

# KO TE TOHUTORO KI NGĀ WHAKARITENGA I TE WHAKAMANATANGA ME TE WHAKAŌRITENGA | CONSENT AND MODERATION REQUIREMENTS (CMR)

*For Museum Services, Performing Arts General, Screen, Diving, Exercise, Hair and Beauty, Recreation, Snowsport, Computing, Ngā Mahi ā te Rēhia, Environment, and Bicycle Sales and Servicing*

Version 9

**Tau tohutoro CMR | CMR reference number: 0099**

## Ngā Whakapānga | Contact

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### Arts and Crafts > Electronic Media

Domain	Standard IDs
Content Creation	40153

### Arts and Crafts > Museum Services

Domain	Standard IDs
Museum Collections	20541-20543
Museum Customer Services	20546, 20547
Museum Practice	20545, 20554, 27673
Museum Public Programmes	20548, 20551, 29571, 29572, 31659

### Arts and Crafts > Performing Arts General

Domain	Standard IDs
Entertainment and Event Technology	28007, 30455-30461, 30463-30471
Entertainment and Event Technology and Operations	10353, 26686-26691, 27699-27704, 28005, 30462, 31138-31140, 32366-32380, 32691-32732
Performing Arts Teaching	40312-40314

### Arts and Crafts > Screen

Domain	Standard IDs
Screen Industry Skills	40008, 40009

**Community and Social Services > Diving**

Domain	Standard IDs
Diving - General	4415, 28409, 28410, 28438
Diving - Instruction	28413, 28417-28422, 28426-28430, 28432-28434, 28436
Diving - Recreational	28391-28396, 28401, 28403-28405, 28407, 28408, 28416, 32343-32345
Diving - Scientific	8598-8602

**Community and Social Services > Exercise**

Domain	Standard IDs
Exercise Industry Practice	30445, 30448, 30640, 30660
Fitness Assessment and Exercise Instruction	505, 21794, 22772, 27709, 27711-27717, 30443, 30444, 30446, 30635, 30637, 30659, 30662, 30664, 30833, 30932-30936, 31928, 32050, 40067, 40068
Human Anatomy, Physiology and Nutrition	6571, 30447, 30634, 30636, 30638, 30639, 30661, 30663

**Community and Social Services > Outdoor Recreation**

Domain	Standard IDs
Alpine	438, 18132, 30939-30942, 30951
Canoeing - Kayaking	476, 19428, 20121, 20818, 31782-31804, 32848, 32849
Caving	448, 20133, 30667-30674
High Wires and High Ropes	470, 473, 31546-31557
Mountain Biking	457, 20137, 20138, 20817, 30675-30682
Orienteering	5479, 5482, 32852
Outdoor Education Outside The Classroom (EOTC) Leadership	31236-31242
Outdoor Equipment	4573, 22015
Outdoor Experiences	428, 28516, 30654-30656
Outdoor First Aid	424

Domain	Standard IDs
Outdoor Management	30683-30691, 31534-31538, 32834-32837, 32840-32845, 32850
Rafting	485, 31708-31728, 32200
Rock Climbing	20149, 20150, 20152, 20157, 20210, 26243, 30937, 30938, 30952-30959
Tramping	425-427, 26249, 30943-30950
Waka Ama	30810, 30811
Weather Interpretation in the Outdoors	20159, 32876
Yachting	21931, 21932, 32853

### Community and Social Services > Recreation and Sport

Domain	Standard IDs
Parks and Reserves	20429
Recreation and Sport - Aquatics	20046, 25981, 27710, 30122-30126, 31148-31151, 31243, 31540, 31541, 31912, 31985-31989
Recreation and Sport - Coaching and Instruction	20811, 22768, 22771, 25805, 25813, 26545, 26547-26549, 31675, 31677-31679, 31983, 32014
Recreation and Sport - Core Skills	6896, 18763, 20673, 21649, 25079, 27299, 28511, 29847-29851, 31147, 31384
Recreation and Sport - Management	28189, 28191, 31144-31146, 31152-31158, 31244
Recreation and Sport - Programmes and Events	4864, 21414, 31834-31836, 31932, 32044-32048
Sport Officiating	21644, 27629, 31385-31388

