

KO TE TOHUTORO KI NGĀ WHAKARITENGA I TE WHAKAMANATANGA ME TE WHAKAŌRITENGA | CONSENT AND MODERATION REQUIREMENTS (CMR)

For all industries covered by Hanga-Aro-Rau

Version 15

Tau tohutoro CMR | CMR reference number: 0014

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Kupu whakataki | Introduction

This consent and moderation requirements document (CMR) specifies what a tertiary education organisation (TEO) or school must meet to gain and maintain consent to assess against the standards this CMR applies to.

Information on how to apply for consent to assess, how to apply for programme or micro-credential accreditation that incorporates standards on the Directory of Assessment and Skill Standards, the documentation required, and New Zealand Qualifications Authority (NZQA) Rules are on the [NZQA website](#).

The following sections outline the consent and moderation requirements of the Hanga-Aro-Rau Workforce Development Council.

Whakaritenga whakamana | Consent requirements

Applicant organisations seeking consent to assess must meet all common requirements set out in this CMR and all industry-specific requirements set out in the relevant appendix:

- [Appendix 1](#) Competitive Systems and Practice Domain
- [Appendix 2](#) Drilling Industry Subfield
- [Appendix 3](#) Driving Subfield
- [Appendix 4](#) Extractives Industry Subfield
- [Appendix 5](#) Fire Protection Domains
- [Appendix 6](#) Heavy Haulage Domain
- [Appendix 7](#) Maritime Subfield
- [Appendix 8](#) Irrigation Domain
- [Appendix 9](#) Motor Industry Subfield
- [Appendix 10](#) Powered Industrial Lift Truck (Forklift) Domain
- [Appendix 11](#) Printing Domain
- [Appendix 12](#) Stevedoring and Ports Domain

a. Particular skills and knowledge of teachers and assessors

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

- Hold the relevant qualification or standards, at or preferably one level above, the level at which they are required to teach and/or assess.
- Have current experience relevant to the standards they are training and assessing against, as determined by the TEO or school and agreed by Hanga-Aro-Rau.
- Remain current in relevant technologies and industry practice.

The applicant organisation must have policies and procedures to ensure that **teaching staff** hold a qualification in adult education and assessment; a New Zealand-recognised teaching qualification; or be able to demonstrate equivalent knowledge and skills.

The applicant organisation must have policies and procedures to ensure that **assessing staff** hold unit standard 4098 or can demonstrate equivalent knowledge and skills.

The applicant organisation must have policies and procedures to ensure that staff involved in assessment design and moderation meet the following minimum requirements:

- Staff designing assessments must hold unit standard 11552 or demonstrate equivalent knowledge and skills.
- Staff involved in moderation must hold unit standard 11551 or demonstrate equivalent knowledge and skills.

b. Special resources required for assessing against the standards

The applicant organisation must have policies and procedures to ensure the following requirements for programme development and delivery:

- Compliance with the Health and Safety at Work Act 2015 and other relevant safety guidelines and regulations including:
 - For practical training and assessment sufficient safety equipment including PPE and first aid facilities to cater for the learner numbers.
 - Ensuring the safety of learners, visitors and tutors.
- A holistic and integrated approach to curriculum design, delivery, and assessment/ aromatawai is employed.
- The literacy, language and numeracy (LLN) demands of training and assessment are considered and either embedded or external support is provided when required.
- There has been consultation with industry and other interested parties, including Māori, Pacific and disabled communities in the development of training programmes.
- There are demonstrable links with industry and currency of industry practice is maintained.
- Scheduled evaluation of programmes to ensure currency with versions of standards and qualifications.
- Internal quality assurance of assessment is undertaken.
- Assessment resources are pre-moderated by Hanga-Aro-Rau before use.
- Current, quality-assured assessment materials are used in the assessment process.
- Feedback on training, delivery and materials is obtained from learners and industry representatives.
- Training and assessment against standards that 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's licence or licence endorsements.

