CONSENT AND MODERATION REQUIREMENTS (CMR)
for Infrastructure Industries

(Version 8)

As of the 4th October 2021 standards are managed by Workforce Development Councils (WDC). Please contact the relevant WDC if you have any questions.

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

Contact

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

Muka Tangata - People, Food, and Fibre WDC
Email   qualifications@mukatangata.nz
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Agriculture, Forestry and Fisheries > Rural Contracting

Domain	WDC
Agrichemical Application	Muka Tangata - People, Food, and Fibre
Agricultural Contracting	Muka Tangata - People, Food, and Fibre

Engineering and Technology > Civil Works and Services

Domain	WDC
Demolition	Waihanga Ara Rau Construction and Infrastructure

Engineering and Technology > Electricity Supply

Domain	WDC
Electricity Supply - Power System Maintenance	Waihanga Ara Rau Construction and Infrastructure

Engineering and Technology > Highway Construction and Maintenance

Domain	WDC
Temporary Traffic Management	Waihanga Ara Rau Construction and Infrastructure

Engineering and Technology > Infrastructure Civil Engineering

Domain	WDC
Infrastructure Asset Management	Waihanga Ara Rau Construction and Infrastructure
Infrastructure Laboratory	Waihanga Ara Rau Construction and Infrastructure

Engineering and Technology > Infrastructure Works

Domain	WDC
Bitumen Surfacing Construction	Waihanga Ara Rau Construction and Infrastructure
Bituminous Product Manufacturing	Waihanga Ara Rau Construction and Infrastructure
Civil Plant Operation	Waihanga Ara Rau Construction and Infrastructure
Forestry Earthworks	Waihanga Ara Rau Construction and Infrastructure
Generic Infrastructure Works	Waihanga Ara Rau Construction and Infrastructure
Generic Road Works	Waihanga Ara Rau Construction and Infrastructure
Infrastructure Civil Works	Waihanga Ara Rau Construction and Infrastructure
Infrastructure Works Equipment	Waihanga Ara Rau Construction and Infrastructure
Infrastructure Works Health, Safety, and Environment	Waihanga Ara Rau Construction and Infrastructure
Infrastructure Works Management	Waihanga Ara Rau Construction and Infrastructure
Infrastructure Works Supervision	Waihanga Ara Rau Construction and Infrastructure
Infrastructure Works Utilities	Waihanga Ara Rau Construction and Infrastructure

Domain	WDC
Pipeline Construction and Maintenance	Waihanga Ara Rau Construction and Infrastructure
Road Construction	Waihanga Ara Rau Construction and Infrastructure
Road Maintenance	Waihanga Ara Rau Construction and Infrastructure
Roadmarking	Waihanga Ara Rau Construction and Infrastructure
Structural Foundations	Waihanga Ara Rau Construction and Infrastructure
Temporary Traffic Management	Waihanga Ara Rau Construction and Infrastructure

Engineering and Technology > Telecommunications

Domain	WDC
Telecommunications - Service Delivery	Waihanga Ara Rau Construction and Infrastructure

Engineering and Technology > Water Industry

Domain	WDC
Drinking-Water Assessment	Waihanga Ara Rau Construction and Infrastructure
Wastewater Treatment	Waihanga Ara Rau Construction and Infrastructure
Water - Generic	Waihanga Ara Rau Construction and Infrastructure
Water Reticulation	Waihanga Ara Rau Construction and Infrastructure
Water Treatment	Waihanga Ara Rau Construction and Infrastructure

Planning and Construction > Surveying

Domain	WDC
Geodetic Surveying	Waihanga Ara Rau Construction and Infrastructure
Geographic Information Systems and Cartography	Waihanga Ara Rau Construction and Infrastructure
Hydrography	Waihanga Ara Rau Construction and Infrastructure
Subdivisional Design	Waihanga Ara Rau Construction and Infrastructure
Survey - Land Administration and Applied Resource Management	Waihanga Ara Rau Construction and Infrastructure
Survey Practice	Waihanga Ara Rau Construction and Infrastructure
Titles and Survey Compliance	Waihanga Ara Rau Construction and Infrastructure

Service Sector > Driving

Domain	WDC
Driver Licence Endorsements	Waihanga Ara Rau Construction and Infrastructure

Agriculture, Forestry and Fisheries > Rural Contracting

Domain	Standard IDs
Agrichemical Application	6239, 6240, 6245, 17232, 23617, 23619, 23620, 31940
Agricultural Contracting	6255, 6264, 6273, 6276, 6278, 6290, 19569-19571, 19577, 19578, 23623, 23625, 23629, 23633, 23635, 23636, 23638, 23639, 28780-28785, 32775