### Community and Social Services > Snowsport

Domain	Standard IDs
Alpine Resort Operations	29487-29490
Avalanche	21740, 30451-30454, 32063
Skiing and Snowboarding	4591, 4592, 4596, 4597, 4601, 17468, 18104, 21744
Snowsport Area Operations	30128-30136, 30834-30842

Domain	Standard IDs
Snowsport Equipment	30137-30150
Snowsport Instruction and Facilitation	30224-30235, 30351-30356, 32356-32359

### Computing and Information Technology > Computing

Domain	Standard IDs
Computer Support	18750, 29784, 29798, 32943, 40038, 40040, 40042, 40043
Generic Computing	2792, 5946, 5968, 18734, 18743, 18758, 25659, 29769-29782, 29785-29797, 29799-29809, 32939-32942, 32944, 32945, 32975-32977, 40039, 40041, 40046, 40047
Software Development - Programming	18739-18741, 32946, 40044

### Māori > Ngā Mahi ā te Rēhia

Domain	Standard IDs
Ngā Taonga Tākaro	32256-32267
Te Ao Tūroa	16075-16081, 16083, 16084, 26037, 28510, 32847

### Sciences > Environment

Domain	Standard IDs
Ecological Management	20427, 20668

### Service Sector > Beauty Services

Domain	Standard IDs
Hairdressing	2873, 2884, 2889, 2892, 19793, 25792, 25793, 28848, 28849, 33198, 33199, 33202-33205, 33210, 33214, 33215, 33218-33230
Salon Skills	9953, 25437, 28845, 28846, 33231-33233

### Service Sector > Retail, Distribution, and Sales

Domain	Standard IDs
Bicycle Sales and Servicing	20182-20186, 20698

## Kupu whakataki | Introduction

This consent and moderation requirements document (CMR) specifies what requirements a tertiary education organisation (TEO) or kura/school must meet to gain and maintain consent to assess against the standards this CMR applies to.

Information on how to apply for consent to assess, how to apply for programme or micro-credential approval/accreditation that incorporates standards on the Directory of Assessment and Skill Standards (DASS), the documentation required, and NZQA Rules is available on the [NZQA website](#).

The following sections outline the consent and moderation requirements set up by Toi Mai Workforce Development Council (Toi Mai).

### Whakaritenga whakamana | Consent requirements

#### ***a. Particular skills and knowledge of assessors***

Assessing Staff:

The applicant organisation must have policies and procedures to ensure that all staff engaged in assessment:

- hold the industry relevant qualification, standards, or registration at, or preferably one level above, the level at which they are required to assess.
- hold unit standard 4098 *Use standards to assess candidate performance*, or unit standard 30421 *Carry out assessments against standards to make judgements of learner performance* (registered secondary teachers are exempt from this requirement).

If an assessor does not meet the above criteria but can demonstrate equivalent skills and experience, please contact Toi Mai Quality Assurance Team, [moderation@toimai.nz](mailto:moderation@toimai.nz) to discuss suitability.

The applicant organisation must have policies and procedures to ensure that only staff with the necessary expertise are assessing against the standards. If no qualified staff are available assessment cannot be carried out.

#### ***b. Special resources required for assessing against the standards***

The applicant organisation must have policies and procedures that include how equipment, including safety equipment and clothing, is acquired, selected, maintained, retired, and checked immediately prior to use.

The applicant organisation must have policies and procedures to ensure access to appropriate equipment, facilities and locations which enable it to carry out satisfactory practical training and assessment. This must include ongoing dialogue with local hapū regarding access to marae, whenua, ngahere, awa, and moana.

The applicant organisation must have policies and procedures to ensure that Recognition of Prior Learning (RPL) or Credit Recognition and Transfer (CRT) is able to be assessed in order to recognise and assess competence or direct further learning as required. Further information can be found [here](#).

### **c. *Ākonga access to resources***

General:

The applicant organisation must have policies and procedures to ensure that ākonga are consistently supported by having access to:

- training and assessment materials in various formats to accommodate different learning styles and accessibility needs.
- the standards, any pre-requisite standards, and any other relevant information.
- work/practical experience relevant to the industry, as required per the standard, including regular contact with kaiako and assessors throughout.
- clear assessment guidelines that detail the assessment method(s) and task(s), environment, duration, resits and appeals process.
- tutoring and/or mentoring to assist with any difficulties/challenges to achieve the standard.
- sufficient and appropriate guidance, including pastoral care for those enrolled in distance learning or involved in on-job training.
- support and guidance/counselling, this is to be available to ākonga and kaiako where planned activities may involve a degree of physical and/or psychological risk.

