

Visit waiver conditions

Skills Active Aotearoa involvement in a site visit may be waived:

- where the applicant organisation is seeking to extend an existing consent to assess and has a successful record of delivery and assessment
- where the level of consent to assess sought, combined with low risk, does not warrant a visit.

Each application will be considered separately and on its own merits.

Areas of shared responsibility

None.

Fees schedule for SSB involvement in process for granting consent to assess

The [fees schedule](#) is applicable to all applications for consent to assess received by NZQA from 1 November 2004. However, the SSB may choose to charge lower fees for their involvement in granting consent to assess. Contact the SSB 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 Active Aotearoa is responsible for unit standards in a range of industry sectors. These industry sectors have developed a set of standard and sector-specific requirements for granting consent to assess that meet their needs. Skills Active Aotearoa standard requirements for consent to assess are listed below and any sector-specific requirements for consent to assess are set out in the appendix attached to this CMR.

Appendix Outdoor Recreation and Ngā Mahi ā te Rēhia Sector
Requirements for Consent to Assess

Criterion 1 Development and evaluation of teaching programmes

The applicant organisation must have policies and procedures to ensure links with industry for the ongoing development and evaluation of training programmes. Depending on the scope of consent sought, procedures may include a system for consulting with iwi and the Māori community. Any consultation processes must enable meaningful input into programme development and evaluation.

All applicant organisations intending to offer programmes of one year or more must provide evidence of formalised industry liaison and advice.

Criterion 2 Financial, administrative and physical resources

The applicant organisation must have policies and procedures that include how equipment, including safety equipment and clothing, is acquired, selected, maintained, retired, and checked immediately prior to use.

The applicant organisation must have policies and procedures to ensure access to appropriate equipment, facilities and locations which enable it to carry out satisfactory practical training and assessment. This must include ongoing dialogue with local hapū regarding access to marae, whenua, ngahere, awa, and moana.

Criterion 3 Staff selection, appraisal and development

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

- hold the relevant National or New Zealand qualification or current unit standards at, or preferably one level above, the level at which they are required to teach and assess or be able to demonstrate equivalent knowledge and skills
- hold unit standard 4098 or 11281, or be able to demonstrate equivalent knowledge and skills
- keep up-to-date with legislative and technological requirements, and best industry practice of the sector.

When qualified staff are not available within the organisation, the applicant organisation must have policies and procedures to ensure that external people contracted for assessment against the unit standards have the necessary expertise and the required scope of consent to assess.

Criterion 4 Student entry

The applicant organisation must have policies and procedures for student entry that ensure the students (and caregivers for students who are minors) are made aware of the inherent risks of the planned activities.

Criterion 5 Student guidance and support systems

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

- demonstrate how cultural safety will be achieved
- provide evidence that support and guidance/counselling will be available to students and tutors where planned activities may involve a degree of physical and/or psychological risk.

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 risk management policies and procedures of the applicant and/or host organisation, and meet the requirements of occupational safety and health legislation
- students (and caregivers for students who are minors) are made aware of the inherent risks of planned activities on an on-going basis.

An applicant organisation using off-site or work-based 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 organisation, which is to include details of the responsibilities for assessment and reporting of credits.

Criterion 7 Assessment

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

Other

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

Framework Solutions Team
Skills Active Aotearoa
PO Box 2183
Wellington 6140

Telephone 04 385 9047
Fax 04 385 7024
Email info@skillsactive.org.nz

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 Active Aotearoa 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 Active Aotearoa.

Introduction

The purpose of the Moderation Requirements (MR) is to provide details on the national external moderation system, developed by Skills Active Aotearoa, 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.

Moderation System

Skills Active Aotearoa manages a national external moderation system for organisations with consent to assess against the unit standards covered by this CMR.

The system enables moderation to be proactive and timely, and provides an opportunity for Skills Active Aotearoa industry-specific national external moderators to assist organisations with consent to assess whose assessments may not have met the national standard.

Skills Active Aotearoa moderation principles:

- support assessment that is fair, valid, and consistent
- support 'best practice' in assessment, which includes using an integrated approach to assessment, based around an evidence collection model
- detect assessment variance from the national standard and keep the variance to a minimum
- protect the integrity of the industry sector qualifications
- recognise the intellectual property rights of those submitting information and ensure total confidentiality and security of all submissions.

Key features of the moderation system

Moderation Team

A moderation team made up of industry and Skills Active Aotearoa representation will implement and manage the national external moderation system. The moderation team will:

- hold, or be working towards, a relevant appropriate teaching, training or instructional qualification, or possess equivalent knowledge and skills
- hold unit standard 4098 or 11281 and 11551, or be able to demonstrate equivalent knowledge and skills.

The development and management of the moderation team is the responsibility of the Skills Active Aotearoa Framework Solutions team.

Pre-assessment Moderation

All assessment resources supplied by Skills Active Aotearoa have undergone pre-assessment moderation. A list of resources and a schedule of charges is available at <http://www.skillsactive.org.nz/>. All organisations with consent to assess are encouraged to use the Skills Active Aotearoa assessment resources to reduce the need for pre-assessment moderation.

