

# CONSENT AND MODERATION REQUIREMENTS (CMR)

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

(version 8)

## 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)

## 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

## Arts and Crafts > Screen

Domain	Standard IDs
Screen Industry Skills	40008, 40009

**Business > Business Operations and Development**

<b>Domain</b>	<b>Standard IDs</b>
Quality Management	28190

**Community and Social Services > Diving**

<b>Domain</b>	<b>Standard IDs</b>
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**

<b>Domain</b>	<b>Standard IDs</b>
Exercise Industry Practice	30445, 30448, 30640, 30660
Fitness Assessment and Exercise Instruction	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 > Fitness**

<b>Domain</b>	<b>Standard IDs</b>
Exercise Prescription	25989-25996, 26543

**Community and Social Services > Outdoor Recreation**

<b>Domain</b>	<b>Standard IDs</b>
Alpine	438, 18132, 30939-30942, 30951
Canoeing - Kayaking	476, 19428, 20121, 20818, 31782-31804, 32848, 32849
Caving	448, 20133, 30667-30674

<b>Domain</b>	<b>Standard IDs</b>
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
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**

<b>Domain</b>	<b>Standard IDs</b>
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

<b>Domain</b>	<b>Standard IDs</b>
Recreation and Sport - Programmes and Events	4864, 21414, 31834-31836, 31932, 32044-32048
Sport Officiating	21644, 27629, 31385-31388

### **Community and Social Services > Snowsport**

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

### **Computing and Information Technology > Computing**

<b>Domain</b>	<b>Standard IDs</b>
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**

<b>Domain</b>	<b>Standard IDs</b>
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

## 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)<sup>1</sup> or school's quality systems in relation to the gazetted "criteria for accreditation".

### Standard Setting Body involvement in process for granting consent to assess

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

### Visit waiver conditions

Toi Mai WDC 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

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

- where the level of consent to assess sought, combined with low risk, does not warrant a visit.

Each application will be considered separately and on its own merits.

### **Fees schedule for involvement in process for granting consent to assess**

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**

Toi Mai WDC is responsible for unit standards in a range of industry sectors. These industry sectors have developed a set of standard and sector-specific requirements for granting consent to assess that meet their needs. Toi Mai WDC standard requirements for consent to assess are listed below and any sector-specific requirements for consent to assess are set out in the appendices attached to this CMR.

Appendix 1	Recreation and Sport Sector Requirements for Consent to Assess
Appendix 2	Exercise and Fitness Sector Requirements for Consent to Assess
Appendix 3	Diving and Snowsport Sector Requirements for Consent to Assess
Appendix 4	Outdoor Recreation and Ngā Mahi ā te Rēhia Sector Requirements for Consent to Assess
Appendix 5	Computing Requirements (Level 4) for Consent to Assess
Appendix 6	Retail, Distribution, and Sales Requirements for Consent to Assess
Appendix 7	Hairdressing, Barbering, Beauty Therapy and Salon Skills Sector Requirements for Consent to Assess
Appendix 8	Museum Services Requirements for Consent to Assess
Appendix 9	Screen Requirements for Consent to Assess

### Criterion 1 Development and evaluation of teaching programmes

The applicant organisation must have policies and procedures to ensure links with industry for the ongoing development and evaluation of training programmes. Depending on the scope of consent sought, procedures may include a system for consulting with iwi and the Māori community. Any consultation processes must enable meaningful input into programme development and evaluation.

All applicant organisations intending to offer programmes of one year or more must provide evidence of formalised industry liaison and advice.

### Criterion 2 Financial, administrative and physical resources

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.

### Criterion 3 Staff selection, appraisal and development

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

- hold the relevant National or New Zealand 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 or 11281, or be able to demonstrate equivalent knowledge and skills
- keep up to date with legislative and technological requirements, and best industry practice of the sector.

When qualified staff are not available within the organisation, the applicant organisation must have policies and procedures to ensure that external people contracted for assessment against the unit standards have the necessary expertise and the required scope of consent to assess.

### Criterion 4 Student entry

The applicant organisation must have policies and procedures for student entry that ensure the students (and caregivers for students who are minors) are made aware of the inherent risks of the planned activities.



#### Criterion 5 Student guidance and support systems

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

- demonstrate how cultural safety will be achieved
- provide evidence that support and guidance/counselling will be available to students and tutors where planned activities may involve a degree of physical and/or psychological risk.

