

CONSENT AND MODERATION REQUIREMENTS (CMR) for Barbering, Hairdressing, and Salon Skills

(version 7)

Contact

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Service Sector > Beauty Services

Domain	Standard IDs
Barbering	2886, 10645-10650, 19805-19808, 28017, 28018, 31946
Hairdressing	2755, 2757, 2759, 2866, 2869-2871, 2873, 2877-2880, 2882, 2884, 2885, 2887-2892, 12313, 13464-13469, 19791-19793, 21936, 21939, 21941, 25076-25078, 25789-25793, 26231-26233, 26430-26432, 28026, 28835-28842, 28847-28849
Salon Skills	9953, 20929, 21935, 21937, 21938, 21940, 25435-25439, 25794, 28019, 28025, 28027, 28843-28846

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

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

Level 3 and above Evaluation of documentation and visit by NZQA and industry.

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

Visit waiver conditions

The NZ Hair and Beauty Industry Training Organisation Inc (HITO) may waive its involvement in a consent to assess visit when the applicant organisation has an established track record for training and assessment as well as either:

- A history of successful moderation against HITO standards, and the application is for an extension:
 - to a consent to assess scope already involving HITO standards
 - to the same or a related HITO classification
 - enabling a consent to assess scope up to a level no higher than Level 4; or
- Evidence has been provided of compliance with industry or sector-specific requirements for consent to assess.

Areas of shared responsibility

None.

Fees for SSB involvement in process for granting consent to assess

The SSB may choose to charge reasonable fees for its 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 for all providers wishing to award hairdressing and barbering qualifications, 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 Current, adequate and appropriate 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

An applicant organisation may consult with HITO prior to applying for consent to assess. An applicant organisation wishing to clarify: the requirements relating to staff/assessor qualifications and experience; equipment and resources and their use; and compliance with legislative requirements should contact HITO.

The industry or sector-specific requirements for consent to assess have been established to assure HITO that the applicant organisation has the capability to ensure quality training that meets industry requirements for assessment against the unit standards covered by this CMR.

An applicant organisation must supply evidence of compliance with the industry or sector-specific requirements for consent to assess for all sites where delivery of training and/or assessment against one or more standards in the scope of the application will take place. This includes organisations that subcontract, are involved in a consortium, and/or deliver at multiple sites.

Criterion 1 Development and evaluation of teaching programmes

The applicant organisation must have policies and procedures to ensure that students are provided with an integrated teaching programme based on learning strategies, resources and formative assessment activities that are in keeping with the standards in the scope of the application.

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

- Formal advisory links with industry are maintained for expertise and guidance on current industry practice, including advice on the development and review of teaching programmes
- Teaching programmes state expected outcomes
- Regular evaluation of teaching programmes is undertaken and outcomes are implemented.

The applicant organisation must have policies and procedures to ensure that all Occupational Safety and Health (OSH) requirements under the Health and Safety at Work Act 2015 are met for each programme, and that the safety of students, visitors and tutors is ensured.

Criterion 2 Financial, administrative and physical resources

The applicant organisation must have, or have access to, a training salon for all sites that enables delivery of training and assessment that is in accordance with the requirements of the practical standards in the scope of the application. For the purposes of this CMR, a *training salon* is a salon where the core business is training. It will have electronic banking facilities, a reception area, professional salon products available for salon use and retail, and professional equipment sufficient to provide a commercial standard of service.

The applicant organisation must have policies and procedures to ensure there is:

- Access to current national and international hairdressing magazines
- A range of suitable teaching resources, for example, mannequins
- Access to multi-media resources, for example, hairdressing DVDs or internet
- A range of current and relevant hairdressing text books.

