CONSENT AND MODERATION REQUIREMENTS (CMR)
for Civil, Electrical and Mechanical Engineering Practices

(version 2)

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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Waihanga Ara Rau Construction and Infrastructure WDC
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Engineering and Technology > Electrical Engineering

Domain	SSB
Electrotechnology	Waihanga Ara Rau Construction and Infrastructure WDC

Engineering and Technology > Engineering

Domain	SSB
Generic Engineering	Waihanga Ara Rau Construction and Infrastructure WDC

Engineering and Technology > Infrastructure Civil Engineering

Domain	SSB
Generic Infrastructure Civil Engineering	Waihanga Ara Rau Construction and Infrastructure WDC

Engineering and Technology > Mechanical Engineering

Domain	SSB
Applied Principles of Mechanical Engineering	Hanga-Aro-Rau Manufacturing, Engineering, and Logistics WDC

Engineering and Technology > Electrical Engineering

Domain	Standard IDs
Electrotechnology	27480-27482

Engineering and Technology > Engineering

Domain	Standard IDs
Generic Engineering	27472, 27476

Engineering and Technology > Infrastructure Civil Engineering

Domain	Standard IDs
Generic Infrastructure Civil Engineering	27473-27475

Engineering and Technology > Mechanical Engineering

Domain	Standard IDs
Applied Principles of Mechanical Engineering	27477-27479

The New Zealand Board for Engineering Diplomas Collaborating Group (CG) developed standards for subfields and related domains, under the field Engineering and Technology, specifically for assessment towards award of the New Zealand Diploma in Engineering Practice (NZDEP). The CG group comprises the ITO members of the New Zealand Board for Engineering Diplomas (NZBED).

The ITO signatories to the CG memorandum of understanding are listed on the qualification website. The ITOs registering standards for the purpose of this CMR are:

> InfraTrain New Zealand Ltd
> The Skills Organisation
> Competenz Ltd

This group of ITOs will be referred to, in this document, as the CG. Links to the CG member ITO's websites are on the qualification website. Responsibility for ensuring the requirements of this CMR are being met will be shared by CG member ITOs as specified in the following table of lead ITOs by domain; however, the NZBED will coordinate and lead efforts across member ITOs.

Qualification website   http://www.engineer.org.nz

Lead ITO by domain for the purpose of this CMR

Domain	Lead ITO
Generic Infrastructure Civil Engineering	InfraTrain NZ
Generic Engineering	InfraTrain NZ
Electrotechnology	The Skills Organisation
Applied Principles of Mechanical Engineering	Competenz

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

The standards covered by this CMR are designed for use in programmes of study leading to award of the New Zealand Diploma in Engineering Practice and are not intended to be assessed against in isolation. Therefore, organisations applying for consent to assess must engage with at least one entire strand of the qualification. Consent to assess will be granted according to nominated engineering strand(s).

Level 6   Evaluation of documentation and visit by NZQA, and industry.

Visit waiver conditions

Industry participation in a site visit may be waived when the applicant organisation's history of teaching and assessment against other unit standards of a similar nature is well established and known to the relevant lead ITO and a letter of support is provided by the lead ITO.

Areas of shared responsibility

Each domain listed on this CMR has a lead ITO which will coordinate consent to assess applications for that domain. All decisions to support applications for consent to assess are submitted to the NZBED for endorsement. CG members shall not give support for any application for consent to assess against the unit standards covered by this CMR without the written approval of the NZBED.

While InfraTrain NZ has registered the Generic Engineering standards in the qualification's core compulsory section on behalf of the CG and takes responsibility for reporting purposes, decisions to support applications for consent to assess will be

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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.

considered in collaboration with other CG members according to the agreed Memorandum of Understanding (MOU).

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

The fees schedule is applicable to all applications for consent to assess received by NZQA from 1 November 2004. However, the SSB may choose to charge lower 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

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

Applicant organisations must meet the requirements as set out below.

Criterion 1   Development and evaluation of teaching programmes

The applicant organisation must have policies and procedures in place to ensure that industry input has been considered in the development and delivery of teaching programmes and resources, all of which must demonstrate a clear link with the unit standards.

The applicant organisation must have policies and procedures to ensure that trainee feedback is taken into account in evaluating programme quality.

Criterion 2   Financial, administrative and physical resources

The applicant organisation must have policies and procedures in place to ensure that all equipment, training, and assessment resources conform to standards, codes of practice, and legislation relevant to the unit standards concerned.

