CONSENT AND MODERATION REQUIREMENTS (CMR)
for Building and Construction

(version 9)

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

Waihanga Ara Rau Construction and Infrastructure WDC
Email   qualifications@waihanga.nz
Website   waihanga.nz

Engineering and Technology > Design

Domain	Standard IDs
Kitchen and Bathroom Design	Waihanga Ara Rau Construction and Infrastructure WDC

Manufacturing > Glass and Glazing

Domain	Standard IDs
Automotive Reglazing	Hanga-Aro-Rau Manufacturing, Engineering, and Logistics WDC
Flat Glass	Hanga-Aro-Rau Manufacturing, Engineering, and Logistics WDC
General Glass and Glazing	Hanga-Aro-Rau Manufacturing, Engineering, and Logistics WDC

Manufacturing > Joinery

Domain	WDC
Architectural Aluminium Joinery	Hanga-Aro-Rau Manufacturing, Engineering, and Logistics WDC
Joinery Core Skills	Hanga-Aro-Rau Manufacturing, Engineering, and Logistics WDC

Domain	WDC
Joinery Operational Skills	Waihanga Ara Rau Construction and Infrastructure WDC

Planning and Construction > Concrete

Domain	WDC
Concrete Construction	Waihanga Ara Rau Construction and Infrastructure WDC
Concrete Core Skills	Waihanga Ara Rau Construction and Infrastructure WDC
Concrete Production	Waihanga Ara Rau Construction and Infrastructure WDC
Concrete Product Manufacture	Waihanga Ara Rau Construction and Infrastructure WDC
Concrete Technology	Waihanga Ara Rau Construction and Infrastructure WDC
Precast Concrete	Waihanga Ara Rau Construction and Infrastructure WDC

Planning and Construction > Construction

Domain	WDC
Architectural Technology	Waihanga Ara Rau Construction and Infrastructure WDC
Construction Health and Safety, and Injury Prevention	Waihanga Ara Rau Construction and Infrastructure WDC
Construction Management	Waihanga Ara Rau Construction and Infrastructure WDC
Core Planning and Construction	Waihanga Ara Rau Construction and Infrastructure WDC
Quantity Surveying	Waihanga Ara Rau Construction and Infrastructure WDC

Planning and Construction > Construction Trades

Domain	Workforce Development Council
Basic Residential Property Maintenance	Waihanga Ara Rau Construction and Infrastructure WDC

Domain	Workforce Development Council
Building, Construction, and Allied Trades Skills	Waihanga Ara Rau Construction and Infrastructure WDC
Carpentry	Waihanga Ara Rau Construction and Infrastructure WDC
Carpentry Theory	Waihanga Ara Rau Construction and Infrastructure WDC
Concrete Construction	Waihanga Ara Rau Construction and Infrastructure WDC
Concrete Production	Waihanga Ara Rau Construction and Infrastructure WDC
Core Construction	Waihanga Ara Rau Construction and Infrastructure WDC
Fibre Cement Linings	Waihanga Ara Rau Construction and Infrastructure WDC
Fibrous Plaster	Waihanga Ara Rau Construction and Infrastructure WDC
Floor and Wall Tiling	Waihanga Ara Rau Construction and Infrastructure WDC
Flooring	Waihanga Ara Rau Construction and Infrastructure WDC
Painting and Decorating	Waihanga Ara Rau Construction and Infrastructure WDC
Plaster Board	Waihanga Ara Rau Construction and Infrastructure WDC
Proprietary Plaster Cladding Systems	Waihanga Ara Rau Construction and Infrastructure WDC
Solid Plastering	Waihanga Ara Rau Construction and Infrastructure WDC
Specialist Interiors	Waihanga Ara Rau Construction and Infrastructure WDC

Planning and Construction > Masonry

Domain	WDC
Brick and Block Laying	Waihanga Ara Rau Construction and Infrastructure WDC

Domain	WDC
Monumental Masonry	Waihanga Ara Rau Construction and Infrastructure WDC
Refractory Installation	Waihanga Ara Rau Construction and Infrastructure WDC
Stonemasonry	Waihanga Ara Rau Construction and Infrastructure WDC