- 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 Hanga-Aro-Rau for pre-assessment moderation before conducting this assessment service.

c. *Learner access to resources*

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

- There are appropriate feedback mechanisms for learners to receive timely feedback.
- There are clear guidelines for learners including pre-requisites and the method, context and duration of the training and assessment.
- Assessment methods are clear, appropriate for the learners, and do not create barriers.
- Support mechanisms are in place to assist learners facing difficulty/challenges in achieving the unit standard/skill standard and/or progress through the programme.
- Regular contact with tutors and/or staff when carrying out workplace or work-integrated practical and distance learning.

d. *Practical experience*

Where learners are required to receive training in an off-site or work-based situation, applicant organisations must have policies and procedures that include a Memorandum of Understanding or contract between the applicant organisation and the off-site provider which clearly states:

- The nature of the training learners are to receive.
- The responsibility for safety of staff engaged in training and assessment, and of learners.
- The time and frequency of learners' attendance.
- The name and relevant details of the learner(s) attending specific off-site locations.
- The information from the off-site provider that allows the applicant organisation to make progress and assessment judgements.
- The support mechanisms available to both the learner and the off-site provider for the duration of the training.
- Health and safety requirements including a site safety plan.
- The nature of the work undertaken, alignment to the range of work indicated in the relevant standards, and the use of specified equipment.
- The responsibilities for assessment.

At a minimum, employment or placement agreements must clearly indicate who is responsible for:

- The management of workplace health and safety.
- The verification and assessment of learners.
- The reporting of learner results.
- Ensuring sufficient time and access to worksite resources and equipment to meet training and assessment requirements.
- The pastoral care of learners.

The agreement must also clearly specify a process for conflict resolution between parties.

Hanga-Aro-Rau recognises that an applicant organisation may enter sub-contracting or collaborative arrangements for assessment against standards. In these instances, a formal written

agreement is required. Any proposed collaborative arrangement between organisations with consent to assess must ensure that these arrangements are fair, transparent, and consistent, assure quality delivery, and protect the interests of the learner. Any collaborative arrangement must reflect and be consistent with industry requirements.

e. Site visit

Before support for consent to assess is provided, Hanga-Aro-Rau may conduct a consent to assess site visit.

The purpose of a consent to assess site visit is to confirm that the applicant's premises and resources meet the industry or sector-specific requirements for consent to assess. Conditions under which Hanga-Aro-Rau may waive involvement in consent to assess visit include:

- where the applicant seeks consent to assess against multiple standards and Hanga-Aro-Rau decides that, given the nature of the standards, a visit is not warranted; or
- when in the opinion of Hanga-Aro-Rau the applicant has established a credible background and history of providing assessment against standards in the area applied for, or
- that the applicant's quality systems are known to Hanga-Aro-Rau.

Responsibility for Hanga-Aro-Rau to participate in a consent to assess site visit may be delegated to another Standard Setting Body (SSB). This can occur when consent to assess is sought for Hanga-Aro-Rau standards included in another SSB's qualification, or the application includes standards from another SSB.

Whakaritenga whakaōrite | Moderation requirements

National external moderation (NEM) systems ensure that unit and skill standard assessment decisions are consistent nationally. All TEOs and schools with consent to assess against the standards, and all TEOs and schools with programme or micro-credential accreditation that incorporates standards on the Directory of Assessment and Skill Standards, must meet the requirements for NEM.

Standard Setting Bodies (SSBs) are responsible for managing national external moderation systems for the standards they set, in accordance with the [Directory of Assessment and Skill Standard Rules](#).

SSBs must report any concerns about the performance of education organisations participating in NEM to NZQA. Ongoing unresolved non-compliance may lead to the withdrawal of consent to assess.

f. Moderation

Hanga-Aro-Rau national external moderation system seeks to ensure assessment practice is fair, valid, and reliable. The national external moderation system assures learners, employers, industry and communities that, regardless of where the learning has been assessed, learners have achieved the standard's outcomes.

The Hanga-Aro-Rau moderation system is complemented by additional support for TEOs and schools to meet the national standard including site visits, online meetings, phone calls, and workshops. These are arranged as necessary, and providers are notified.

