

## **AMAP for Careerforce, the Community Support Services Industry Training Organisation Ltd. [Ref: 0024]**

Careerforce has completed the review of the Accreditation and Moderation Action Plan (AMAP) above.

**Date new version published**

**March 2009**

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

### **Summary of review and consultation process**

The AMAP was reviewed for the following reasons:

- to specify new industry specific accreditation and moderation requirements
- to meet current AMAP Registration Criteria and template requirements.

The review took place as a consequence of feedback from moderation, accredited organisations, and assessors. Changes to accreditation and moderation requirements have been made to reflect industry needs.

### **Compliance with new requirements**

Accreditation requirements will apply with effect from March 2009.

Moderation system requirements will apply with effect from March 2009.

Accredited organisations will be audited for compliance with AMAP requirements from August 09.

### **Main changes resulting from the review**

Version 4 is replaced by version 5.

#### **ACCREDITATION INFORMATION (AI)**

##### **Visit waiver conditions**

- The waiver condition for applicant organisations seeking accreditation for a small number of unit standards has been removed.

##### **Industry or sector-specific requirements for accreditation**

- **Criterion 1**  
An additional requirement has been added related to consultation with stakeholders and interested parties.
- **Criterion 3**  
Requirements for policies and procedures related to selection and development of tutors and assessors have been modified.

Policies in relation to the professional relationship between staff and candidates have been added.

- Criterion 6  
Applicant organisations must indicate how they will conduct assessment in the workplace and the contractual arrangements that are in place with workplaces.

## MODERATION INFORMATION (MI)

The moderation system information has been updated and is described more fully to meet the current AMAP Registration Criteria. The update includes the appointment of a National Moderator; an explanation of the regional cluster groups for national external moderation including their purpose and frequency of meetings and the systems surrounding postal moderation; the coverage and intensity of moderation; and procedures where additional information is required and where non-compliance has been identified.

### Reporting

The following information has been added to this section -

- The National Moderator reports on assessment decisions and moderation outcomes in the minutes for each external moderation event. The report is released to each participating accredited organisation.
- The National Moderator provides an annual report to NZQA.
- The National Moderator also reports on all moderation activity to the Careerforce Qualifications Manager.

### Funding

This section has been inserted to outline Careerforce costs associated with establishing and centrally managing the national external moderation system.

### Appeals

This section has been inserted to detail the procedures accredited organisations follow where they are dissatisfied with a moderation decision or report and wish to lodge an appeal.