

ACCREDITATION AND MODERATION ACTION PLAN

for Building and Construction Industry Training Organisation

(version 4)

Contact

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Planning and Construction > Concrete

Domain	Standard IDs
Concrete Core Skills	24879-24883

Planning and Construction > Construction

Domain	Standard IDs
Construction Health and Safety, and Injury Prevention	14596-14617, 14665, 20746, 21209, 21970
Construction Management	9632, 9633, 9635-9637, 9639, 9640, 10925, 20744, 20745

Planning and Construction > Construction Trades

Domain	Standard IDs
Basic Residential Property Maintenance	21973, 22040, 25062, 25064-25069
Building, Construction, and Allied Trades Skills	12927-12930, 12932, 12933, 12935-12939, 12941, 18672, 22129, 22607, 24350-24358, 24360, 24361, 25319-25334, 25919-25921
Carpentry	637-650, 13037-13049, 13051, 13052, 13054-13056, 13058-13067, 18727-18732, 20736, 20738-20740, 20743, 20889, 20890, 20892, 20893, 21004, 21006-21011, 21013-21015, 24365, 24396-24402
Carpentry Theory	12998-13015, 13017-13035, 20737, 20742, 20887, 20888, 21005, 21012, 21211, 24362-24364, 24378-24386, 24388, 24389, 24391, 24392

Domain	Standard IDs
Concrete Construction	12023, 12025-12029, 12032-12042, 18512-18515
Concrete Production	12011-12019, 12024
Concrete Technology	12020-12022, 18340-18351
Core Construction	2551, 12997, 13036, 17515, 17516, 20735, 22145
Elementary Construction Skills	12931, 21972, 22130, 22842
Fibre Cement Linings	6068, 6069, 6071-6078, 22157
Fibrous Plaster	4316-4318, 4322-4325, 4348-4355, 6126, 6128-6130, 6132, 6133, 17583, 17584, 23534-23538
Floor and Wall Tiling	21372-21378, 22023-22030
Plaster Board	4326, 4327, 4329-4332, 4335, 6067, 6117-6121, 17581, 17582, 22158
Proprietary Plaster Cladding Systems	17502, 17503, 17511, 17513, 17514, 22328-22335, 23533
Solid Plastering	6100-6105, 6107-6109, 6111
Specialist Interiors	4336, 4338-4340, 4342-4344, 4346, 4347, 6122, 6124, 6155, 21947, 22217, 22218

ACCREDITATION INFORMATION (AI)

Introduction

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

Standard Setting Body involvement in accreditation process

The Building and Construction Industry Training Organisation (BCITO) invites enquiries from applicant organisations seeking accreditation for the unit standards and domains specified. It is recommended that any applicant organisation seeking information on industry standards or accreditation requirements with regard to these domains make contact with the BCITO National Moderator.

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

A BCITO Quality Assurance Moderator nominated by the National Moderator will carry out the industry evaluation of an application to determine the applicant's ability to assess against the standards contained in the scope of the accreditation application.

Except for the domain listed below

Level 1 Evaluation of documentation by NZQA and industry.

Level 2 and above Evaluation of documentation and visit by NZQA and industry.

For the *Building, Construction and Allied Trades Skills* domain

Levels 1 and 2 Evaluation of documentation by NZQA.

The Building, Construction and Allied Trades Skills domain has been designated Base Scope of Accreditation for Schools (BSAS) to level 2

Visit waiver conditions

Industry involvement in an accreditation visit may be waived under the following conditions:

- 1 When the applicant organisation seeks accreditation to assess against a very small number of unit standards and given the particular nature of the unit standards, and the quality systems operated by the applicant organisation are known to the BCITO including history of teaching and assessment;
- 2 When the applicant organisation provides satisfactory evidence of its capability to effectively manage, deliver and assess against standards including the delivery of all legislative and/or regulatory health and safety requirements of the unit standards applied for.

Only the National Moderator has authority to grant a written waiver of the ITO's involvement in a visit. The applicant organisation must obtain a written waiver of the visit from the National Moderator.

Areas of shared responsibility

None.

Fees schedule for SSB involvement in accreditation process

The fees schedule is applicable to all applications for accreditation received by NZQA from 1 November 2004. However, the SSB may choose to charge lower fees for their involvement in accreditation. Contact the SSB for further information.

Additional fees can be charged by NZQA, the Institutes of Technology and Polytechnics Quality (ITP Quality), and the Committee for University Academic

Programmes (CUAP) for involvement in accreditation. Contact the relevant quality assurance body (QAB) for information.

No charge is made by the BCITO to applicant organisations requesting initial advice on industry accreditation requirements and/or industry standards. However, the BCITO reserves the right to charge for consultation services over and above initial advice given. These additional services and rates are aligned with the fees schedule and can be negotiated with the National Moderator.