### **d. *Practical experience***

General:

The applicant organisation must have policies and procedures to ensure that on-job work-based components of training and assessment:

- specify responsibilities for pastoral care.
- are integrated with off-job components.
- are covered by the health and safety policies and procedures of the workplace/host organisation/Tertiary Education Organisation (TEO) and meet the requirements of occupational safety and health legislation.
- specify responsibilities for assessment and reporting of credits.
- are carried out by assessors and/or verifiers that understand the principles of competency-based assessment and the implications of any guidance information outlined in relevant standards.

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

- off-site practical or work-based components provide appropriate opportunities for training and assessment to take place.
- equipment to be used for training is of a type and standard that will allow the activity to be undertaken in a safe environment.

The applicant organisation must have policies and procedures to ensure that, for practical activities:

- hazards are identified.
- procedures for managing those hazards are developed.
- new hazards are reported.
- hazards at new sites are assessed.
- all sites are regularly reviewed.
- emergency procedures relevant to identified hazards are established.

Off-Site or Workplace Environment for delivery of learning and assessment:

This section applies when:

- kura/schools or TEOs do not have the facilities, equipment or expertise for delivery/and or assessment on site, and an off-site/workplace/host organisation/Tertiary Education Organisation (TEO) is used.
- ākonga as part of learning/and or assessment are placed within a work place (e.g. Gateway programme).

Applicant organisations must have policies and procedures that include a MOU or contract between the applicant organisation and the off-site workplace/host organisation/TEO which clearly states:

- the nature of the training the ākonga are to receive.
- the responsibility for health and safety, including pastoral care, for ākonga and workplace trainers engaged in training and assessment.
- the time and frequency of the ākonga attendance.
- the name and relevant details of the ākonga attending specific off-site locations.
- the information from the off-site provider that allows the applicant organisation to make progress and assessment judgements.
- the ongoing support mechanisms available to both the ākonga 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.
- How off-site practical or work-based activities are covered by the health and safety policies and risk management policies and procedures of the applicant and/or host organisation, and how they meet the requirements of occupational safety and health legislation.
- ākonga (and caregivers for ākonga who are minors) are made aware of the inherent risks of planned activities on an on-going basis. Please see: [CTA-MoU-Guidance-v1-August-2023.pdf](#) or contact [moderation@toimai.nz](mailto:moderation@toimai.nz) for guidance on developing an MOU.
- responsibilities to meet the requirements of [Children, Young Persons, and Their Families ACT 1989](#).

#### **e. Site visit**

The applicant organisation must provide satisfactory evidence to Toi Mai of their capability to effectively manage, deliver and assess against standards. Toi Mai involvement in a site visit may be waived:

- where the applicant organisation is seeking to extend an existing consent to assess and has a successful record of delivery and assessment.
- where the level of consent to assess sought, combined with low risk, does not warrant a visit.

Toi Mai will provide written confirmation of any visit waiver. Each application will be considered separately and on its own merits.

**Applicant organisations seeking consent to assess must meet all common requirements set out in this CMR and all industry-specific requirements as set out in the relevant appendix:**

Appendix 1	Recreation and Sport Sector
Appendix 2	Outdoor Recreation and Ngā Mahi ā te Rēhia Sector
Appendix 3	Retail, Distribution, and Sales Sector
Appendix 4	Hairdressing, Barbering, and Salon Skills Sector
Appendix 5	Museum Services Sector
Appendix 6	Screen Sector
Appendix 7	Beauty Therapy Sector
Appendix 8	Guidelines for Kura/Schools



## **Whakaritenga whakaōrite | Moderation requirements**

National external moderation (NEM) systems are developed to ensure that assessment decisions in relation to assessment and skill standards are consistent nationally. All TEOs and kura/schools with consent to assess against the standards, and all TEOs and kura/schools with programme or micro-credential approval/accreditation that incorporates standards on the Directory of Assessment and Skill Standards, must meet the requirements for NEM. Standard Setting Bodies (SSBs) are responsible for managing NEM systems for the standards they set, in accordance with the [Directory of Assessment and Skill Standard Rules](#).

