CONSENT AND MODERATION REQUIREMENTS (CMR)
for Aviation Sectors

(version 6)

Contact

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Engineering and Technology > Aeronautical Engineering

Domain	Standard IDs
Aeronautical Armament	4037, 4038, 4040, 4042, 4043, 4045, 4047, 17643, 17645, 17647, 17649-17652, 17654, 17656-17660, 17662, 17663, 17665-17667
Aeronautical Composites	4020, 4021, 4023, 4024, 23601
Aeronautical Electroplating	23594-23600, 25612, 30693, 30694
Aeronautical Engineering - Core	3894-3900, 5428, 7245-7247, 27731, 28030-28032, 28034, 28035, 28037-28039, 28463-28471, 29818-29820, 31990
Aeronautical Engineering Planning	10803-10806, 20906-20910, 21144
Aeronautical Engineering Production Control	10798-10802, 32829-32833
Aeronautical Engineering Quality Assurance	10807, 10997
Aeronautical Engineering Technical Support	10793-10797
Aeronautical Machining	4025, 4027-4031, 4034, 4066, 29135
Aeronautical Maintenance Certification	20895-20904, 21060, 26963-26968, 27733-27750
Aeronautical Non Destructive Testing	4084, 4086-4091, 4093-4097
Aeronautical Storekeeping	15885-15889
Aerospace Engineering	32126-32134, 33168-33172, 33174-33177
Aircraft Furnishings and Equipment	4002-4011
Aircraft Mechanical Maintenance	3918-3922, 3924-3928, 7243, 7244, 20632, 20633, 28144, 30695

Domain	Standard IDs
Aircraft Mechanical Repair and Overhaul	3931-3933, 3935-3942, 7242, 30696
Aircraft Painting	4012-4015
Aircraft Powerplant Maintenance	3401, 3403-3413, 4001, 23159, 28136, 28142, 29134
Aircraft Powerplant Repair and Overhaul	3402, 3414-3422, 3424, 20635-20637, 23160-23164, 28137, 28143
Aircraft Servicing	3901-3904, 3906-3909, 3911-3915, 3917, 3929, 3930, 20629-20631, 20634, 23165-23167, 30698
Aircraft Structures	4026, 4032, 4033, 4067-4073, 4075-4083, 23653, 28033, 28036, 28139, 28140
Avionic Electrical Repair	3955, 3978, 3982, 3999, 4065, 22553-22556, 22565-22568, 22577, 22934, 22937, 22941-22943, 30699, 30700
Avionic Instrument Repair	3956, 3964, 3967, 3981, 3983, 3984, 3994, 22557-22564, 22931-22933, 22935, 22939, 22940, 22968
Avionic Maintenance	3943-3945, 3948, 4022, 22509-22518, 22520-22545, 22928, 30701, 30702
Avionic Radio Repair	3979, 3996, 3998, 22546-22550, 22552, 22569-22576, 22929, 22936, 22938, 30703, 30704
Helicopter Maintenance	4050-4052, 4060-4064, 22888, 22889, 28138
Helicopter Repair and Overhaul	4053-4059, 17668, 17669, 31984

Service Sector > Aviation

Domain	Standard IDs
Aircraft Operation	423, 23424-23435, 26176-26191, 26197-26218, 26804-26821, 26833-26838, 27183-27185, 27253, 27259, 27260, 27390, 27391, 27677-27681, 28310
Airport Customer Service	27230-27237

Domain	Standard IDs
Airport Operations	8875, 8876, 8878-8882, 8884-8888, 11666-11669, 13414-13423, 17347-17349, 17351-17355, 17357, 25200-25207, 28995-29009, 32762, 32764, 32765
Air Traffic Services	23457-23460, 23468, 23470, 23472, 23473, 23475, 23476, 28043, 28044, 28046-28049, 29413, 33165, 33167
Aviation - Core	16818, 19585-19587, 20676, 20677, 21834-21837, 23551, 23552, 27028, 27029, 27035, 27037-27040, 27049, 27052
Flight Attendants	9244, 9245, 21840-21846, 25453-25457, 28390, 40432-40435

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".

Ringa Hora Services WDC is committed to assisting education organisations applying for consent to assess and offers continued support to organisations assessing against standards in the sectors covered by this CMR.

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.

