CONSENT AND MODERATION REQUIREMENTS (CMR)

***for* Seafood, Animal Product Examination Services, Dairy Processing, Fellmongery and Leather Processing, Leather Manufacturing, Meat Processing, Primary Products Food Processing, Seafood Māori**

(version 4)

From the 4th October 2021 these standards will be managed by a WDC. Please contact the relevant WDC if you have any questions.

Notes:
The WDCs will not be charging for any external moderation activities.
The CMRs will be fully updated by the WDCs over the coming months.

Contact

Hanga-Aro-Rau Manufacturing, Engineering, and Logistics WDC
Email qualifications@hangaarorau.nz
Website hangaarorau.nz

Muka Tangata - People, Food, and Fibre WDC
Email qualifications@mukatangata.nz
Website mukatangata.nz

Agriculture, Forestry and Fisheries > Primary Sector

Domain	**WDC**
Primary Sector Core Skills	Muka Tangata - People, Food, and Fibre

Agriculture, Forestry and Fisheries > Seafood

Domain	**WDC**
Seafood Generic	Muka Tangata - People, Food, and Fibre

Manufacturing > Dairy Processing

Domain	**WDC**
Milk Processing	Hanga-Aro-Rau Manufacturing, Engineering, and Logistics
Milk Products	Hanga-Aro-Rau Manufacturing, Engineering, and Logistics

Manufacturing > Fellmongery and Leather Processing

Domain	WDC
Fellmongery Processing Knowledge	Hanga-Aro-Rau Manufacturing, Engineering, and Logistics
Fellmongery Processing Skills	Hanga-Aro-Rau Manufacturing, Engineering, and Logistics
Leather Processing Knowledge	Hanga-Aro-Rau Manufacturing, Engineering, and Logistics
Leather Processing Skills	Hanga-Aro-Rau Manufacturing, Engineering, and Logistics

Manufacturing > Meat Processing

Domain	WDC
Animal Product Examination	Hanga-Aro-Rau Manufacturing, Engineering, and Logistics
Boning Operations	Hanga-Aro-Rau Manufacturing, Engineering, and Logistics
Meat Industry - Rendering	Hanga-Aro-Rau Manufacturing, Engineering, and Logistics
Meat Manufacturing	Hanga-Aro-Rau Manufacturing, Engineering, and Logistics
Meat Processing - Core Skills	Hanga-Aro-Rau Manufacturing, Engineering, and Logistics
Meat Quality	Hanga-Aro-Rau Manufacturing, Engineering, and Logistics
Pre and Post Slaughter and Dressing	Hanga-Aro-Rau Manufacturing, Engineering, and Logistics

Manufacturing > Primary Products Food Processing

Domain	WDC
Primary Products Food Processing - Core Skills	Hanga-Aro-Rau Manufacturing, Engineering, and Logistics
Primary Products Food Processing - Operational Skills	Hanga-Aro-Rau Manufacturing, Engineering, and Logistics

Agriculture, Forestry and Fisheries > Primary Sector

Domain	Standard IDs
Primary Sector Core Skills	20644, 28619, 28621, 28931, 29089, 29090, 29141, 29143, 29146, 29155, 31666, 31667

Agriculture, Forestry and Fisheries > Seafood

Domain	Standard IDs
Seafood Generic	31658

Manufacturing > Dairy Processing

Domain	Standard IDs
Milk Processing	29088
Milk Products	19995

Manufacturing > Fellmongery and Leather Processing

Domain	Standard IDs
Fellmongery Processing Knowledge	18571

Manufacturing > Meat Processing

Domain	Standard IDs
Animal Product Examination	13485, 14899, 22047, 22050, 27751, 27752, 27759, 27760, 28170-28173, 30289-30319, 33297
Boning Operations	20226, 21159, 24601, 24602, 25028, 28229-28232, 28234, 28235, 40394, 40398, 40403, 40738-40743
Meat Industry - Rendering	31948, 40744
Meat Manufacturing	3116, 18522, 18527, 18531, 18812, 19342, 19343, 20639, 28238-28241, 28250-28252, 31949-31951, 40396
Meat Processing - Core Skills	21160, 25147, 28578, 28580-28583, 30028-30037