General requirements for accreditation

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

Criterion 1 Development and evaluation of teaching programmes

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

Criterion 2 Financial, administrative and physical resources

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

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

Criterion 3 Staff selection, appraisal and development

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

Criterion 4 Student entry

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

Criterion 5 Student guidance and support systems

Students have adequate access to appropriate guidance and support systems.

Criterion 6 Off-site practical or work-based components

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

Criterion 7 Assessment

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

Criterion 8 Reporting

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

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

Industry or sector-specific requirements for accreditation

The NQF domains within the scope of this AMAP represent the diverse and complex construction industry. The nature of the industry in producing quality outcomes and meeting health and safety requirements requires certain aspects of accreditation to be evaluated to ensure assessment activities are credible and consistent with industry standards. Therefore BCITO specifies particular industry requirements for accreditation.

Criterion 1 Development and evaluation of teaching programmes

The applicant organisation must have policies and procedures to ensure that:

- Programmes are designed and delivered that meet the needs of students, employers and industry.
- There is adequate, active and current liaison with industry.
- Student and industry feedback are taken into account in evaluating programme quality and outcomes.
- Proposed programmes have a sound rationale, clear outline of content, and identify the participants and the intended outcomes.
- Teaching resources and assessment activities enable students to meet the requirements of the unit standards and/or qualifications.
- Programmes contain a policy and procedures for the safety of students, tutors, and assessors.

Criterion 2 Financial, administrative and physical resources

The applicant organisation must have policies and procedures to ensure that an appropriate range of training equipment, and access to specialist equipment, materials and resources will be available to the students to support learning and assessment activities and enable unit standard outcomes to be achieved.

Where an applicant organisation is unable to meet the requirements for accreditation, and has entered into an arrangement with another accredited organisation, this agreement must be formalised through a Memorandum of Understanding, [MoU] for a collaborative or sub-contracting arrangement with another accredited organisation. The responsibilities of both parties for teaching, assessment, moderation and reporting are itemised in writing and a copy of the MoU made available to the BCITO on request. The MoU must identify currency of arrangements.

The applicant organisation must have sufficient safety equipment and facilities relative to the number of students and the types of unit standards being assessed. The policies and procedures must state site responsibilities, safety arrangements and access time.

Applicant and accredited organisations must be able to satisfy the requirements of the Health and Safety in Employment (HSE) Act 1992, HSE Amendment Act 2002 and HSE Regulations 1995. Also the relevant Codes of Practice, the Smoke-free Environments Act 1990 and 2003 amendment, and The Building Act 2004 including standards, codes and relevant publications, when undertaking practical training or assessments. Applicant organisations must show evidence of their capacity to meet this legislation and guidelines; for example, documented safety procedures, advice to students regarding hazards, and reporting procedures.

Criterion 3 Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that:

- Staff have the necessary skills and knowledge for the level of training and assessment being undertaken. BCITO generally expects this to be at one level higher than the level being delivered and assessed. [QA552].
- Teaching staff can show evidence of current competence within their discipline.
- Tutors and assessors will have regular (at least annual) contact with industry partners and are able to obtain information about the latest developments in technology, industry practice and legislation. Staff have opportunities for professional development related to assessment and the construction industry.
- All assessing staff will have credit for the unit standards they will assess against or will be able to demonstrate equivalent knowledge and skills.
- Assessors are trained in standards based assessment and understand competency-based assessment practice. Assessors have obtained credit for unit standard 4098, '*Use standards to assess candidate performance*' or are working towards obtaining credit for this unit standard, or demonstrate equivalent knowledge and skills. BCITO offers regular courses to workplace assessors to facilitate this process.
- Staff appointed to teach and assess against industry standards are able to demonstrate knowledge of and apply safe working practices. This will include the Health and Safety in Employment (HSE) Act 1992, HSE Amendment Act 2002 and HSE Regulations 1995. Also the relevant Codes of Practice, the Smoke-free Environments Act 1990 and 2003 amendment, and The Building Act 2004 including standards, codes and relevant publications.
- Staff responsible for external moderation obligations are competent in moderation practice through obtaining credit for unit standard 11551 '*moderate assessment*', or have demonstrated equivalent knowledge and skills prior to undertaking moderation.

Criterion 4 Student entry

The applicant organisation must have policies and procedures to ensure that students have English language skills that are sufficient for them to understand all requirements, instructions, and communications (oral, written, and graphic) necessary for compliance with industry-related health and safety requirements, compliance and product specifications. All health and safety and legislative requirements in the unit standards must be able to be communicated, comprehended and demonstrated by the students.

For people who do not have English as their first language the level of English language skills required is equivalent to an International English Language Testing System [IELTS] score of **5.0**. This is to ensure all requirements detailed above in relating to unit standards can be communicated to, and comprehended by, students.

