AMAP for Design, Glass and Glazing, Joinery, and Construction Trades [Ref: 0073]

Revision of the *Joinery Industry Training Organisation* AMAP

The Joinery Industry Training Organisation (JITO) has revised the Accreditation and Moderation Action Plan (AMAP) above.

Date new version published   **August 2010**

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

Reason for the revision

The main reasons for this revision are:
- The Joinery ITO's accreditation and moderation information in version 4 of AMAP 0073 did not fully reflect current practice; and
- The Joinery ITO's intention to continually improve accreditation and moderation systems.

National external moderation requirements and practices have, since the AMAP's last revision in October 2005, changed to accommodate the changing needs of the joinery and glass sectors, and recent inclusion of the kitchen design sector.

To accommodate these changes and additions, the national external moderation system no longer utilises a combination of regional and national systems. Current practice is for the National Moderator to centrally manage the national external moderation requirements. Sector moderators are responsible for each of the three sectors (glass, kitchen design, and joinery) and report directly to the National Moderator.

The sector and type of organisation will determine the form of moderation. For example, external moderation of kitchen design providers will be carried out using postal submissions; joinery Polytechnics and PTEs will form a Sector Moderation Panel, other providers (SSBs, schools, etc) will submit by post; the Glass and Glazing Institute will be subject to a site visit, while other providers will submit by post.

Elements of the industry or sector-specific requirements for accreditation require strengthening around numeracy and literacy, industry specific equipment, teacher and assessor skills and knowledge, and the health and safety of students and tutors.

Consultation for this revision started in early 2009. Industry, through the JITO Strategic Training Plan 2009-2013, expressed their desire to see more consistent standards of assessment. JITO staff carried out an AMAP revision workshop (June 2009) and, the following month, an on-line survey requesting feedback and comment regarding national external moderation was sent to all Polytechnic tutors and PTEs actively delivering JITO unit standards. A draft AMAP was developed and sent to Heads of Departments of all active Polytechnics and PTEs delivering JITO unit standards.

Compliance with new requirements

Accreditation requirements will apply with effect from October 2010.

Moderation system requirements will apply with effect from October 2010.

Accredited organisations will be expected to be able to demonstrate compliance with AMAP requirements from March 2011 onwards.

Main changes resulting from the revision

ACCREDITATION INFORMATION (AI)

Industry or sector-specific requirements for accreditation
- Criterion 3 – Reference to specific qualifications to be held by teaching and assessing staff has been replaced with relevant unit standard achievement, training, experience, or equivalent knowledge and skills. A requirement for accredited organisations to provide job descriptions and professional development has been added.
- Criterion 5 – A requirement that all teaching programmes include support for students to meet numeracy and literacy demands has been added.
- Criterion 6 – Changes have been made with regard to health and safety requirements, gathering of student information, and monitoring student progress.
- Criterion 7 – Reference has been made to NZQA's Best Practice Principles for the Assessment of Unit Standards, as assessment must now be conducted in accordance with these principles.

MODERATION INFORMATION (MI)

Moderation System
The moderation system has been amended to:
- change the system from a national and regional system to a national system
- confirm two separate streams of moderation; pre-assessment and post-assessment
- possibly reduce moderation requirements for accredited organisations (depending on their history of moderation results)
- include the process for moderating and approving self-developed assessment materials prior to use (including possible pre-assessment moderation charges)
- include the criteria for selection of unit standards for post-assessment moderation
- include the different forms post-assessment moderation may take (Sector Moderation Panel, postal submission, and site visit).

Reporting
- Amended to make minor changes to the reporting process.

Funding
- Updated to clarify accredited organisations' financial commitment regarding Sector Moderation Panel.

Non-compliance with moderation requirements
- Amended to include possible additional site visit due to non-compliance and possible charges for on-going non-compliance, and to set out charges for costs relating to the resolution of moderation non-compliance.

Appeals
- Amended to include timeframes for appeal.