

## **AMAP for Boating Industries and Composites [Ref: 0136]**

### **Revision of *Boating Industry Training Organisation* AMAP**

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

#### **Date new version published**

**January 2010**

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

#### **Reason for the Revision**

BITO has revised the AMAP to reflect current practice and to align with the current Registration Criteria and NZQA formatting requirements.

It was evident through verbal consultation with accredited organisations between 2005 and 2009 that the current AMAP was not sufficiently detailed to clearly signal the requirements for accreditation and moderation.

#### **Compliance with new requirements**

Accreditation requirements will apply with effect from January 2010.

Moderation system requirements will apply with effect from January 2010.

Accredited organisations will be expected to be able to demonstrate compliance with AMAP requirements from July 2010 onwards.

#### **Main changes resulting from the revision**

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

###### Visit waiver conditions

Conditions under which BITO may waive their involvement in an accreditation visit have been clarified.

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

- Criterion 1 – requirements for liaison with industry, evaluation of teaching programmes, and the safety of students, tutors, and assessors have been added.
- Criterion 2 – requirements for Occupational Safety and Health compliant work areas and adequate first aid facilities have been added.
- Criterion 3 – specific requirements for the skills, knowledge, and experience of teaching and assessing staff have been added.
- Criterion 4 – requirements for literacy and numeracy skills of students have been added.
- Criterion 6 – specific requirements for a memorandum of understanding or contract between the applicant organisation and the off-site provider have been added.
- Criterion 7 – requirements for self-developed assessment material to undergo pre-assessment moderation and for the recognition of current competence and prior learning have been added.
- Criterion 8 – requirement for quarterly reporting to BITO has been added.

## **MODERATION INFORMATION (MI)**

### Moderation System

The system has been updated to indicate that:

- BITO will publish an annual moderation plan advising all accredited organisations of the unit standards to be moderated and the requirements of the external moderation system.
- Accredited organisations must submit all self-developed assessment materials to BITO for pre-assessment moderation and approval prior to use.
- Accredited organisations must submit a sample of assessment material to BITO for post-assessment moderation. The selection of unit standards for moderation will be based on a 10% sample of the total number of unit standards for which credit was reported to NZQA.
- The BITO National Moderator will moderate the assessment material and prepare moderation reports for accredited organisations. Any non-compliance issues and remedial actions will be identified and timeframes for compliance will be specified.
- A moderation meeting for all accredited organisations will be facilitated by the BITO National Moderator to address common issues arising from the preceding moderation round.
- BITO provides an annual report to NZQA.

### Funding

Charges for pre-assessment moderation and non-compliance activities have been introduced.

### Non-compliance with moderation requirements

The procedure for resolving non-compliance with moderation requirements has been included.

### Appeals

A procedure for appeals has been included.