Visit waiver conditions

All applicant organisations must provide satisfactory evidence to Ringa Hora Services WDC of their capability to effectively manage, deliver and assess against the relevant unit standards before a waiver will be given. Ringa Hora Services WDC will send the applicant organisation written confirmation of a visit waiver.

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[1] Tertiary education organisations (TEO) include Te Pūkenga – New Zealand Institute of Skills and Technology (NZIST), private tertiary education providers, government training organisations, and other providers.

Industry participation in a visit may be waived in the following circumstances:
- when the application for consent to assess has been developed in consultation with Ringa Hora Services WDC and is supported by Ringa Hora Services WDC; and/or
- when the scope of the application is sufficiently narrow that Ringa Hora Services WDC considers a visit is not warranted; and/or
- when the applicant organisation is well known to Ringa Hora Services WDC and Ringa Hora Services WDC has confidence in the applicant organisation's capacity and capability to assess against the standards.

Areas of shared responsibility

None.

Fees for SSB involvement in process for granting consent to assess

Ringa Hora Services WDC will not be charging fees for any external moderation activities.

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

Ringa Hora Services WDC is responsible for unit standards across a range of industry sectors. These industry sectors have developed common and specific requirements for consent to assess that meet the industry's needs. Ringa Hora Services WDC specific requirements for consent to assess are detailed in the appendices attached to this CMR.

Applicant organisations seeking consent to assess must meet all common requirements set out in this CMR and all specific requirements set out in the relevant appendix.

Appendix 1   Aeronautical Engineering
Appendix 2   Aircraft Operation
Appendix 3   Airport Operations
Appendix 4   Air Traffic Services
Appendix 5   Aviation Core
Appendix 6   Flight Attendants

Criterion 1   Development and evaluation of teaching programmes

Applicant organisations must have policies and procedures to ensure that:
• there has been consultation with stakeholders and interested parties in the development of training programmes
• links with industry are maintained
• robust annual evaluation of all teaching programmes is completed
• feedback on training, delivery and materials is obtained from students and industry representatives, and incorporated into future development
• a holistic and integrated approach to curriculum design, delivery, and assessment is employed
• the literacy, language and numeracy (LLN) demands of the training are considered and either embedded or external support is provided when required.

Applicant organisations must clearly identify the unit standards they wish to assess against and must have a system of continuous monitoring and development in place to ensure delivery meets both the unit standard requirements and current aviation industry standards.

Applicant organisations intending to provide online learning and assessment and/or distance learning and assessment to students must have policies and procedures to ensure that staff/contractors who develop online learning and distance learning packages have experience, and/or hold or gain relevant qualification(s) for this type of delivery.

Criterion 2   Financial, administrative and physical resources

Applicant organisation must have policies and procedures to ensure that:
• training resources, equipment, and venues necessary for training and assessment are available
• student results and personal information is kept secure
• physical resources required to meet the assessment environment conditions are; available, current and sufficient to ensure individual competence is able to be observed and assessed.

Criterion 3   Staff selection, appraisal and development

Applicant organisations must have policies and procedures to ensure that staff have the necessary knowledge and experience to teach and assess against unit standards for which consent to assess is applied for.
Staff engaged in training and assessment are required to:
• hold unit standard 4098, *Use standards to assess candidate performance,* or are able to demonstrate equivalent knowledge and skills
• be encouraged to attain an adult education qualification or are able to demonstrate equivalent knowledge and skills
• hold a qualification relevant to the domain that they teach or assess against or are able to demonstrate equivalent knowledge and skills
• maintain currency with relevant legislative and technological requirements, and industry sector best practice

- hold unit standard 11551, *Moderate assessment,* or are able to demonstrate equivalent knowledge and skills where they are engaged in the organisation's internal moderation of assessment decisions.

Note: If no person meeting the above requirements and the specific requirements in the relevant appendix is available, teaching and assessment should not proceed.

Applicant organisations must have policies and procedures to ensure that verifiers undertaking verification within assessment, have appropriate experience and skill to verify performance.

Applicant organisations must have policies and procedures to ensure that only instructors and assessors with industry experience and training are employed to ensure that delivery meets CAA regulations.

Criterion 6   Off-site practical or work-based components

When off-site facilities or resources are to be used for training and assessment, the applicant organisation must have policies and procedures to ensure that appropriate equipment, resources, and workplace environment are available. The off-site arrangements must meet NZQA rules and any applicable legislation.

