

# CONSENT AND MODERATION REQUIREMENTS (CMR) for Energy and Chemical Plant, and Petrochemical Industry

(version 8)

## Contact

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## Engineering and Technology > Petrochemical Industry

Domain	Standard IDs
Petrochemical Cathodic Protection	9575, 9576
Petrochemical - Operation of Vehicles, Craft, and Equipment	9559-9564, 9580, 9581, 9602, 24750
Petrochemical Operations Communication and Responses	9521, 9524, 9618, 9621, 9626, 9629, 9631, 24039
Petrochemical Process and Product Management	9486, 9506, 9535, 9587, 9589, 9591, 9592, 9597, 9601, 9607, 9609, 9613, 9616, 9617, 18285, 18286, 18422, 18423, 18725, 18733, 19417, 19418
Petrochemical Product Transmission and Transfer	9553, 9574, 9582-9586
Petrochemical Well and Wellhead Operations	9529, 9530, 9532-9534, 9536, 9537, 9539, 9540

## Manufacturing > Energy and Chemical Plant

Domain	Standard IDs
Monitoring of Energy and Chemical Plant	3060, 21452, 28157, 28158
Operation of Energy and Chemical Plant	3032, 3035-3037, 3045, 3047, 3048, 3051, 3053, 4553, 17604, 17608-17611, 21454-21466, 28159-28167, 28283, 28284
Safety and Legislation for Energy and Chemical Plant	3046, 3058, 3064, 21468, 21469, 28168

## Requirements for Consent to Assess (RCA)

### Introduction

The purpose of the Requirements for Consent to Assess (RCA) is to set out the nature of the process for granting consent to assess and involvement of the standard setting body (SSB) and others in the process, and to set out the SSB's industry or sector-specific requirements for a tertiary education organisation (TEO)<sup>1</sup> or school's quality systems in relation to the gazetted "criteria for accreditation". Where applicable, Primary Industry Training Organisation (Primary ITO) encourages applicant organisations to seek consent to assess for domains rather than by individual unit standard. This approach is generally more cost effective because it avoids repeated applications for extension of consent to assess at unit standard level. Primary ITO welcomes inquiries from organisations seeking consent to assess. It is recommended that an applicant organisation seeking information on consent to assess requirements make contact with the Quality team.

### Standard Setting Body involvement in process for granting consent to assess

Organisations wishing to deliver and assess against Primary ITO unit standards are required to contact the Quality team to evaluate their application for consent to assess. All applications to NZQA should include this evidence of support.

Before evidence of support is provided, Primary ITO reserves the right to carry out a site visit in accordance with the process requirements below. Primary ITO also reserves the right to visit organisations who are seeking consent to assess Primary ITO unit standards for the first time. This will involve charges as set out in the fees schedule – see below.

The purpose of a site visit is to confirm that the premises and resources meet the industry or sector-specific requirements for consent to assess. Once satisfied that all requirements are met, Primary ITO will provide evidence of support for that application.

Levels 1 and 2	Evaluation of documentation by NZQA and industry.
Level 3 and above	Evaluation of documentation by NZQA and industry, and visit by industry.

### Visit waiver conditions

Conditions under which Primary ITO may waive their involvement in consent to assess visit:

- where the applicant seeks consent to assess against a very small number of unit standards and Primary ITO decides that, given the particular nature of the unit standards, a visit is not warranted; or

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<sup>1</sup> Tertiary education organisation (TEO) includes public and private tertiary education providers, industry training organisations, government training organisations, and other providers.

- when in the opinion of Primary ITO the applicant has established a credible background and history of providing assessment against unit standards in the area applied for, and that the applicant's quality systems are known to Primary ITO; or
- when the consent to assess application has been developed in consultation with Primary ITO.

### Areas of shared responsibility

None.

### Fees schedule for SSB involvement in process for granting consent to assess

The SSB may choose to charge reasonable fees for their involvement in granting consent to assess. Contact the SSB for further information.

Additional fees can be charged by [NZQA](#), and the Committee for University Academic Programmes (CUAP) for involvement in granting consent to assess. Contact the relevant quality assurance body (QAB) for information.