Criterion 3 Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that staff engaged in delivery of training and/or assessment against standards within the scope of the application:

- For the Hairdressing qualification, hold the New Zealand Certificate in Hairdressing (Professional Stylist) (Level 4) [Ref: 2413]; the National Certificate in Hairdressing (Professional Stylist) [Ref: 0022]; a Trade Certificate in Hairdressing, or equivalent; or a qualification in advance of these; and/or working towards a hairdressing qualification at Level 5
- For the Barbering qualification, hold the New Zealand Certificate in Commercial Barbering (Level 4) [Ref: 2115]; the National Certificate in Barbering [Ref: 0418]; a Trade Certificate in Barbering; or equivalent; or a qualification in advance of

these Are credited with unit standards 4098 and 11552, or are able to demonstrate equivalent knowledge and skills; and

- Are credited with or are working towards a teaching qualification of a minimum level 4
- Are credited with, or are enrolled in a programme leading to award of unit standard 21204, or are able to demonstrate equivalent knowledge and skills
- Where the applicant organisation is intending to deliver training and/or assessment against one or more Level 5 standards, hold the National Certificate in Hairdressing (Management) (Level 5) with strands in Assessment of Hairdressing, Tutoring in Hairdressing, and Salon Management [Ref: 0646]; or the National Certificate in Hairdressing (Advanced Cutting) (Level 5) [Ref: 1544]; or the New Zealand Certificate in Hairdressing (Advanced Cutting Skills) (Level 5) [Ref:2727]; or the National Certificate in Hairdressing (Advanced colouring) (Level 5) [Ref: 1602]; or the New Zealand Certificate in Hairdressing (Advanced Colouring Skills) (Level 5) [Ref: 2726]; or are able to demonstrate equivalent knowledge and skills. Where staff members do not hold one of the above qualifications, HITO is able to evaluate their qualifications and where appropriate provide written confirmation that the tutoring and/or assessing staff members' qualification(s) are equal to or in advance of the standards for which training and/or assessment is being delivered.

The applicant organisation must have policies and procedures for the selection and appointment of staff to ensure that staff engaging in the delivery of training and/or assessment against standards within the scope of the application have suitable industry technical and commercial skills. These skills would be gained through three years of practice in the industry, post qualification of the New Zealand Certificate in Hairdressing (Professional Stylist) (Level 4), the National Certificate in Hairdressing (Professional Stylist) (Level 4) or Trade Certificate in Hairdressing; or New Zealand Certificate in Commercial Barbering (Level 4) or the National Certificate in Barbering (Level 4), of which one year must be the 12 months immediately preceding the first selection and appointment.

The applicant organisation must have policies and procedures to ensure that staff will update and maintain their:

- Knowledge of current hairdressing trends
- Expertise in current hairdressing techniques which would be achieved through maintenance of knowledge and technical skills requiring a minimum of 80 hours per annum (spread throughout the year). A minimum of these must be 40 hours in a commercial salon as identified in criterion six, and the remainder to be professional development within the industry, for example hands-on technical training course

Criterion 4 Student entry

The applicant organisation must have policies and procedures to ensure that students entering a programme have sufficient literacy and numeracy skills to be able to achieve the standards in the qualification that the programme leads to. Sufficiency may be demonstrated by:

- Meeting the literacy and numeracy requirements of the National Certificate of Educational Achievement (Level 1) [Ref: 0928], which is a minimum of eight

credits from the specified literacy subfields and/or listed standards, and a minimum of eight credits from the specified numeracy subfields and/or domain (for further details refer to the qualification); or

- A minimum of eight credits from unit standards 21935-21941; or
- Equivalent knowledge and skills.

The applicant organisation must have policies and procedures to ensure that requirements for student entry in relation to communication skills, literacy and numeracy skills, and physical abilities are clearly specified.

Criterion 5 Student guidance and support systems

The applicant organisation must have policies and procedures to ensure that students requiring literacy and/or numeracy support have access to the necessary support resources to be able to successfully complete the programme that they are enrolled in.

Criterion 6 Off-site practical or work-based components

Where a commercial salon is required the applicant organisation must have policies and procedures to ensure that all requirements within the unit standard will be adhered to.