Engineering and Technology > Electricity Supply

Domain	Standard IDs
Electricity Supply - Power System Maintenance	32394, 32395, 32399, 32400

Engineering and Technology > Infrastructure Civil Engineering

Domain	Standard IDs
Infrastructure Asset Management	11429, 17291, 17305, 17308, 18926-18928, 18930, 23589-23592, 29486, 29544, 29545
Infrastructure Laboratory	26628-26683, 28716-28721, 32027, 32885

Engineering and Technology > Infrastructure Works

Domain	Standard IDs
Bitumen Surfacing Construction	13519, 20449, 20455, 20456, 30805-30807, 31453
Bituminous Product Manufacturing	32241-32249
Civil Plant Operation	23637, 28725, 32860, 32888
Forestry Earthworks	30918-30924

Domain	Standard IDs
Generic Infrastructure Works	6450, 6451, 6453, 6472, 6475-6477, 6479, 15930, 17327, 19207, 20866, 20868, 20869, 20871, 20872, 20876, 22283, 22290, 22992, 23285, 26719, 26720, 26782, 26784, 26786, 26788, 26790, 27201, 27202, 27329, 27501, 28715, 31245, 31446, 31457, 31470, 31941-31945, 32138-32140, 32766-32771, 32774, 33159-33163
Generic Road Works	12569, 22293, 26787, 31483
Infrastructure Civil Works	6478, 6482, 17328, 17501, 20870, 25832, 26785, 28711, 28947, 31445, 31447, 31469, 31471-31476, 31478-31480, 31519
Infrastructure Works Equipment	6465, 13520, 22276, 28726
Infrastructure Works Management	6433, 6437, 6441, 6464, 25871, 25872
Infrastructure Works Supervision	6427, 6434, 6435, 6442, 6443, 6456, 26780, 26781, 26783, 26793-26795, 26798, 28727, 31458-31462
Infrastructure Works Utilities	20474-20476, 20484, 20485, 28722, 31515-31518, 31523, 31531
Pipeline Construction and Maintenance	25396, 25445, 27328, 28724, 30097-30100, 31449-31452, 31454, 31513, 31514, 31520, 31527, 31532, 31570-31575, 32809-32811, 32814-32816, 32819, 32821-32823, 32825
Road Construction	6483, 12570, 31477, 31481, 31482
Road Maintenance	11304, 28714, 31484-31490
Roadmarking	15925, 15931, 15932, 15934-15937, 15941, 15943, 18043, 18045-18050, 18053, 18054, 21418-21420, 21424-21431, 32268-32272
Structural Foundations	30808, 30809, 30912-30915, 31246-31249
Temporary Traffic Management	31957-31963, 32007, 32207-32211, 33252-33254

Engineering and Technology > Telecommunications

Domain	Standard IDs
Telecommunications - Service Delivery	18708, 27913-27916, 30520-30525, 31749-31760, 31937-31939, 32365

Engineering and Technology > Water Industry

Domain	Standard IDs
Drinking-Water Assessment	24907, 30001
Wastewater Treatment	17877, 19197, 19198, 24916, 24927, 24931, 24948, 25124, 25125, 25129, 29929-29943, 29945-29948, 29950-29961, 29993, 31926, 31933, 31973, 32167, 32169, 32170, 32186, 33008, 33010-33012
Water - Generic	17871, 17874, 19200, 24904, 24913, 24917, 30004-30008
Water Reticulation	18459, 19201, 19204, 19205, 19354, 22099, 22101, 22104, 22108-22110, 24921, 24926, 30003, 30009, 30094-30096, 31521, 31522, 31524-31526, 31528-31530
Water Treatment	17890, 17891, 17894, 17896, 17897, 18456, 19199, 19357, 24897, 24905, 24906, 24915, 24950, 24975, 29962-29992, 29994-30000, 32314, 33013

Planning and Construction > Surveying

Domain	Standard IDs
Hydrography	29227-29231, 32361-32364
Survey Practice	23874, 29400-29402, 29404, 29406, 29408

Service Sector > Driving

Domain	Standard IDs
Driver Licence Endorsements	16701-16703

Requirements for Consent to Assess (RCA)

Introduction

The purpose of the Requirements for Consent to Assess (RCA) is to set out the nature of the process for granting consent to assess and involvement of the standard setting body (SSB) and others in the process, and to set out the SSB's industry or sector-specific requirements for a tertiary education organisation (TEO)[1] or school's quality systems in relation to the gazetted "criteria for accreditation".