Domain	Standard IDs
Meat Quality	16471, 16539, 20730, 28243-28246, 28254, 28257, 28261, 40745-40747, 40755
Pre and Post Slaughter and Dressing	16496, 20641, 20642, 20981, 21161, 21623, 23352-23354, 25837, 25840, 25841, 25927, 27003, 28176-28179, 28182-28185, 28187, 28236, 28248, 28249, 40391-40393, 40397, 40399, 40401, 40402, 40405, 40748-40754

Manufacturing > Primary Products Food Processing

Domain	Standard IDs
Primary Products Food Processing - Core Skills	20234, 28623, 28630, 28631, 28638, 29093, 29145, 29150, 30038, 30039, 30041
Primary Products Food Processing - Operational Skills	21325, 25924, 25926, 26025, 28237, 28626, 28647, 28665-28671, 28673-28675, 29092, 29125, 29126, 29128, 29130-29133, 29142, 29144, 29147-29149, 29151-29153, 30040, 40395, 40400, 40404

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".

Where applicable, Primary Industry Training Organisation (Primary ITO) encourages applicant organisations to seek consent to assess for domains rather than by individual unit standard. This approach is generally more cost effective because it avoids repeated applications for extension of consent to assess at unit standard level.

Primary ITO welcomes inquiries from organisations seeking consent to assess. It is recommended that an applicant organisation seeking information on consent to assess requirements make contact with the Quality team.

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

Standard Setting Body involvement in process for granting consent to assess

Organisations wishing to deliver and assess against Primary ITO unit standards are required to contact the Quality team to evaluate their application for consent to assess. All applications to NZQA should include this evidence of support.

Before evidence of support is provided, Primary ITO reserves the right to carry out a site visit in accordance with the process requirements below. Primary ITO also reserves the right to visit organisations who are seeking consent to assess Primary ITO unit standards for the first time. This will involve charges as set out in the fees schedule – see below.

The purpose of a site visit is to confirm that the premises and resources meet the industry or sector-specific requirements for consent to assess. Once satisfied that all requirements are met, Primary ITO will provide evidence of support for that application.

Levels 1 and 2	Evaluation of documentation by NZQA and industry.
Levels 3 and above	Evaluation of documentation and visit by NZQA and industry.

Visit waiver conditions

Conditions under which Primary ITO may waive their involvement in consent to assess visit:

- where the applicant seeks consent to assess against a very small number of unit standards and Primary ITO decides that, given the particular nature of the unit standards, a visit is not warranted; or
- when in the opinion of Primary ITO the applicant has established a credible background and history of providing assessment against unit standards in the area applied for, and that the applicant's quality systems are known to Primary ITO; or
- when the consent to assess application has been developed in consultation with Primary ITO.

Areas of shared responsibility

Responsibility for the Primary ITO to participate in a consent to assess visit may be delegated to another ITO. This can occur when consent to assess is being sought for Primary ITO unit standards that are included in another ITO's qualification.

Fees for SSB involvement in process for granting consent to assess

The SSB may choose to charge reasonable fees for their involvement in granting consent to assess. Contact the SSB for further information.

Additional fees can be charged by NZQA, and the Committee for University Academic Programmes (CUAP) for involvement in granting consent to assess. Contact the relevant quality assurance body (QAB) for information.

General requirements for accreditation

These are the general requirements for accreditation of providers gazetted in 1993. Applicants should consult their QAB (NZQA or CUAP) for details of the requirements.

Criterion 1 Development and evaluation of teaching programmes

There is a system for developing coherent teaching programmes and for their evaluation, which should include evaluation by learners/consumers.

Criterion 2 Financial, administrative and physical resources

Adequate and appropriate financial and administrative resources will be maintained to enable all necessary activities to be carried out.

Adequate, appropriate and accessible physical resources will be available for supporting students to meet the required standards.

Criterion 3 Staff selection, appraisal and development

A teaching staff with the necessary knowledge and skills will be maintained through staff selection, appraisal, and development.

Criterion 4 Student entry

There is a system for establishing and clearly publicising student entry requirements that include no unreasonable barriers.