Applicant organisations intending to use commercial or other facilities in a collaborative or commercial relationship must have policies and procedures to ensure that a formal agreement is signed by the legally recognised signatories of the parties.

Criterion 7   Assessment

Ringa Hora Services WDC supports 'best practice' in assessment. The applicant organisation must have policies and procedures to support an integrated method of assessment based on an evidence collection model.

Any self-developed assessment material must be moderated and approved by Ringa Hora Services WDC prior to use.

Applicant organisations intending to engage an external party to deliver training and assessment must ensure that such arrangements meet the applicable NZQA rules for consent to assess against standards on the Directory of Assessment Standards.

Recognition of Prior Learning (RPL) and Credit Recognition and Transfer (CRT)

Applicant organisations must have policies and procedures to ensure that:
- RPL or CRT is able to be assessed in order to recognise and assess competence or direct further learning as required
- assessment materials used for RPL, CRT or any other equivalency and competency mapping processes are submitted to Ringa Hora Services WDC for moderation and approval before they are applied in assessment which results in the awarding of unit standards covered by this CMR.

Criterion 8   Reporting

Applicant organisations must have policies and procedures to ensure student credit achievement is reported to NZQA and the student is notified within three months of assessment. The organisation must have a clearly stated procedure for appealing assessment decisions.

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

Ringa Hora Services WDC will 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 Ringa Hora Services WDC.

Introduction

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

Ringa Hora Services WDC appoints a Quality Assurance Manager responsible for administering the national external moderation system and conducting national external moderation. The Quality Assurance Manager and Quality Assurance Advisors (Moderators) will be employees of Ringa Hora Services WDC or will be contracted to Ringa Hora Services WDC.

Moderation is a process of continual improvement. Ringa Hora Services WDC is committed to working with organisations with consent to assess to achieve fair, valid and consistent assessment of student competence.

Ringa Hora Services WDC external moderation system is comprised of:
- pre-assessment moderation of self-developed assessment materials
- post-assessment moderation of assessment decisions
- on-site moderation visits
- moderation group workshops.

Ringa Hora Services WDC will moderate all its unit standards over a five-year period. Ringa Hora Services WDC five-year moderation cycle is available upon request: email moderation@ringahora.nz.

Organisations with consent to assess must have policies and procedures to ensure internal moderation is conducted and that staff engaged in internal moderation have appropriate qualification and/or experience.

Pre-Assessment Moderation

Ringa Hora Services WDC encourages open communication with organisations with consent to assess and recognises the academic autonomy of organisations to assess against the standards using self-developed assessment materials. To ensure consistency of assessment decisions, organisations with consent to assess are required to submit all self-developed assessment materials to Ringa Hora Services WDC for moderation and approval prior to use. Following approval, if the assessment material is revised and altered, it must be resubmitted to Ringa Hora Services WDC for moderation and approval prior to use.

All submissions for pre-assessment moderation must be accompanied by the pre-assessment moderation coversheet and checklist which can be downloaded from the Ringa Hora Services WDC website (www.ringahora.nz).

An organisation with consent to assess may request Ringa Hora Services WDC to undertake an on-site visit for pre-assessment moderation if there are assessment materials for several unit standards to be moderated at the same time. This provides an opportunity for the moderator and the organisation to discuss the assessment materials and context of assessment.

Pre-assessment moderation reports will be provided to organisations with consent to assess within 20 working days from receipt of moderation submission.

Post Assessment Moderation

Ringa Hora Services WDC uses a risk-based approach to determine its moderation focus – the frequency a provider is moderated, and standards called for moderation. Ringa Hora Services WDC carries out moderation activities to provide the most benefit to providers, ākonga and employers. This approach is shared between WDCs to ensure a consistent experience.

A Moderation Calendar is developed annually and made available to registered providers. The calendar details industry sectors to be moderated, and the timing of moderation through the year.

Based on the Moderation Calendar and provider activity, selected providers will be asked for assessment samples from the previous 12 months. These requests will be sent to the provider's moderation contact person at the beginning of each quarter.

Post-assessment moderation may be conducted in the following ways:
• postal or on-line submission of assessed samples requested,
• an onsite moderation visit, or
• Moderation Group Workshops.