Connexis Infrastructure ITO is committed to assisting TEOs and schools applying for Consent to Assess and offers continued support to organisations assessing against standards in the sectors covered by this CMR.

Standard Setting Body involvement in process for granting consent to assess

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

Visit waiver conditions

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

Connexis Infrastructure ITO participation in a visit may be waived in the following circumstances:
- when the application for Consent to Assess has been developed in consultation with Connexis Infrastructure ITO); and/or
- when the scope of the application is sufficiently narrow that Connexis Infrastructure ITO considers a visit is not warranted; and/or
- when the applicant organisation is well known to Connexis Infrastructure ITO and Connexis Infrastructure ITO has confidence in the applicant organisation's capacity and capability to assess against the standards.

Areas of shared responsibility

Refer to appendix 1 and 2.

Fees schedule for SSB involvement in process for granting consent to assess

Connexis Infrastructure ITO may choose to charge reasonable fees for their involvement in granting consent to assess. Contact Connexis Infrastructure ITO for

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

further information.

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

General requirements for accreditation

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

Criterion 1   Development and evaluation of teaching programmes

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

Criterion 2   Financial, administrative and physical resources

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

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

Criterion 3   Staff selection, appraisal and development

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

Criterion 4   Student entry

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

Criterion 5   Student guidance and support systems

Students have adequate access to appropriate guidance and support systems.

Criterion 6   Off-site practical or work-based components

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

Criterion 7   Assessment

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

Criterion 8   Reporting

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

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

Industry or sector-specific requirements for consent to assess

Common and Industry specific consent to assess requirements have been developed to ensure that applicant organisations have the capability to be a provider of quality training that meets industry requirements for assessment against unit standards in the scope of this CMR. Industry specific requirements for consent to assess are detailed in the appendices attached to this CMR.

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

Appendix 1   Driver Licensing Endorsement Domain and Temporary Traffic Management Domain

Appendix 2   Driving Subfield

Criterion 1   Development and evaluation of teaching programmes

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

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

Criterion 2   Financial, administrative and physical resources

The applicant organisation must have policies and procedures to ensure that:
- access to necessary machinery, equipment and resources for training and assessment against the unit standards in the consent to assess scope is available
- current copies of relevant legislation, regulations, handbooks, and manuals are available in relation to the unit standards for which consent to assess is sought
- sufficient first aid, safety equipment and facilities are available relative to the number of learners and the unit standards being assessed against
- training and assessment environments meet the requirements of the current Health and Safety legislation, relevant safety guidelines, industry codes of practice, and regulations.

Criterion 3   Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that staff:
- hold qualifications or unit standards being trained and/or assessed against, or are able to demonstrate equivalent knowledge and skills
- hold or are working towards a qualification in the delivery of adult education and training, or are able to demonstrate equivalent knowledge and skills
- all assessing staff 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*, or are able to demonstrate equivalent knowledge and skills
- with responsibility for internal and/or external moderation are competent in moderation practice which is demonstrated through having credit for unit standard 11551, *Quality assure assessment* or unit standard 30422, *Participate in the quality assurance of assessment*, or are able to demonstrate equivalent knowledge and skills
- engage in ongoing professional development
- will maintain regular contact with industry and maintain currency with relevant technological advances, industry best practice, and legislative changes
- undertaking verification within assessment, hold unit standard 30423, *Participate in assessment processes as a verifier,* or can demonstrate appropriate experience and skill to verify learner performance.

Note: If no person meeting the above requirements and the industry specific requirements is available, teaching and assessment must not proceed.

Criterion 4   Student entry

The applicant organisation must have policies and procedures to ensure that:
- entry requirements conform to those set out in the unit standards and qualifications
- student records are kept and maintained
- students' English language skills are sufficient for them to understand all requirements, instructions and communications (oral, written, and graphic) necessary for compliance with industry-related regulations, and health and safety requirements

- communication skills, literacy and numeracy skills and physical abilities meet the requirements of the relevant unit standards and qualifications.

Criterion 5   Student guidance and support systems

The applicant organisation must have policies and procedures to ensure that all students enrolled in distance learning programmes or involved in on-job training have access to, and regular contact with, a tutor and assessor.