For the purposes of this CMR a *commercial salon* is a salon where the core business is commercial hairdressing, with electronic banking facilities, a reception area, professional salon products available for salon use and retail, professional equipment sufficient to provide a commercial standard of service, and a throughput of commercial customers paying current market prices in keeping with a full time commercial salon business.

The applicant organisation must have policies and procedures to ensure that, where off-site practical or work-based training and/or assessment is to take place, the organisation, venue (including its equipment and resources), and the qualification(s) of personnel involved are quality assured for suitability by the applicant organisation prior to the training and assessment taking place. The provision of off-site practical or work-based training and/or assessment must be covered by a contractual agreement between the applicant organisation and the organisation providing the off-site practical or work-based training and/or assessment.

The policies and procedures must specify that each contractual agreement detail organisation and role responsibilities in relation to:

- Compliance with OSH requirements under the Health and Safety at Work Act 2015, and the safety of students, personnel and visitors
- Training and assessment that is to take place
- Recording and reporting on student progress that is to take place
- Reporting of credits to NZQA
- Demonstrate the relationship between the off-site practical/work-based and the on-site/non-work-based training and assessment components of the programme
- Identification of venues and details of equipment and/or resources.

Criterion 7 Assessment

Assessment of unit standards 2759 and 10650 must take place within the context of a commercial salon where the candidate is enrolled, employed or is on work experience.

Applicant organisations must meet set criteria outlined in Appendix 1.

Assessment for unit standards 2757, 2759 and 10650 must be undertaken by independent industry assessors or provider organisations with the HITO Quality Mark 'Best Practice' or 'Developing Best Practice'

Criterion 8 Reporting

None.

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

HITO 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 HITO.

Introduction

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

As the standard setting body, HITO appoints moderators from industry to externally moderate all unit standards to ensure that assessor judgements are consistent with the national standard.

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

Roles and Responsibilities

The HITO National Quality Assurance Manager (or their delegate) is responsible for implementing the Moderation System including:

- Requesting assessment intentions information from accredited organisations
- Determining whether a moderation visit is necessary for an accredited organisation, and selecting standards for moderation
- Selecting (based on moderation expertise and industry knowledge) and training moderators, and allocating moderation activities to moderators
- Providing an annual moderation report to each accredited organisation.

The HITO National Quality Assurance Manager (or their delegate) is also responsible for:

- Observing and moderating assessment against practical standards (assessment activity and assessor decisions) during moderation visits to accredited organisations
- Moderating assessment against theory standards (assessment material and/or candidate evidence and assessor decisions) submitted by post or online.
- Reporting the outcomes of each moderation activity to the accredited organisation.

The accredited organisation is responsible for:

- Submitting annual assessment intentions information
- Submitting assessment material and/or candidate evidence and assessor decisions for standards selected for moderation
- Facilitating HITO moderation visits
- Complying with HITO requirements that result from moderation outcomes.

HITO undertakes to ensure the privacy of material provided for moderation, and the security of the accredited organisation's intellectual property and the outcomes of moderation. A useful resource to assist is the HITO Best Practice Guide available from HITO.

HITO Moderation Status

Providers and independent assessors must meet HITO Moderation Status to carry out assessments.

HITO has three different moderation status levels.

1. HITO Moderation Focus
2. HITO Developing Best Practice
3. HITO Quality Mark

1. HITO Moderation Focus:

This provider may have high staff turnover, has demonstrated less progress in the development and approval of assessment material, the provider or independent assessor has had complaints registered internally with HITO or NZQA.

Providers or independent assessors with this status:

- Complete full moderation requirements.
- May also require moderation visits throughout the year.
- Focus on approval of assessment material and fewer visits.