Organisations with consent to assess are required to keep full copies of all assessment materials (including those used by sub-contractors) for a period of 12 months from the date of completion of the training and assessment.

Samples for moderation must be submitted to Ringa Hora Services WDC in electronic format.   Samples for each unit standard submitted for post-assessment moderation must consist of:
• all summative assessments (for example assignments, exams, tests, quizzes, recordings of presentations, evidence collection guides etc.)
• assessment schedules, including marking guides or rubrics (for example evidence and judgement statements)
• marked student work (for example exams, assignments) including any resubmissions or further assessment opportunities (reassessments).

All submissions for post-assessment moderation must be accompanied by a post moderation coversheet and checklist (available for download from www.ringahora.nz).

Copies of moderation reports will be provided to organisations with consent to assess within 30 working days from receipt of moderation submission.

On-site moderation visits

Any organisation with consent to assess may be selected for an on-site moderation visit. A sample of organisations with consent to assess may be selected each year. The selection of organisations for an on-site moderation visit will take into account:
• the nature of an organisation's consent to assess scope
• the level of current assessment activity
• moderation history.

On-site moderation visits may include:
• desk top moderation of assessment samples
• assessor and student interviews
• assessment observation
• inspection of assessment equipment and environments
• interview with management to discuss moderation visit and feedback.

Organisations with consent to assess that are selected for an on-site visit will be advised in writing. A date for the moderation visit will be scheduled within two months from the date of advice at a time mutually agreed between the moderator and the organisation.

An on-site moderation visit report will be provided to organisations with consent to assess within 30 working days from the completion of the visit.

Moderation Group Workshops

Ringa Hora Services WDC may, at its discretion, coordinate and facilitate Moderation Group Workshops.   Groups will be established according to unit standards usage reported by each organisation with consent to assess. Ringa Hora Services WDC will provide participating organisations with details of the workshop (location, date, time, and unit standards selected for moderation). Workshop participants will include assessors, schools (where appropriate), representatives from industry and Ringa Hora Services WDC Quality Assurance staff.

Costs associated with attending the workshop will be the responsibility of the organisations with consent to assess, there is no attendance charge for the workshops.

Reporting

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

Ringa Hora Services WDC evaluates its national external moderation system on an annual basis.

The Quality Assurance Manager is responsible for reporting the results of the annual evaluation process to the Ringa Hora Services WDC Executive.

Information obtained from pre and post-assessment moderation will be used by Ringa Hora Services WDC to inform revisions and reviews of unit standards.

Assessors and moderators from organisations with consent to assess may submit feedback or recommendations to the Quality Assurance Manager regarding the Ringa Hora Services WDC national external moderation system via email moderation@ringahora.nz.

Funding

Please note that organisations with consent to assess are responsible for the costs incurred in moderation participation, such as the cost of their representative's time and travel to Moderation Group meetings.

Non-compliance with moderation requirements

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

In the event of non-compliance, the Quality Assurance Manager will discuss requirements with the organisation with consent to assess in order to reach a solution. A timeframe and the required actions for compliance will be agreed between the Quality Assurance Manager and the non-compliant organisation. Further action may include, but is not limited to, professional development, moderation of additional unit standards, and/or an on-site moderation visit.

An on-site moderation visit may be carried out by the Quality Assurance Manager or a person appointed by the Quality Assurance Manager. The organisation with consent to assess will be advised of the reasons for the visit 14 days in advance. Upon completion of the visit a report will be provided to the organisation with consent to assess and Ringa Hora Services WDC outlining any compliance actions that are required.

Where attempts to resolve the non-compliance are ineffective, the case will be referred to the Ringa Hora Services WDC General Manager. The General Manager may recommend, further attempts to facilitate compliance (initiated by the General Manager or the Quality Assurance Manager) or refer the unresolved non-compliance to the appropriate QAB.

Appeals

Where organisations with consent to assess believe they have grounds for appeal against a moderation decision they should do so in the following manner:
- retain all material associated with the assessment and moderation under appeal
- appeal in writing to the Quality Assurance Manager within 15 working days of receiving the moderation decision
- the Quality Assurance Manager will acknowledge the appeal immediately and provide a written response outlining action to be taken towards a resolution within 20 working days
- if the appellant organisation is not satisfied with the resolution, they may appeal to the General Manager of Ringa Hora Services WDC in writing within 7 working days.
- the General Manager will acknowledge the appeal and provide mediation to resolve the dispute within 7 working days.
- the General Manager's resolution decision is final.