Criterion 6   Off-site practical or work-based components

Where off-site facilities or resources are to be used for training and assessment the applicant organisation must have policies and procedures to ensure that:

- off-site arrangements meet NZQA rules and any applicable legislation
- the nature of the work, equipment, resources, and workplace environment are sufficient to meet learner numbers and practical assessment requirements of the unit standards
- a formal agreement is signed by the legally recognised signatories of the parties intending to use commercial or other facilities in a collaborative or commercial relationship. The written contract must detail the responsibilities for, and the method of:
    - training, assessment, recording and reporting of all training and assessment
    - gathering information from the off-site trainer that allows the applicant organisation to make accurate progress and assessment judgements
    - ensuring safe working environments for the learners
    - providing support mechanisms to both the learner and the off-site trainer for the duration of the training
    - recording learner names, and the frequency of attendance
    - providing appropriate resources, workplace environment and equipment suitable to learner numbers and unit standards identified
    - verification within assessment, and engaging staff in verification. (Verifiers must hold unit standard 30423, *Participate in assessment processes as a verifier,* or be able to demonstrate appropriate experience and skill to verify learner performance.)

Criterion 7   Assessment

Connexis Infrastructure ITO supports 'best practice' in assessment. The applicant organisation must have policies and procedures to support an integrated method of assessment based on an evidence collection model.

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

- the integration of off-site practical and work-based assessment against the unit standards within a programme

Any self-developed assessment resource must be moderated and approved by Connexis Infrastructure ITO prior to use, including on-line and equivalency assessment. Connexis Infrastructure ITO developed assessment resources that have been moderated and approved are available for some unit standards. These are available for purchase from the Connexis Infrastructure ITO website (www.connexis.org.nz).

Feedback on Connexis Infrastructure ITO assessment resources can be sent to the Product Development team by completing the Assessment Review form on the website (www.connexis.org.nz) and returning it to resources@Connexis.org.nz.

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

Recognition of Prior Learning (RPL), Recognition of Current Competence (RCC) and Credit Recognition and Transfer (CRT).

Applicant organisations engaging in any equivalency and competency mapping processes to recognise competence against unit standards covered in this CMR must have policies and procedures to ensure that:

- assessment material is produced and awarding credit is consistent with the national standard
- organisations offering this assessment model must submit their assessment tools to Connexis Infrastructure ITO for pre-assessment moderation.

Criterion 8   Reporting

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

Non-compliance with requirements for maintaining consent to assess

Where there is evidence of non-compliance with the requirements for consent to assess, the QAB (NZQA or CUAP) will seek remedial action. In cases where this action is ineffective and non-compliance continues, or in cases of repeated non-compliance, the QAB will take action that can ultimately lead to the withdrawal of consent to assess.

Implementation

Connexis Infrastructure ITO is able to provide sufficient trained participants to service the requirements of processes for granting consent to assess.

Moderation Requirements (MR)

A centrally established and directed national external moderation system has been set up by Connexis Infrastructure ITO.

Introduction

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

Moderation System

Connexis Infrastructure ITO appoints a National Moderator responsible for administering the national external moderation system and conducting national external moderation. The National Moderator and moderators will be employees or contractors of Connexis Infrastructure ITO.

Moderation is a process of continual improvement. Connexis Infrastructure ITO is committed to working with organisations with consent to assess to achieve fair, valid, and consistent assessment of learner competence.

Connexis Infrastructure ITO's external moderation system is comprised of:
* pre-assessment moderation of self-developed assessment materials
* post-assessment moderation of assessment decisions
* on-site evaluation/moderation visits
* Moderation Group Workshops.

Connexis Infrastructure ITO will moderate all its active unit standards over a five-year period.

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

Connexis Infrastructure ITO moderators conducting moderation will complete a report using the Connexis Infrastructure ITO approved format and will send this report to the Quality Assurance team to record moderation outcome and furnish reports to submitting assessors and providers.

Pre-assessment moderation

Connexis Infrastructure ITO encourages open communication with organisations and recognises the academic autonomy of organisations to assess against the standards using self-developed assessment materials.

To ensure consistency of assessment decisions, organisations with consent to assess are required to submit all self-developed assessment materials to Connexis Infrastructure ITO for pre-assessment moderation and approval prior to use, including any on-line, and/or equivalency and competency mapping assessment material (e.g. Recognition of Current Competency (RCC).

Following approval, if the assessment material is revised and altered, it must be resubmitted to Connexis Infrastructure ITO for pre-assessment moderation and approval prior to use.

All submissions for pre-assessment moderation must be accompanied by the pre-assessment moderation coversheet and checklist which can be downloaded from the Connexis Infrastructure ITO website (www.Connexis.org.nz).