Criterion 5 Student guidance and support systems

Students have adequate access to appropriate guidance and support systems.

Criterion 6 Off-site practical or work-based components

There are arrangements for ensuring that any off-site practical or work-based components are fully integrated into the relevant programmes.

Criterion 7 Assessment

There is a system for ensuring that assessment is fair, valid, and consistent.

Criterion 8 Reporting

There is a system for providing students with fair and regular feedback on progress and fair reporting on final achievements, with an associated appeals procedure.

There is a reliable system for archiving information on final student achievements.

Industry or sector-specific requirements for consent to assess

Primary ITO is responsible for unit standards in a range of industries and sectors. These industries and sectors have developed a set of standard and specific requirements for consent to assess that meet their needs. The industry or sector-specific requirements for consent to assess are set out in the appendices attached to this CMR. Applicant organisations seeking consent to assess must meet all requirements set out in the CMR and the applicable appendix.

Industry or sector-specific requirements for consent to assess are set out in the appendices as follows:

Appendix 1	Seafood and Seafood Māori Sector requirements for consent to assess
Appendix 2	Dairy Manufacturing and Baking Yeast Manufacturing Sector requirements for consent to assess
Appendix 3	Meat Processing, and Fellmongery and Leather Manufacturing Sector requirements for consent to assess

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

The Primary ITO 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 the Primary ITO.

Introduction

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

Primary ITO wishes to work in partnership with organisations with consent to assess, and to provide support and feedback to ensure that assessment is consistent with the national standard.

Primary ITO recognises that moderation is an ongoing process and welcomes suggestions from organisations with consent to assess, on how the current national external moderation system can be modified or improved.

Responsibilities

The Quality team manages Primary ITO's moderation system. The Quality team will plan and co-ordinate all moderation events, report moderation outcomes, ensure organisations with consent to assess comply with moderation requirements, and evaluate and report on the effectiveness of Primary ITO's national external moderation system.

Primary ITO will appoint moderators. The criteria for selection will include relevant qualifications, preferably at degree level, relevant experience in applicable sectors, and extensive experience in adult teaching and assessment.

These moderators, the National Moderator, and the Quality team will meet at least annually to check, moderate, and peer review moderation activities. Annual feedback will be sought from each moderator on the effectiveness of moderation activities and suggestions for improvement to the system. This feedback will be considered in the planning process for the following year.

Primary ITO will invite industry representatives with specific expertise to advise and assist in moderation activities as required.

Planning

Each year, Primary ITO will contact organisations with consent to assess, and they will be required to submit an annual moderation report and assessment plan. This assessment plan component will include:

- a list of unit standards to be assessed during the year;
- a brief description of how the standards are integrated within the programme and the assessment process to be used.

Primary ITO will ensure that moderation of assessment material and assessor decisions is carried out on a sample of unit standards determined from the above assessment plans. The sample will be representative of unit standards against which assessment is occurring and will include unit standards with high usage and/or safety issues. The list of unit standards will be published in the moderation newsletter sent out at the beginning of each year.

When selecting unit standards for moderation, Primary ITO may also consider the following criteria:

- unit standards that have previously been the subject of moderation concerns;
- recently registered, revised, or reviewed unit standards;
- unit standards not previously assessed;
- unit standards not previously moderated;
- a spread of domains and levels;
- other factors as determined by Primary ITO in consultation with organisations with consent to assess.

Post-assessment moderation

All organisations with consent to assess are required to participate in post-assessment moderation each year when requested.

Primary ITO's national external moderation system consists of a number of moderation activities which may be employed to ensure assessment is meeting the national standard. Organisations with consent to assess against Primary ITO unit standards will be required to participate in one or more of these activities.

1 Cluster Workshops (Clusters)

Primary ITO requires organisations to participate in a cluster workshop to moderate a sample of their theory and practical assessment materials and decisions, with others who are involved in assessing against Primary ITO unit standards.

Primary ITO will publish the list of standards from which the cluster groups will select the standards they will moderate each year. Primary ITO will ensure a moderator is available to each cluster to provide advice and support and to record and report on moderation outcomes. Primary ITO expects organisations to take responsibility for convening clusters.