DAS Registration Information

Process	Version	Date
Registration	1	August 1997
Revision	2	August 1999
Revision	3	June 2005
Review	4	January 2019
Revision	5	July 2020
Revision	6	September 2023

Replacement Information

Replaced CMR(s)	Replacement CMR(s)	Date
0028 v3	0028 v4	January 2019
0125 v2	0028 v4	January 2019
0127 v2	0028 v4	January 2019
0169 v3	0028 v4	January 2019
0170 v4	0028 v4	January 2019
0174 v3	0028 v4	January 2019

The next CMR review is planned to take place during 2024.

Appendix 1 Consent and Moderation Requirements specific to standards classified in the Aeronautical Engineering subfield

Applicant organisations must meet the common requirements of each criterion detailed in the CMR and these specific requirements.

Criterion 2   Financial, administrative and physical resources

Applicant organisations wishing to deliver programmes in which aeronautical engineering unit standards will be assessed must have policies and procedures to ensure that it has the environment, systems, procedures and controls that are equivalent to a:
- Civil Aviation Authority (CAA) Part 141 Aviation Training Organisations – Certification, **or**
- CAA Rule Part 147 Maintenance Training Organisation – Certification Physical, **or**
- New Zealand Defence Force Policy and Orders.

Physical

Applicant organisation must have policies and procedures to ensure that facilities and resources are of the standard appropriate to the aeronautical engineering industry and include:
- access to aircraft, aircraft components and aviation parts/material storage both fixed and rotary wing as necessary to support delivery of a programme in which unit standards will be assessed
- access to engineering tooling and/or aeronautical engineering tooling required for unit standard assessment
- a reference resource specialising in aeronautical engineering material.

Applicant organisations must have policies and procedures to ensure the following standards are met for the delivery of on-job training whether directly by an organisation with consent to assess or remotely by an employer.

The applicant organisation must have policies and procedures to ensure that training is carried out in workplaces which have or are covered by:
- an NZCAA Part 141 Aviation Training Organisation Certification, **or**
- an NZCAA Part 145 Aircraft Maintenance Organisation Certification, **or**
- an NZCAA Part 147 Maintenance Training Organisation Certification, **or**
- an NZCAA Part 148 Aircraft Manufacturing Organisation Certification, **or**
- an NZCAA Part 43 General Maintenance Rules, **or**
- a New Zealand Defence Force (NZDF) approved workplace.

In all cases the approval held must be appropriate to the subject of the training that will be delivered.

Appendix 1 Consent and Moderation Requirements specific to standards classified in the Aeronautical Engineering subfield

Applicant organisations must have policies and procedures to ensure that:
- all training requiring aircraft and/or aircraft components is delivered on equipment relevant to the New Zealand aviation industry.
- On-job training is conducted in an operational/production environment or a training environment that fully simulates operational/production conditions.

Criterion 3   Staff selection, appraisal and development

Teaching Staff

Applicant organisations must have policies and procedures for the appointment of staff required to deliver off-job training, to ensure the following minimum requirements are met:
- a minimum of five years relevant aeronautical engineering (i.e. engineer or storekeeping) experience for teaching and assessing within the Aeronautical Engineering sub-field and hold:
- an Aircraft Engineering Trade Certificate **or**
- a National or New Zealand Certificate in Aeronautical Engineering at Level four or above **or**
- a National or New Zealand Certificate in Aeronautical Storekeeping **or**
- a New Zealand CAA Aircraft Maintenance Engineer CAA unrated aircraft Licence **or**
- an NZDF Training Approval.

Assessors

Applicant organisations must have policies and procedures to ensure that personnel required to assess aeronautical engineering unit standards on job in a workplace:
- have a minimum of five years aeronautical engineering experience; and
- have been approved as an instructor for the unit standard being assessed **or**
- hold a New Zealand Civil Aviation Aircraft Maintenance Engineer Basic License in the appropriate category **or**
- are employed by a Part 145 Maintenance Organisation issued Company authorisation to certify in the appropriate maintenance activity **or**
- have been awarded a National or New Zealand Certificate in Aeronautical Storekeeping.