#### Criterion 6 Off-site practical or work-based components

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

- 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 meet the requirements of occupational safety and health legislation
- students (and caregivers for students who are minors) are made aware of the inherent risks of planned activities on an on-going basis.

An applicant organisation using off-site or work-based facilities must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the organisation, which is to include details of the responsibilities for assessment and reporting of credits.

#### Criterion 7 Assessment

Toi Mai WDC supports 'best practice' in assessment. The applicant organisation must have policies and procedures in place to support an integrated approach to assessment based on an evidence collection model.

#### Other

Applicants are welcome to contact Toi Mai WDC for advice and development of their application for consent to assess. Contact the:

Quality Assurance team  
Toi Mai Workforce Development Council  
PO Box 445  
Wellington 6140

Telephone 04 909 0316  
Email [moderation@toimai.nz](mailto:moderation@toimai.nz)

## **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**

Toi Mai WDC 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 Toi Mai WDC.

## **Introduction**

The purpose of the Moderation Requirements (MR) is to provide details on the national external moderation system, developed by Toi Mai WDC, to ensure that assessment decisions of TEOs and schools with consent to assess are consistent with the national standard. All TEOs and schools with consent to assess against the standards in this CMR must meet the requirements for moderation outlined in this MR.

## **Moderation System**

Toi Mai WDC manages a national external moderation system for organisations with consent to assess against the unit standards covered by this CMR.

The system enables moderation to be proactive and timely, and provides an opportunity for Toi Mai WDC industry-specific national external moderators to assist organisations with consent to assess whose assessments may not have met the national standard.

Toi Mai WDC moderation principles:

- support assessment that is fair, valid, and consistent
- support 'best practice' in assessment, which includes using an integrated approach to assessment, based around an evidence collection model
- detect assessment variance from the national standard and keep the variance to a minimum
- protect the integrity of the industry sector qualifications
- recognise the intellectual property rights of those submitting information and ensure total confidentiality and security of all submissions.

## Key features of the moderation system

### Moderation Team

A moderation team made up of industry and Toi Mai WDC representation will implement and manage the national external moderation system. The moderation team will:

- hold, or be working towards, a relevant appropriate teaching, training or instructional qualification, or possess equivalent knowledge and skills
- hold unit standard 4098 or 11281 and 11551, or be able to demonstrate equivalent knowledge and skills.

The development and management of the moderation team is the responsibility of the Toi Mai WDC Quality Assurance team.

### Pre-assessment Moderation

Self-developed assessment material must be submitted to Toi Mai WDC for pre-assessment moderation and approval at least four weeks before the organisation with consent to assess intends to use it. No charges apply. The material submitted must include the assessment activity, the model answers or judgement statements and evidence that the assessment resources have been internally moderated by the organisation prior to submission to Toi Mai WDC.

### Post-assessment moderation

Requests to organisations with consent to assess for assessment material for moderation will relate to credits reported according to NZQA unit standard quarterly usage reports. Organisations with consent to assess will be advised of their moderation requirements by letter (either postal or electronic) at the beginning of every quarter. The frequency of moderation activity will depend on the credit reporting activity, the number of sites reporting credits, and the immediately previous moderation outcome/s and will be negotiated with the organisation with consent to assess as required.

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

- unit standards that are to be assessed for the first time, or have been reviewed in the last twelve months
- a spread of domains, levels and high use unit standards
- unit standards that have a potential health and safety risk
- unit standards that have an outdoor leadership component
- recent moderation results
- any industry concerns.

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

- assessment schedule/model answer, assessment activities and marking guide/assessment guide
- three samples of assessed candidate work. For postal and cluster group moderation, student scripts supplied should be those with borderline assessment decisions where credit was awarded and where credit was not awarded
- verifier's evidence, if applicable.

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

#### (a) Cluster Groups

Toi Mai WDC may arrange a cluster group within regions if technical support and guidance will benefit organisations with consent to assess. Toi Mai WDC will communicate with TEOs and schools by the first quarter of each year and the cluster group meeting will be held in the second half of the year. When such an event is organised, Toi Mai WDC requires TEOs and schools with consent to assess to participate in the local Cluster Group to moderate a sample of their assessment materials and decisions for theory and practical unit standards, with others who are involved in assessing against the standards. Invited industry experts will provide technical support and guidance in assessment of the unit standards. The cost of attending cluster groups will be at the expense of the organisation with consent to assess.

Toi Mai WDC will record and report on the outcomes of the cluster group to all participants within one month of the cluster group meeting.

When an organisation with consent to assess does not participate in a cluster group activity, the organisation will be contacted and arrangements will be made for a suitable moderation activity. This will include discussing whether any costs will be incurred by the organisation.