### General requirements for accreditation

These are the general requirements for accreditation of providers gazetted in 1993. Applicants should consult their QAB ([NZQA](#) or CUAP) for details of the requirements.

Criterion 1      Development and evaluation of teaching programmes

There is a system for developing coherent teaching programmes and for their evaluation, which should include evaluation by learners/consumers.

Criterion 2      Financial, administrative and physical resources

Adequate and appropriate financial and administrative resources will be maintained to enable all necessary activities to be carried out.

Adequate, appropriate and accessible physical resources will be available for supporting students to meet the required standards.

Criterion 3      Staff selection, appraisal and development

A teaching staff with the necessary knowledge and skills will be maintained through staff selection, appraisal, and development.

Criterion 4      Student entry

There is a system for establishing and clearly publicising student entry requirements that include no unreasonable barriers.

Criterion 5      Student guidance and support systems

Students have adequate access to appropriate guidance and support systems.

Criterion 6      Off-site practical or work-based components

There are arrangements for ensuring that any off-site practical or work-based components are fully integrated into the relevant programmes.

Criterion 7      Assessment

There is a system for ensuring that assessment is fair, valid, and consistent.

Criterion 8      Reporting

There is a system for providing students with fair and regular feedback on progress and fair reporting on final achievements, with an associated appeals procedure.

There is a reliable system for archiving information on final student achievements.

### **Industry or sector-specific requirements for consent to assess**

Primary ITO is responsible for unit standards in a range of industries and sectors. These industries and sectors have developed a set of standard and specific requirements for consent to assess that meet their needs. The industry or sector-specific requirements for consent to assess are set out in the appendices attached to this CMR. Applicant organisations seeking consent to assess must meet all requirements set out in the CMR and the applicable appendix.

Industry or sector-specific requirements for consent to assess are set out in the appendices as follows:

Appendix 1      Energy and Chemical Plant

Appendix 2      Petrochemical Industry

### **Non-compliance with requirements for maintaining consent to assess**

Where there is evidence of non-compliance with the requirements for consent to assess, the QAB (NZQA or CUAP) will seek remedial action. In cases where this action is ineffective and non-compliance continues, or in cases of repeated non-compliance, the QAB will take action that can ultimately lead to the withdrawal of consent to assess.

### **Implementation**

The Primary ITO is able to provide sufficient trained participants to service the requirements of processes for granting consent to assess.

### **Moderation Requirements (MR)**

A centrally established and directed national external moderation system has been set up by the Primary ITO.

## Introduction

The purpose of the Moderation Requirements (MR) is to provide details on the national external moderation system, developed by Primary ITO, to ensure that assessment decisions of TEOs and schools with consent to assess are consistent with the national standard. All TEOs and schools with consent to assess against the standards in this CMR must meet the requirements for moderation outlined in this MR.

## Moderation System

Primary ITO wishes to work in partnership with organisations with consent to assess, and to provide support and feedback to ensure that assessment is consistent with the national standard.

Primary ITO recognises that moderation is an ongoing process and welcomes suggestions from organisations with consent to assess, on how the current national external moderation system can be modified or improved.

### Responsibilities

The Quality team manages Primary ITO's moderation system. The Quality team will plan and co-ordinate all moderation events, report moderation outcomes, ensure organisations with consent to assess comply with moderation requirements, and evaluate and report on the effectiveness of Primary ITO's national external moderation system.

Primary ITO will appoint moderators. The criteria for selection will include relevant qualifications, preferably at degree level, relevant experience in applicable sectors, and extensive experience in adult teaching and assessment.

These moderators, the National Moderator, and the Quality team will meet at least annually to check moderate and peer review moderation activities. Annual feedback will be sought from each moderator on the effectiveness of moderation activities and suggestions for improvement to the system. This feedback will be considered in the planning process for the following year.

Primary ITO will invite industry representatives with specific expertise to advise and assist in moderation activities as required.

### Planning

Each year, Primary ITO will contact organisations with consent to assess, and they will be required to submit an annual moderation report and assessment plan. This assessment plan component will include

- a list of unit standards to be assessed during the year;
- a brief description of how the standards are integrated within the programme and the assessment process to be used.

