

CONSENT AND MODERATION REQUIREMENTS (CMR)

for Boating Industries, Composites, Sailmaking, and Trailer Boat Systems

(version 4)

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

Notes:

The WDCs will not be charging for any external moderation activities.

The CMRs will be fully updated by the WDCs over the coming months.

Contact

Hanga-Aro-Rau Manufacturing, Engineering, and Logistics WDC

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Engineering and Technology > Motor Industry

Domain	Standard IDs
Trailer Boat Systems	15450, 15451, 15454-15456, 15458-15469, 23935, 23936, 23940, 31199, 31201, 31204-31206, 31208-31211

Manufacturing > Boating Industries

Domain	Standard IDs
Boatbuilding	9922-9925, 9927-9949, 10836, 10841, 10843, 11776-11799, 12942, 18158, 18159, 18161-18166, 18169-18171, 23035, 23038-23049, 23241-23253, 23255-23257, 25114, 25115, 25117-25123, 25151-25154, 25157, 25343-25345, 25998, 26083-26094, 26096-26103, 26106-26108, 27319-27326, 29235-29238, 29546, 30202-30209, 30769-30781, 31196, 31200, 31202, 31203, 31207, 31212, 31213, 31431-31434, 31771, 31772, 31930, 31936
Marina Operations and Services	9918, 9920, 9921, 25116, 27244-27252, 30629-30633
Marine Design	10853-10856, 10858, 10860-10869, 30431, 30432
Marine Sales and Services	9913, 9914, 9917, 9919, 11746-11763, 11765-11775, 18167, 18269, 18270, 25353-25360

Manufacturing > Composites

Domain	Standard IDs
Industrial Composites	3163, 3172, 3174-3176, 3178, 3190, 26561, 26562
Production Composites	3164-3171, 3173, 3177, 3179, 3181-3183, 3186, 3188, 3189, 3192, 3193, 3196, 3198, 23036, 23254, 26559, 26560, 26563, 29234
Specification and Design Composites	3187, 3191, 3194, 3195, 3197

Manufacturing > Industrial Textile Fabrication

Domain	Standard IDs
Sailmaking	11801-11805, 11807-11814, 23519, 31463-31468

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".

Standard Setting Body involvement in process for granting consent to assess

Levels 1 and 2 Evaluation of documentation by NZQA and industry.

Level 3 and above Evaluation of documentation and visit by NZQA and industry.

Visit waiver conditions

NZMAC ITO (industry) may waive its involvement in a consent to assess visit when the applicant organisation has an established track record for training and assessment as well as either:

- History of successful moderation against NZMAC ITO standards, and the application is for an extension:
 - to a consent to assess scope already held for NZMAC ITO standards
 - to the same or a related NZMAC ITO classification

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

- enabling a consent to assess scope up to a level no higher than Level 4; or
- Evidence has been provided of compliance with industry or sector-specific requirements for consent to assess or shows capability to comply with industry or sector specific requirements.

Areas of shared responsibility

None.

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

The SSB may choose to charge reasonable fees for their involvement in granting consent to assess. Contact the SSB 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

Learners 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 learners 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 learner achievement.

Industry or sector-specific requirements for consent to assess

An applicant organisation may consult with NZMAC ITO prior to applying for consent to assess. An applicant organisation wishing to clarify: the requirements relating to staff/assessor qualifications and experience; equipment and resources and their use; and compliance with legislative requirements should contact NZMAC ITO.

The industry or sector-specific requirements for consent to assess have been established to assure NZMAC ITO that the applicant organisation has the capability to ensure quality training that meets industry requirements for assessment against the unit standards covered by this CMR.

An applicant organisation must supply evidence of compliance with the industry or sector-specific requirements for consent to assess for all sites where delivery of training and/or assessment against one or more standards in the scope of the application will take place.

Criterion 1 Development and evaluation of teaching programmes

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

- Formal advisory links with industry are maintained for expertise and guidance on current industry practice, including advice on the development and review of teaching programmes.
- Learner and industry feedback are considered in evaluating programme success and stated outcomes.
- Existing and proposed programmes have a sound rationale, clear outline of content, and identify the intended learners and outcomes.
- Teaching resources and assessment activities enable learners to meet the requirements of the unit standards and/or qualifications.
- All Occupational Safety and Health (OSH) requirements under the Health and Safety at Work Act 2015 are met for each programme, and that the safety of students, visitors and tutors is ensured.

Criterion 2 Financial, administrative, and physical resources

The applicant organisation must have policies and procedures to ensure that all of the training equipment, and access to specialist equipment, materials, and resources that enables training and assessment of the learners is in accordance with the requirements of the practical standards in the scope of the application.

