CONSENT AND MODERATION REQUIREMENTS (CMR)
***for* Infrastructure Industry - Electricity Supply**

(Version 5)

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

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

Contact

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

Engineering and Technology > Electricity Supply

Domain	**Standard IDs**
Electricity Supply - Business Services	19485, 19486
Electricity Supply - Core Skills	10507-10509, 12296, 12300, 12387, 16283, 17025-17028, 18028, 18037, 18038, 18272-18277, 19323, 19950, 20090-20095, 20421, 20618, 23897-23899, 28020, 28109, 28110, 28112, 28194, 28495, 28885, 28893, 28894, 30101-30108, 30110, 30112, 30113, 30513, 31953-31955, 32059, 32255, 32854
Electricity Supply - Distribution Networks	10511-10513, 10521, 10522, 10526, 10529, 10543-10548, 10550, 10551, 12295, 17632, 18026, 18030, 18032, 18033, 20059, 20061-20069, 20073, 20074, 20423, 20535, 23896, 26705, 28113, 28192, 28193, 28276-28281, 28492-28494, 30111, 31198, 31952, 31965-31972, 32088, 32172-32176, 33058
Electricity Supply - Live Work	10531-10542, 17570, 20071, 20072, 20083-20087, 31956
Electricity Supply - Metering	19472, 29740, 29741

Domain	Standard IDs
Electricity Supply - Power System Maintenance	10395, 10397, 10413, 10414, 14328, 14330, 14331, 14700, 27655, 28886-28892, 28895, 29731-29739, 29742-29748, 30812-30816, 32057, 32058, 32060, 32388-32393, 32396-32398, 32401
Electricity Supply - Power System Management	15568, 16276, 16277, 16279-16282, 16284, 16285, 18279, 19477, 19479, 24692, 24693, 27654, 28195, 30109, 30114, 30115, 30512, 32171
Electricity Supply - Retail	24524
Electricity Supply - Testing	14269, 14271-14273, 14287, 14288, 14290, 14291, 14294, 14297, 24152
Electricity Supply - Transmission Networks	10528, 18025, 20412-20416, 20419, 20420, 20847, 24746, 24747, 24749, 28942-28945, 29083-29086, 30449, 30450

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

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

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

None.

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 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

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.

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 health, safety and risk management 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:

- have operational experience and technical expertise in the unit standards that they are assessing against
- hold the appropriate level of Electrical Registration with current practising licence for the level they are assessing
- meet legal restrictions in supervision of on-job training and assessment e.g. all 'prescribed work' must be supervised by an 'Authorised Person' as defined in the Electricity Act and Regulations 2010.
- 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
- the nature of the work, equipment, resources, and workplace environment are sufficient to meet learner numbers and practical assessment requirements of the unit standards
- the off-site arrangements meet all legislative obligations under the current:
    - Health and Safety at Work legislation
    - Electricity legislation
    - Safety Manuals – Electricity Industry (SM EI) Parts 1 to 3
    - relative industry codes of practice and guidelines
- 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 specific Electrical Supply Industry Sufficiency Policy requirements.

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 our 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 assess 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 assessment 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 moderator's time.

Pre-assessment moderation reports will be provided to organisations with consent to assess within 20 working days of submission.

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
- the 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 to organisations with consent to assess within 20 workings days from 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 within 20 working days from 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. 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 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	November 1996
Revision	2	June 2000
Revision	3	May 2005
Review	4	March 2008
Review	5	May 2020

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