SSBs must report annually to NZQA any concerns about the performance of education organisations participating in NEM. Ongoing unresolved non-compliance may lead to the withdrawal of consent to assess.

### ***f. Moderation***

A NEM system has been set up by Toi Mai. All standards in the scope of this CMR are moderated through the NEM system. A NEM plan is published annually at <https://www.toimai.nz/for-providers-including-schools/national-external-moderation/>. The NEM plan states the moderation selection criteria and sampling methods, the coverage and intensity of moderation and the moderation process that will be used.

Toi Mai will not charge a fee for pre- or post-assessment moderation activities.

### **Moderators**

All kura/schools, TEO's internal and/or external moderation is undertaken by appropriately qualified individuals who hold or are working towards:

- Unit standard 11551: *Moderate assessment*
- Unit standard 11552: *Design and evaluate assessment materials*
- or are able to demonstrate equivalent knowledge and skills.

### **Pre-assessment moderation**

To provide assurance that assessment materials are fit for purpose, all organisations with consent to assess for standards in the scope of this CMR are required to ensure all assessment materials have been submitted, before use, for pre-assessment moderation approval from Toi Mai. Toi Mai commits to process pre-assessment moderation reports within 20 working days of submission.

Assessment materials need to be internally moderated by the organisation prior to submission to Toi Mai. Continued resubmission of assessment materials that have not addressed the issues raised may result in the application being closed.

### **Post-assessment moderation**

To provide assurance that assessor decisions are consistent with the national standard, all organisations with consent to assess standards in the scope of this CMR are required to participate in post-assessment moderation each year when requested.

Organisations with consent to assess will be advised of their moderation requirements by letter (either postal or electronic) at the beginning of every quarter and this may be negotiated as required.

Organisations must ensure all assessment materials including video, audio, photographic and digital evidence is stored safely and able to be retrieved in their entirety for post moderation purposes. It is expected that post moderation samples are from the calendar year prior to the year being called.

Non-compliance with post moderation requests will result in a non-compliance notice being issued, and further actions may be taken. Organisations who are unable to submit post moderation samples should contact Toi Mai for further discussion and support.

The selection of standards for post-assessment moderation will be informed by the following:

- standards that are to be assessed for the first time, or have been reviewed in the last twelve months;
- credit reporting activity;
- a spread of domains, levels and high use standards;
- standards that have a potential health and safety risk;
- recent moderation results;
- any industry concerns;
- poor historic moderation results.

The assessment material required for post-assessment moderation shall consist of:

- assessment schedule/model answer, assessment activities and marking guide/assessment guide.
- specified number of samples of assessed candidate work. For postal and cluster group moderation, ākonga scripts should include at least one of the following, borderline assessment decisions where credit was awarded and where credit was not awarded.
- all verifier evidence, where applicable.

Where assessment is integrated, the assessment activities should clearly identify which standard and outcome each task in the assessment relates to. All standards in an integrated assessment will not necessarily be moderated.

Toi Mai commits to process post-assessment moderation reports within 20 working days of submission.

### **Moderation workshops/cluster groups**

Toi Mai may, at its discretion, coordinate and facilitate moderation activities such as moderation workshops or cluster groups to provide technical support and assessment practice guidance to benefit organisations with consent to assess in a specific industry sector.

Costs associated with attending will be the responsibility of the organisation with consent to assess. Toi Mai will not charge a fee for attendance.

### **On-site moderation visits**

Any organisation with consent to assess standards in the scope of this CMR may be selected for a visit by Toi Mai. The purpose of the visit may be:

- to conduct observed moderation.
- CTA compliance.
- to review an organisation's assessment and moderation practices.
- to provide support and advice to a specific industry sector.
- dependant on the risk rating of standards.

Organisations selected for a visit will be advised at least four weeks before the proposed visit date.

The intention of the visit is to ensure that moderation outcomes from Cluster Group meetings, post moderation outcomes and pre-assessment moderation outcomes are implemented. This could include assistance with corrective actions identified in the moderation report. The visit is intended to sample assessment practices and assessor decisions in relation to practical standards, to provide support and guidance for training delivery and assessment against standards in the CMR, and to foster partnership between Toi Mai and the TEO or kura/school. Toi Mai will not charge a fee for visits.