Evidence required to gain HITO Moderation Focus:

- Submission of assessment material as directed.
- Meet the requirements of the Consent and Moderation Requirements Hold regular internal moderation meetings (providers only).
- Be working towards consistent assessment practices and decisions that will meet the industry standard and unit standard requirements.

2. HITO Developing Best Practice

Providers or independent assessors with this status:

- Only need to submit 2 -3 samples of assessment material per year, except where new unit standards have been developed (providers only).
- Have an annual moderation visit. This may be a half-day moderation and half-day round the table meeting (providers) and a full day moderation for independent assessors.

Evidence required to be a HITO Developing Best Practice provider or independent assessor:

- Most assessment material approved within two cycles of external pre-assessment moderation (providers only).
- Staff turnover does not affect capability of provider to provide assessment Providers only).
- Management changes do not affect capability of provider to provide assessments (providers only).
- A tutor induction plan in place for new tutor assessors (providers only).
- Assessors are aware of the industry standard expected during assessment. They are aware of NZQA's requirements and the requirements outlined in the HITO

Best Practice Guide.

- Minimal complaints registered internally, with HITO or NZQA.
- External moderation reports identified minimal variance from industry standard requirements.
- All criteria outlined in the Consent and Moderation Requirements is met.

3. HITO Quality Mark

Providers or assessors with this status:

- Are not required to provide further samples of assessment for a period of 2 – 3 years, except where new unit standards have been developed. They have the option to submit if they would like feedback (providers only).
- Are not required to have a practical moderation visit for a period of 2 – 3 years unless requested by the provider (providers only).
- May be required to attend a moderation meeting held annually to enable feedback and discussion regarding assessment and moderation.
- Are required to submit a full internal moderation report annually identifying progress and any developments for the material and assessment (providers only).

Evidence required to be a HITO Quality Mark Training Provider or independent assessor:

- All assessment material being consistently approved during the first cycle of external pre-assessment moderation over a twelve month period (providers only).
- Staff turnover does not affect capability of provider to provide assessment (providers only).
- Management changes do not affect capability of provider to provide assessments.
- A comprehensive tutor induction plan that allows tutor/assessors exposure to and an awareness of the assessment standards expected (providers only).
- Consistently maintaining assessment to industry standards. Consistently maintaining assessment practices to the requirements of NZQA and as outlined in the HITO Best Practice Guide (available at www.HITO.org.nz).
- No complaints registered internally or with HITO, NZQA or ITP for a period of two years.
- External moderation reports for all assessors identifying assessment practices and decisions are maintained at industry standards and meet all unit standard requirements.
- Internal moderation is a focus with regular meetings and discussions regarding of hairdressing, barbering or beauty unit standards with measurable outcomes (providers only).
- All criteria outlined in the Consent and Moderation Requirements have consistently been met over a two year period including professional development and for providers, commercial requirements of the learning environment.

Assessment Intentions Information

At the end of each calendar year, HITO requests each accredited organisation to submit the list of unit standards it intends to assess for the coming year in the scope of this CMR.

Each accredited organisation submits standard IDs and expected assessment date(s) to HITO on or before 31 January each year.

Selection of standards

For each accredited organisation, HITO uses the assessment intentions information provided to select standards for pre-assessment moderation based on:

- Accredited organisation moderation history.
- High risk standards (in terms of health and safety and/or interpretation of the standard's requirements).
- High use standards.
- Highest level standard being assessed against.
- Standards not previously assessed against.
- New standards or standards newly included in a qualification.
- Unit standards 2757,2759 and 10650 will be moderated annually.

Pre-assessment moderation

HITO notifies the accredited organisation of standards selected for pre-assessment moderation, and the due date(s) for submitting the assessment material (which will be prior to any expected assessment date).

The accredited organisation submits the requested material to HITO on or before the due date.