An organisation with consent to assess may request Connexis Infrastructure ITO to undertake an on-site visit for pre-assessment moderation if there are assessment materials for several unit standards to be moderated at the same time. This provides an opportunity for the moderator and the organisation to discuss the assessment materials and context of assessment. Connexis Infrastructure ITO may charge the organisation for travel, accommodation expenses, quality assurance team and the moderator's time.

Pre-assessment moderation reports will be provided within 21 working days to organisations with consent to assess.

Post-assessment moderation

Connexis Infrastructure ITO will moderate a sample of assessments against unit standards from organisations with consent to assess at least annually. Post-assessment moderation may be conducted in the following ways:
- postal or on-line submission of requested samples
- Moderation Group Workshops
- evaluation or moderation visits.

Unit standards are selected for moderation using the Connexis Infrastructure ITO database management system. Post-assessment moderation requests will take into account:
- NZQA consistency reviews
- high/low use unit standards
- 5-year moderation cycle
- high level unit standards
- high risk unit standards identified by industry
- NZQA quarterly report results data

- the organisation's moderation history.

The number of unit standard samples requested for moderation will be determined by the volume of assessments reported by the organisation with consent to assess. Where available a minimum of three samples will be requested for each unit standard selected.

Organisations with consent to assess are required to keep full copies of all assessment materials (including those assessed by sub-contractors) for a period of 12 months from the date of assessment completion. Samples for moderation may be submitted to Connexis Infrastructure ITO in electronic or hard copy format. Samples for each unit standard submitted for post-assessment moderation must consist of:

- assessment schedules, including marking guides or rubrics (e.g. evidence and judgement statements)
- all learner evidence that impacted on the assessment decision
- marked learner work (e.g. assignments) including any resubmissions or further assessment opportunities (reassessments).

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

Copies of moderation reports will be provided within 21 working days to organisations with consent to assess on completion of the moderation activity.

Moderation Group Workshops

Connexis Infrastructure ITO may at its discretion co-ordinate or establish, Moderation Group Workshops focused on specific groups of unit standards or organisations within industry sectors.

Moderation Group Workshops will be facilitated by Connexis Infrastructure ITO. Participants will be required to bring selected assessment samples and learners' evidence for moderation.

Connexis Infrastructure ITO will provide participating organisations with details of the workshop in advance. Details will include location, date, time, and assessment samples required for moderation.

Organisations with consent to assess will meet all costs associated with attending these workshops.

Evaluation/on-site moderation visits

Any organisation with consent to assess may be selected for an evaluation/on-site moderation visit in any given year.

The selection of organisations will take into account the nature of the organisation's consent to assess scope, level of current activity and their moderation history. Evaluation/on-site moderation visits will be conducted by members of the Connexis Infrastructure ITO Quality Assurance Team, and may include an Industry Moderator.

The focus of the evaluation/on-site moderation visit is for Connexis Infrastructure ITO to evaluate assessment practice and assessor decisions for validity and consistency with the national standard. This follows a triangulation of evidence approach.

Visits may include:
*   post-assessment moderation
*   assessor and learner interviews
*   assessment observation
*   equipment and environment check
*   discussion with management
*   processes for staff recruitment and qualification checks
*   check of processes and content of candidate feedback.

Organisations with consent to assess selected for an evaluation/on-site moderation visit will be advised in writing. A date and time for the visit will be mutually agreed between the Quality Assurance team and the organisation with consent to assess.

Organisations with consent to assess may be required to meet all actual and reasonable costs associated with the visit.

A written report will be provided 21 working days following completion of the visit.

Reporting

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

Connexis Infrastructure ITO evaluates the effectiveness of the moderation system annually.

Information obtained from pre and post assessment moderation will be used by Connexis Infrastructure ITO to inform revisions and reviews of unit standards and to assist with NZQA Consistency Reviews.

Connexis Infrastructure ITO welcomes feedback from organisations with consent to assess to assist with the continual improvement of the national external moderation system. Contact the Connexis Infrastructure ITO National Moderator to provide feedback via email: quality@Connexis.org.nz.

Funding

The Connexis Infrastructure ITO post-assessment moderation system will be funded via the National Moderation Transfer from NZQA, industry contributions, and additional Connexis Infrastructure ITO funds where required.

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

Connexis Infrastructure ITO may recover all costs incurred for any moderation services, non-compliance and appeals. A schedule of charges is available from Connexis Infrastructure ITO on request.

