

ACCREDITATION AND MODERATION ACTION PLAN

for NZQA Social Sciences (General Education), NZQA Business and Management (Pacific Studies) and NZQA Pacific People

(version 5)

Arts and Crafts > Niue Arts and Crafts

Domain	Standard IDs
Niue Arts	21294-21297
Niue Crafts	21301, 21304, 21307

Arts and Crafts > Tongan Arts and Crafts

Domain	Standard IDs
Tongan Arts	22230
Tongan Crafts	22231

Humanities > Languages

Domain	Standard IDs
Lea Faka-Tonga	22219-22223, 22227-22229

Humanities > Pacific Studies

Domain	Standard IDs
Niue Tradition and Culture	21322
Pacific Business and Management	17289, 17290
Pacific Change and Development	17165-17167
Pacific Indigenous Knowledge	17162-17164, 26538-26540
Pacific Societies	17168-17170
Tongan Tradition and Culture	22232, 22233

Social Sciences > Social Science Studies

Domain	Standard IDs
Sociology	8989-9012

ACCREDITATION INFORMATION (AI)

Introduction

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

However, for the standards covered by this AMAP, the SSB (NZQA's National Qualifications Services) is not involved in the accreditation process. Applicant organisations should contact the relevant quality assurance body (QAB) [NZQA, the Institutes of Technology and Polytechnics Quality (ITP Quality), or the Committee for University Academic Programmes (CUAP)] directly.

Contacts

Approvals, Accreditation and Audit

NZQA

PO Box 160

Wellington 6140

Telephone 04 463 3000

Fax 04 382 6895

Email aaa@nzqa.govt.nz

Website <http://www.nzqa.govt.nz>

Director

Institutes of Technology and Polytechnics Quality

PO Box 10344

Wellington 6143

Telephone 04 472 6453

Fax 04 473 2350

Website www.itpq.ac.nz

Standard Setting Body involvement in accreditation process

None. However, the accreditation option on unit standards in the scope of this AMAP is as follows.

Evaluation of documentation by NZQA.

Visit waiver conditions

None.

Areas of shared responsibility

None.

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

Fees schedule for SSB involvement in accreditation process

There is no SSB involvement in the accreditation process. However, fees can be charged by the QAB, which may be [NZQA](#), ITP Quality, or CUAP, for involvement in accreditation. Contact the relevant QAB for information.

General requirements for accreditation

These are the general requirements for accreditation of providers gazetted in 1993. Applicants should also consult the relevant QAB ([NZQA](#), ITP Quality, and 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

None.

Non-compliance with accreditation requirements

Where there is evidence of non-compliance with the requirements for accreditation the quality assurance body (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

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

MODERATION INFORMATION (MI)

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

Introduction

The purpose of the Moderation Information (MI) is to provide details on the national external moderation system, developed by NZQA, to ensure that assessment decisions of accredited TEOs and schools are consistent with the national standard. All 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.

NZQA manages moderation systems for accredited schools and TEOs assessing against the standards covered by this plan.

Accredited schools and TEOs intending to assess against these standards need to make contact as below so that national external moderation of assessments can be arranged.

Secondary providers contact the

Operations Officer
 NZQA Assessment
 NZQA
 PO Box 160
 Wellington 6140
 Telephone 04 463 3000
 Fax 04 463 3113
 Website www.nzqa.govt.nz/ncea/acrp/

TEOs contact the

Operations Officer
 Tertiary Assessment and Moderation
 NZQA
 PO Box 160
 Wellington 6140
 Telephone 04 463 3000
 Fax 04 463 3114
 Email tam@nzqa.govt.nz

Moderation System

Moderation is post-event, ie approval of assessment material and verification of assessor judgements are completed simultaneously after assessment has occurred.

Each school and TEO must have a named person for moderation contact with NZQA.

NZQA will confirm standards for moderation and allocate moderator(s) to the school or TEO.

The school or TEO is required to submit materials to the moderator(s) by the due date in the moderation plan.

Moderators complete moderation reports and send them to the school or TEO, and a copy to NZQA.

Coverage and Intensity of Moderation

The level of moderation required and selection of standards, which forms the *moderation plan*, depends on a combination of:

- the amount of assessment being carried out
- the number of standards used
- the moderation history of the organisation
- NQF assessment and other moderation commitments, and
- any other contributing quality assurance factors or requirements

and will focus on:

- the highest level at which assessment is occurring
- newly registered standards and/or areas of accreditation
- high 'risk' standards
- targeted moderation systems, if applicable.

Material required for moderation

Assessment materials (assessment activities and assessment schedules) and a sample of assessed candidate work will be required to be submitted for moderation.

Comprehensive details

Comprehensive details of the moderation system and relevant documentation can be accessed through the following links:

Secondary providers:

<http://www.nzqa.govt.nz/ncea/acrp/>

TEOs:

<http://www.nzqa.govt.nz/for-providers/moderation/tertiary.html>

Reporting

An annual report, summarising moderation outcomes and any required future actions, is provided to the school or TEO at the conclusion of each complete moderation cycle.

NZQA reviews all national external moderation systems on an annual basis.

NZQA reports annually to the NZQA Board on the national external moderation systems it manages.

Funding

Costs associated in establishing and centrally managing the national external moderation system will be funded by NZQA.

Non-compliance with moderation requirements

Non-compliance in meeting the requirements of this moderation system will result in further action. On-going unresolved non-compliance will be referred to the relevant QAB and may ultimately result in the withdrawal of accreditation.

Appeals

NZQA has an appeals procedure in place for situations where disagreement concerning moderation decisions cannot be mutually resolved.