Self-developed assessment material must be submitted to Skills Active Aotearoa for pre-assessment moderation and approval at least four weeks before the organisation with consent to assess intends to use it. A charge of \$75.00 per hour plus GST will apply. The material submitted must include the assessment activity, the model answers or judgement statements and evidence that the assessment resources have been internally moderated by the organisation prior to submission to Skills Active Aotearoa.

Post-assessment moderation

Requests to organisations with consent to assess for assessment material for moderation will relate to credits reported according to NZQA unit standard quarterly usage reports. Organisations with consent to assess will be advised of their moderation requirements by letter (either postal or electronic) at the beginning of every quarter. The frequency of moderation activity will depend on the credit reporting activity, the number of sites reporting credits, and the immediately previous moderation outcome/s and will be negotiated with the organisation with consent to assess as required.

The selection of unit standards for post-assessment moderation will also be informed by the following:

- unit standards that are to be assessed for the first time, or have been reviewed in the last twelve months
- a spread of domains, levels and high use unit standards
- unit standards that have a potential health and safety risk
- unit standards that have an outdoor Leadership component
- recent moderation results
- any industry concerns.

The assessment material required for post-assessment moderation shall consist of:

- assessment schedule/model answer, assessment activities and marking guide/assessment guide
- three samples of assessed candidate work. For postal and cluster group moderation, student scripts supplied should be those with borderline assessment decisions where credit was awarded and where credit was not awarded
- verifier's evidence, if applicable.

Where assessment is integrated, the assessment activities should clearly identify which unit standard and outcome each task in the assessment relates to. All unit standards in an integrated assessment will not necessarily be moderated.

(a) Cluster Groups

Skills Active Aotearoa may arrange a cluster group within regions if technical support and guidance will benefit organisations with consent to assess. Skills Active Aotearoa will communicate with TEOs and schools by the first quarter of each year and the cluster group meeting will be held in the second half of the year. When such an event is organised, Skills Active Aotearoa requires TEOs and schools with consent to assess to participate in the local Cluster Group to moderate a sample of their assessment materials and decisions for theory and practical unit standards, with others who are involved in assessing against the standards. Invited industry experts will provide technical support and guidance in assessment of the unit standards. The cost of attending cluster groups will be at the expense of the organisation with consent to assess.

Skills Active Aotearoa will record and report on the outcomes of the cluster group to all participants within one month of the cluster group meeting.

When an organisation with consent to assess does not participate in a cluster group activity, the organisation will be contacted and arrangements will be made for a suitable moderation activity. This will include discussing whether any costs will be incurred by the organisation.

(b) Postal

The above selection criteria will be applied and those TEOs and schools selected for moderation will receive a letter identifying the unit standard/s required for post-assessment moderation. Organisations with consent to assess will be required to submit their assessment material within one month of receipt of the letter. Where available, the student scripts supplied should be those with borderline assessment decisions where credit was awarded and where credit was not awarded. Organisations with consent to assess for multiple sites must provide samples from each site.

Organisations with consent to assess must send the complete pack of assessment material required for postal moderation to:

Skills Active Aotearoa
Framework Solutions Team
PO Box 2183
Wellington 6140

A Moderation Report will be generated by the moderator/s within four weeks of receipt of the assessment material provided the pack is complete and is received by the due date specified in the request for moderation letter.

(c) Observed Assessment for Moderation

Visits to organisations with consent to assess may be requested to contribute to the robustness of the moderation outcome. The selection of unit standards for observed assessment will be informed by:

- health and safety risk
- Level 3 and above unit standards

- recent moderation results
- industry concerns.

Those selected for a visit will be advised six weeks beforehand. A Skills Active Aotearoa moderator, a technical expert, or both, will conduct the visit depending on the amount of assessment being undertaken and the nature of the unit standards being assessed against.

The intention of the visit is to ensure that moderation outcomes from Cluster Group meetings, postal moderation outcomes and pre-assessment moderation outcomes are implemented. This could include assistance with corrective actions identified in the moderation report. The visit is intended to sample assessment practices and assessor decisions in relation to practical unit standards, to provide support and guidance for training delivery and assessment against Skills Active Aotearoa unit standards, and to foster partnership between the ITO and the TEO or school with consent to assess.

Reporting

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

Each year Skills Active Aotearoa will review the national external moderation system and its effectiveness to identify and action necessary changes to the moderation system. Organisations with consent to assess participating in the national external moderation system will be invited to make written submissions on the effectiveness of the moderation process and include recommendations for improvements.

Skills Active Aotearoa will report annually on the management of its national external moderation system to the Skills Active Aotearoa Board.

Funding

The Skills Active Aotearoa national external moderation system will be funded from:

- the National Moderation Transfer from NZQA
- pre-assessment moderation charges of \$75 per hour plus GST
- charges resulting from non-compliance with moderation requirements
- additional funds as required from Skills Active Aotearoa.