Primary ITO will ensure that moderation of assessment material and assessor decisions is carried out on a sample of unit standards determined from the above assessment plans. The sample will be representative of unit standards against which assessment is occurring and will include unit standards with high usage and/or safety issues. The list of unit standards will be published in the moderation newsletter sent out at the beginning of each year.

When selecting unit standards for moderation, Primary ITO may also consider the following criteria:

- unit standards that have previously been the subject of moderation concerns;
- recently registered, revised, or reviewed unit standards;
- unit standards not previously assessed;
- unit standards not previously moderated;
- a spread of domains and levels;
- other factors as determined by Primary ITO in consultation with organisations with consent to assess.

### Post-assessment moderation

All organisations with consent to assess are required to participate in post-assessment moderation each year when requested.

Primary ITO's national external moderation system consists of a number of moderation activities which may be employed to ensure assessment is meeting the national standard. Organisations with consent to assess against Primary ITO unit standards will be required to participate in one or more of these activities.

#### 1 Cluster Workshops (Clusters)

Primary ITO requires organisations to participate in a cluster workshop to moderate a sample of their theory and practical assessment materials and decisions, with others who are involved in assessing against Primary ITO unit standards.

Primary ITO will publish the list of standards from which the cluster groups will select the standards they will moderate each year. Primary ITO will ensure a moderator is available to each cluster to provide advice and support and to record and report on moderation outcomes. Primary ITO expects organisations to take responsibility for convening clusters.

Feedback to Primary ITO has indicated that cluster participation is valuable to organisations as it provides opportunities to share ideas, seek feedback, network, and maintain currency with industry practice.

#### 2 Moderation Panel

To facilitate national consistency, the Quality team will request samples of assessment material and student scripts from organisations for selected unit standards annually. A panel of moderators will be convened to moderate assessment material and student scripts. A plan of the unit standards to be sampled

will be published at the start of each year in the Moderation Newsletter sent to all organisations with consent to assess.

Organisations with consent to assess for multiple sites must provide samples from each site.

Where available, the student scripts supplied should be those with borderline assessment decisions where credit was awarded and where credit was not awarded.

The Quality team will report on the outcomes of moderation for the relevant organisation. Assessment material that does not meet the national standard will be required to be resubmitted by a specified date for approval before it can be used again.

### 3 Site visits

Each year Primary ITO undertakes to visit and interview a sample of organisations. Those selected for a visit will be advised of the visit at the beginning of the year by letter. An individual moderator or a team of moderators will conduct the visit depending on the amount of assessment being undertaken and the nature of the unit standards being assessed against.

The intention of the visit is to ensure that moderation outcomes from clusters and moderation panels are actioned, and to facilitate the organisation's engagement in Primary ITO's national external moderation system. The visit is intended to sample assessment practices and assessor decisions in relation to practical unit standards, to provide support and guidance for training delivery and assessment against Primary ITO unit standards, and to foster partnership between the ITO and the organisation.

Feedback will be provided by a report, and any actions to bring about compliance with moderation requirements will be identified.

### 4 Annual moderation report and assessment plan

All organisations that have actively assessed against Primary ITO unit standards in the previous year are required to submit an annual moderation report and assessment plan to the Quality team. The Quality team can provide a report template.

The annual moderation report summarises the organisation's engagement with Primary ITO's national external moderation system. It may include participation at clusters, submission of scripts to the moderation panel, on-site visits, and evaluating actions taken by the organisation to bring their assessment material and assessor decisions into line with the national standard.

The assessment plan outlines a list of Primary ITO unit standards and/or domains the organisation intends to assess, and how the unit standards are integrated within the programmes and the assessment process to be used. The assessment plan also allows organisations to provide current and accurate contact details.

## 5 Postal Moderation for organisations with consent to assess

At times, organisations who have reported results may be requested to submit assessment materials and student samples for postal moderation. This moderation activity may be employed when the other moderation activities are not suitable for the selected unit standard(s), or unable to be accommodated by the organisation. The request will be made in a manner that ensures the organisation is given sufficient and reasonable notice to respond. A report will be provided to the applicable organisation once postal moderation is completed.

### Pre-assessment moderation

Primary ITO has developed assessment materials for some unit standards. These have been moderated and are available free of charge to organisations with consent to assess those standards. Primary ITO encourages organisations with consent to assess to use these assessment materials to ensure consistency of assessment decisions. These assessment materials are available from Primary ITO by request.