Non-compliance with moderation requirements

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

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

An on-site moderation visit may be carried out by the National Moderator or a person appointed by the National Moderator. The organisation with consent to assess will be advised of the reasons for the visit 14 days in advance. Upon completion of the visit a report will be provided to the organisation with consent to assess and Connexis Infrastructure ITO National Moderator outlining any compliance actions that are required.

Where attempts to resolve the non-compliance are ineffective, the case will be referred to the Connexis Infrastructure ITO General Manager Learning Solutions. The General Manager may recommend further attempts to facilitate compliance (initiated by the General Manager or the National Moderator), or refer the unresolved non-compliance to the appropriate QAB.

Connexis Infrastructure ITO reserves the right to charge organisations for costs relating to the resolution of moderation non-compliance. Charges are available on request.

Appeals

In the event of any unresolved dispute over the results of moderation, the case should be submitted in writing to the Connexis Infrastructure ITO National Moderator within 21 days of the moderation result being received. The National Moderator will acknowledge receipt of the appeal and agree a timeframe for resolution. The appellant must provide:
- details of the accredited organisation
- staff details
- reasons for the appeal
- all associated assessment materials.

If the organisation with consent to assess is not satisfied with the resolution, they may appeal further to the Connexis Infrastructure ITO CEO in writing within 14 days of receiving the initial appeal result. The CEO will provide a written response within 14 days. All available documentation will be taken into consideration and the CEO's decision will be final and binding.

An Appeals Policy is available from the Connexis Infrastructure ITO website.

DAS Registration Information

Process	Version	Date
Registration	1	October 1994
Review	2	January 1999
Revision	3	September 2003
Revision	4	October 2004
Revision	5	November 2007
Revision	6	December 2009
Review	7	May 2013
Review	8	July 2020

The next CMR review is planned to take place during 2025.

Appendix 1   Consent and Moderation Requirements specific to standards classified in the Driver Licensing Endorsement Domain and Temporary Traffic Management Domain

Applicant organisations must meet the common requirements of each criterion detailed in the CMR and the following specific requirements for the standards in the Driver Licensing Endorsement and Temporary Traffic Management (TTM) Domains.

Visit waiver conditions

Connexis Infrastructure ITO participation in a visit for granting consent to assess may be waived where Waka Kotahi NZ Transport Agency endorsement has been obtained.

Areas of shared responsibility

For unit standards incorporated in the application that state Waka Kotahi NZ Transport Agency involvement, Connexis Infrastructure ITO may invite the Waka Kotahi NZ Transport Agency to participate in the evaluation of documentation and site visits.

Criterion 1   Development and evaluation of teaching programmes

Where unit standards state Waka Kotahi NZ Transport Agency involvement applicant organisations must have policies and procedures to ensure that Waka Kotahi NZ Transport Agency requirements, in relation to Waka Kotahi NZ Transport Agency Approved Course Provider status, are met.

Criterion 7   Assessment

The applicant organisation must have policies and procedures to ensure Waka Kotahi NZ Transport agency approved driver licensing course unit standards, used to obtain wheels, tracks or roller driver licence endorsement are conducted:

- by a Waka Kotahi NZ Transport Agency approved course provider or an assessor working under a 'certificate of authorisation' to an approved course provider organisation; and
- in accordance with the Waka Kotahi NZ Transport Agency document "Statement of approval conditions document governing the delivery Waka Kotahi NZ Transport Agency approved driver licensing courses; and
- using the current version of the relevant approved assessment material, available for purchase from Connexis Infrastructure ITO. This is the only assessment material that may be applied in assessment for these unit standards.)

The applicant organisation must have policies and procedures to ensure assessors assessing unit standards used to obtain temporary traffic management warrants, have Waka Kotahi NZ Transport Agency approval.

Applicant organisations must meet the common requirements of each criterion detailed in the CMR and the following specific requirements for the standards in the Driving Subfield.

Recognition of Prior Learning (RPL) may not be applied in assessment of any unit standard to obtain a wheels, tracks and or roller (WRT) driver licence endorsement.

Moderation Requirements (MR)

Post-assessment moderation

Applicant organisations must ensure all completed assessment documentation for unit standards used for driver licence endorsements and temporary traffic management warrants, are kept for a period of 18 months to meet Waka Kotahi NZ Transport Agency requirements.

All WRT and TTM assessing staff must attend a Moderation Group Workshop annually.

Criterion 8   Reporting

Applicant organisations must ensure all 'achieved' assessment results are reported to NZQA within three months of assessment completion.