Criterion 6 Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that, where assessments are undertaken in a workplace environment, the assessor and/or verifier understand the principles of competency based assessment.

Where students are required to receive training in an off-site situation, applicant organisations must have policies and procedures that include a Memorandum of Understanding or contract between the accredited organisation and the off-site provider which clearly states:

- The nature of the training the students are to receive.
- Responsibility for safety of the tutors and students.
- The time and frequency of the students' attendance.
- The name and relevant details of the student(s) attending specific off-site locations.
- Information from the off-site provider that allow the accredited organisation to make progress and assessment judgements.
- Support mechanisms available to both the student and the off-site provider for the duration of the training, including health and safety requirements, which includes a site safety plan.
- The nature of work undertaken relates to the range of work indicated in the relevant standards and involves the use of specified equipment.
- Responsibilities for assessment are clearly understood and documented.

Criterion 7 Assessment

The applicant organisation must have policies and procedures to ensure that assessment activities and material are consistent with the breadth and level of the accreditation scope and meet the national external moderation requirements.

- Self-developed assessment material is submitted to the National Moderator for pre-assessment moderation and approval prior to use.
- Recognition/Assessment of Prior Learning (R/APL) or Recognition of Current Competence (RCC) processes are consistent with the national standard.

BCITO encourages all accredited organisations to utilise assessment material where it has been developed by BCITO. Many of the unit standards have had assessment resources developed specifically for them. These are available under licence, from the BCITO. While a number of these resources are free, accredited organisations need to be aware that others have charges associated with them.

Criterion 8 Reporting

The applicant organisation must have systems and procedures in place to enable periodic reports to the BCITO and employers with regard to students' performance and progress in a timely manner to meet BCITO reporting to the Tertiary Education Commission, NZQA and internal quality assurance requirements.

Other

Applicant organisations must have policies and procedures to ensure that industry advisory committees are established to assist with curriculum development, course evaluation, and monitoring of and advising on standards.

Non-compliance with accreditation requirements

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

Implementation

The BCITO is able to provide sufficient trained participants to service the requirements of accreditation processes.

MODERATION INFORMATION (MI)

A centrally established national external moderation system has been set up by the Building and Construction Industry Training Organisation

Introduction

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

Moderation System

Selection of standards for moderation

The BCITO Moderation Five Year Plan (Ref: QA550) is available from National Moderator or the BCITO website <http://www.bcito.org.nz>. This plan highlights the *preferred* selected unit standards to be moderated in any given year to ensure that the BCITO, over a period of five years, has moderated all unit standards in all domains. Accredited organisations not assessing against the selected unit standards must inform the BCITO of the unit standards they will be assessing against in any given year.

However the following criteria may also apply:

- Unit standards vital to Health and Safety
- Industry high risk unit standards
- High level unit standards
- Unit standards where unacceptable variance from the national standards has been detected
- Highest usage according to NZQA quarterly reports
- Unit standards not previously assessed
- New unit standards or unit standards included in new qualifications
- According to National Moderators recommendations.

Pre-assessment moderation

BCITO requires accredited organisations to submit all self developed assessment materials for pre-assessment moderation. Where pre-assessment moderation is required please contact the National Moderator at least two months prior to the intended assessment to facilitate this process in a timely manner. Minimum timeframes for the turnaround of pre-assessment moderation are four (4) weeks.

BCITO does not charge for the first quality assurance cycle of pre-assessment moderation, however it reserves the right to charge accredited organisations up to \$75 per hour plus GST for second and third quality assurance cycles.

BCITO encourages all accredited organisations to utilise assessment material where it has been developed by BCITO. Many of the unit standards have had assessment resources developed specifically for them. These are available under licence, from the BCITO. While a number of these resources are free, accredited organisations need to be aware that others have charges associated with them.

Post-assessment moderation

Each year the BCITO will moderate a sample of standards from accredited organisations. The organisations will be notified in writing of postal moderation and/or a moderation visit.

All accredited organisations actively assessing against BCITO unit standards will be required to submit an assessment activity report to the National Moderator or Quality Assurance Moderator nominee by January each year. This report will identify the assessment activities undertaken by the accredited organisation during the previous year. The BCITO template (Ref: QA518) for this report is available from the National Moderator or Quality Assurance Moderator nominee.

Each accredited organisation is required to submit assessment material, and generally three samples of assessed student work for each selected unit standard. All associated assessment evidence for moderation such as assessor guides, marking schedules, model answers and common assessment tasks, must be made available on request. Moderation visits to accredited organisations and workplace assessors are carried out to observe practical assessments to ascertain whether assessment practices are meeting the required standards.

Accredited organisations that contract to the BCITO for off-job training and/or provide for RCC/APL assessment must identify these assessments separately and will be required to submit them for national external moderation.