### **Non-compliance with moderation requirements**

If a kura/school or TEO does not submit material for moderation by the requested submission date, a non-compliance report will be issued. 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 moderation team will provide details in writing, including the corrective action required and its timeframe. The Quality Assurance Manager may also discuss further action with the kura/school or TEO, which may include, but is not limited to, professional development, moderation of additional standards, and/or an on-site moderation visit.

### **Action Plan**

Action Plans may be initiated where continued or significant quality assurance issues have been identified through Toi Mai quality processes.

Toi Mai Quality Assurance will collaborate with kura/school or TEO to support a satisfactory resolution. Ongoing unresolved action plans may be referred to the appropriate QAB (NZQA or CUAP). Ultimately the QAB may withdraw consent to assess.

### **Reporting**

Toi Mai is responsible for evaluating the effectiveness of its NEM system, and for providing an annual report to NZQA.

Toi Mai will report annually on the management of its NEM system to the Toi Mai Board.

#### ***g. Appeals and dispute resolution***

If the kura/schools or TEO do not agree with the decision or comments in a moderation report, they may submit an appeal within 15 working days of receiving a moderation report. Toi Mai will review the assessment material and moderation report and respond within 20 working days.

For further information including a moderation appeal form please refer to <https://www.toimai.nz/for-providers-including-schools/national-external-moderation/>.

**Please note:** the following appendices must be read in conjunction with the entirety of CMR 0099.

## Kōrero rēhita mō te CMR | Registration Information for the CMR

<b>Tukanga</b>   Process	<b>Rerenga</b>   Version	<b>Rangi</b>   Date
Registration	1	June 1995
Review	2	February 2010
Revision	3	November 2010
Revision	4	January 2012
Revision	5	June 2022
Revision	6	June 2023
Revision	7	October 2023
Revision	8	June 2024
Review	9	January 2025
<b>Rā arotake</b>   Planned review date	December 2029	

**Recreation and Sport Sector Requirements for Consent to Assess**

***a. Particular skills and knowledge of assessors***

**Aquatics**

The applicant organisation must have policies and procedures to ensure that assessors undertaking assessment against standards relating to public pool water quality, treatment, or management have a minimum of five years recent industry experience in the management of public pools.

## Āpiti hanga | Appendix 2

### Outdoor Recreation and Ngā Mahi ā te Rēhia Sector Requirements for Consent to Assess

#### *a. Particular skills and knowledge of assessors*

##### **Outdoor Recreation subfield**

The applicant organisation must have policies and procedures to ensure that kaiako delivering training and assessing against standards in the Outdoor Recreation subfield hold qualifications related to the outdoor activity or domain (Adventure Based Learning, Canoeing – Kayaking, Caving, Cycle Touring, Mountain Biking, Mountain Craft, Orienteering, Outdoor Equipment, Outdoor First Aid, Outdoor Management, Outdoor Navigation, Rafting, Rock Climbing, Tramping, Weather Interpretation in the Outdoors, Windsurfing, Yachting) as detailed below.

Level	Qualification
All domains up to and including Level 2	None
All domains at Level 3	Any outdoor recreation qualification (see examples below) at a higher level and in the same discipline as the standard/s for which consent to assess is sought or verified evidence (attestation – see explanation below) of involvement during the last 12 months in the discipline of the standard/s for which consent to assess is sought.
All domains at Levels 4 and above	An outdoor recreation qualification, at the same level or higher and in the same discipline as the standard/s for which consent to assess is sought or verified evidence (attestation) of at least two years' experience during the last three years in the discipline of the standard/s for which consent to assess is sought.
Outdoor Recreation qualifications include but are not limited to: <ul style="list-style-type: none"><li>• New Zealand Outdoor Instructors Association (NZOIA) qualifications.</li><li>• Outdoor Instructor Certificates or Awards e.g. Coaching, Guiding, Mountaineering, Rafting.</li><li>• National Certificates and National Diploma in Outdoor Recreation.</li></ul> The attestation must come from a person, or persons respected within the skill discipline for which consent to assess is sought by the applicant organisation.	

The applicant organisation must have policies and procedures to ensure that kaiako delivering training and assessing against standards at Level 3 and above can provide evidence of current competency to ensure safety is managed to a standard that reflects current industry practice.