The applicant organisation must have policies and procedures to ensure that assessment material that has met external moderation requirements is used in preference to assessment material that has not yet met those requirements.

Primary ITO recognises the academic autonomy of organisations with consent to assess to develop their own assessment materials. Self-developed assessment material must undergo internal pre-assessment moderation by the organisation prior to submission to Primary ITO. Organisations must then submit such assessment material to the Quality team for pre-assessment moderation and approval prior to use. This is to ensure that the material will enable assessment decisions that are consistent with the national standard.

Primary ITO reserves the right to charge a pre-assessment moderation fee of \$120 plus GST per hour.

### Confidentiality and intellectual property

Organisations with consent to assess and the Quality team will ensure confidentiality and security of all assessment and moderation materials submitted to them. Organisations with consent to assess and the Quality team may not use the materials for any purpose other than for moderation, unless they have obtained written permission from the author or author organisation.

## Reporting

The Primary ITO is responsible for evaluating the effectiveness of its national external moderation system, and for providing an annual report to NZQA.

Primary ITO will use a range of methodologies to evaluate the effectiveness and efficiency of its national external moderation system, including satisfaction surveys for industry, students, and organisations with consent to assess; informal feedback;

review by moderators, and formal review. Improvements will be made on the basis of this evaluation. An annual report will be provided to NZQA.

## Funding

The moderation system is funded through the National Moderation Transfer from NZQA and industry contributions.

Moderation activities will be funded from the rebate portion of the NZQA \$1 per credit fee, and government trainee funding, and industry contributions. No charges will be applied to organisations. However, they will be required to fund their own participation in the external moderation activities.

<b>Fees schedule</b>	
Pre-assessment moderation	\$120 plus GST per hour
<b>Consent to assess visit</b>	
Administration fee (per application)	\$75 plus GST
Evaluation of documentation	\$120 plus GST
Evaluation of documentation and consent to assess visit (based on one day)	\$400 plus GST (per panellist)
Mileage (per km)	\$0.77
Travel and accommodation expenditures	Actual and reasonable costs

## Non-compliance with moderation requirements

Non-compliance in meeting the requirements of this moderation system will result in further action by the Primary ITO. Ongoing unresolved non-compliance will be referred to the appropriate QAB (NZQA or CUAP). Ultimately the QAB may withdraw consent to assess.

Where an organisation with consent to assess does not meet moderation requirements, the Quality team will request to obtain further material and/or information from the organisation.

The Quality team can, on request from an organisation with consent to assess, provide clarification on any issue of non-compliance. This may involve the moderator visiting the organisation or meeting their representative on Primary ITO premises (see Fees schedule above).

Primary ITO will outline, in cooperation with the organisation with consent to assess, an action plan in cases where moderation uncovers inappropriate assessment methods and/or materials. The action plan will specify the actions to be taken for the organisation to become compliant and the timeframe by which this must be achieved.

Where an organisation with consent to assess fails to achieve compliance within the specified timeframe, Primary ITO will advise the appropriate QAB and forward documented evidence of non-compliance.

## Appeals

Primary ITO has established written procedures for resolving disputes regarding moderation outcomes, which are available to all moderators and organisations with consent to assess.

Participants in cluster workshops should make every effort to resolve disagreements concerning moderation decisions and/or recommendations at the time of the workshop.

Formal appeals should be submitted in writing and addressed to the Quality team. If they cannot be resolved at this level, information on moderation issues should be addressed to the Quality Manager. The decision of the Quality Manager is final and binding on all parties.

Primary ITO has also developed and implemented a Code of Client Rights Policy, which has been approved by the Tertiary Education Commission (TEC). The policy contains a set of expectations that staff of the Primary ITO will meet in all their dealings with clients. In addition, it provides a vehicle for all clients of Primary ITO to lodge a complaint to the ITO about the services or standards of service that have been provided, or not provided, as the case may be.

The Code of Client Rights Policy is available from the Primary ITO website at [www.primaryito.ac.nz](http://www.primaryito.ac.nz).

