



**HANGA-ARO-RAU**  
Manufacturing, Engineering  
and Logistics  
Workforce Development Council

# Hanga-Aro-Rau Consent and Moderation Requirements (CMR)

0013, 0111, 0030



## CONSENT AND MODERATION REQUIREMENTS (CMR)

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### For sectors:

- ✘ Mechanical Engineering
- ✘ Plastics and Materials Processing
- ✘ Fibreboard Packaging
- ✘ Food and Related Product Production
- ✘ Can Making
- ✘ Competitive Manufacturing
- ✘ Manufacturing Processes
- ✘ Retail Meat
- ✘ Printing
- ✘ Maritime
- ✘ Lifting Equipment
- ✘ Rail Transport

### Assessment Conditions

The applicant organisation must have policies and procedures to ensure that it owns or has access to the specialist machinery or equipment for the standards for which it is seeking consent to assess.

### Staff selection and development

The applicant organisation must have policies and procedures to ensure that staff engaged in delivery of training and assessment:

- have completed training in standards-based assessment. They must have gained credit for unit 4098, *Use standards to assess candidate performance*; and may hold either unit 7114, *Coach adult learner(s)*, or unit 11552, *Design and evaluate assessment materials*;
- hold a qualification relevant to the domains they are teaching in or standards at or above the level at which they are required to teach and/or assess, or possess current equivalent knowledge and skills to assess against the standards for which consent to assess is being sought;
- demonstrate industry experience and knowledge relevant to the area they are teaching in.

Staff may also hold, or be working towards, a qualification in adult education and assessment (for example, the New Zealand Certificate in Adult and Tertiary Teaching (Level 4) [Ref: 2746]); a New Zealand-recognised teaching qualification; or be able to demonstrate equivalent knowledge and skills. It is also recommended that they are involved in ongoing professional development, including opportunities to keep up-to-date with legislative and technological requirements and best industry practice in the sector.

### **Off-site practical or work-based components**

The applicant organisation must have policies and procedures to ensure that off-site practical or work-based activities are covered by the health and safety policies and procedures of the host organisation and meet the requirements of health and safety at work legislation.

#### *Use of other establishments by the applicant organisation for training and assessment*

Where learners are required to receive training off-site with another establishment, applicant organisations must have policies and procedures that cover such arrangements, including a memorandum of agreement or contract between the applicant organisation and the off-site establishment, which clearly states:

- the nature of the training the learners are to receive;
- responsibility for safety of the tutors and learners;
- the time and frequency of the learners' attendance;
- the name and relevant details of the student(s) attending specific off-site locations;
- a procedure which gathers information from the off-site establishment that allows the applicant organisation to make valid progress and assessment judgments;
- how feedback on learners' progress from the off-site establishment is documented;
- support mechanisms from the applicant organisation for both the student and the off-site establishment for the duration of the training;
- responsibility for undertaking assessment and reporting results.

When off-site facilities or resources are to be used, the applicant organisation must have policies and procedures to ensure that appropriate equipment, resources, and workplace environment for practical assessments are available

### *Use of the workplace for training and assessment*

Where work placements are to be used by an applicant organisation to contribute towards training and assessment there should be clear links between classroom-based underpinning knowledge and structured on-site learning. The applicant organisation must have policies, procedures, and review mechanisms that ensure:

- adequate supervision of learners in the workplace;
- that assessment draws on evidence from the workplace
- that work placements are focused on training;
- that industry expectations, safety procedures, appropriate standards of hygiene, and other specific requirements are met.

### **Assessment**

The applicant organisation must have policies and procedures to support integrated assessment based on evidence that is fair and valid.

Where standard specifies that it must be assessed under workplace conditions, it can only be replaced by a simulated environment if approved by Hanga-Aro-Rau. To gain approval to use a simulated environment, the applicant organisation must submit their assessment tools to Hanga-Aro-Rau for pre-assessment moderation and approval prior to use.

Where applicant organisations intend to develop and use their own assessment materials for Hanga-Aro-Rau standards, they must have policies and procedures to ensure that materials have undergone pre-assessment moderation by Hanga-Aro-Rau before use.

Applicant organisations must have an appropriate appeals process for non-verified assessments.