Engineering and Technology > Design

Domain	Standard IDs
Kitchen and Bathroom Design	31559-31569

Manufacturing > Glass and Glazing

Domain	Standard IDs
Automotive Reglazing	28766, 28767, 33014, 33015, 33017, 33018
Flat Glass	2046, 2048, 2057, 2062, 20504, 20512, 20518-20520, 25771, 26079, 26283, 28756, 28757, 28761, 28763-28765, 28769-28772
General Glass and Glazing	19605-19607, 19610-19612, 19616-19618, 28754, 28755, 28758, 28762

Manufacturing > Joinery

Domain	Standard IDs
Architectural Aluminium Joinery	550, 551, 554, 555, 557, 558, 22881-22884, 24740-24742, 24744, 24745, 25858, 28752, 28753, 33032
Joinery Core Skills	2536, 2541, 2544, 2545, 2547-2549, 2552-2554, 2557, 8609
Joinery Operational Skills	30768

Planning and Construction > Concrete

Domain	Standard IDs
Concrete Construction	12027, 12041, 12042, 18513-18515, 26048, 26049, 26374-26379, 26822-26832, 32580-32582, 32585, 32587-32591, 32593-32600, 32660, 32661, 32663-32665, 32667-32670, 32672-32674, 32676, 32687-32689, 33035-33038
Concrete Core Skills	24879-24883, 26050-26063, 32656-32659, 32690

Domain	Standard IDs
Concrete Production	12012, 12014, 26219, 26220, 32431-32441, 32759, 32760
Concrete Product Manufacture	26041-26047, 26064-26069, 27192-27195, 32677, 32678, 32680-32682
Concrete Technology	12020-12022, 18340-18351
Precast Concrete	12017, 12024, 12029, 26070-26073, 26520-26528, 27179-27182, 31356-31360, 32584, 32601-32604, 32683-32685, 32855

Planning and Construction > Construction

Domain	Standard IDs
Architectural Technology	10164-10167, 11286, 27147-27149, 27156, 27159
Construction Health and Safety, and Injury Prevention	14596-14598, 14600-14617, 14665, 20746, 21209, 21970
Construction Management	9633, 9635-9637, 9639, 9640, 9662, 14599, 20744, 20745, 27153, 27154, 33041-33043, 33045-33049
Core Planning and Construction	9663, 9664, 9667-9670, 27157, 27158, 27160-27162, 27186, 27924
Quantity Surveying	10039, 10043, 10044, 27150-27152, 27155

Planning and Construction > Construction Trades

Domain	Standard IDs
Basic Residential Property Maintenance	25065
Building, Construction, and Allied Trades Skills	12927, 12932, 12933, 12935, 12936, 12938, 12939, 21973, 22040, 22607, 24350-24358, 24360, 24361, 25062, 25064, 25066-25069, 25919-25921, 29677-29684, 31511, 31512, 31812, 31813, 31860

Domain	Standard IDs
Carpentry	12997, 13002, 13008-13010, 13015, 13023, 13026, 13028, 13031, 13037-13043, 13045-13047, 13049, 13051, 13052, 13056, 13058-13060, 13062-13066, 18727, 18728, 18730, 18732, 20736, 20739, 20740, 20743, 20889, 20890, 20892, 20893, 21004, 21006-21008, 21011, 21015, 22145, 24362, 24364, 24365, 24378, 24380, 24381, 24386, 24391, 24396-24402, 26883, 26884, 27188, 27650, 27651, 30844-30872, 30897, 32442, 32443, 32445-32447, 32452, 32453, 32455, 32458, 32460-32463, 32468, 32469, 32471, 32472, 32475, 32478-32483, 32485, 32487, 32490-32492, 32494, 32495, 32497, 32499-32503, 32566-32579, 32865-32874
Carpentry Theory	12998-13000, 13004-13006, 13017, 13019, 13020, 13024, 13029, 13032-13034, 20742, 21005, 21211, 24363, 24379, 24382-24385, 24388, 24389, 24392, 26885, 26886, 27187, 27649, 27923
Concrete Construction	12026, 12032, 12035, 12037, 12038, 12040
Concrete Production	12016, 12018
Core Construction	2551, 13036, 17515, 17516, 20735, 26039, 26040, 26778, 30692, 31337-31342, 31361, 31655
Fibre Cement Linings	6068, 6069, 6071-6078, 22157
Fibrous Plaster	4316-4318, 4322-4325, 4348-4355, 6126, 6128-6130, 6132, 6133, 17583, 17584, 23534-23538, 31294-31308
Floor and Wall Tiling	21372, 21378, 22023-22028, 27057, 27062-27066, 31343-31347, 33074, 33075
Flooring	32519-32532, 32534-32543, 32545-32552, 32554-32556, 32558-32563