Within 20 working days, or a timeframe agreed with the accredited organisation, HITO evaluates the material for validity and consistency with the national standard, and provides a moderation report to the accredited organisation. Key information included in the moderation report includes:

- Name of the accredited organisation.
- Unit standards moderated.
- The moderation outcomes.
- Amendments that are required and/or recommended.
- Material to be resubmitted following amendment, and whether candidate evidence with assessor decisions is to be submitted following assessment.

An accredited organisation must not use assessment material that has been selected for pre-assessment moderation until the material has been approved by HITO. HITO may make an exemption to this requirement on a case-by-case basis.

Post-assessment moderation

Post-assessment moderation consists of postal moderation, which may include the use of electronic media for filmed assessment, and site visits.

HITO may request to visit an accredited organisation during the year to observe and moderate practical assessment taking place.

Moderation visits enable HITO to build effective working relationships and networks with accredited organisations. The focus of the moderation visit is for HITO to evaluate the assessment activity and assessor decisions for validity and consistency with the national standard.

In consultation with the accredited organisation, HITO determines the standard that will be practically assessed at the time of the moderation visit.

The practical assessment will take place in a training salon or in a commercial salon depending on the requirements detailed in the explanatory notes of the standard being assessed against. The accredited organisation is to ensure that at the time of the visit:

- The agreed practical assessment takes place.
- All assessment material relating to the practical assessment is available.

HITO provides a moderation report to the accredited organisation.

Additional moderation

Additional moderation is moderation including electronic media moderation carried out over and above that notified to the accredited organisation during the first four months of the calendar year. The purpose of additional moderation is to facilitate assessment that is consistent with the national standard.

An accredited organisation may request HITO to carry out additional moderation. Actual and reasonable costs for travel and accommodation will be charged. Charges for time will be per the accreditation charges in the fees schedule.

Alternatively, as a result of non-compliance with the moderation system, or as a result of moderation outcomes showing that assessment is not consistent with the national standard, HITO may request to carry out additional moderation. For example, the outcomes of a moderation activity (i.e. evaluation of assessment material and/or candidate evidence with assessor decisions, or a moderation visit) may cause HITO to have concern about an accredited organisation's ability to interpret the assessment requirements of one or more practical and/or theory standards consistently with the national standard. Where this is the case, HITO may require the accredited organisation to:

- Submit material for additional standards for moderation during the year
- Submit additional material for the same standard for moderation during the year
- Facilitate additional moderation visits during the year for HITO to observe and moderate practical assessment taking place.

HITO reserves the right to charge the accredited organisation for additional moderation. Refer to funding section below.

Reporting

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

In addition to providing a report after each moderation activity, HITO provides an annual report to each accredited organisation moderated during the year, which summarises moderation outcomes and notifies the accredited organisation of required changes, the date by which these changes must be implemented, and recommended changes for future assessment.

HITO is committed to improving the national external moderation system in terms of:

- Efficiency and cost effectiveness for users.
- Achieving assessment consistent with the national standard.

Stakeholders (accredited organisations, students, and industry) are invited to provide feedback about the moderation system by email to the HITO National Quality Assurance Manager or to the Chief Executive at any time. In addition, HITO will seek feedback from stakeholders when it reviews the moderation system every three to five years. All feedback is considered at the time of review.

Funding

HITO's national external moderation system will be funded via the National Moderation Transfer from NZQA, additional HITO funds where required and funding obtained through charges detailed below.

Moderation Focus Status

HITO reserves the right to charge fees for extra moderation requirements for providers who are operating at 'Moderation Focus' status after the initial twelve month period.

Moderation of documentation after two submissions	\$75 per hour plus GST
Further moderation/site visits following one full day moderation visit.	\$300 per day plus GST
Extra time (per half day)	\$150 plus GST
Reimbursement for 'actual and reasonable' travel and accommodation expenses	Actual and reasonable charges
	Vehicle mileage at the IRD rate per km

Non-compliance charges

HITO reserves the right to charge for moderation of non-compliant documentation resubmitted for a second time, moderation of additional material (whether requested by HITO or the accredited organisation), additional moderation visits for practical standards, and site visits carried out to resolve ongoing non-compliance. Charges are notified to the accredited organisation prior to moderation, a moderation visit, or a site visit taking place.

