

Title	Manage and monitor assessment within an organisation		
Level	6	Credits	15

Purpose	People credited with this unit standard are able to: plan and prepare for assessment; support assessors; and manage quality assurance for assessment within an organisation.
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Classification	Generic Education and Training > Assessment of Learning
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Available grade	Achieved
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Guidance Information

- 1 Definitions
Organisation refers to an entire organisation or a business unit within the organisation.
Organisational requirements refer to the policies, procedures and reporting requirements of the employer and/or client organisation.
Stakeholders refer to assessors, organisation, candidate, and community; and may refer to industry.
- 2 Assessment against this standard is subject to compliance with organisational requirements.

Outcomes and performance criteria

Outcome 1

Plan and prepare for assessment within an organisation.

Performance criteria

- 1.1 A plan for assessment within an organisation is developed.

Range	includes but is not limited to – identification of assessors and/or verifiers, candidates, assessment standards and materials, internal and external moderation requirements, timeframes, locations, professional development, any other external quality assurance requirements.
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- 1.2 Assessment materials and resources are made available.

Outcome 2

Support assessors within an organisation.

Performance criteria

- 2.1 The plan is communicated to assessors and/or verifiers.
- 2.2 Procedures are established to facilitate networking amongst assessors and/or verifiers.
- 2.3 Assessor and/or verifier performance is monitored to ensure that internal and/or external assessment standards are met.
- 2.4 Development needs of assessors and/or verifiers are identified and addressed.

Outcome 3

Manage and monitor quality assurance for assessment within an organisation.

Performance criteria

- 3.1 Quality assurance for assessment within the organisation is documented in accordance with organisational requirements and communicated to assessors and/or verifiers and stakeholders involved in the assessment process.

Range quality assurance procedures for assessment include but are not limited to – moderation, reassessment, appeals, verification.
- 3.2 The plan is reviewed, evaluated, and adjusted (if necessary) to meet internal and/or external requirements.
- 3.3 Identify challenges and successes in previous years’ quality assurance management and work with relevant stakeholders to design and develop an action plan to implement improvements or maintain existing quality processes.

Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	20 August 1997	31 December 2015
Review	2	19 October 2000	31 December 2015
Revision	3	10 March 2005	31 December 2015
Review	4	18 June 2010	31 December 2020
Rollover and Revision	5	20 March 2014	31 December 2020
Review	6	28 June 2018	N/A

Consent and Moderation Requirements (CMR) reference

0045

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.