Non-compliance with moderation requirements

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

Where non-compliance is identified, the moderation team will provide details in writing, including the corrective action required and its timeframe. This may result in the requirement for a site visit to provide assistance to remedy the non-compliance or to conduct targeted additional on-site practical moderation. In extreme cases, and

after confirmation with the Chief Executive, Skills Active Aotearoa may recommend to the relevant quality assurance body that consent to assess is withdrawn from the organisation with consent to assess.

Skills Active Aotearoa reserves the right to recover all costs associated with the investigation of non-compliance with moderation requirements and the assistance provided to remedy the non-compliance.

Site visit	\$150/hr including travel time with a limit of \$800 per day plus GST
Travel and accommodation expenditures	Actual and reasonable costs
Company car	\$0.74c /km

Appeals

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

The Skills Active Aotearoa process requires the organisation with consent to assess to contact the Skills Active Framework Solutions team to review the moderation decision and work towards a resolution. If the difference remains unresolved the organisation may write to the General Manager, Learning Solutions requesting a review of the moderation decision. The General Manager will review the decision and work with both the organisation with consent to assess and the Skills Active Framework Solutions team to facilitate a resolution. The General Manager's decision will be final and binding to all parties.

DAS Registration Information

Process	Version	Date
Registration	1	June 1995
Review	2	February 2010
Revision	3	November 2010
Revision	4	January 2012

The next CMR review is planned to take place during 2014.

Appendix

Outdoor Recreation and Ngā Mahi ā te Rēhia Sector Requirements for Consent to Assess

These are the specific requirements for consent to assess for Outdoor Recreation and Ngā Mahi ā te Rēhia subfields

Industry or sector-specific requirements for consent to assess

The following outdoor recreation and ngā mahi ā te rēhia sector industry requirements are in addition to NZQA general and Skills Active Aotearoa industry-specific standard requirements for consent to assess:

Criterion 2 Financial, administrative and physical resources

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

- checked on selection for appropriateness to the activity
- selected and maintained in accordance with industry standards
- checked regularly on an ongoing basis
- retired in accordance with industry standards.

The applicant organisation must have policies and procedures to ensure that minimum safety equipment and/or clothing is identified, present, and used or worn prior to and during outdoor activities.

Criterion 3 Staff selection, appraisal and development

Outdoor Recreation subfield

The applicant organisation must have policies and procedures to ensure that tutors delivering training and assessing against unit standards in the Outdoor Recreation subfield hold qualifications, or can demonstrate equivalent knowledge and skills, related to the outdoor activity or domain (Adventure Based Learning, Canoeing – Kayaking, Caving, Cycle Touring, Mountain Biking, Mountain Craft, Orienteering, Outdoor Equipment, Outdoor First Aid, Outdoor Management, Outdoor Navigation, Rafting, Rock Climbing, Tramping, Weather Interpretation in the Outdoors, Windsurfing, Yachting) as detailed below.

Te Ao Tūroa domain

The applicant organisation must have policies and procedures to ensure that tutors delivering training and assessing against unit standards in the Te Ao Tūroa domain:

- hold the qualification or current unit standards in Te Ao Tūroa domain or can demonstrate equivalent knowledge and skills
- hold an attestation from iwi or hapū which indicates that they support the knowledge and experience the assessors or teacher has to assess and teach
- hold more than two years experience as a practitioner in Te Ao Tūroa.

Level	Qualification
All domains up to and including Level 2	None
All domains at Level 3	Any outdoor recreation qualification (see examples below) at a higher level and in the same discipline as the unit standard/s for which consent to assess is sought or verified evidence (attestation – see explanation below) of involvement during the last 12 months in the discipline of the unit standard/s for which consent to assess is sought.
All domains at Levels 4 and above	An outdoor recreation qualification, at the same level or higher and in the same discipline as the unit standard/s for which consent to assess is sought or verified evidence (attestation) of at least two years experience during the last three years in the discipline of the unit standard/s for which consent to assess is sought.
<p>Outdoor Recreation qualifications include but are not limited to:</p> <ul style="list-style-type: none"> • National Certificates and National Diploma in Outdoor Recreation • New Zealand Outdoor Instructors Association (NZOIA) qualifications • Mountain Safety Council certificates • Outdoor Instructor Certificates or Awards eg Coaching, Guiding, Mountaineering, Rafting etc <p>The attestation must come from a person or persons respected within the skill discipline for which consent to assess is sought by the applicant organisation.</p>	

The applicant organisation must have policies and procedures to ensure that tutors delivering training and assessing against unit standards at Level 3 and above can provide evidence of current competency to ensure safety is managed to a standard that reflects current industry practice.

Criterion 4 Student entry

The applicant organisation must have policies and procedures to ensure that the information given to the students and caregivers for students who are minors about the nature of the programme is accurate, including the possible outcomes and risks, and that the information is sufficiently comprehensive to allow students to judge their own suitability with accuracy, or for the caregivers of students who are minors to make similarly informed choices in relation to the minors in their care.

Criterion 6 Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that, for practical activities:

- hazards are identified
- procedures for managing those hazards are developed
- new hazards are reported
- hazards at new sites are assessed
- all sites are regularly reviewed
- emergency procedures relevant to identified hazards are established.