Domain	Standard IDs
Painting and Decorating	1065, 1066, 26570-26572, 27370, 27372-27376, 27392-27404, 27406-27413, 31099-31114
Plaster Board	4326, 4327, 4329-4332, 4335, 6067, 6117-6121, 17581, 17582, 22158, 31309-31328
Proprietary Plaster Cladding Systems	17502, 17503, 17511, 17513, 17514, 22328-22335, 23533, 31348-31355
Solid Plastering	6100-6105, 6107-6109, 6111, 31370-31376
Specialist Interiors	4336, 4338-4340, 4342-4344, 4346, 4347, 6122, 6124, 6155, 21947, 22217, 22218, 31250-31261

Planning and Construction > Masonry

Domain	Standard IDs
Brick and Block Laying	6079-6081, 6083, 6085, 6087-6090, 12889-12891, 12893-12895, 21796-21798, 24153-24159, 31329-31336, 33072, 33073
Monumental Masonry	6496-6503, 6512, 30399-30403
Refractory Installation	6092-6099, 31362-31369, 33077, 33079, 33081
Stonemasonry	6490-6495, 6504-6511, 6513-6516, 30391-30398, 30404-30418, 30420

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".

---

[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

The Building and Construction Industry Training Organisation (BCITO) invites enquiries from applicant organisations seeking consent to assess for the unit standards and/or domains specified. It is recommended that any applicant organisation seeking information on industry standards or consent to assess requirements with regard to these domains refer to the BCITO website http://www.bcito.org.nz/.

A BCITO Quality Assurance Moderator nominated by the National Moderator will carry out the industry evaluation of an application to determine the applicant's ability to assess against the standards contained in the scope of the consent to assess application.

Level 1   Evaluation of documentation by NZQA and industry.

Level 2 and above   Evaluation of documentation and visit by NZQA and industry.

An exception to the above is the *Building, Construction, and Allied Trades Skills* (BCATS) domain:

Levels 1-3   Evaluation of documentation by NZQA.

The BCATS domain has been designated Base Scope of Assessment for Schools (BSAS) to Level 3.

Visit waiver conditions

Industry involvement in a visit as part of the consent to assess process may be waived under the following conditions:
- When the applicant organisation seeks consent to assess against a very small number of unit standards, and given the particular nature of the unit standards, and when the quality systems operated by the applicant organisation are known to BCITO including history of teaching and assessment;
- When the applicant organisation provides satisfactory evidence of its capability to effectively manage, deliver and assess against standards including the delivery of all legislative and/or regulatory health and safety requirements of the unit standards applied for.

Only the National Moderator has authority to grant a written waiver of the ITO's involvement in a visit. The applicant organisation must obtain a written waiver of the visit from the National Moderator.

Areas of shared responsibility

None.

Fees for SSB involvement in process for granting consent to assess

No charge is made by the BCITO to applicant organisations requesting initial advice on industry consent to assess requirements and/or industry standards. However, BCITO reserves the right to charge for consultation services over and above initial advice given. The costs of additional services provided by the BCITO will be advised by the National Moderator on a case by case basis.

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

The New Zealand Qualifications Framework domains within the scope of this CMR represent the diverse and complex construction industry. The nature of the industry in producing quality outcomes and meeting health and safety requirements requires certain aspects of organisational systems and capability to be evaluated to ensure assessment activities are credible and consistent with industry standards. Therefore, BCITO specifies particular industry requirements for granting consent to assess.

