompasses liaison with industry and exposure to current and emerging industry practices.

Teaching and assessing staff complete upskilling equal to that required for maintaining a current Plumbing, Gasfitting and Drainlaying (PGD) Registration Board licence relevant for the unit standards that they are assessing against and which may count towards continuous professional development requirements of the PGD Registration Board.

Criterion 6   Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that off-site practical or work-based activities are covered by the health and safety policies and procedures of the host organisation, and meet the requirements of occupational safety and health legislation.

Where students spend time with an employer for off-site practical or work-based experience, training, assessment, or use of facilities, the applicant organisation must have policies and procedures to ensure that responsibilities for assessment and reporting or credits are clearly specified.

(version 16)

An applicant organisation using employer facilities must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the employer.

Criterion 7   Assessment

Skills supports 'best practice' in assessment. The applicant organisation must have policies and procedures in place to support an integrated method of assessment based on an evidence collection model.

The applicant organisation must have a system in place that shows how they plan to assess against the practical industry-specific unit standards.

(version 16)

These are the industry or sector-specific requirements for consent to assess for the Lifting Equipment subfield.

Approval and Implementation

Applicants are welcome to contact Skills for advice and development of their application for consent to assess. Contact:

Quality Assurance
The Skills Organisation
Freepost 5164
PO Box 24-469
Royal Oak
Auckland 1345

Telephone   09 525 2590
Fax   09 525 2591
Email   consenttoassess@skills.org.nz
Website   http://www.skills.org.nz

Industry or sector-specific requirements for consent to assess

Criterion 1   Development and evaluation of teaching programmes

The applicant organisation must have effective policies and procedures for linking with industry for the ongoing development and evaluation of training programmes.

The applicant organisation must have policies and procedures to ensure that on-job industry-based components of training and assessment are integrated with off-job components when teaching programmes are developed.

Criterion 2   Financial, administrative and physical resources

The applicant organisation must provide evidence that it either possesses or has access to adequate resources for training and assessment where industry-specific equipment or facilities are required.

Criterion 3   Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that staff engaged in the delivery of training and assessment in the Lifting Equipment sector:
- hold the relevant New Zealand or national qualification/current unit standards at, or preferably one level above, the level at which they are required to teach, or possess current equivalent knowledge and skills to assess against the unit standards for which consent to assess is being sought;
- are encouraged to attain an adult education qualification or demonstrate equivalent skills and knowledge;
- hold unit standard 4098, *Use standards to assess candidate performance,* or demonstrate equivalent knowledge and skills;

- have the opportunity to keep up to date with legislative and technological requirements, and best industry practice of the sector.

It is recommended that in order to satisfy the above skill maintenance requirement, a minimum of 80 hours per annum is required in a working/learning environment, spread throughout the year.

The applicant organisation must have policies and procedures to ensure that staff engaged in their organisation's internal moderation of assessment in the industry sector subfields hold unit standard 11551, *Quality assure assessment.*

Criterion 4   Student entry

Given the high-risk nature of the industrial rope access, rigging and scaffolding industries, the applicant organisation will also be required to show policies and procedures to ensure the entry of students who have the physical strength, dexterity, balance, co-ordination and motor skills to demonstrate competence in the unit standards.

Criterion 6   Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that off-site practical or work-based activities are covered by the health and safety policies and procedures of the host organisation, and meet the requirements of occupational safety and health legislation.

Where students spend time with an employer for off-site practical work-based experience, training, assessment, or use of facilities, the applicant organisation must have policies and procedures to ensure that responsibilities for assessment and reporting of credits are clearly specified.

An applicant organisation using employer facilities must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the employer.

Criterion 7   Assessment

Skills supports 'best practice' in assessment. The applicant organisation must have policies and procedures in place to support an integrated method of assessment based on an evidence collection model.

The applicant organisation must have a system in place that shows how they plan to assess against the practical industry-specific unit standards.

These are the industry or sector-specific requirements for consent to assess for the Cranes subfield.