#### (b) Postal

The above selection criteria will be applied and those TEOs and schools selected for moderation will receive a letter identifying the unit standard/s required for post-assessment moderation. Organisations with consent to assess will be required to submit their assessment material within one month of receipt of the letter. Where available, the student scripts supplied should be those with borderline assessment decisions where credit was awarded and where credit was not awarded.

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

Organisations with consent to assess must send the complete pack of assessment material required for postal moderation to:

Toi Mai WDC  
Quality Assurance team  
PO Box 445  
Wellington 6140

A Moderation Report will be generated by the moderator/s within four weeks of receipt of the assessment material provided the pack is complete and is received by the due date specified in the request for moderation letter.

### (c) Observed Assessment for Moderation

Visits to organisations with consent to assess may be requested to contribute to the robustness of the moderation outcome. The selection of unit standards for observed assessment will be informed by:

- health and safety risk
- Level 3 and above unit standards
- recent moderation results
- industry concerns.

Those selected for a visit will be advised six weeks beforehand. A Toi Mai WDC moderator, a technical expert, or both, 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 Cluster Group meetings, postal 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 unit standards, to provide support and guidance for training delivery and assessment against Toi Mai WDC unit standards, and to foster partnership between the WDC and the TEO or school with consent to assess.

## Reporting

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

Each year Toi Mai WDC will review the national external moderation system and its effectiveness to identify and action necessary changes to the moderation system. Organisations with consent to assess participating in the national external moderation system will be invited to make written submissions on the effectiveness of the moderation process and include recommendations for improvements.

Toi Mai WDC will report annually on the management of its national external moderation system to the Toi Mai WDC Board.

## Funding

The Toi Mai WDC national external moderation system will be funded by Toi Mai WDC operating budget.

## Non-compliance with moderation requirements

Non-compliance in meeting the requirements of this moderation system will result in further action by Toi Mai WDC. 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. This may result in the requirement for a site visit to provide assistance to remedy the non-compliance or to conduct targeted additional on-site practical moderation. In extreme cases, and after confirmation with the Chief Executive, Toi Mai WDC may recommend to the relevant quality assurance body that consent to assess is withdrawn from the organisation with consent to assess.

## Appeals

Toi Mai WDC has in place an appeals process for situations where differences concerning moderation decisions cannot be resolved in the first instance.

The Toi Mai WDC process requires the organisation with consent to assess to contact the Toi Mai Quality Assurance team to review the moderation decision and work towards a resolution. If the difference remains unresolved the organisation may write to the General Manager, Qualifications and Assurance requesting a review of the moderation decision. The General Manager will review the decision and work with both the organisation with consent to assess and the Toi Mai Quality Assurance team to facilitate a resolution. The General Manager's decision will be final and binding to all parties.

## DAS Registration Information

Process	Version	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

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

## **Appendix 1**

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

**These are the specific requirements for consent to assess for the Recreation and Sport subfield.**

#### **Industry or sector-specific requirements for consent to assess**

The following recreation and sport sector requirements are in addition to NZQA general and Toi Mai WDC industry-specific standard requirements for consent to assess:

##### **Criterion 6 Off-site practical or work-based components**

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.

##### **Criterion 7 Assessment**

The applicant organisation must have policies and procedures to ensure that assessors undertaking assessment against unit 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.

## Appendix 2

### Exercise and Fitness Sector Requirements for Consent to Assess

**These are the specific requirements for consent to assess for the Exercise and Fitness subfields.**

#### Industry or sector-specific requirements for consent to assess

The following exercise sector requirements are in addition to NZQA general and Toi Mai WDC industry-specific standard requirements for consent to assess:

##### Criterion 2 Financial, administrative and physical resources

The applicant organisation must have policies and procedures to ensure that the exercise facility has appropriate equipment and clientele for the unit standards for which consent to assess is sought. For example, consent to assess for customer service unit standards requires access to clients who attend the exercise facility.

The applicant organisation must have policies and procedures to ensure that exercise facility equipment is:

- checked on selection for appropriateness to the activity
- selected and maintained in accordance with industry standards
- checked regularly on an ongoing basis
- retired in accordance with industry standards.

##### Criterion 6 Off-site practical or work-based components

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

- equipment to be used for training is of a type and standard that will allow the activity to be undertaken in a safe environment
- students have access to practical experience in an operational situation through defined and documented arrangements (e.g. a Memorandum of Understanding) with exercise facilities.