The applicant organisation must have policies and procedures to ensure that sufficient safety equipment and first aid facilities are available for the number of learners and the types of unit standards being assessed. The policies and procedures must state site responsibilities, safety arrangements, and access time.

Criterion 3 Staff selection, appraisal, and development

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

- Staff have the necessary skills and knowledge for the level of training and assessment being undertaken. NZMAC ITO generally expects this to be at one level higher than the level being delivered and assessed and for the staff to have had at least five years industry experience within the last ten years.
- Teaching and assessing staff have regular (at least annual) contact with industry partners and are able to obtain information about the latest developments in technology, industry practice, and legislation.
- Staff have opportunities for professional development related to the theory and practice of assessment and to the marine and composites industries.
- All teaching and assessing staff will have credit for the unit standards they will be delivering and assessing against or are able to demonstrate equivalent knowledge and skills.
- Assessors are trained in standards-based assessment and understand competency-based assessment practice. Assessors have obtained credit for unit standard 4098, *Use standards to assess candidate performance* and unit standard 11281, *Prepare candidate(s) for assessment against standards* or are working towards obtaining credit for these unit standards, or are able to demonstrate equivalent knowledge and skills. NZMAC ITO offers regular courses to workplace assessors to facilitate this process.
- Staff appointed to teach and assess against industry standards are able to demonstrate knowledge of and apply safe working practices. This will include knowledge of and compliance with Health and Safety at Work Act 2015, Health and Safety in Employment Regulations 1995 and any subsequent amendments.
- Staff responsible for internal and external moderation obligations are competent in moderation practice through obtaining credit for unit standard 11551, *Quality assure assessment*, or are able to demonstrate equivalent knowledge and skills prior to undertaking moderation.

Criterion 4 Student entry

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

For people who do not have English as their first language, the level of English language skills required is equivalent to an International English Language Testing System (IELTS) score of **5.0**. This is to ensure all requirements detailed above in relation to the unit standards can be communicated to, and comprehended by, learners.

Criterion 6 Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that, where assessments are undertaken in a workplace environment, the assessor and/or verifier understand the principles of competency-based assessment.

Where learners are required to receive training in an off-site situation, applicant organisations must have policies and procedures that include a Memorandum of Understanding (MoU) or contract between the applicant organisation and the off-site provider which clearly states:

- The nature of the training the learners are to receive.
- Responsibility for safety of the tutors and learners.
- The time and frequency of the learners' attendance.
- The name and relevant details of the learner(s) attending specific off-site locations.
- Information from the off-site provider that allows the accredited organisation to make consistent assessment judgements.
- Support mechanisms available to both the learner and the off-site provider for the duration of the training, including health and safety requirements, which includes a site safety plan.
- The nature of work undertaken relates to the range of work indicated in the relevant standards and involves the use of specified equipment.
- Responsibilities for assessment are clearly understood and documented.

Criterion 7 Assessment

The applicant organisation must have policies and procedures to ensure that assessment activities and material are consistent with the breadth and level of the accreditation scope and meet the national external moderation requirements.

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

- Self-developed assessment material is submitted to the NZMAC ITO for pre-assessment moderation and approval prior to use. For further detail please see the Moderation System (below).
- Recognition/Assessment of Prior Learning (R/APL) or Recognition of Current Competence (RCC) processes are consistent with the industry standard.

Criterion 8 Reporting

The applicant organisation must have systems and procedures in place to enable quarterly reports to NZMAC ITO and employers with regard to learners' performance and progress in a timely manner to meet NZMAC ITO reporting requirements to the Tertiary Education Commission (TEC), and the New Zealand Qualifications Authority (NZQA), and internal quality assurance requirements.

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

The NZMAC 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 NZMAC ITO.

Introduction

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

Annual Moderation Timeframe

First Quarter – An annual moderation plan will be prepared by NZMAC ITO which will include the selection of unit standards to be moderated.

Second or Third Quarters –Organisations with consent to assess will be asked, in writing, to submit electronically, assessment evidence material, including three samples of assessed learner work, for the selected unit standards.

The NZMAC ITO will moderate the assessment evidence material and prepare a moderation report for each organisation on the unit standards moderated. Recommendations and actions required will be clearly reported to the organisation.

31 March (Following year) – NZMAC ITO submits Moderation Report to NZQA.

Selection of Unit Standards for Moderation

The external moderation selection process will be based on a sample of the total number of unit standards for which credit was reported according to NZQA quarterly reports from the previous year and will be determined by the following criteria:

- Usage of unit standards according to the NZQA quarterly reports.
- Unit standards where unacceptable variance from the industry standards has been detected.
- New unit standards or unit standards included in new qualifications.