Feedback to Primary ITO has indicated that cluster participation is valuable to organisations as it provides opportunities to share ideas, seek feedback, network, and maintain currency with industry practice.

2 Moderation Panel

To facilitate national consistency, the Quality team will request samples of assessment material and student scripts from organisations for selected unit standards annually. A panel of moderators will be convened to moderate assessment material and student scripts. A plan of the unit standards to be sampled

will be published at the start of each year in the Moderation Newsletter sent to all organisations with consent to assess.

Organisations with consent to assess for multiple sites must provide samples from each site.

Where available, the student scripts supplied should be those with borderline assessment decisions where credit was awarded and where credit was not awarded.

The Quality team will report on the outcomes of moderation for the relevant organisation. Assessment material that does not meet the national standard will be required to be resubmitted by a specified date for approval before it can be used again.

3 Site visits

Each year Primary ITO undertakes to visit and interview a sample of organisations. Those selected for a visit will be advised of the visit at the beginning of the year by letter. An individual moderator or a team of moderators will conduct the visit depending on the amount of assessment being undertaken and the nature of the unit standards being assessed against.

The intention of the visit is to ensure that moderation outcomes from clusters and moderation panels are actioned, and to facilitate the organisation's engagement in Primary ITO's national external moderation system. The visit is intended to sample assessment practices and assessor decisions in relation to practical unit standards, to provide support and guidance for training delivery and assessment against Primary ITO unit standards, and to foster partnership between the ITO and the organisation.

Feedback will be provided by a report, and any actions to bring about compliance with moderation requirements will be identified.

4 Annual moderation report and assessment plan

All organisations that have actively assessed against Primary ITO unit standards in the previous year are required to submit an annual moderation report and assessment plan to the Quality team. The Quality team can provide a report template.

The annual moderation report summarises the organisation's engagement with Primary ITO's national external moderation system. It may include participation at clusters, submission of scripts to the moderation panel, on-site visits, and evaluating actions taken by the organisation to bring their assessment material and assessor decisions into line with the national standard.

The assessment plan outlines a list of Primary ITO unit standards and/or domains the organisation intends to assess, and how the unit standards are integrated within the programmes and the assessment process to be used. The assessment plan also allows organisations to provide current and accurate contact details.

5 Postal Moderation for organisations with consent to assess

At times, organisations who have reported results may be requested to submit assessment materials and student samples for postal moderation. This moderation activity may be employed when the other moderation activities are not suitable for the selected unit standard(s), or unable to be accommodated by the organisation. The request will be made in a manner that ensures the organisation is given sufficient and reasonable notice to respond. A report will be provided to the applicable organisation once postal moderation is completed.

Pre-assessment moderation

Primary ITO has developed assessment materials for some unit standards. These have been moderated and are available free of charge to organisations with consent to assess those standards. Primary ITO encourages organisations with consent to assess to use these assessment materials to ensure consistency of assessment decisions. These assessment materials are available from Primary ITO by request.

For assessment against unit standard 28265, Develop, implement and review a HACCP application for a food processing operation, providers must use Primary ITO assessment material. The content has been developed in conjunction with, and endorsed by, the Ministry for Primary Industries. In order to sufficiently cover what is required, it is mandatory to use this assessment material. The assessment material is available through the Primary ITO website https://www.primaryito.ac.nz.

The applicant organisation must have policies and procedures to ensure that assessment material that has met external moderation requirements is used in preference to assessment material that has not yet met those requirements.

Primary ITO recognises the academic autonomy of organisations with consent to assess to develop their own assessment materials. Self-developed assessment material must undergo internal pre-assessment moderation by the organisation prior to submission to Primary ITO. Organisations must then submit such assessment material to the Quality team for pre-assessment moderation and approval prior to use. This is to ensure that the material will enable assessment decisions that are consistent with the national standard.

Primary ITO reserves the right to charge a pre-assessment moderation fee of $120 plus GST per hour.