Criterion 3   Staff selection, appraisal and development

The applicant organisation must have policies and procedures in place for the appointment of staff that ensure staff are appropriately qualified and experienced:

Assessing staff must demonstrate their current competence to practice as an engineer in a New Zealand jurisdictional context at least to the level at which they are intending to assess. This will be evidenced by current registration as a Certified Engineering Technician (CertETn), Engineering Technology Practitioner (ETPract) or Chartered Professional Engineer (CPEng). Assessing staff must also demonstrate engagement with the wider engineering profession in New Zealand. Membership of IPENZ would provide good evidence of this, but engagement could be evidenced through membership of other learned society groups or industry associations.

Assessing staff must also demonstrate that they have undergone appropriate assessor training endorsed or recognised by IPENZ and the CG.

Criterion 4   Student entry

The applicant organisation must have policies and procedures to ensure that trainees undertaking assessment against these unit standards are employed in the industry sector which reflects their chosen strand of the NZDEP, eg mechanical engineering.

Criterion 6   Off-site practical or work-based components

The unit standards covered by this CMR are designed specifically for assessment in the workplace. Therefore, the applicant organisation must have policies and procedures in place to ensure that the respective responsibilities of trainee, applicant organisation and employer are clearly described.

At a minimum, employment or placement agreements must clearly indicate who is responsible for management of health and safety, assessing trainees, reporting results, allowing sufficient time and access to worksite resources and equipment to meet training and assessment requirements.

The applicant organisation's policies and procedures must also clearly specify a process for conflict resolution between parties.

Criterion 7   Assessment

The CG has developed assessment materials, which have undergone pre-assessment moderation, for all unit standards covered by this CMR. These are available for use by applicant organisations upon being granted consent to assess. Details of fees charged for the purchase of this material is available from the lead ITO for the nominated domain.

The applicant organisation must indicate whether it will use the CG-developed assessment material or self-developed assessment material. The CG encourages all organisations with consent to assess to use assessment material that has been developed by the CG.

Where an applicant organisation wishes to develop its own assessment material, the organisation must have policies and procedures to ensure that all self-developed assessment material is submitted to the lead ITO for the nominated domain(s) for pre-assessment moderation and approval prior to use. Further information regarding the pre-assessment moderation process and related charges can be found in the Moderation Requirements section of this CMR.

The unit standards have been designed specifically for on-job assessment, and therefore the applicant organisation must have policies and procedures to ensure that all assessments are designed to meet this requirement.

The applicant organisation must have policies and procedures to ensure that all assessment material is held by the organisation for a minimum of two years following assessment for moderation purposes.

Criterion 8   Reporting

The applicant organisation must have a system in place to ensure trainee credit achievement is reported to NZQA within three months of the assessment date.

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 CG 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 the NZBED.

Introduction

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

Moderation System

Responsibilities
The Board (NZBED) is responsible for the development of the national external moderation system that ensures valid and consistent assessment outcomes are achieved across the range of provision, and disciplines according to MOU as signed by the CG member ITOs.

Pre-assessment moderation

The CG ITOs have developed assessment resources that have undergone pre-assessment moderation and approval. It is strongly recommended that organisations contact the relevant Lead ITO for further information on these.

Organisations with consent to assess who wish to develop their own assessment materials for the standards covered by this CMR must submit these to the relevant Lead ITO for pre-assessment moderation and approval before they are used. All materials should undergo pre-assessment moderation in accordance with the organisation's internal moderation system prior to submission to the relevant Lead ITO. Assessment material submitted for pre-assessment moderation is allocated to a moderator who has industry-specific moderation capability. The material is evaluated and a report is provided to the organisation advising approval or outlining corrective actions required.

All Approved Prior Learning (APL), Recognition of Current Competency (RCC) or similar accelerated assessment processes developed by organisations are required to undergo pre-assessment moderation and approval by the relevant Lead ITO. Organisations with consent to assess should consult with the relevant lead ITO in the development of such processes.

Material submitted for pre-assessment moderation will be received in confidence and treated in a manner that respects the owners' intellectual property.

The Lead ITOs reserve the right to charge for this service. Charges are set out in the Funding section.

Post-assessment moderation.

NZBED has established a national external moderation system for the NZDEP, which includes the disciplines Civil, Electrical and Mechanical. All CG member ITOs have agreed through MOU to collaborate through the NZBED, and adhere to the national external moderation system as agreed.