Charges are as follows.

Moderation of non-compliant documentation resubmitted for a second time	\$75 per hour plus GST
Moderation/site visits resulting from non-compliance	\$300 per day plus GST
Extra time (per half day)	\$150 plus GST
Reimbursement for 'actual and reasonable' travel and accommodation expenses	Actual and reasonable charges
	Vehicle mileage at the IRD rate per km

HITO also reserves the right to charge for costs incurred when the date of a visit needs to be changed at the accredited organisation's request. Costs incurred will be charged on the basis of 'actual and reasonable' costs.

Non-compliance with moderation requirements

Non-compliance in meeting the requirements of this moderation system will result in further action by HITO. 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, HITO will provide details in writing to the accredited organisation. Necessary corrective action will be identified and a timeframe given for compliance. HITO may request a site visit for moderation of practical assessment or if all other means of communication have not resulted in resolution. Where non-compliance continues HITO will arrange a meeting with the Chief Executive of the accredited organisation to resolve the non-compliance. If the non-compliance continues, HITO will recommend the QAB withdraw accreditation.

Appeals

Where an accredited organisation feels that it has grounds to appeal a moderation decision, it is expected that the accredited organisation will discuss the matter with the HITO moderator in the first instance.

Where the accredited organisation still believes that it has grounds to appeal the moderation outcome, the accredited organisation must appeal the moderation outcome to the HITO National Quality Assurance Manager in a letter. This letter must be received by HITO within 20 working days of the moderation report being sent to the accredited organisation.

The letter must detail the:

- Name of the accredited organisation
- Unit standard
- Moderation outcome
- Reason for the appeal.

Within 15 working days of receiving the appeal, the HITO National Quality Assurance Manager will consider the appeal, consult with other parties as necessary, make a decision, and notify the outcome to the accredited organisation and the moderator.

Where the accredited organisation believes that it has grounds to appeal the moderation appeal outcome, the accredited organisation must appeal the moderation appeal outcome to the Chief Executive of HITO in a letter, which must be received by HITO within 15 working days of the appeal outcome being notified to the accredited organisation.

The letter must detail the:

- Name of the accredited organisation
- Unit standard
- Moderation outcome and the moderation appeal outcome
- Reason for the appeal.

Within 15 working days of receiving the appeal, the Chief Executive will consider the appeal, consult with other parties as necessary, make a decision, and notify the moderation appeal outcome to the accredited organisation, the HITO National Quality Assurance Manager, and the moderator. The Chief Executive's decision is final and binding to all parties.

DAS Registration Information

Process	Version	Date
Registration	1	February 1995
Revision	2	November 1998
Revision	3	March 2001
Revision	4	July 2002
Review	5	January 2009
Revision	6	September 2010
Review	7	December 2016

The next CMR review is planned to take place during 2021.

Appendix 1

Criteria to become an independent industry assessor of unit standards 2757, 2759, and 10650:

- Hold a NZ Trade Certificate in Hairdressing or National Certificate or accepted equivalent.
- Be actively involved in hairdressing or barbering in a commercial salon for a minimum of 25 hours per week.
- Have a minimum of three (3) years, post qualification experience in the Hairdressing Industry of which the past year must be current.
- All independent industry assessors are required to have unit standards 4098 and 11552.
- Follow the Guidelines for Assessment of 2757 and 2759, or Guidelines for Assessment of 10650.
- Show currency in hair fashion and hairdressing techniques through professional development within the industry.
- Fully participate in an induction programme for new, independent assessors.
- Attend annual assessor training and moderation cluster meetings.

The approval of independent industry assessors will be evaluated on the above criteria by the Hairdressing and Barbering Advisory Group. HITO can provide application guidelines for submission for approval.