Criterion 1   Development and evaluation of teaching programmes

The applicant organisation must have policies and procedures to ensure that:
- programmes are designed and delivered that meet the needs of students, employers and industry;
- there is adequate, active and current liaison with industry including the establishment of an industry advisory committee;
- student and industry feedback are taken into account in evaluating programme quality and outcomes;
- proposed programmes have a sound rationale, clear outline of content, and identify the participants and the intended outcomes;
- teaching resources and assessment activities enable students to meet the requirements of the unit standards and/or qualifications;
- programmes contain a policy and procedures for the safety of students, tutors, and assessors.

Criterion 2   Financial, administrative and physical resources

The applicant organisation must have policies and procedures to ensure that an appropriate range of training equipment and access to specialist equipment, materials and resources will be available to the students to support learning and assessment activities and enable unit standard outcomes to be achieved.

Where an organisation with consent to assess has entered into a collaborative or sub-contracting arrangement with an organisation without consent to assess for delivery and assessment of programmes, this agreement must be formalised through a Memorandum of Understanding (MOU) for a specified and current timeframe. The responsibilities of both parties for teaching, assessment, moderation and reporting must be itemised in the MOU and a copy made available to BCITO on request.

The applicant organisation must have sufficient safety equipment and facilities relative to the number of students and the types of unit standards being assessed. The policies and procedures must state site responsibilities, safety arrangements and access time.

Applicant organisations and organisations with consent to assess must be able to satisfy the requirements of applicable safety and construction legislative frameworks. Applicant organisations must show evidence of their capacity to meet this legislation and guidelines; for example, documented safety procedures, advice to students regarding hazards, and reporting procedures.

Criterion 3   Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that staff engaged in training and assessing:
- have the necessary skills and knowledge for the level of training and assessment being undertaken;
- can show evidence of current competence within their discipline;
- have regular (at least annual) contact with industry partners and are able to obtain information about the latest developments in technology, industry practice and legislation, and have opportunities for professional development related to assessment and the construction industry;
- have credit for the unit standards they will assess against or are able to demonstrate equivalent knowledge and skills;
- are trained in standards-based assessment and understand competency-based assessment practice through gaining credit for Unit 4098, *Use standards to assess candidate performance*, or are able to demonstrate equivalent knowledge and skills;
- are able to demonstrate knowledge of and apply safe working practices. This will include applicable safety and construction legislative frameworks.

The applicant organisation must have policies and procedures to ensure that staff who take a lead role in their organisation's internal moderation and/or have responsibility for preparing external moderation submissions for BCITO are competent in moderation practice through gaining credit for Unit 11551, *Quality assure assessment*, or are able to demonstrate equivalent knowledge and skills.

Criterion 4   Student entry

The applicant organisation must have policies and procedures to ensure that students have English language skills that are sufficient for them to understand all requirements, instructions, and communications (oral, written, and graphic) necessary for compliance with industry-related health and safety requirements, compliance and product specifications. All health and safety and legislative requirements in the unit standards must be able to be communicated, comprehended and demonstrated by the students.

For people who do not have English as their first language the level of English language skills required is equivalent to an International English Language Testing System (IELTS) score of 5.5 in General Training Reading and General Training Writing. This is to ensure all requirements detailed above in relation to unit standards can be communicated to, and comprehended by, students.

Criterion 6   Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that, where assessments are undertaken in a workplace environment, the assessor and/or verifier understand the principles of competency-based assessment and the implications of commercial competence as defined in the special notes of the relevant BCITO unit standards.