## DAS Registration Information

Process	Version	Date
Registration	1	November 1995
Review	2	December 1998
Revision	3	May 2001
Revision	4	July 2002
Revision	5	June 2004
Revision	6	June 2010
Revision	7	October 2014
Revision	8	May 2017

The next review of this CMR is planned to take place during 2019.

**These are the industry or sector-specific requirements for consent to assess for Energy and Chemical Plant subfield**

*Approval and Implementation*

Applicants are welcome to contact the Primary ITO for advice and development of their application for consent to assess. Contact the:

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***Industry or sector-specific requirements for consent to assess***

Criterion 1      Development and evaluation of teaching programmes

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

- teaching programmes include embedded literacy and numeracy training to meet any literacy and numeracy demands of the unit standards;
- the numeracy and literacy needs of trainees in relation to the unit standards that will be assessed against in the programme are identified;
- teaching programmes are designed and delivered that meet the needs of trainees, employers, and industry;
- industry advisory committees are established to assist with curriculum development, course re-evaluation and advising on standards and that there is adequate, active, and current liaison with industry;
- teaching programmes contain a policy and procedures for the safety of trainees, tutors, and assessors.

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**Criterion 2** Financial, administrative and physical resources

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

- there is sufficient safety equipment and facilities relative to the number of trainees and the unit standards being assessed against;
- when off-site facilities and equipment are to be used, all parties will confirm arrangements in writing stating site responsibilities, safety arrangements, and access time. Where future arrangements are anticipated, policies and procedures must also include the process for confirming these arrangements in writing;
- where an organisation is unable to meet the requirements for consent to assess and has entered into a collaborative or sub-contracting arrangement with an organisation with consent to assess, this agreement must be formalised through a Memorandum of Understanding (MoU). The responsibilities of both parties for teaching, assessment, moderation, and reporting must be itemised in writing and a copy of the MoU made available on request. The MoU must identify currency of arrangements.

The applicant organisation must be able to satisfy the requirements of the Health and Safety in Employment Act 1992 and other relevant safety guidelines and regulations when providing practical training or assessment. The applicant organisation must show evidence of their capacity to meet these regulations and guidelines; for example, documented safety procedures, advice to trainees regarding hazards, and reporting procedures.

**Criterion 3** Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that the selection of teaching and assessing staff meets the following requirements:

- assessors hold credit for unit standard 4098, *Use standards to assess candidate performance*, or are able to demonstrate equivalent knowledge and skills;
- people responsible for moderation hold credit for unit standard 11551, *Quality assure assessment*, or are able to demonstrate equivalent knowledge and skills;
- verifiers hold or are working towards obtaining credit for unit standard 18203, *Verify evidence for assessment*, or are able to demonstrate equivalent knowledge and skills prior to undertaking verification activities;
- teaching and/or assessing staff hold the unit standards they are teaching and/or assessing against, or are able to demonstrate equivalent knowledge and skills.

The applicant organisation must have policies and procedures to ensure teaching and assessing staff maintain regular contact with industry and keep abreast of the latest developments in technology, industry practice, and legislative requirements. This could be achieved by staff attending industry technical conferences, seminars, workshops and annual worksite visits.

**Criterion 4 Student entry**

The applicant organisation must have policies and procedures to ensure that trainee entry levels in relation to communication skills, literacy and numeracy skills, and physical abilities match the requirements of the relevant unit standards and qualifications. This requirement is designed to ensure trainee capability and the health and safety of the trainee and others.

For people who do not have English as their first language the level of English language skills required is equivalent to an International English Language Testing System (IELTS) score of 5.0 in General Training Reading and General Training Writing. This is to ensure that all requirements detailed above relating to unit standards can be communicated to, and comprehended by, trainees.

**Criterion 5 Student guidance and support systems**

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

**Criterion 6 Off-site practical or work-based components**

The applicant organisation must have policies and procedures to ensure that trainees have access to appropriate equipment, resources, and a suitable workplace environment in order to carry out satisfactory practical training and assessment.

Where trainees are required to receive training in an off-site situation, the applicant organisation must have policies to ensure that:

- a procedure for gathering information from the off-site trainer that allows the applicant organisation to make accurate progress and assessment judgements is developed;
- a procedure for the applicant organisation to provide support mechanisms to both the trainee and the off-site trainer for the duration of the training is developed;
- 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;
- applicant organisations must provide details of the assessment process for work-based activities including how competence is verified;
- an MoU or contract between the organisation with consent to assess and the off-site provider/trainer is signed.