## Appendix 3

### Diving and Snowsport Sector Requirements for Consent to Assess

**These are the specific requirements for consent to assess for the Diving and Snowsport subfields.**

#### Industry or sector-specific requirements for consent to assess

The following diving and snowsport sector industry requirements are in addition to NZQA general and Toi Mai WDC industry-specific standard requirements for consent to assess:

##### Criterion 2 Financial, administrative and physical resources

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

- checked on selection for appropriateness to the activity
- selected and maintained in accordance with industry standards
- checked regularly on an ongoing basis
- retired in accordance with industry standards.

The applicant organisation must have policies and procedures to ensure that minimum safety equipment and/or clothing is identified, present, and used or worn prior to and during outdoor activities.

##### Criterion 4 Student entry

The applicant organisation must have policies and procedures to ensure that the information given to the students and caregivers for students who are minors about the nature of the programme is accurate, including the possible outcomes and risks, and that the information is sufficiently comprehensive to allow students to judge their own suitability with accuracy, or for the caregivers of students who are minors to make similarly informed choices in relation to the minors in their care.

##### Criterion 6 Off-site practical or work-based components

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.

## Appendix 4

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

These are the specific requirements for consent to assess for Outdoor Recreation and Ngā Mahi ā te Rēhia subfields.

#### Industry or sector-specific requirements for consent to assess

The following outdoor recreation and ngā mahi ā te rēhia sector industry requirements are in addition to NZQA general and Toi Mai WDC industry-specific standard requirements for consent to assess:

#### Criterion 2 Financial, administrative and physical resources

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

- checked on selection for appropriateness to the activity
- selected and maintained in accordance with industry standards
- checked regularly on an ongoing basis
- retired in accordance with industry standards.

The applicant organisation must have policies and procedures to ensure that minimum safety equipment and/or clothing is identified, present, and used or worn prior to and during outdoor activities.

#### Criterion 3 Staff selection, appraisal and development

##### Outdoor Recreation subfield

The applicant organisation must have policies and procedures to ensure that tutors delivering training and assessing against unit standards in the Outdoor Recreation subfield hold qualifications, or can demonstrate equivalent knowledge and skills, 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.

##### Te Ao Tūroa domain

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

- hold the qualification or current unit standards in Te Ao Tūroa domain or can demonstrate equivalent knowledge and skills
- hold an attestation from iwi or hapū which indicates that they support the knowledge and experience the assessors or teacher has to assess and teach
- hold more than two year's experience as a practitioner in Te Ao Tūroa.

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 unit 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 unit 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 unit standard/s for which consent to assess is sought or verified evidence (attestation) of at least two year's experience during the last three years in the discipline of the unit standard/s for which consent to assess is sought.
<p>Outdoor Recreation qualifications include but are not limited to:</p> <ul style="list-style-type: none"> <li>• National Certificates and National Diploma in Outdoor Recreation</li> <li>• New Zealand Outdoor Instructors Association (NZOIA) qualifications</li> <li>• Mountain Safety Council certificates</li> <li>• Outdoor Instructor Certificates or Awards e.g. Coaching, Guiding, Mountaineering, Rafting etc</li> </ul> <p>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.</p>	

The applicant organisation must have policies and procedures to ensure that tutors delivering training and assessing against unit 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.

#### Criterion 4 Student entry

The applicant organisation must have policies and procedures to ensure that the information given to the students and caregivers for students who are minors about the nature of the programme is accurate, including the possible outcomes and risks, and that the information is sufficiently comprehensive to allow students to judge their own suitability with accuracy, or for the caregivers of students who are minors to make similarly informed choices in relation to the minors in their care.

## Criterion 6 Off-site practical or work-based components

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.

## Appendix 5

### Computing Sector Requirements for Consent to Assess at Level 4

**These are the specific requirements for consent to assess for Computing subfield.**

Criterion 2 Financial, administrative, and physical resources

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

- learners have access to independent learning facilities including a wide range of current literature, learning materials, and resources, relevant to the programmes they offer;
- learners have access to up-to-date computer resources to achieve the standards in the scope of the application;
- computer resources are legitimately and ethically used;
- computer resources are updated to keep pace with changing needs within industry, and financial resources are made available to do this;
- any arrangements for the use of facilities or resources not owned by the applicant must be formalised in writing;
- for the Supported Learning subfield, suitable physical resources are available for learners with physical disabilities.

The term *computer resources* used in this section refers to computer software, computer hardware, and related telecommunications facilities, computer support (user, technical, maintenance, and disaster recovery) and sources of computer information (including electronic sources).

