

AMAP for NZ Hairdressing Industry Training Organisation Inc [Ref: 0020]

Review of NZ Hairdressing Industry Training Organisation Inc AMAP

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

Date new version published

January 2009

The next AMAP review is planned to take place during 2013.

Summary of review and consultation process

HITO's Qualifications Advisory Committee (QAC) began reviewing the AMAP in June 2006 to clarify industry requirements and bring the AMAP into line with current registration criteria. The review was put on hold pending outcomes of HITO's unit standard and qualification review project.

The QAC, which includes employer, employee, Private Training Establishment, and Institute of Technology and Polytechnic representation as well as the HITO Board, meets three times per annum. Through the QAC stakeholders were given the opportunity to contribute to the review of the AMAP. Their views about industry-specific accreditation requirements and the national external moderation system, and HITO's National Quality Assurance Manager's knowledge were used by the QAC to inform the AMAP review.

The QAC has approved the new version of the AMAP.

Compliance with new requirements

Accreditation requirements will apply with effect from May 2009.

Moderation system requirements will apply with effect from May 2009.

Accredited organisations will be audited for compliance with AMAP requirements from January 2010 onwards.

Main changes resulting from the review

Version 4 replaced by version 5

ACCREDITATION INFORMATION (AI)

Visit waiver conditions

- Conditions under which HITO may waive an accreditation visit have been added where there were previously none.

Industry or sector-specific requirements for accreditation

- Criterion 1 has been clarified and added to so that requirements around quality of teaching programmes are clear and to ensure Occupational Safety and Health (OSH) requirements under the Health and Safety in Employment Act 1992 are met for each programme.

- Criterion 2 has been clarified and added to so that requirements around training salon facilities and availability of resources are clear.
- Criterion 3 has been clarified and added to so that requirements around staff technical skill and experience are clear, and to add the requirement that teaching and assessing staff are credited with, or are enrolled in a programme leading to award of, Unit 21204, *Develop adult learners' literacy and numeracy skills within a training or education programme*, or are able to demonstrate equivalent knowledge and skills.
- Criterion 4 has been clarified so that requirements around literacy and numeracy skill levels of students enrolling in a programme of learning are clear.
- Criterion 5 has had requirements for student support resources in the areas of literacy and numeracy added.
- Criterion 6 has been added to so that applicant organisations are reminded of their responsibilities in relation to adhering to special note requirements in the unit standards, and to clarify requirements around commercial salon facilities and assessment, and responsibilities in relation to off-site practical or work-based training and/or assessment.
- Criterion 7 has been altered to clarify the role of HITO in assessment against unit standards 2757, 2759, 10649, and 10650 using common assessment tasks.
- Criterion 8 has been added to clarify the role of HITO in reporting credit for unit standards that it has carried out assessment against.

MODERATION INFORMATION (MI)

Moderation System

- The moderation system is more clearly detailed to include multi-media electronic moderation, to meet registration criteria and to outline the national external moderation activities of HITO for unit standards 2757, 2759, 10649, and 10650.

Reporting

- Reporting has been expanded to include HITO's annual report to NZQA about the national external moderation system, and HITO's annual summary report to each accredited organisation that has been moderated, and to invite stakeholders to provide feedback on the national external moderation system.

Funding

- Funding information has been expanded to clarify existing charges for non-compliant documentation resubmitted for a second time, moderation of additional material (whether requested by the HITO or the accredited organisation), additional moderation visits for practical standards, and site visits carried out to resolve ongoing non-compliance, and costs incurred when the date of a visit needs to be changed at the accredited organisation's request.

Non-compliance with moderation requirements

- Non-compliance actions have been clarified so that a non-compliant organisation knows what it needs to do to become compliant and the consequences for the organisation if it does not.

Appeals

- A section about appealing a moderation outcome has been added so that an accredited organisation knows how to appeal a moderation outcome and what the process will be.