Hanga-Aro-Rau assessment practice is fair, valid and reliable is achieved by verifying:

- that assessment is appropriate to the learning outcomes and assessment evidence collected.
- that learners have achieved the specified standards.
- that assessor judgements about learner performance are fair, valid and consistent.

Post assessment Moderation

Hanga-Aro-Rau calls for moderation from all TEOs and schools assessing Hanga-Aro-Rau standards in their sectors. These are identified from the previous year's credit reporting.

The selection of standards for moderation is based on:

- the amount of assessment completed for a standard
- focus sectors for the year
- risk factors, such as health and safety
- moderation results history for a standard or group of standards

Site visits to conduct moderation may be scheduled throughout the year. Providers will be notified if a moderation site visit is planned.

Any actions to support compliance with moderation requirements will be identified in a formal moderation report sent to the provider within 20 working days of submission.

The details of the Hanga-Aro-Rau Quality Assurance approach can be found here ([Link](#))

Non-compliance with National External Moderation

Action will be taken if the requirements of the Hanga-Aro-Rau moderation system are not met. It is the responsibility of all providers with consent to assess to comply with the moderation system.

Hanga-Aro-Rau will attempt to determine the reasons for any non-compliance before taking further action however, ongoing unresolved non-compliance will be referred to NZQA who may withdraw consent to assess.

Where providers have not met moderation requirements, Hanga-Aro-Rau will provide the organisation with written details of the non-compliance, the remedial action(s) required, and the timeframe for remedial action(s).

If non-compliance continues, or an organisation with consent to assess fails to achieve compliance within the specified timeframe Hanga-Aro-Rau will advise NZQA and forward documented evidence of non-compliance to them.

Pre-assessment moderation

Organisations with consent to assess must submit self-developed assessment materials to Hanga-Aro-Rau for pre-assessment moderation and approval before use.

Submissions for pre-assessment moderation must include the pre-assessment moderation coversheet which can be downloaded from the [Hanga-Aro-Rau website](#).

g. Appeals and dispute resolution

In the first instance, queries about a moderation outcome should be emailed to moderation@hangaarorau.nz to be referred to a Quality Assurance Specialist. If after a discussion the issue is not resolved to the satisfaction of the provider, a formal appeal may then be made to the Quality Assurance Manager.

The appeal must be on the Hanga-Aro-Rau Moderation Appeal Form, which is available on the [Hanga-Aro-Rau website](#). The appeal must be received by Hanga-Aro-Rau within 15 working days of written notification of the moderation outcome.

The Quality Assurance Manager will consider the appeal, obtaining technical advice and arranging for peer review as necessary. Written notification of the outcome of the appeal to the appellant within 20 working days of the appeal being received by Hanga-Aro-Rau.

A moderation appeal is a request for a review of a decision affecting a moderation result made in respect of an individual or organisation. Hanga-Aro-Rau will ensure that appeals will be resolved in a fair, independent, objective and timely manner.

All parties engaged in the moderation event should make every effort to resolve disagreements concerning moderation decisions and/or recommendations prior to a formal appeal being lodged.

The privacy and confidentiality of all parties concerned in an appeal will be maintained.

Kōrero Rēhita mō te CMR | Registration Information for the CMR

Tukanga Process	Rerenga Version	Rangi Date
Registration	1	XXXX

Applicant organisations must meet the common requirements of each criterion detailed in the CMR in addition to the industry-specific requirements listed below.

Appendix 1: Competitive Systems and Practice Domain

Special resources required for assessing against the standards

The Competitive Systems and Practice domain contains Australian competency standards developed by the Manufacturing Industry Skills Alliance. The standards within this domain have been adapted for registration on the New Zealand Qualifications and Credentials Framework (NZQCF) through cover sheets specifying NZQCF data and any special notes relating to interpreting the standards in a New Zealand context.

The Australian Government Department of Employment and Workplace Relations (DEWR) has issued a license to Hanga-Aro-Rau to use the standards. Approved providers are permitted to use Australian units of competency without modification.