Approval and Implementation

Applicants are welcome to contact Skills for advice and development of their application for consent to assess. Contact the:

Quality Assurance
The Skills Organisation
Freepost 5164
PO Box 24-469
Royal Oak
Auckland 1345

Telephone	09 525 2590
Fax	09 525 2591
Email	consenttoassess@skills.org.nz
Website	http://www.skills.org.nz

Industry or sector-specific requirements for consent to assess

Criterion 1   Development and evaluation of teaching programmes

The applicant organisation must have effective policies and procedures for linking with industry for the ongoing development and evaluation of training programmes.

The applicant organisation must have policies and procedures to ensure on-job industry-based components of training and assessment are integrated with off-job components when teaching programmes are developed.

The applicant organisation must have policies and procedures to ensure the safety of students, tutors, and other people for Power-operated Elevating Work Platforms (EWPs), Crane Operation and Port Machinery Operations unit standards, particularly when cranes, gantries, and Power-operated EWPs are being used.

The applicant organisation must have policies and procedures to ensure that students are adequately trained to meet the requirements of health and safety legislation which includes the safe use of all plant equipment, and where relevant, knowledge of approved codes of practice which include *Approved Code of Practice for Cranes* (http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/acop-cranes/cranes-acop-2009.pdf*)*, and *Approved Code of Practice for Load-Lifting Rigging* (http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/acop-load-lifting-rigging/rigging-load-lifting-acop.pdf).

Criterion 2   Financial, administrative and physical resources

The applicant organisation must provide evidence that it either possesses or has access to adequate resources for training and assessment where industry-specific equipment or facilities are required.

Criterion 3   Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that staff engaged in the delivery of training and assessment in the Cranes and EWP sectors:

- have at least five years relevant industry experience, and hold relevant qualification(s) where available equal to or higher than the level of the unit standards that they are required to assess against;
- have suitable industry technical and commercial skills that would be gained through relevant recent and concurrent experience in the specific industries of cranes or EWPs that they are required to assess unit standards in
- are encouraged to attain an adult education qualification or demonstrate equivalent skills and knowledge;
- hold unit standard 4098, *Use standards to assess candidate performance*, or demonstrate equivalent knowledge and skills;
- have the opportunity to keep up to date with legislative and technological requirements, and best industry practice of the sector.

The applicant organisation must have policies and procedures to ensure that staff engaged in their organisation's internal moderation of assessment in the industry sector subfields hold unit standard 11551, *Quality assure assessment.*

Criterion 6   Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that off-site practical or work-based activities are covered by the health and safety policies and procedures of the host organisation, and meet the requirements of occupational safety and health legislation.

Where students spend time with an employer for off-site practical work-based experience, training, assessment, or use of facilities, the applicant organisation must have policies and procedures to ensure that responsibilities for assessment and reporting of credits are clearly specified.

An applicant organisation using employer facilities must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the employer.

Criterion 7   Assessment

Skills supports 'best practice' in assessment. The applicant organisation must have policies and procedures in place to support an integrated method of assessment based on an evidence collection model.

The applicant organisation must have a system in place that shows how they plan to assess against the practical industry-specific unit standards.

These are the industry or sector-specific requirements for consent to assess for the Roofing domain.

Approval and Implementation

Applicants are welcome to contact Skills for advice and development of their application for consent to assess. Contact:

Quality Assurance
The Skills Organisation
Freepost 5164
PO Box 24-469
Royal Oak
Auckland 1345

Telephone	09 525 2590
Fax	09 525 2591
Email	consenttoassess@skills.org.nz
Website	http://www.skills.org.nz

Industry or sector-specific requirements for consent to assess

Criterion 1   Development and evaluation of teaching programmes

The applicant organisations must have effective policies and procedures for linking with industry for the ongoing development and evaluation of training programmes.

The applicant organisation must have policies and procedures to ensure on-job industry-based components of training and assessment are integrated with off-job components when teaching programmes are developed.

Criterion 2   Financial, administrative and physical resources

The applicant organisation must provide evidence that it either possesses or has access to adequate resources for training and assessment where industry-specific equipment or facilities are required.