Where students are required to receive training in an off-site situation, applicant organisations must have policies and procedures that include a MOU or contract between the applicant organisation and the off-site provider which clearly states:
- the nature of the training the students are to receive;
- the responsibility for safety of staff engaged in training and assessment, and of students;
- the time and frequency of the students' attendance;
- the name and relevant details of the student(s) attending specific off-site locations;
- the information from the off-site provider that allows the applicant organisation to make progress and assessment judgements;
- the support mechanisms available to both the student and the off-site provider for the duration of the training, including health and safety requirements, which includes a site safety plan;
- the nature of the work undertaken, alignment to the range of work indicated in the relevant standards, and the use of specified equipment;
- the responsibilities for assessment

Criterion 7   Assessment

The applicant organisation must have policies and procedures to ensure that:
- all assessment material is consistent with the breadth and level of the scope of the consent to assess and meets the national external moderation requirements;
- self-developed assessment material is submitted to the National Moderator for pre-assessment moderation and approval prior to use;
- Recognition/Assessment of Prior Learning (R/APL) or Recognition of Current Competence (RCC) processes are consistent with the national standard.

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

BCITO 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 BCITO.

Introduction

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

Information for providers about assessment and moderation is available on the BCITO website.

Selection of standards for moderation

The BCITO Moderation Five Year Plan (QA550) is available from the National Moderator or the BCITO website http://www.bcito.org.nz. This plan highlights the *preferred* unit standards to be selected for moderation in any given year to ensure that BCITO, over a period of five years, has moderated all unit standards in all domains.

However, the following criteria may also apply as part of the selection process:
- unit standards vital to Health and Safety
- identified key-skills unit standards
- high-level unit standards
- unit standards where unacceptable variance from the national standards has been detected
- highest usage according to NZQA quarterly reports
- unit standards not previously assessed
- new unit standards or unit standards included in new qualifications
- according to the National Moderator's recommendations.

Pre-assessment moderation

BCITO requires organisations with consent to assess to submit all self-developed assessment materials for pre-assessment moderation. Where pre-assessment moderation is required, please contact the National Moderator at least two months prior to the intended assessment to facilitate this process in a timely manner. The minimum timeframe for the turnaround of pre-assessment moderation is four weeks.

BCITO does not charge for the first quality assurance cycle of pre-assessment moderation; however, it reserves the right to charge organisations with consent to assess for second and subsequent quality assurance cycles. The costs will reflect the time spent on the process by the BCITO Quality Assurance team and will be advised by the National Moderator prior to any work being carried out.

Post-assessment moderation

Each year BCITO will moderate a sample of standards from organisations with consent to assess. During the first quarter of each year, organisations with consent to assess will be advised of the form of moderation (postal, cluster workshop or visit) the unit standards selected for moderation, the number of samples required, and the relevant dates. Where possible, organisations will be notified at least two months prior to the deadline or scheduled event.

Unit standards will be selected for moderation as specified in Selection of standards for moderation above. Each organisation with consent to assess will be required to submit or present three samples of assessed student work for each selected unit standard.

Organisations will be advised of their moderation results through a written report, and any non-compliance issues and remedial actions will be identified and timeframes specified.

For all schools awarding BCITO unit standards at any level and other organisations awarding BCITO-developed diplomas at Level 5 and above, BCITO will facilitate cluster moderation at an annual meeting of assessors.

Cluster Workshops

All schools, and those organisations involved with BCITO-developed diploma programmes will be required to participate in cluster workshops. Participants will bring a sample of their assessed student work and judgements for peer review. Each cluster will be comprised of assessors from similar organisations involved in assessing the same level of BCITO standards. BCITO will publish a list of unit standards annually for the purpose of moderation. Cluster workshop participants will nominate relevant unit standards from the published list for the peer review of associated student work. A minimum of two unit standards and associated assessed student work will be moderated. A BCITO Policy and Quality facilitator will be available at each cluster workshop to provide advice and support, and to record and report on moderation outcomes.

Moderation reports from the cluster moderation meeting will be provided for each participant organisation with consent to assess.

Moderation visits

Organisations with consent to assess may be selected each year for onsite moderation visits. The selection of organisations to be visited will take into account the nature of the organisation's consent scope, level of current activity, and its moderation history. Moderation visits will be conducted by members of the BCITO Quality Assurance and Moderation team.

