

AMAP for Motor Industry, Industrial Textile Fabrication, and Outdoor Fabric Products

Review of NZ Motor Industry Training Organisation (Incorporated) AMAP 0014

The NZ Motor Industry Training Organisation (Incorporated) (MITO) has completed the review of the Accreditation and Moderation Action Plan (AMAP) above.

Date new version published

September 2007

The next AMAP review is planned to take place during 2012.

Summary of review and consultation process

The AMAP review began in 2004 and, after industry consultation, was put on hold until 2006. This was to give MITO time to reconsider accreditation requirements and moderation processes in light of: the industry's feedback; publication of NZQA, *Quality Assurance Standard for ITOs* (April 2005); and the outcomes of MITO's own QReview project (the review of MITO's standards and qualifications to meet changing industry needs).

The review was made through ongoing discussion with providers including Institutes of Technology and Polytechnics Quality (ITPQ), and with members of MITO's qualifications, assessment and moderation teams. MITO's Senior Management team have also reviewed and approved the changes.

As a result accreditation requirements have been added, existing ones have been clarified, and those covered by the general requirements for accreditation have been removed. The moderation system has been altered so that, rather than a single MITO annual moderation plan covering all accredited organisations, each organisation will have an individualised annual moderation plan developed by MITO and promulgated to them. This will enable MITO to better meet the needs of accredited organisations and will increase the effectiveness and efficiency of the moderation system.

Industry feedback indicated that, for unit standard 21080, accreditation requirements were necessary in relation to assessment policy and procedures and that, where an accredited organisation developed its own assessment material, 100% pre-assessment moderation was necessary. This was because of its significant contribution to the industry credibility of the National Certificate in Motor Industry (Advanced Technical) (Level 5) with strands in Automotive Electrical and Mechanical, and Collision Repair [Ref: 1143] as a qualification.

Compliance with new requirements

Accreditation requirements will apply with effect from October 2007.

It is expected that organisations already accredited for unit standard 21080 will immediately begin any process needed to comply with the industry specific accreditation requirements of accreditation criteria 6 and 7. It is expected that organisations already accredited for unit standard 21080 will have policy and procedures in place to be compliant with the requirements for 21080 set out in accreditation criteria 6 and 7 by January 2008.

It is expected that accredited organisations will begin any process needed to comply with the changed requirements of criteria 1-4 and 6 with the view to being fully compliant with the requirements set out in accreditation:

- criteria 1, 2, 4 and 6 before or by June 2008; and
- criterion 3 before or by January 2009.

If there is a reason that this is not possible, the organisation concerned is asked to please contact the MITO Quality Assurance Manager for further advice.

Moderation system requirements will apply with effect from October 2007.

Accredited organisations will be audited for compliance with AMAP requirements from January 2008 in accordance with the above transition arrangements.

Main changes resulting from the review

- Contact details changed.

ACCREDITATION INFORMATION (AI)

Visit waiver conditions

- Conditions changed to provide circumstances under which the visit will be waived, and to allow for a visit waiver when the application is for a level higher than Level 3.

Industry-specific requirements for accreditation

- Criterion 1 requirements added in relation to teaching programmes, and their outcomes and annual evaluation; requirements regarding formal advisory links expanded to require greater use of industry expertise and guidance about current industry practice.
- Criterion 2 reworked for clarity.
- Criterion 3 requirement for teaching staff to hold unit standard 7114 or an alternative appropriate qualification, and for assessing staff to hold unit standard 4098, or have equivalent skills and knowledge, added; requirements for staff teaching/assessing up to Level 2 altered so registration in a relevant trade is no longer required and a relevant Level 3 (rather than a Level 4) national certificate is required; requirements specifically for staff teaching/assessing at Level 3 added; and requirements for staff teaching/assessing at Level 4 or above reworked for clarity, and the National Certificate in Motor Industry (Advanced Technical) (Level 5) [Ref: 1143] with the Automotive Electrical and Mechanical strand or the Collision Repair strand added; requirement for policy and procedure in relation to contact with industry and keeping up to date with technological advances, industry practice, and legislative changes added.
- Criterion 4 requirement removed and requirements added in relation to ensuring that: entry requirements for standards and qualifications are met; promulgation of such information to students occurs; and student entry records are maintained.
- Criterion 6 requirements added in relation to programme integration, and access to equipment, resources, and workplace environments; requirements in relation to the accredited organisation's responsibility for workplace training reworked and expanded; requirement added specific to policy and procedure for training and assessment for unit standard 21080.
- Criterion 7 requirements removed because covered by the general criteria for accreditation, and requirements added specific to policy and procedure for assessment against unit standard 21080.
- Criterion 8 requirements removed because covered by the general criteria for accreditation.

MODERATION INFORMATION (MI)

Moderation System

- Use of moderators and a National Moderation Panel (made up of MITO moderators along with representation from accredited providers, workplace assessors and MITO management) changed to use of:
 - pre- and post-assessment moderation through postal submission, and site visit moderation, carried out by National Moderator(s)
 - post-assessment moderation through National Moderator facilitation of regional cluster group moderation meetings.
- Use of a MITO Annual Moderation Plan published on the MITO website changed to use of an individual annual moderation plan for each accredited organisation promulgated to the organisation concerned.
- 100% pre-assessment moderation of self-developed assessment material changed to pre-assessment moderation of samples of self-developed assessment material as per the organisation's annual moderation plan. 100% pre-assessment moderation of self-developed assessment material for unit standard 21080 added accompanied by an explanation.
- Ambiguity in relation to post-assessment moderation of assessment against Level 1 standards removed. Assessment against Level 1 standards will be selected for moderation in accordance with the selection criteria for focus standards and the organisation's moderation history.
- Site visit moderation occurrence changed from 'time to time' to a three year cycle. Site visit moderation is also specified as a follow-up action if MITO deems it useful in an instance of an organisation's non-compliance with the requirements of the moderation system.
- RPL/RCC assessment moderation statement removed. RPL/RCC assessment will be moderated as an assessment material sample similarly to other assessment material.

Reporting

- Added to and clarified.

Funding

- Added to and clarified.
- An hourly charge has been introduced for pre-assessment moderation where a third or subsequent submission is required.

Non-compliance with moderation requirements

- Added to and clarified.

Appeals

- Added to and clarified.