Confidentiality and intellectual property

Organisations with consent to assess and the Quality team will ensure confidentiality and security of all assessment and moderation materials submitted to them. Organisations with consent to assess and the Quality team may not use the materials for any purpose other than for moderation, unless they have obtained written permission from the author or author organisation.

Reporting

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

Primary ITO will use a range of methodologies to evaluate the effectiveness and efficiency of its national external moderation system, including: satisfaction surveys for industry, students, and organisations with consent to assess; informal feedback; review by moderators; and formal review. Improvements will be made on the basis of this evaluation. An annual report will be provided to NZQA.

Funding

The moderation system is funded through the National Moderation Transfer from NZQA and industry contributions.

Moderation activities will be funded from the rebate portion of the NZQA $1 per credit fee, and government trainee funding, and industry contributions. No charges will be applied to organisations. However, they will be required to fund their own participation in the external moderation activities.

Fees schedule	
Pre-assessment moderation	$120 plus GST per hour
Consent to assess visit	
Administration fee (per application)	$75 plus GST
Evaluation of documentation	$120 plus GST
Evaluation of documentation and consent to assess visit (based on one day)	$400 plus GST (per panellist)
Mileage (per km)	$0.77
Travel and accommodation expenditures	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 the Primary ITO. Ongoing unresolved non-compliance will be referred to the appropriate QAB (NZQA or CUAP). Ultimately the QAB may withdraw consent to assess.

Where an organisation with consent to assess does not meet moderation requirements, the Quality team will request to obtain further material and/or information from the organisation.

The Quality team can, on request from an organisation with consent to assess, provide clarification on any issue of non-compliance. This may involve the moderator visiting the organisation or meeting their representative on Primary ITO premises (see Fees schedule above).

Primary ITO will outline, in cooperation with the organisation with consent to assess, an action plan in cases where moderation uncovers inappropriate assessment

methods and/or materials. The action plan will specify the actions to be taken for the organisation to become compliant and the timeframe by which this must be achieved.

Where an organisation with consent to assess fails to achieve compliance within the specified timeframe, Primary ITO will advise the appropriate QAB and forward documented evidence of non-compliance.

Appeals

Primary ITO has established written procedures for resolving disputes regarding moderation outcomes, which are available to all moderators and organisations with consent to assess.

Participants in cluster workshops should make every effort to resolve disagreements concerning moderation decisions and/or recommendations at the time of the workshop.

Formal appeals should be submitted in writing and addressed to the Quality team. If they cannot be resolved at this level, information on moderation issues should be addressed to the Quality Manager. The decision of the Quality Manager is final and binding on all parties.

Primary ITO has also developed and implemented a Code of Client Rights Policy, which has been approved by the Tertiary Education Commission (TEC). The policy contains a set of expectations that staff of the Primary ITO will meet in all their dealings with clients. In addition, it provides a vehicle for all clients of Primary ITO to lodge a complaint to the ITO about the services or standards of service that have been provided, or not provided, as the case may be.

The Code of Client Rights Policy is available from the Primary ITO website at www.primaryito.ac.nz.

DAS Registration Information

Process	Version	Date
Registration	1	June 1999
Revision	2	June 2006
Review	3	October 2015
Revision	4	April 2016

The next CMR review is planned to take place during 2019.

Unit standards covered by this CMR from the Seafood and Seafood Māori subfields were previously covered by CMR 0123.

Unit standards covered by this CMR from the Dairy Manufacturing and Baking Yeasts Manufacturing sectors were previously covered by CMR 0022 – see table below.

Replacement Information

Replaced CMRs	Replacement CMRs	Date
0022 v3	0033 v3	October 2015
0123 v9	0033 v3	October 2015

Appendix 1 Seafood and Seafood Māori Sector requirements for consent to assess

(version 3)

These are the industry or sector-specific requirements for consent to assess for the Seafood and Seafood Māori subfields

Approval and Implementation

Applicants are welcome to contact the Primary ITO for advice and development of their application for consent to assess. Contact the:

Quality Manager
Primary ITO
PO Box 10383
The Terrace
Wellington 6143

Telephone 04 801 9616
Fax 04 801 9626
Email standards@primaryito.ac.nz
Website www.primaryito.ac.nz

Industry or sector-specific requirements for consent to assess

The Directory of Assessment Standards domains within the scope of this CMR represent both a diverse and a complex industry. The nature of the sophisticated technology involved in producing quality seafood products requires certain aspects to be evaluated to ensure applicant organisations have the capacity, capability and systems to assess against industry standards. As a result, applicant organisations must contact Primary ITO to discuss these requirements before applying for consent to assess.