The focus of the moderation visit is for BCITO to evaluate assessment practice and assessor decisions for validity and consistency with the national standard. This may include:
- observation of the briefing and debriefing of students undergoing practical assessment;
- observation of practical assessments being undertaken by the organisation in consultation with workplace employers;
- discussion with the organisation on improvements to assessment practice.

Moderation results from visits will be communicated by BCITO to the organisations with consent to assess through an exit meeting on the completion of every moderation visit and a final written report within one month of the visit.

Other

Where an organisation with consent to assess contracts another organisation with consent to assess to carry out assessment, and where both organisations have specific consent for the unit standards being assessed against, the organisation reporting the credits is responsible for supplying assessment samples for moderation. Where the Quality Assurance Moderator does not validate the assessment decisions, BCITO will work with the organisation reporting the credits to set in place an appropriate action plan and timeframe for implementation.

Organisations with consent to assess are encouraged to use the moderation process for providing BCITO with feedback about issues relating to the review of unit standards, qualifications, and resources.

Responsibilities

BCITO is responsible for the appointment of a National Moderator to manage its external moderation system, the training of Quality Assurance Moderators, and the development and provision of moderation materials and models.

The external moderation system and activities are the responsibility of the BCITO National Moderator and Quality Assurance team.

BCITO recognises that the moderation process is ongoing and invites comment from organisations with consent to assess on improvements to the current national external moderation system. Contact the National Moderator to make comment.

Reporting

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

Each year BCITO will review the effectiveness and efficiency of the moderation system by evaluating the activities of the previous year. This review will identify improvements to the system and provide data for the annual report to NZQA.

Information for providers about assessment and moderation is available on the BCITO website.

Funding

Moderation activities will be funded by the National Moderation Transfer from NZQA, government student funding, and industry contributions.

No charges are applied to participant organisations with consent to assess undertaking normal moderation activities, including visits. However, should a moderation visit date be cancelled or postponed at the request of the organisation or through their failure to send assessment materials by the due date, BCITO reserves the right to recover costs. Where visits are required for organisations with consent to assess operating overseas, BCITO reserves the right to recover the travel and accommodation costs incurred. These costs will be met by the organisation with consent to assess.

BCITO does not charge for the first quality assurance cycle of pre-assessment moderation; however, it reserves the right to charge organisations with consent to assess for second and subsequent quality assurance cycles. The costs will reflect the time spent on the process by the BCITO Quality Assurance team and will be advised by the National Moderator prior to any work being carried out.

Organisations with consent to assess are required to meet the travel and accommodation costs for the attendance of their own assessors at cluster moderation meetings. However, there is no charge for attendance at the meetings.

Non-compliance with moderation requirements

Non-compliance in meeting the requirements of this moderation system will result in further action by the BCITO. 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, the National Moderator will specify the non-compliance issues in writing to the organisation with consent to assess. The identified and agreed corrective actions will be required to be implemented within a specified timeframe determined by the National Moderator. A visit or further visit to the organisation with consent to assess may be required.

BCITO reserves the right to charge organisations with consent to assess for costs relating to the resolution of moderation non-compliance. Charges will be advised by the National Moderator on a case by case basis.

If non-compliance continues and is unable to be resolved, the BCITO National Moderator will recommend withdrawal of consent to assess to the relevant QAB.

Appeals

In the event of any unresolved dispute over the results of moderation, the case should be submitted to the BCITO National Moderator for action. A standard appeal form is available from the BCITO website. The National Moderator will acknowledge receipt of the appeal and agree a timeframe for resolution. The decision of the National Moderator is final and binding.

DAS Registration Information

Process	Version	Date
Registration	1	September 1993
Review	2	February 2002
Revision	3	May 2002
Revision	4	January 2008
Review	5	December 2009
Revision	6	August 2011
Revision	7	June 2015
Revision	8	February 2017
Revision	9	April 2018

A review of this CMR is planned to take place during 2020.

Appendix

References available from the National Moderator (http://www.bcito.org.nz)
- QA507 Internal Moderation Process for Schools and Providers
- QA550 BCITO Moderation Five Year Plan
- QA553 Moderation and Consent to Assess Appeal Form
- Moderation Information for Training Providers and Schools