

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

0014, 0145, 0079, 0092



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For sectors:

- ✘ Commercial Road Transport
- ✘ Drilling Industry
- ✘ Driving
- ✘ Extractive Industries
- ✘ Gas Industry
- ✘ Industrial Textile Fabrication
- ✘ Logistics
- ✘ Motor Industry
- ✘ Resource Recovery
- ✘ Stevedoring and Ports Industry

Assessment Conditions

An applicant organisation may enter into sub-contracting or collaborative arrangements for the delivery of training that involves assessment against unit standards. In these instances, a formal written agreement is required. The responsibilities of both parties for teaching, training, assessment, moderation, student welfare and reporting of results must be itemised in writing and a copy of the agreement made available on request. The agreement must identify currency of arrangements.

Applicant organisations must have policies and procedures to ensure that Waka Kotahi NZ Transport Agency requirements are met for unit standards that are associated with an organisations' Waka Kotahi NZ Transport Agency Approved Course Provider status.

Training and assessment against unit standards which involve skills being demonstrated in a port environment, can only be carried out where there is documented proof of access to a port environment. This must include evidence that the applicant organisation can meet the organisational policies and procedures of the port company which granted the access.

Training and assessment against unit standards which involve skills being demonstrated in a vehicle, on a vessel, with a crane or other specified equipment, can only be carried out where there is access to appropriately certified vehicles, vessels, cranes, and equipment and where the trainers and assessors hold appropriate certification including the appropriate driver licence or licence endorsements.

Staff selection and development

The applicant organisation must have policies and procedures to ensure that:

- all assessing staff hold unit standard 4098, Use standards to assess candidate performance, or are able to demonstrate equivalent knowledge and skills
- all teaching and training staff must hold an appropriate teaching qualification, and/or unit standard 7114, Coach adult learner(s), or are able to demonstrate equivalent knowledge and skills
- teaching, training and/or assessing staff hold the qualifications or unit standards they are training and/or assessing against, or are able to demonstrate equivalent knowledge and skills
- ongoing professional development is undertaken by teachers, trainers and assessors
- teachers, trainers and assessors will maintain regular contact with industry and keep up to date with relevant technological advances, industry best practice, and legislative changes.
- for the **automotive sector**:
 - o staff teaching, training and/or assessing against unit standards up to Level 2 must hold a New Zealand Trade Certificate, or a National or New Zealand Certificate at Level 3 or above, or an equivalent qualification, which is relevant to the unit standards the staff member is training and/or assessing against
 - o staff teaching, training and/or assessing against unit standards at Level 3 must hold a New Zealand Trade Certificate, or a National or New Zealand Certificate at Level 4 or above, or an equivalent qualification, which is relevant to the unit standards the staff member is training and/or assessing against
 - o staff teaching, training and/or assessing against unit standards at Level 4 or above must either:
 - o hold a New Zealand Automotive Advanced Trade Certificate, or an 'A' Grade Registration, which is relevant to the unit standards the staff member is training and/or assessing against
 - or
 - o hold a National or New Zealand Certificate at level 5 or above which is relevant to the unit standards the staff member is training and/or assessing against
 - or

- o hold a New Zealand Trade Certificate, or a National Certificate at Level 4 or above, or an equivalent qualification, which is relevant to the unit standards the staff member is training and/or assessing against, and have a minimum of five years industry experience in a role that requires skills and knowledge in the same subject matter as the unit standards they are training and/or assessing against.
 - for the **Heavy Haulage domain**, training and assessing staff are suitably qualified in order to meet the Waka Kotahi NZ Transport Agency compliance standards required by these unit standards, and to ensure the safety of all road users. This may be evidenced by one of:
 - o current (within the last two years) operational experience working in the field as an operator in the road transportation of overweight and overdimension loads;
 - o five or more years' experience in the heavy haulage industry with employer verification of operational experience;
- and
- o New Zealand Heavy Haulage Association endorsement
 - o Waka Kotahi NZ Transport Agency endorsements may also be required.
- For the **Drilling and Extractives industries**, trainers and assessors must:
 - o hold the unit standards they are training and assessing against on their NZQA Record of Achievement (ROA), or hold Hanga-Aro-Rau-approved equivalent standards (e.g. Australian units of competency)
 - o have currency of experience relevant to the unit standards they are training and assessing against.

Student guidance and support systems

The applicant organisation must have policies and procedures to ensure that all students enrolled in distance learning programmes or involved in on-job training have access to, and regular contact with, a tutor and assessor.

Off-site practical or work-based components

The applicant organisation must have policies and procedures for off-site or work-based training which ensure that:

- the equipment, resources, and workplace environments are sufficient to meet student numbers and the practical assessment requirements for the unit standards
- the nature of the work undertaken relates to the range of work indicated in the relevant unit standards and involves the use of specified equipment
- the responsibilities of the applicant organisation and the workplace organisation are detailed and confirmed in a written contract between the applicant organisation and the workplace organisation. The written contract must detail the responsibilities for, and the method of:
 - instruction, assessment, tracking and reporting for all practical training and assessment
 - gathering information from the off-site trainer that allows the applicant organisation to make accurate progress and assessment judgements
 - ensuring safe working environments for the students
 - providing support mechanisms to both the trainee and the off-site trainer for the duration of the training is developed
 - the frequency of student attendance is agreed, and student names and attendance recorded.

The applicant organisation must have documented arrangements with a heavy haulage company to ensure that students have access to practical experience in an operational situation transporting overweight and overdimension loads by road.

For the ***Stevedoring and Ports Industry*** subfield:

The applicant organisation must have documented arrangements with a port company to ensure that students have access to practical experience in an operational situation where appropriate.

Assessment

The applicant organisation must have policies and procedures to ensure that:

- for the extractives industries, specific requirements for assessment of identified high-risk unit standards and unit standards entailing joint assessment are met.
- assessment provides for the integration of on-job and off-job assessment against the unit standards within a programme
- individual assessment needs of students and/or employers are identified
- current, quality assured assessment materials are used in the assessment process
- responsibilities for assessment are clearly understood and documented
- that all requirements for pre-assessment moderation are met (refer to Moderation Requirements (MR) for specific pre-assessment moderation requirements)
- Recognition of Current Competence (RCC) and other equivalency and competency mapping processes which result in the award of credit are consistent with the national standard; organisations must submit their assessment materials to MITO for pre-assessment moderation before conducting this assessment service.

**Assessment materials for unit standards that state Waka Kotahi
NZ Transport Agency involvement:**

- Where the purpose of the assessment is to issue a driver license class or endorsement, only assessment material that has been approved by the Waka Kotahi NZ Transport Agency and MITO may be used. Charges may apply. Where the outcome of the assessment is not for the purposes of driver license classes or endorsements, applicant organisations may develop their own assessment material (see pre- assessment moderation in the Moderation Requirements section).