If an assessor does not meet the above criteria but can demonstrate equivalent skills and experience, please contact Toi Mai Quality Assurance Team, [moderation@toimai.nz](mailto:moderation@toimai.nz).

**Te Ao Tūroa domain**

The applicant organisation must have policies and procedures to ensure that kaiako delivering training and assessing against standards in the Te Ao Tūroa domain:

- demonstrate knowledge and skills in mātauranga māori and te ao tūroa.
- show evidence of ongoing engagement with local iwi/hapū.
- hold more than two years' experience as a practitioner in Te Ao Tūroa.

Organisations wanting to gain consent to assess may contact Toi Mai for guidance about meeting these requirements.

## Āpitihanga | Appendix 3

### Retail, Distribution, and Sales Sector Requirements for Consent to Assess

#### **a. Particular skills and knowledge of assessors**

Applicant organisations must have policies and procedures for the appointment and ongoing performance management of staff, to ensure that assessors:

- hold a recognised industry qualification at or above the level at which they are assessing, and
- have sufficient industry experience, which is considered to be:
  - Level 2 – minimum of one year of retail or wholesale experience or two years of industry experience.
  - Level 3 – minimum of one year of retail or wholesale experience at a supervisory level or a minimum of three years of relevant industry experience. *Note: An exemption to Level 3 requirements may be granted for Level 3 standards where those standards are included in an approved Level 2 programme of study.*
  - Level 4 and above – minimum of one year of retail or wholesale experience at a management level.

If an assessor does not meet the above criteria but can demonstrate equivalent skills and experience, please contact Toi Mai Quality Assurance Team, [moderation@toimai.nz](mailto:moderation@toimai.nz).

#### **d. Practical experience**

Applicant organisations must have policies and procedures to ensure all practical work is applied and practiced within a commercial retail or wholesale environment where ākonga are able to access equipment and systems commonly used within the retail and wholesale industries such as POS (point of sale), stock control systems, policy and procedure manuals and electronic payment machines.



## Hairdressing, Barbering, and Salon Skills Sector Requirements for Consent to Assess

### ***a. Particular skills and knowledge of assessors***

The applicant organisation must have policies and procedures to ensure that staff engaged in assessment in the industry sector domains:

- hold the relevant New Zealand or National or Trade Certificate Qualification or current standards at, or preferably one level above, the level at which they are required to teach and assess.
- hold unit standard 4098 *Use standards to assess candidate performance* or 30421 *Carry out assessment against standard to make judgements of learner performance* or equivalent knowledge and skills (registered teachers are exempt from this).
- have suitable industry, technical, and commercial skills. These skills could be gained, for example, through three years of practice in industry post gaining the qualification.
- show currency, by annual continued professional development in fashion and hairdressing/barbering/make-up techniques within the industry.
- are credited with or working towards a suitable adult teaching/tutoring qualification at Level 5 or higher or equivalent knowledge and skills.

If an assessor does not meet the above criteria but can demonstrate equivalent skills, experience, and currency please contact Toi Mai Quality Assurance Team, [moderation@toimai.nz](mailto:moderation@toimai.nz).

### ***b. Special resources required for assessing against the standards***

#### **Capstone Assessment Requirements**

Assessment of capstone assessments must take place within the context of a commercial salon/barbershop where the candidate is enrolled, employed or is on work experience.

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

Assessment of capstone assessments must be undertaken by independent industry assessors or a TEO assessor that is suitably experienced and shows currency in hair fashion and hairdressing/barbering techniques through professional development within the industry.

Capstone assessments may be subject to spot observation moderation by Toi Mai that may sit outside the organisation's external moderation plan.

To become an independent industry assessor of the capstone assessments individuals must:

- hold the relevant New Zealand or National or Trade Certificate Qualification or accepted equivalent.
- be actively involved in hairdressing or barbering in a commercial salon/barbershop for a minimum of 20 hours per week.
- have a minimum of three (3) years, post qualification experience in the Hairdressing Industry of which the past year must be current.
- hold standard 4098 *Use standards to assess candidate performance* or 30421 *Carry out assessment against standard to make judgements of learner performance*.
- show currency in hair fashion and hairdressing/barbering techniques through professional development within the industry.

Industry Assessor decisions should be regularly internally moderated by their organisation.