Training Supervision

Applicant organisations must have policies and procures to ensure that all off site practical/work-based training must be under the supervision of:
- an approved Aviation Industry Instructor **or**
- an NZCAA Licensed Aircraft Maintenance Engineer **or**
- an appropriately qualified RNZAF Officer or Senior Non-Commissioned Officer.

Appendix 2 Consent and Moderation Requirements specific to standards classified in the Aircraft Operation domain

Applicant organisations must meet the common requirements of each criterion detailed in the CMR and these specific requirements.

Criterion 2   Financial, administrative and physical resources

Applicant organisations wishing to deliver programmes in which aircraft operation unit standards will be assessed must have policies and procedures to ensure that for all unit standards, except for unit standard 26176, *Demonstrate knowledge of safety management systems for an aviation environment*, and unit standard 423, *Work with helicopters*, the organisation:
- holds a Civil Aviation Authority (CAA) Part 141 certificate, **or**
- holds a CAA Part 149 certificate operating under Gliding New Zealand rules, **or**
- is an organisation or person approved by the Director of the CAA to conduct RPAS (Remotely Piloted Aircraft System) training under Part 101 and/or Part 102, **or**
- is the New Zealand Defence Force (NZDF) operating under NZDF Policy and Orders.

Physical

Except for unit standard 26176, *Demonstrate knowledge of safety management systems for an aviation environment*, applicant organisations must have policies and procedures to ensure that facilities and resources are of the standard appropriate to the aviation industry and must include:
- access to aircraft operations equipment and systems as necessary to support delivery of a programme in which unit standards will be assessed
- a reference resource specialising in Aircraft Operations material.

Applicant organisations must have policies and procedures to ensure the following standards are met for the delivery of practical training whether directly by an organisation with consent to assess or remotely by an employer.

Practical training must be carried out in an aviation environment which has or is covered by:
- the appropriate CAA approval or its Defence Force equivalent.

In all cases the approval held must be appropriate to the subject of the training that will be delivered

Appendix 2   Consent and Moderation Requirements specific to standards classified in the Aircraft Operation domain

Criterion 3   Staff selection, appraisal and development

Teaching Staff

Applicant organisations must have policies and procedures for the appointment of instructors delivering training to ensure they meet the following minimum requirements:
- hold a relevant teaching qualification or have successfully completed an approved tutor training programme such as the CAA Instructional Technique Course in accordance with AC61-18, Subject 62
- be appropriately qualified and experienced for delivering training and assessment against unit standards within the domain of aircraft operation **or**
- be approved as an NZDF instructor
- hold a current Flight Instructor rating, or CAA Part 101 and/or Part 102 approval or NZDF aircrew instructor rating/ categorisation for training of practical flying skills for RPAS/UAV.

Assessors

Applicant organisations must have policies and procedures to ensure that assessors assessing Aircraft Operation unit standards on-job in a workplace meet the following requirements:
- be appropriately qualified and experienced for assessing unit standards within the domain of Aircraft Operation
- be registered as a workplace assessor
- hold a Flight Examiner rating, or CAA part 101 and/or part 102 approval for RPAS/UAV's **or**
  hold NZDF aircrew instructor rating/ categorisation for unit standards requiring evidence of competency in flying skills

Criterion 4   Student entry

Applicant organisations must have policies and procedures to ensure that students possess sufficient ability in reading, writing, speaking, and understanding the English language to enable the student to meet the requirements of New Zealand Civil Aviation Rules pertaining to the operation of an aircraft, for unit standards requiring evidence of competency in flying skills.

Appendix 3   Consent and Moderation Requirements specific to standards classified in the Airport Operations domain

Applicant organisations must meet the common requirements of each criterion detailed in the CMR and these specific requirements.

Criterion 2   Financial, administrative and physical resources

Applicant organisations wishing to deliver programmes in which airport operations unit standards will be assessed, must have policies and procedures to ensure that they are:
- able to demonstrate that they have the environment, systems, procedures and controls that are equivalent to a Civil Aviation Authority (CAA) Part 139 Aerodrome Certification and Use and the industry standard or New Zealand Defence Force (NZDF) Policy and Orders
- able to demonstrate that they have the environment, systems, procedures and controls that are equivalent to a Civil Aviation Authority (CAA) Part 140 Aviation Security Service organisation and the industry standard or New Zealand Defence Force (NZDF) Policy and Orders, for aviation security unit standards.