Criterion 1 Development and evaluation of teaching programmes

The applicant organisation must have policies, procedures, and review mechanisms to ensure its programmes are designed and delivered to meet the needs of the seafood industry, employers, employees and/or prospective employees.

The applicant organisation must have policies and procedures to ensure that feedback from employers, employees and/or prospective employees once they have completed their training programme is obtained, and that this feedback is used to inform future education and training programmes for the seafood industry. This is to ensure industry requirements and the programme outcomes are met.

Where consent to assess is sought for *Aquaculture Diving* unit standards, the applicant organisation must have policies and procedures to ensure the requirements of the *Aquaculture Industry Diving Best Practice Guidelines – NZ* 2004 are met. The Guidelines are published by the New Zealand Aquaculture Council, PO Box 86, Blenheim 7240.

Criterion 3 Staff selection, appraisal and development

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

- assessing staff meet the following minimum assessor requirements, and that they:
  - currently hold the unit standard/s they will assess against, or are able to demonstrate equivalent knowledge and skills;
  - currently hold Unit 4098 or are able to demonstrate equivalent knowledge and skills;
  - currently hold Unit 11552 or are able to demonstrate equivalent knowledge and skills when assessing against Level 4 and above unit standards;
- assessing staff have opportunities for professional development, related to teaching, assessment and the seafood industry;
- assessing staff have regular contact with industry partners and are able to obtain information about the latest developments in technology, industry practice and legislation;
- assessing staff appointed to teach and assess against industry unit standards are able to demonstrate knowledge of and apply safe working practices.

For the *Seafood Vessel Operations* domain, the applicant organisation must have policies and procedures to ensure that the relevant Maritime New Zealand (MNZ) qualification requirements (as detailed in the Maritime Rules and Advisory Circulars: Part 31 series, Part 32, and Part 35) are met.

Criterion 4 Student entry

The applicant organisation must have policies and procedures to ensure that learners are made aware of the minimum age for working in marine engineering and seafood vessel operations as outlined below.

The minimum age for student entry is:

- 16 years, for programmes that focus on the Seafood Vessel Operations domain.
- 18 years, for programmes that focus on marine engineering.

The applicant organisation must have policies and procedures to ensure that learners are made aware of the medical requirements, including eyesight tests, and good character requirements for the gaining of statutory licences linked to fishing and maritime registered standards as stated in the Maritime Rules Part 32 (Ships' Personnel - Qualifications).

Criterion 5 Student guidance and support systems

The applicant organisation must have policies and procedures to ensure that the minimum sea service requirements applicable to courses leading to assessment against *Seafood Vessel Operations* unit standards will be met. Sea service requirements are detailed in the Maritime Rules Part 32 (Ships' Personnel - Qualifications) and further advice is available from Maritime New Zealand, Wellington.

Criterion 6 Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that work experience is conducted through partnership with workplaces that comply with the industry's legislative requirements. The workplaces must meet the relevant operational requirements for each of the following areas:

Seafood Vessel Operations
- Operate a licenced commercial fishing vessel.

Seafood Risk Management
- Hold a valid certificate of registration such as a Licenced Fish Receiver or Registered Fish Exporter or be operating under a Registered Risk Management Programme.

Aquaculture and *Aquaculture Diving*
- Have a current resource consent, marine fish farm licence/lease/permit, and/or fresh water fish farm licence (hatcheries and land-based sea water farms).

Seafood Retailing
- Operate fish retail premises operating under the Food Act 2014 or an approved Food Safety programme.

Kaupapa Mātaitai and *Kaupapa Tangaroa*
- Undertake consultation with hapū and/or iwi. Consultation includes seeking guidance, clarification and endorsement from hapū and/or iwi to ensure appropriate tikanga and kawa are observed when undertaking assessment against these unit standards.