The standards specified in the NZDEP will be moderated annually by Peer Moderation. The model will be reviewed every two years to ensure it continues to meet industry needs.

Peer moderation of the standards in each strand of this qualification will be coordinated, implemented, and reported by the lead ITO for that domain.

Peer moderation of the two core unit standards will be coordinated and reported by InfraTrain NZ, but implemented jointly by all three lead ITOs.

Details for Peer Moderation will be published on http://www.engineer.org.nz no later than 15 February each year.

Organisations with consent to assess will be required to notify the lead ITO for that domain strand before the end of April of their attendance at Peer Moderation for the current year.

There is no charge for attendance at Peer Moderation meetings; however, organisations with consent to assess are required to meet the travel and accommodation costs for their own representatives to attend.

Process and Documentation Required
Each organisation with consent to assess is required to actively take part in an annual Peer Moderation meeting by:
- submitting a copy of all evidence considered for each assessment of one in four candidates assessed for award of the qualification;
- participating in the peer moderation process to ensure consistency of assessment practice.

Moderation timeframes and completion time
The annual Peer Moderation date(s) and venue(s) will be published on http://www.engineer.org.nz no later than 15 February each year.

Reporting

The NZBED is responsible for evaluating the effectiveness of the national external moderation system. Each lead ITO is responsible for providing an annual report to NZQA.

Pre-assessment moderation report

A written report by the lead ITO(s) on compliance of self-developed assessment material and any corrective actions will be forwarded to the organisation with consent to assess within 30 working days of receipt of the material for pre-assessment moderation.

Peer Moderation report

Within 30 days of the Peer Moderation meeting, the lead ITO(s) will summarise the outcomes of moderation undertaken at that meeting in a report for the NZBED Delivery Sub-Committee and all participating organisations. The moderation report will identify if the moderation requirements for organisations participating in the Peer Moderation meeting have been met. If all the requirements have not been met, the report will identify the corrective actions that specific participating organisations need to take and the timeframe for compliance.

National External Moderation report

Annually, the NZBED Management Committee will provide a report on the outcomes of the National External Moderation efforts to the NZBED. The annual moderation report will identify if all of the moderation requirements have been met during the year, provide a summary of any non-compliance issues identified during the year, and indicate any issues that were not yet resolved.

Funding

The CG funds the national external moderation system from the National Moderation Transfer from NZQA and fees charged to organisations with consent to assess.

All participating organisations with consent to assess will be charged:
Pre-assessment moderation $120 per hour plus GST
Non-compliance site visits $400 per day per lead ITO required plus GST, plus reimbursement for 'actual and reasonable' travel and accommodation expenses

Non-compliance with moderation requirements

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

Non-compliance will be dealt with in the first instance by the relevant lead ITO and the Chair of the relevant NZBED Committee. Where non-compliance has been established, a letter specifying the non-compliance issue will be sent by the Chair of the relevant NZBED Committee to the Chief Executive of the organisation, who will be required to respond within ten working days with an appropriate action plan. Agreed corrective actions will be required to be implemented within a specified timeframe determined by the relevant lead ITO and the Chair of the relevant NZBED Committee.

One further established non-compliance within the same five-year period will result in a letter from the Board Chair and the relevant lead ITO to the respective TEO Chief Executive with a copy forwarded to NZQA.

Any further non-compliance by a TEO within a five-year period will result in the Board requesting the relevant lead ITO to recommend withdrawal of consent to assess to the relevant QAB.

Organisations with consent to assess will be required to meet all costs associated with non-compliance, including any subsequent lead ITO site visits that are deemed necessary. Costs are set out in the Funding section.

Appeals

Any appeals will be dealt with on a case-by-case basis by the Chair of the Delivery Sub-Committee who will determine the appropriate steps and timeframes to be met to rectify a problem. When a matter cannot be resolved to the satisfaction of both parties, the Chair of the Delivery Sub-Committee will refer the matter to the relevant Management Committee.

The Management Committee will nominate an independent industry representative to investigate the matter and make a recommendation for the Committee to present to the NZBED.

The NZBED will make a decision whether or not to uphold the appeal. If the appeal is not upheld, the NZBED will submit a report to NZQA regarding the non-compliance. If the appeal is upheld, the NZBED will review the process(es) which led to the non-compliance in the first instance.

DAS Registration Information

Process	Version	Date
Registration	1	November 2011
Republished	1	May 2013

Electrotechnology (ETITO) updated to the Skills Organisation, and contact email address updated.

A review of this CMR is planned to take place during 2016.