

## Manage assessment within an organisation

**Level** 6

**Credits** 9

**Purpose** People credited with this unit standard are able to: plan and prepare for assessment; support assessors; and manage quality assurance for assessment within an organisation.

**Subfield** Generic Education and Training

**Domain** Assessment of Learning

**Status** Registered

**Status date** 18 June 2010

**Date version published** 18 June 2010

**Planned review date** 31 December 2015

**Entry information** Open.

**Accreditation** Evaluation of documentation and visit by NZQA and industry.

**Standard setting body (SSB)** NZQA National Qualifications Services

**Accreditation and Moderation Action Plan (AMAP) reference** 0045

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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### Special notes

- 1 Definitions  
*Organisation* refers to an entire organisation or a business unit within the organisation.  
*Organisational requirements* refer to the policies, procedures and reporting requirements of the employer and/or client organisation.  
*Stakeholders* refer to assessors, organisation, candidate, and community.
- 2 Assessment against this standard is subject to compliance with organisational requirements.

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## Elements and performance criteria

### Element 1

Plan and prepare for assessment within an organisation.

#### Performance criteria

- 1.1 An assessment plan is developed in accordance with organisational requirements.
- Range includes but is not limited to – identification of assessors and/or verifiers, candidates, assessment standards and materials, internal and external moderation requirements, timeframes, locations.
- 1.2 Assessment materials and resources are prepared and distributed in accordance with organisational requirements.

### Element 2

Support assessors within an organisation.

#### Performance criteria

- 2.1 Assessment plan is communicated to assessors and/or verifiers.
- 2.2 Procedures are established to facilitate networking amongst assessors and/or verifiers.
- 2.3 Assessor and/or verifier performance is monitored to ensure that internal and/or external assessment standards are met.
- 2.4 Development needs of assessors and/or verifiers are identified and addressed.

### Element 3

Manage quality assurance for assessment within an organisation.

#### Performance criteria

- 3.1 Quality assurance for assessment within the organisation is documented in accordance with organisational requirements and communicated to assessors and/or verifiers and stakeholders involved in the assessment process.
- Range quality assurance procedures for assessment include but are not limited to – moderation, reassessment, appeals.
- 3.2 Assessment plan is reviewed, evaluated, and adjusted (if necessary) to meet internal and/or external requirements.

### **Please note**

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

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### **Comments on this unit standard**

Please contact NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.