Criterion 3   Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that:
Staff selection
- hold the relevant New Zealand or national qualification to the unit standards that they are required to assess against or demonstrate equivalent knowledge and skills. For example, someone who is a licensed building practitioner and operating at qualification level, should be allowed to assess.
- are encouraged to attain an adult education qualification or demonstrate equivalent skills and knowledge;
- hold unit standard 4098, *Use standards to assess candidate performance*, or demonstrate equivalent knowledge and skills;

- keep up to date with legislative and technological requirements, latest development and best industry practice of the sector.

The applicant organisation must have policies and procedures to ensure that staff engaged in their organisation's internal moderation of assessment in the Roofing domain hold unit standard 11551, *Quality assure assessment*.

The applicant organisation must have policies and procedures to ensure that staff development encompasses liaison with industry. A minimum of 80 hours per annum in a roof work environment, spread throughout the year, is recommended.

Criterion 4   Student entry

The applicant organisation must have policies and procedures regarding student entry that ensure the inclusion of clear criteria for entry to programmes in the scope of the accreditation sought, and must ensure that student minimum entry criteria are clearly publicised.

Criterion 6   Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that off-site practical or work-based activities are covered by the health and safety policies and procedures of the host organisation, and meet the requirements of occupational safety and health legislation.

Where students spend time with an employer for off-site practical or work-based experience, training, assessment, or use of facilities, the applicant organisation must have policies and procedures to ensure that responsibilities for assessment and reporting or credits are clearly specified.

An applicant organisation using employer facilities must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the employer.

Criterion 7   Assessment

Skills supports 'best practice' in assessment. The applicant organisation must have policies and procedures in place to support an integrated method of assessment based on an evidence collection model.

The applicant organisation must have a system in place that shows how they plan to assess against the practical industry-specific unit standards.

These are the industry or sector-specific requirements for consent to assess for the Telecommunications subfield.

Approval and Implementation

Applicants are welcome to contact Skills for advice and development of their application for consent to assess. Contact the:

Quality Assurance
The Skills Organisation
PO Box 24469
Royal Oak
Auckland 1345

Telephone	09 525 2590
Fax	09 525 2591
Email	consenttoassess@skills.org.nz
Website	http://www.skills.org.nz

Industry or sector-specific requirements for consent to assess

Criterion 1   Development and evaluation of teaching programmes

The applicant organisation must have effective policies and procedures for linking with industry for the ongoing development and evaluation of training programmes.

Criterion 2   Financial, administrative and physical resources

The applicant organisation must provide evidence that it either possesses or has access to adequate resources for training and assessment where industry-specific equipment or facilities are required.

Criterion 3   Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that staff engaged in the delivery of training and assessment in the Telecommunications subfield:
- hold the relevant New Zealand or national qualification/current unit standards at, or preferably one level above, the level at which they are required to teach or possess current equivalent knowledge and skills to assess against the unit standards for which consent to assess is being sought;
- are encouraged to attain an adult education qualification or demonstrate equivalent skills and knowledge;
- hold unit standard 4098, *Use standards to assess candidate performance*, or demonstrate equivalent knowledge and skills;
- have the opportunity to keep up to date with legislative and technological requirements, and best industry practice of the sector.

(version 16)

The applicant organisation must have policies and procedures to ensure that staff engaged in their organisation's internal moderation of assessment in the Telecommunications subfield hold unit standard 11551, *Quality assure assessment*.

Criterion 6   Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that off-site practical or work-based activities are covered by the health and safety policies and procedures of the host organisation, and meet the requirements of occupational safety and health legislation.

Where students spend time with an employer for off-site practical or work-based experience, training, assessment, or use of facilities, the applicant organisation must have policies and procedures to ensure that responsibilities for assessment and reporting of credits are clearly specified.

An applicant organisation using employer facilities must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the employer.

Criterion 7   Assessment

Skills supports 'best practice' in assessment. The applicant organisation must have policies and procedures in place to support an integrated method of assessment based on an evidence collection model.

The applicant organisation must have a system in place that shows how they plan to assess against the practical industry-specific unit standards.