Consent to assess Competitive Systems and Practice standards is in accordance with the following definition:

The Competitive Systems and Practices context is defined as one in which a range of systematic manufacturing practice concepts and approaches has been adopted. It covers but is not limited to: lean manufacturing; agile manufacturing; monitoring and data gathering systems such as Systems Control and Data Acquisition (SCADA) software; Enterprise Resource Planning (ERP) systems; Manufacturing Resource Planning (MRP); and proprietary systems such as SAP, etc; statistical process control systems such as six sigma and three sigma; just in time (JIT), kanban and other pull-related manufacturing control systems; supply, value, and demand chain monitoring and analysis; and other continuous improvement systems. Competitive systems and practices should be interpreted to take into account the stage of implementation of CSP approaches, the enterprise's size and work organisation, culture, regulatory environment and manufacturing sector.

Appendix 2: Drilling Industry Subfield

Particular skills and knowledge of teachers and assessors

Trainers and assessors must hold the standards they are training and assessing against on their New Zealand Qualifications Authority (NZQA) Record of Achievement (ROA), equivalent Australian units of competency or equivalent standards.

h. Special resources required for assessing against the standards

The Drilling Industry subfield contains Australian competency standards which have been adapted for registration on the New Zealand Qualifications and Credentials Framework (NZQCF) through cover sheets specifying NZQCF data and any special notes relating to interpreting the standards in a New Zealand context.

Appendix 3: Driving Subfield

Special resources required for assessing against the standards

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

Training and assessment against standards that involve skills being demonstrated in a vehicle may only be carried out where there is access to appropriately certified vehicles and the trainers and assessors hold appropriate certification including the appropriate driver licence or licence endorsements.

Where the purpose of the assessment is to issue a driver license class or endorsement, only assessment material that has been approved by NZTA may be used.

Where the outcome of the assessment is not for driver license classes or endorsements, applicant organisations may develop their assessment material (see pre-assessment moderation in the Moderation Requirements section).

Appendix 4: Extractive Industries Subfield

Particular skills and knowledge of teachers and assessors

Trainers and assessors must hold the - standards they are training and assessing against on their New Zealand Qualifications Authority (NZQA) Record of Achievement (ROA), equivalent Australian units of competency or equivalent standards.

Special resources required for assessing against the standards

The Extractives Industries subfield contains some Australian competency standards developed by the PWC Skills for Australia. These Australian standards within this domain have been adapted for registration on the New Zealand Qualifications and Credentials Framework (NZQCF) through cover sheets specifying NZQCF data and any special notes relating to interpreting the standards in a New Zealand context.

The Australian Government Department of Employment and Workplace Relations (DEWR) has issued a license to Hanga-Aro-Rau to use the standards. Approved providers are permitted to use Australian units of competency without modification.

Joint Assessment

The applicant organisation must have policies and procedures to ensure that specific requirements for assessment of identified high-risk -standards and -standards entailing joint assessment are met.

Joint assessment **must** be conducted in the assessment of the following standards:

- **7145** Design, establish and maintain an effective ventilation system in an underground mine
- **15662** Investigate and design a roof support system for underground mines and tunnels
- **17697** Design blasting layouts and carry out blasting operations for construction work
- **17705** Develop and maintain basic ventilation systems in underground mines and tunnels
- **21280** Demonstrate knowledge of and design an effective ventilation system in an underground mine
- **21281** Interpret and test for gases in an underground extraction site
- **30898** Design and maintain effective ventilation systems for a non-coal underground operation
- **30899** Describe, develop, and maintain basic ventilation systems for a non-coal underground operation
- **30900** Test for gases, interpret findings, and demonstrate knowledge of follow-up actions in a non-coal underground operation

To conduct a joint assessment, two assessors, or one assessor and one technical verifier, must have witnessed the student undertaking the tasks required in the standard and have come to the same judgement of learner competence.

At least one assessor or verifier must hold the standard they are assessing on their NZQA Record of Learning. A technical verifier must have the skills and experience to verify student competence in the assessment task requirements.