#### **d. Practical experience**

##### **Training**

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

##### **Off-site and Work-based Components**

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

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

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

The applicant organisation must ensure that progress is monitored regularly, with pastoral and learning support provided as needed. This must include regular meetings with applicant and salon/barbershop trainer/owner/manager. This can also include individual learning plans or site visits.

Provisions should include providing training and support to the trainers within the applicant organisation where required.

The provision of off-site practical or work-based training and/or assessment must be covered by a contractual agreement between the applicant organisation and the organisation providing the off-site practical or work-based training and/or assessment.

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

- the nature of the training the ākonga are to receive.
- compliance with OSH requirements under the Health and Safety at Work Act 2015, and the safety of ākonga, personnel, and visitors.
- the support mechanisms available to both the ākonga and the off-site commercial salon/barbershop for the duration of the training.
- how assessment is to be managed and conducted.
- the nature of the work undertaken, alignment to the range of work indicated in the relevant standards, and the use of specified equipment.
- recording and reporting on ākonga progress that is to take place.
- reporting of credits to NZQA.
- demonstration of the relationship between the off-site practical/work-based and the on-site/non-work-based training and assessment components of the programme.
- identification of venues and confirmation that appropriate equipment and/or resources are available.

## Museum Services Sector Requirements for Consent to Assess

### ***a. Particular skills and knowledge of assessors***

Applicant organisations must have policies and procedures for the appointment and ongoing performance management of staff, to ensure that assessors have sufficient industry experience, which is considered to be:

- Level 2 – minimum of two years of work experience in the relevant industry sector.
- Level 3 – minimum of three years of work experience in the relevant industry sector.
- *Note: An exemption to Level 3 requirements may be granted for Level 3 standards where those standards are included in an approved Level 2 programme of study.*
- Level 4 – minimum of four years of work experience in the relevant industry sector.
- Levels 5 and 6 – minimum of five years of work experience in the relevant industry sector including a minimum of two years of experience at supervisory or managerial level.

If an assessor does not meet the above criteria but can demonstrate equivalent skills and experience, please contact Toi Mai Quality Assurance Team, [moderation@toimai.nz](mailto:moderation@toimai.nz).

**Screen Sector Requirements for Consent to Assess**

***b. Special resources required for assessing against the standards***

The applicant organisation must have policies and procedures to ensure that the ākonga have access appropriate working equipment used in the screen industry.

***c. Ākonga access to resources***

The applicant organisation must have policies and procedures to ensure that the information given to the ākonga and caregivers for ākonga who are minors about the programme is accurate, including the nature of work in the screen industry and possible outcomes. The information must be sufficiently comprehensive to allow ākonga to judge their own suitability with accuracy, or for the caregivers of ākongawho are minors, to make similarly informed choices in relation to the minors in their care and outlines the applicant organisations responsibilities to meet the requirements of [Children, Young Persons, and Their Families ACT 1989](#).

## Beauty Therapy Sector Requirements for Consent to Assess

### **a. Particular skills and knowledge of assessors**

The applicant organisation must have policies and procedures to ensure that staff engaged in assessment in the industry sector domains:

- hold the relevant New Zealand or National or Trade Certificate Qualification or current unit standards at, or preferably one level above, the level at which they are required to teach and assess or be able to demonstrate equivalent knowledge and skills.
- hold unit standard 4098 *Use standards to assess candidate performance* or 30421 *Carry out assessments against standards to make judgements of learner performance* or equivalent knowledge and skills (registered teachers are exempt from this).
- have suitable industry, technical, and commercial skills. These skills could be gained, for example, through three years of practice in industry.
- show currency, by annual continued professional development in fashion make-up techniques within the industry.
- are credited with or working towards a suitable adult teaching/tutoring qualification at Level 5 or higher or equivalent skills and knowledge.

For equivalent skills and knowledge or currency queries please contact Toi Mai Quality Assurance Team by emailing [moderation@toimai.nz](mailto:moderation@toimai.nz).

### **d. Practical experience**

#### **Training**

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

#### **Off-site and Work-based Components**

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

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

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

The applicant organisation must ensure that progress is monitored regularly, with pastoral and learning support provided as needed. This must include regular meetings with applicant

and salon trainer/owner/manager. This can also include individual learning plans or site visits.

Provisions should include providing training and support to the trainers within the applicant organisation where required.