## Appendix 6

### Retail, Distribution, and Sales subfield Consent and Moderation Requirements

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

Criterion 1      Development and evaluation of teaching programmes

Applicant organisations must have policies and procedures to ensure: all practical work is applied and practiced within a commercial retail or wholesale environment where students 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.

Criterion 3      Staff selection, appraisal and development

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 or are able to demonstrate equivalent knowledge and skills, and
- have sufficient industry experience, which is considered to be:
  - Level 2 – minimum of one year of retail or wholesale experience and a relevant qualification 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 or are able to demonstrate equivalent knowledge and skills.  
*Note: An exemption to level 3 requirements may be granted for level 3 unit standards where those unit 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 or are able to demonstrate equivalent knowledge and skills.

## Appendix 7

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

**These are the specific requirements for consent to assess for the Hairdressing, Barbering, Beauty Therapy and Salon Skills domains.**

#### Criterion 2 Financial, administrative, and physical resources

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.

#### Criterion 3 Staff selection, appraisal and development

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

- hold the relevant National or New Zealand 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 or 30421 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 two years of practice in industry post gaining the qualification.
- show currency in fashion and hairdressing/barbering/make-up techniques through professional development within the industry.
- are credited with or working towards a suitable adult teaching/tutoring qualification at Level 5 or higher.

For equivalent skills and knowledge or currency queries please contact Toi Mai Quality Assurance Team for approval.

#### Criterion 4 Student entry

For the Beauty Therapy, Barbering and Hairdressing domains, the applicant organisation must have policies and procedures to ensure that students entering a programme have sufficient literacy and numeracy skills to be able to achieve the standards in the qualification or programme. Sufficiency may be demonstrated by:

- meeting the literacy and numeracy requirements of the National Certificate of Educational Achievement (Level 1) a minimum of 10 credits from the specified literacy subfields and 10 credits from the specified numeracy subfields (NCEA literacy and numeracy requirements » NZQA)
- achieving a minimum of 10 credits from unit standards 21935-21941.
- or demonstrating equivalent knowledge and skills.

The applicant organisation must have policies and procedures to ensure that requirements for student entry in relation to communication skills, literacy and numeracy skills, and physical abilities are clearly specified. Toi Mai expects that each person will be evaluated on their own merits with the appropriate support provided in the decision making.

#### Criterion 6 Off-site practical or 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/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:

- compliance with OSH requirements under the Health and Safety at Work Act 2015, and the safety of students, personnel and visitors
- training and assessment that is to take place
- recording and reporting on student progress that is to take place
- reporting of credits to NZQA
- 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 details of equipment and/or resources.

#### Criterion 7 Assessment

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 provider assessor that is suitably experienced and shows currency in hair fashion and hairdressing/barbering techniques through professional development within the industry.

The approval to be assessors of the capstones will be evaluated by Toi Mai WDC. Industry Association representatives may be consulted. Those assessing capstone assessments may be subject to spot observation moderation 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 National or New Zealand or Trade Certificate Qualification or accepted equivalent.
- be actively involved in hairdressing or barbering in a commercial salon/barbershop for a minimum of 25 hours per week.
- have a minimum of three (3) years, post qualification experience in the Hairdressing Industry of which the past year must be current.
- hold unit standards 4098 or 30421.
- show currency in hair fashion and hairdressing/barbering techniques through professional development within the industry.

Industry Assessors should be regularly internally moderated by their organisation.

## Appendix 8

### Museum Services Consent and Moderation Requirements

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

Criterion 3      Staff selection, appraisal and development

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 unit standards where those unit 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.

## Appendix 9

### Screen Sector Requirements for Consent to Assess

**These are the specific requirements for consent to assess for the Screen subfield.**

#### Industry or sector-specific requirements for consent to assess

The following screen sector requirements are in addition to NZQA general and Toi Mai WDC industry-specific standard requirements for consent to assess:

##### Criterion 2 Financial, administrative and physical resources

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

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

- checked on selection for appropriateness to the activity
- selected and maintained in accordance with industry standards
- checked regularly on an ongoing basis
- retired in accordance with industry standards.

##### Criterion 4 Student entry

The applicant organisation must have policies and procedures to ensure that the information given to the students and caregivers for students 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 students to judge their own suitability with accuracy, or for the caregivers of students who are minors, to make similarly informed choices in relation to the minors in their care.

##### Criterion 6 Off-site practical or work-based components

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.