BCITO may establish or recognise moderation cluster groups. The groups will be required to nominate a contact person who will liaise with the National Moderator or Quality Assurance Moderator nominee. The contact person is responsible for ensuring the cluster group planning and reporting is communicated to BCITO. Planning will include advanced notice of meeting dates, group membership and planned annual moderation activity is to have advanced approval from the National Moderator. It is the responsibility of the group to arrange and fund meetings.

For standards in the *Building, Construction and Allied Trade Skills* domain:

BCITO will undertake a moderation visit for each accredited organisation the first time standards from this domain are assessed against. Upon completion of the initial visit, a postal moderation system will be used. No further visits will occur, unless the need is indicated through postal moderation results.

Post-assessment moderation results and reports

Moderation results from the BCITO will be communicated to the accredited organisations through a written report, and any non-compliance issues and remedial actions will be identified and timeframes specified.

Moderation results from the BCITO will be communicated to the accredited organisations through an exit meeting on the completion of every moderation visit and a final written report within one month of the visit.

Those accredited organisations submitting through cluster groups will receive a general summary of group findings and specific individual reports as may be relevant and required.

Other

Where an accredited organisation contracts another accredited organisation to carry out assessment and where both organisations have accreditation for the unit standards being assessed, the accredited organisation reporting the credits is responsible for supplying assessment samples for moderation.

Where the QA moderator does not validate the assessment decisions, results from the moderation process will in the first instance be used to professionally support the accredited organisations by providing constructive feedback about the improvement of the assessment process and/or coaching of the assessors. Continued invalid assessments may lead to non-compliance with moderation requirements.

Where issues relate to the quality of the standard for example the need for review of the unit standard and/or qualification, the moderation report will identify the ways in which the unit standard requires review and this feedback will be forwarded to the BCITO Qualifications Manager.

Responsibilities

The BCITO is responsible for the appointment of a National Moderator, the training of QA Moderators, and the development and provision of moderation materials and models.

The external moderation system and activities are the responsibility of the BCITO National Moderator and Quality Assurance team.

The BCITO recognises that the moderation process is ongoing and invites comment from accredited organisations on improvements to the current national external moderation system. Contact the National Moderator if you would like to make comment.

References

References available from the National Moderator (www.bcito.org.nz)

- QA507 Internal Moderation Process for Schools and Providers
- QA518 Annual Provider Moderation Summary
- QA550 BCITO Moderation Five Year Plan
- QA552 Recommended Industry Qualifications for AMAP 0048
- QA553 Assessment and Moderation Appeal Form

Reporting

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

Each year the BCITO will review the effectiveness and efficiency of the moderation system by evaluating the activities of the previous year. This review will identify improvements to the system and provide data for the annual report to NZQA.

The National Moderator is responsible for ensuring the results of the moderation reports are documented, actioned and filed.

Funding

Moderation activities will be funded by the National moderation transfer from NZQA, government student funding, and industry contributions.

No charges are applied to participant accredited organisations undertaking normal moderation activities, including visits. However where visits are required for accredited organisations operating overseas, BCITO reserves the right to recover the travel and accommodation costs incurred. These costs will be met by the accredited organisation.

BCITO also reserves the right to charge accredited organisation for pre-assessment moderation and for costs related to the resolution of moderation non-compliance. Charges are set out in relevant sections of the AMAP, and the accredited organisation will be expected to meet this cost.

Non-compliance with moderation requirements

Non-compliance in meeting the requirements of this moderation system will result in further action by the BCITO. Ongoing unresolved non-compliance will be referred to the appropriate QAB (NZQA, ITP Quality or CUAP). Ultimately the QAB may withdraw accreditation.

Where non-compliance is identified the National Moderator will specify the non-compliance issues in writing to the accredited organisation. The identified and agreed corrective actions will be required to be implemented within a specified timeframe determined by the National Moderator. A visit or further visit to the accredited organisation may be required.

The BCITO reserves the right to charge accredited organisations for costs relating to the resolution of moderation non-compliance. Charges are set out below and the accredited organisation will be expected to meet this cost. If non-compliance continues and is unable to be resolved the BCITO National Moderator will recommend withdrawal of accreditation to the relevant QAB. BCITO may de-register its own assessors.

- Re-submission of non-compliant documentation at \$75 per hour plus GST
- Site visits resulting from non-compliance at \$200 per half day plus GST
- Reimbursement for 'actual and reasonable' travel and accommodation expenses, with vehicle mileage charged at \$0.62 per km.

Appeals

In the event of any unresolved dispute over the results of moderation, the case should be submitted to the BCITO National Moderator for action. A standard appeal form is available from the BCITO. The National Moderator will acknowledge receipt of the appeal and agree a timeframe for resolution.

NQF Registration Information

Process	Version	Date
Registration	1	September 1993
Review	2	February 2002
Revision	3	May 2002
Revision	4	January 2008

A review of this AMAP is planned to take place during 2009.