The provision of off-site practical or work-based training and/or assessment must be covered by a contractual agreement between the applicant organisation and the organisation providing the off-site practical or work-based training and/or assessment.

## Āpitihanga | Appendix 8

### Guidelines for Kura/Schools

This guideline supports CMR 0099 requirements for kura/schools. Please note that standards in Base Scope of Assessment (BSAS) for Kura/Schools do not require consent to assess approval from Toi Mai and are therefore not included in this appendix. See [Base Scope of Assessment for Schools \(BSAS\)](#).

Please contact Toi Mai for more information and advice about the development of consent to assess applications:

#### Contact

Toi Mai Workforce Development Council  
PO Box 445  
Wellington 6140  
Email [moderation@toimai.nz](mailto:moderation@toimai.nz)  
Website [toimai.nz](http://toimai.nz)

Consent to assess applications from kura/schools for the standards in the Kura/Schools Guidance document will be supported, based on the understanding that kura/schools operate with a Quality Management System (QMS) document that addresses the requirements in Appendix 1 of the Consent to Assess (CAAS) rules on NZQA's website at [Consent to Assess :: NZQA](#). NZQA has guidelines to assist kura/schools at [Guidelines consent to assess standards :: NZQA](#).

#### Delivery and/or assessment through an external provider

Note: if a kura/school intends to engage an external provider to deliver and/or assess standards on their behalf, either the kura/school or the external provider must hold consent to assess the relevant standards.

A formal agreement, usually a memorandum of understanding (MoU), must also be in place between the kura/school and external provider documenting the responsibilities of each party. This is arranged by the organisation that hold the consent to assess and must be included the consent to assess application. Please see [Consent to assess - Toi Mai](#) for further guidance.

The formal agreement must also document the responsibilities of each party. This must be supplied with the Consent to Assess (CTA) application. The MoU must be adhered to and may be requested as part of the post moderation process.

The consent holder is responsible for ensuring assessment material has been pre-moderated and approved prior to use in assessment.

To assess the standards in this CMR all kura/schools must meet the requirements.

The external provider must have policies and procedures to ensure that only staff with the necessary expertise are assessing against the standards. If no qualified staff are available assessment cannot be carried out.



### Standards suitable for kura/schools - Risk Levels

Standards have been reviewed by Toi Mai and selected as suitable and appropriate for assessment in kura/schools. The list of standards is ordered by subfield and is “risk-based,” to facilitate meeting consent to assess requirements for low-risk standards and clarify requirements for medium and high-risk standards. This list is available on the Toi Mai website, please see the hyperlink below. The level of risk has been determined by Toi Mai as outlined in the table below. This will be reviewed, and updated as appropriate. See [Unit Standard Risk Rating](#).

### Risk Rating

The risk rating table provides a guideline for kura/schools on the suitability of standards as well as requirements based on the risk level of the standard. The risk rating is however considered alongside moderation and compliance history, and Toi Mai may request additional information, request a site visit, or decline support for standards, as necessary.

Risk	Assessment conditions	Health and Safety	Site visit	Evidence
Low risk	Theory only	No health and/or safety risk	Not required	Not required
Medium risk	Theory/practical	Low to medium risk for practical tasks	May be required, dependant on CTA volume requested and moderation history	May request: <ul style="list-style-type: none"><li>• Equipment and maintenance plan,</li><li>• Assessor CVs outlining current and relevant experience aligned to standards requested in CTA application</li><li>• Health and Safety policies and processes relevant to delivery, including Safety Action Plans (SAPs)</li><li>• Any MoU agreements (in draft if necessary) relating to delivery and/or assessment.</li></ul>
High risk	Practical	Medium to high risk for practical tasks	Site visits are arranged at Toi Mai's discretion	Required: <ul style="list-style-type: none"><li>• Current equipment and maintenance plan,</li><li>• Assessor CVs outlining current and relevant experience aligned to standards requested in CTA</li><li>• Any change of staff must be advised</li><li>• Health and Safety policies and processes relevant to delivery, including Safety Action Plans (SAPs)</li><li>• Any MoU agreements (in draft if necessary) relating to delivery and/or assessment.</li></ul>

The onus is on the kura/school to ensure that only suitably qualified and experienced staff are delivering and assessing standards in their CTA scope as supported by CMR 0099. This may be reviewed as part of Toi Mai's ongoing quality assurance oversight.