The applicant organisation must have policies and procedures to ensure that, for teaching programmes delivered on behalf of the applicant organisation by another organisation, the responsibilities of both parties for teaching, assessment, and reporting are itemised in writing (such as a Memorandum of Understanding or Contract for Service).

Primary ITO recognises that an applicant organisation may enter into sub-contracting or collaborative arrangements for assessment against unit standards outside of their scope for consent to assess. In these instances a formal written agreement is

required. Any proposed collaborative arrangement between organisations with consent to assess must ensure that these arrangements are fair, transparent, and consistent, assure quality delivery, and protect the interests of the learner. Any collaborative arrangement will also need to reflect and be consistent with industry requirements.

Criterion 7 Assessment

The applicant organisation must have policies and procedures to ensure that they have the capability to meet the assessment requirements of the unit standards concerned.

When undertaking assessment against any unit standard from the *Seafood* or *Seafood Māori* subfields, which has as its main focus areas of legislation, regulatory compliance, risk management, or where specialised technical expertise is required, the applicant organisation must have policies and procedures to ensure the specific requirements of the unit standard are complied with.

Where consent to assess is sought for *Kaupapa Mātaitai* and *Kaupapa Tangaroa* unit standards, the applicant organisation must have policies and procedures to ensure that consultation with hapū or iwi is undertaken. Consultation includes seeking guidance, clarification and endorsement from hapū and/or iwi to ensure appropriate tikanga and kawa are observed when undertaking assessment against these unit standards.

When undertaking assessment against any unit standard from the *Aquaculture Diving* domain, an applicant organisation must have policies and procedures in place to ensure the requirements of the *Aquaculture Industry Diving Best Practice Guidelines – NZ* 2004 are met. The Guidelines are published by the New Zealand Aquaculture Council, PO Box 86, Blenheim 7240.

Appendix 2 Dairy Processing and Bakers Yeasts Manufacturing Sector requirements for consent to assess

(version 6)

These are the industry or sector-specific requirements for consent to assess for the Dairy Processing and Bakers Yeasts Manufacturing sectors

Approval and Implementation

Applicants are welcome to contact the Primary ITO for advice and development of their application for consent to assess. Contact the:

Quality Manager
Primary ITO
PO Box 10383
The Terrace
Wellington 6143

Telephone	04 801 9616
Fax	04 801 9626
Email	standards@primaryito.ac.nz
Website	www.primaryito.ac.nz

Industry or sector-specific requirements for accreditation

Criterion 1 Development and evaluation of teaching programmes

The applicant organisation must have policies and procedures to ensure that industry is involved in the development and evaluation of teaching programmes, including:

- delivery methods
- evaluation of delivery methods
- procedures for obtaining feedback
- procedures for incorporating feedback into programmes
- responsibilities for programme development and review
- participation of external groups – regional industry liaison
- requirements for documentation of programmes.

Criterion 6 Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that industry is involved in the arranging of all off-site practical or work-based components, including assessment and reporting.

Appendix 3 Meat Processing, and Leather and Fellmongery Manufacturing Sector requirements for consent to assess

(version 6)

These are the industry or sector-specific requirements for consent to assess for the Meat Processing, and Leather and Fellmongery Manufacturing sectors.

Approval and Implementation

Applicants are welcome to contact the Primary ITO for advice and development of their application for consent to assess. Contact the:

Quality Manager
Primary ITO
PO Box 10383
The Terrace
Wellington 6143

Telephone	04 801 9616
Fax	04 801 9626
Email	standards@primaryito.ac.nz
Website	www.primaryito.ac.nz

Industry or sector-specific requirements for consent to assess

Criterion 2 Financial, administrative and physical resources

An applicant organisation must have policies, procedures, and review mechanisms that will ensure they have access to all specialist equipment relevant to the unit standards within the scope of the accreditation application.

For unit standards that require skill-based competencies, as opposed to knowledge-based competencies the applicant organisation must have policies, procedures and review mechanisms that will ensure that:

- appropriate standards of hygiene are consistently maintained; and
- appropriate standards of health and safety are consistently maintained.