Pre-assessment moderation

NZMAC ITO recognises the academic autonomy of organisations with consent to assess to use self-developed assessment materials. Pre-assessment moderation by NZMAC ITO of assessment materials is not usually required. Situations in which pre-assessment moderation may be requested include: newly registered standards which include health and safety components that present a potential risk if not validly assessed; organisations with consent to assess where issues have been identified around their capability to develop valid assessment material.

Post-assessment moderation

Each year NZMAC ITO will moderate a sample of standards from organisations with consent to assess. The organisations will be notified by email to provide assessment documentation electronically.

Each organisation with consent to assess is required to submit three samples of assessment material for each selected unit standard. Materials submitted for moderation must include: a completed Moderation Cover Sheet; the assessment tool or assessment activity or instructions given to the learner (learner evidence guide); an assessment schedule (that includes evidence and judgement statements); and samples of assessed learner work.

On-site moderation

An on-site moderation visit may occur to observe and verify assessor decisions for standards which contain practical components in order to confirm the assessment decisions for those standards are consistent with the national standard.

Organisations with consent to assess may be visited once per year, however, NZMAC ITO reserves the right to arrange additional visits where issues have been

identified in making assessment judgements for practical components that are not consistent with the national standard. Where an organisation has a history of assessment judgements that are consistent with the national standard, NZMAC ITO may waive the requirement to carry out a moderation visit for that year.

Post-assessment moderation results and reports

Moderation results from NZMAC ITO for post-assessment moderation will be communicated to organisations with consent to assess through a written report within six weeks of receiving the assessment documentation, and any non-compliance issues and recommendations and remedial actions will be identified and timeframes for compliance will be specified.

Other

Where an organisation with consent to assess contracts another organisation with consent to assess to carry out assessment, the organisation reporting the results to NZQA is responsible for supplying assessment samples for national external moderation.

Where the NZMAC ITO does not validate the assessment decisions, results from the moderation process will in the first instance be used to provide constructive feedback about the validity of the assessment material and/or assessor decisions.

Where issues relate to the quality of the standard, for example, the need for review of the unit standard, the moderation report will identify the ways in which the unit standard requires review and this feedback will be forwarded to the NZMAC ITO.

Reporting

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

The NZMAC ITO National Moderator, in conjunction with NZMAC ITO, will be responsible for completing the annual report template supplied by NZQA by accessing the relevant data from the NZMAC ITO database and reporting to NZQA by 31 March each year.

The NZMAC ITO National Moderator will be responsible for ensuring that the moderation reports are centrally documented and filed.

Funding

NZMAC ITO moderation activities will be funded by the National Moderation Transfer from NZQA and industry contributions.

For TEOs, NZMAC ITO may charge for any additional activities required by NZMAC ITO to address issues identified through moderation or other non-compliance with national external moderation requirements (for example, non-submission of assessment material and/or learner samples). These activities (such as pre-

assessment moderation, additional moderation, on-site moderation, moderation-specific visits to TEOs to discuss assessment or moderation issues) will be charged for.

Non-compliance with moderation requirements

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

Where non-compliance is identified the National Moderator will specify the non-compliance issues in writing to the organisation with consent to assess. The identified and agreed corrective actions will be required to be implemented within a specified timeframe determined by the National Moderator. A visit to the organisation may be required to monitor progress towards addressing the non-compliance.

NZMAC ITO reserves the right to charge organisations with consent to assess for costs relating to the resolution of moderation non-compliance. Charges are set out below and the organisation will be expected to meet this cost. If non-compliance continues and is unable to be resolved the NZMAC ITO will recommend withdrawal of consent to assess to the relevant QAB.

- Re-submission of non-compliant documentation at \$75 per hour (GST excl.)
- Site visits resulting from non-compliance at will be charged at \$150/hr (GST excl.)
- Reimbursement for 'actual and reasonable' travel and accommodation expenses, with vehicle mileage charged at \$0.62 per km.

Appeals

If an organisation with consent to assess disagrees with the moderation report provided by NZMAC ITO, the organisation may appeal to NZMAC ITO in writing within four weeks of receiving the report. NZMAC ITO will make every attempt to resolve matters to the satisfaction of both parties. The NZMAC ITO General Manager will make a final determination and document the result for all parties within four weeks of receiving the appeal. In all cases, the decision of the NZMAC ITO General Manager is final and binding to all parties.

DAS Registration Information

Process	Version	Date
Registration	1	May 1997
Revision	2	October 1998
Revision	3	January 2010
Review	4	July 2017

The next CMR review is planned to take place during 2022.