Appendix 5: Fire Protection Domains - Fire Detection and Alarm Systems, Fire Protection Systems Technology, Fixed Fire Protection systems

Particular skills and knowledge of teachers and assessors

The applicant organisation must have policies and procedures to ensure that teaching staff have knowledge and experience gained from at least 5 years working in the fire protection industry within the last 10 years.

Special resources required for assessing against the standards

The applicant organisation must have policies and procedures to ensure that the content of the programmes developed takes account of input from the fire protection industry and the Fire Protection Association.

Appendix 6: Heavy Haulage Domain

Particular skills and knowledge of teachers and assessors

Applicant organisations must have policies and procedures to ensure that Training and assessing staff are suitably qualified to meet the NZ Transport Agency Waka Kotahi (NZTA) compliance standards required by these standards and to ensure the safety of all road users.

This may be evidenced by:

- Five or more years' relevant experience in the heavy haulage industry with employer verification of relevant operational experience.
- Endorsement by the New Zealand Heavy Haulage Association.

NZTA endorsements may also be required.

Learner access to resources

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 over-dimension loads by road.

Appendix 7: Maritime Subfield

Maritime New Zealand is the statutory body given power by the New Zealand government to ensure maritime Certificates of Competency meet international standards. A full list of qualifications and licenses recognised by Maritime New Zealand can be found on their website:

<http://www.maritimenz.govt.nz>.

Maritime standards listed on the New Zealand Qualifications and Credentials Framework (NZQCF) are set and managed by Hanga-Aro-Rau.

Special resources required for assessing against the standards

The applicant organisation must have policies and procedures to ensure that the content of programmes developed meets the requirements and regulations of Maritime New Zealand.

The applicant organisation's assessment systems must comply with the Examination Regulations.

Learner access to resources

The applicant organisation must have policies and procedures to ensure that learners who undertake a programme to qualify for a New Zealand Certificate in seamanship or any other maritime learning qualification are made aware of the difference between the New Zealand Qualifications and credentials Framework (NZQCF) qualification and a Maritime New Zealand issued Certificate of Competency .

Applicant organisations must have policies and procedures to ensure that learners are made aware that they need to comply with the provisions of being a 'fit and proper person' under Section 50 of the Maritime Transport Act 1994 before they can be granted or have renewed a 'Certificate of Competency' by Maritime New Zealand.

The applicant organisation must have policies and procedures to ensure that results of standards achieved are reported to NZQA so that validation, when necessary, can be provided to Maritime New Zealand for 'Certificate of Competency' purposes.

Appendix 8: Irrigation Domain

Special resources required for assessing against the standards

The Irrigation Domain contains Australian competency standards developed by the Skills Impact, Job and Skills Council, Victoria Australia. The standards within this domain have been adapted for registration on the New Zealand Qualifications and Credentials Framework (NZQCF) through cover sheets specifying NZQCF data and any special notes relating to interpreting the standards in a New Zealand context.

The Australian Government Department of Employment and Workplace Relations (DEWR) has issued a license to Hanga-Aro-Rau to use the standards. Approved providers are permitted to use Australian units of competency without modification.

Appendix 9: Motor Industry Subfield

Particular skills and knowledge of teachers and assessors

Staff teaching, training and assessing against standards at Level Three and Level Four must hold a relevant New Zealand Certificate at Level Four or above, or equivalent skills and experience.

Staff teaching, training and assessing against standards at Level Four must also have a minimum of five years industry experience in a relevant role.

Appendix 10: Powered Industrial Lift Trucks (Forklift) Domain

Particular skills and knowledge of teachers and assessors

An applicant organisation must have policies and procedures to ensure a registered forklift trainer is employed or contracted for delivery of training towards or assessment against standards 10851 and 10852.

Appendix 11 - Printing domain

Learner access to resources

The applicant organisation must have policies and procedures to ensure students are made aware of the colour vision requirements for some printing standards and are tested before enrolment.

Appendix 12: Stevedoring and Ports Industry Subfield

Special resources required for assessing against the standards

Training and assessment against 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 comply with the organisational policies and procedures of the port company which granted the access.

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.