Physical

Applicant organisation must have policies and procedures to ensure that facilities and resources are of the standard appropriate to the aviation industry and include:
- access to airport operations equipment and systems as necessary to support delivery of a programme in which unit standards will be assessed
- a reference resource specialising in airport operations material.

Applicant organisations must have policies and procedures to ensure the following standards are met for the delivery of on-job training whether directly by an organisation with consent to assess or remotely by an employer.

Training shall be carried out in workplaces which have or are covered by:
- NZCAA Part 139 approval or its military equivalent
- for Aviation Security, an NZCAA part 140 or its military equivalent.

In all cases the approval held must be appropriate to the subject of the training that will be delivered.

Applicant organisations must have policies and procedures to ensure that:
- All training is delivered on equipment currently being operated in New Zealand.
- On-job training is conducted in an operational environment or a training environment that fully simulates operational conditions.

Appendix 3   Consent and Moderation Requirements specific to standards classified in the Airport Operations domain

Criterion 3   Staff selection, appraisal and development

Assessors

Applicant organisations must have policies and procedures to ensure that staff have relevant airport operations experience, and that teaching staff are qualified in workplace assessment.

Applicant organisations must have policies and procedures to ensure that all off site practical work based training is delivered under the supervision of an approved instructor.

Criterion 4   Student entry

Applicant organisations must have policies and procedures to ensure that students:
- satisfy the requirements for the issue of CAA Airport Identity Card, **or**
- are members of the New Zealand Defence Force (NZDF) under the authority of the NZDF Policy and Orders.

Appendix 4   Consent and Moderation Requirements specific to standards classified in the Air Traffic Services domain

Applicant organisations must meet the common requirements of each criterion detailed in the CMR and these specific requirements.

Criterion 2   Financial, administrative and physical resources

Applicant organisations wishing to deliver programmes in which air traffic services unit standards will be assessed must have policies and procedures to ensure that:
- they have the environment, systems, procedures and controls that are equivalent to a Civil Aviation Authority (CAA) Part 172 Air Traffic Service Organisations – Certification, and the Air Traffic Services industry standards.

Physical

Applicant organisations must have policies and procedures to ensure that facilities and resources are of the standard appropriate to the air traffic services industry and include:
- access to air traffic services equipment and systems as necessary to support delivery of a programme in which unit standards will be assessed.
- a reference resource specialising in air traffic services material.

Applicant organisations must have policies and procedures to ensure the following standards are met for the delivery of on-job training whether directly by an organisation with consent to assess or remotely by an employer.

Training shall be carried out in workplaces which have or are covered by:
- NZCAA Part 172 Air Traffic Service Organisations – Certification approval.

In all cases the approval held must be appropriate to the subject of the training that will be delivered.

Applicant organisations must have policies and procedures to ensure that:
- All training is delivered on air traffic services systems and equipment currently being operated in New Zealand.
- On-job training is conducted in an operational environment or a training environment that fully simulates operational conditions, in order to satisfy the unit standard definition that requires air traffic services work activities to be directly supervised.

Appendix 4   Consent and Moderation Requirements specific to standards classified in the Air Traffic Services domain

Criterion 3   Staff selection, appraisal and development

Teaching Staff

Applicant organisations must have policies and procedures for the appointment of staff required to deliver off-job training, to ensure the following minimum requirements are met:
- hold a New Zealand Civil Aviation Air Traffic Services Licence
- have at least one years' experience exercising the privileges of an Air Traffic Controller or Flight Service Operator licence
- have satisfactorily completed a training course in the theory and practice of instruction
- hold a New Zealand Civil Aviation Air Traffic Services Instructor Rating.

Applicant organisations must have policies and procedures to ensure that staff required to deliver on-job training meet the following minimum requirements:
- hold a New Zealand Certificate in Air Traffic Services **or** New Zealand Civil Aviation Air Traffic Services Licence
- have completed an ACNZ Instructors course or equivalent
- have a minimum of two years relevant air traffic services experience.

Assessors

Applicant organisations must have policies and procedures to ensure that personnel required to assess air traffic services unit standards in an off-job environment:
- have a minimum of three years relevant air traffic services experience **or** have a minimum of three years' experience in adult education
- have been registered as a workplace assessor
- have been approved as an instructor for the off-job unit standards being assessed.

Applicant organisations must have policies and procedures to ensure that personnel required to assess air traffic services unit standards on-job in the workplace:
- have a minimum of three years relevant air traffic services experience
- have been registered as a workplace assessor
- have been approved as an instructor for the on-job unit standard being assessed **or** hold a New Zealand Civil Aviation Air Traffic Services Licence and rating.

Criterion 4   Student Entry

Applicant organisations must have policies and procedures to ensure that students meet the current entry requirements as set by Airways, these can be found at https://www.airways.co.nz/careers/.

Appendix 5 Consent and Moderation Requirements specific to standards classified in the Aviation Core domain

Applicant organisations must meet the common requirements of each criterion detailed in the CMR and these specific requirements.

Criterion 2   Financial, administrative and physical resources

Applicant organisations intending to submit consent to assess applications that include unit standard 21837, *Demonstrate knowledge of the acceptance and carriage of dangerous goods by air,* must have policies and procedures to ensure that:

- certification is obtained from the Civil Aviation Authority of New Zealand (CAA) to conduct Dangerous Goods Training Programmes training as outlined in CAA Part 92 Carriage of Dangerous Goods and Advisory Circular AC92-1.
- Training programmes involving unit standard 21837, *Demonstrate knowledge of the acceptance and carriage of dangerous goods by air,* meet the minimum requirements of the role to be performed as outlined in CAA Part 92 Carriage of Dangerous Goods and Advisory Circular AC92-1.

CAA Part 92 Carriage of Dangerous Goods and Advisory Circular AC92-1 can be found at http://www.caa.govt.nz/.

Applicant organisations must have policies and procedures to ensure that appropriate facilities and resources are available to deliver and assess the off-job component of a unit standard. Such facilities and resources must be of a standard appropriate to core aviation operations and shall include a reference resource specialising in core aviation material.

Criterion 3   Staff selection, appraisal and development

Applicant organisations must have policies and procedures to ensure that they are able to demonstrate that instructors are appropriately qualified and experienced to assess against unit standards within the domain Aviation – Core.

Applicant organisations intending to submit consent to assess applications that include unit standard 21837, *Demonstrate knowledge of the acceptance and carriage of dangerous goods by air,* must have policies and procedures to ensure that instructors meet the minimum requirements outlined in CAA Part 92 and Advisory Circular AC92-1. These can be found at http://www.caa.covt.nz/.

Appendix 6   Consent and Moderation Requirements specific to standards classified in the Flight Attendants domain

Applicant organisations must meet the common requirements of each criterion detailed in the CMR and these specific requirements.

Criterion 2   Financial, administrative and physical resources

Applicant organisations wishing to deliver programmes in which flight attendant unit standards will be assessed, must have policies and procedures to ensure that:
- they have the environment, systems, procedures and controls that are equivalent to a Civil Aviation Authority (CAA) Part 121 Air Operations Large Aeroplanes, or part 125 Air Operations Medium Aeroplanes or New Zealand Defence Force (NZDF) Policy and Orders.

Physical

Applicant organisations must have policies and procedures to ensure that facilities and resources are of the standard appropriate to the aviation industry and include:
- access to flight attendants' equipment and systems as necessary to support delivery of a programme in which unit standards will be assessed
- a reference resource specialising in flight attendants' material.

Applicant organisations must have policies and procedures to ensure the following standards are met for the delivery of on-job training whether directly by an organisation with consent to assess or remotely by an employer.

Training shall be carried out in workplaces which have or are covered by:
- NZCAA Part 121 Air Operations Large Aeroplanes approval or its equivalent, **or**
- NZCAA Part 125 Air Operations Medium Aeroplanes approval or its equivalent **or**
- New Zealand Defence Force (NZDF) Policy and Orders

In all cases the approval held must be appropriate to the subject of the training that will be delivered.

Applicant organisations must have policies and procedures to ensure:
- All training is delivered on equipment currently being operated in New Zealand.

- On-job training is conducted in an operational environment or a training environment that fully simulates operational conditions, in order to satisfy the unit standard definition that requires work activities to be directly supervised.

Criterion 3   Staff selection, appraisal and development

Teaching staff

Applicant organisations must have policies and procedures for the appointment of instructors required to provide off-job training, to ensure they have appropriate industry experience.