**Criterion 7 Assessment**

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

- assessment provides for the integration of on-job and off-job assessment against the unit standards within a programme;
- individual assessment needs of trainees and/or employers are identified;
- responsibilities for assessment are clearly understood and documented;

- self-developed assessment material is submitted to the Quality team for pre-assessment moderation and approval prior to use;
- 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 with consent to assess offering this assessment service must submit their assessment tools to Primary ITO for pre-assessment moderation;
- specific requirements for assessment of identified high-risk unit standards and unit standards entailing joint assessment are met.

Assessment practice details and information on Primary ITO policies and procedures are available from the Primary ITO Quality team and/or the relevant sections on the Primary ITO website.

#### Criterion 8 Reporting

The applicant organisation must have policies and procedures to ensure that the reporting of credit achievements to NZQA is made within 60 working days of the assessment decision being made.

Organisations with consent to assess and those bound under MoU arrangements or contract must not use the Primary ITO Provider code to register credits unless there is a written agreement with the Quality Manager of Primary ITO.

### **These are the industry or sector-specific requirements for consent to assess for Petrochemical Industry subfield**

#### *Approval and Implementation*

Applicants are welcome to contact the Primary ITO for advice and development of their application for consent to assess. Contact the:

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***Industry or sector-specific requirements for consent to assess***

Primary ITO recognises that 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 to Primary ITO on request. The agreement must identify currency of arrangements.

Applicant organisations must intend to assess against all the unit standards included in an application for consent to assess, and this intention must be documented when seeking support from Primary ITO for the application.

**Criterion 1      Development and evaluation of teaching programmes**

The applicant organisation must have policies and procedures to ensure that students are provided with integrated teaching programmes based on learning strategies, resources, and assessment activities that will enable them to meet the requirements of the standards and qualifications being offered; and to ensure that:

- all training programmes state specific expected outcomes
- training programmes are regularly, and at least annually, evaluated against the requirements of the currently registered unit standards and qualifications, and adjusted if necessary to meet the requirements of the latest version
- formal advisory links with industry are maintained and used to source expertise and guidance on current industry practice, including advice on the development and review of training programmes
- the development of new training programmes includes:
  - a description of who the programme is aimed at
  - evidence of market research identifying the need and demand for the proposed programme
  - details of how embedded literacy and numeracy will be taken into account in developing the proposed programme and learning resources
  - details of how the learner profile and industry feedback have been taken into account in developing the proposed programme.
- all the requirements of the unit standards in the programme are met including explanatory notes requirements, specified assessment conditions, and all health and safety requirements.

**Criterion 2      Financial, administrative and physical resources**

The applicant organisation must have policies and procedures to ensure:

- the organisation has, or has access to, the necessary equipment and resources for training and assessment against the unit standards in the consent to assess scope

- that current copies of relevant legislation, regulations, handbooks, and manuals are available in relation to the unit standards for which consent to assess is sought
- adequate first aid facilities are available at the location of training and assessment
- that training and assessment against unit standards which require personal protective equipment will only be undertaken where personal protective equipment is used.
- the safety of students and staff. On and off-site work, training and assessment areas and procedures must meet the requirements of the Health and Safety in Employment Act 1992 and all other relevant safety guidelines and regulations when providing training or assessment. The applicant organisation must show evidence of their capacity to meet these regulations and guidelines; for example, documented safety procedures, advice to students regarding hazards, and reporting procedures.

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.

### Criterion 3 Staff selection, appraisal 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 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

### Criterion 4 Student entry

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

- entry requirements conform to those set out in the unit standards and qualifications
- student entry records are kept and maintained
- students' English language skills are sufficient for them to understand all requirements, instructions and communications (oral, written, and graphic) necessary for compliance with industry-related regulations, and health and safety requirements.
- communication skills, literacy and numeracy skills and physical abilities match the requirements of the relevant unit standards and qualifications.

#### Criterion 5 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.

#### Criterion 6 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.

#### Criterion 7 Assessment

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

- specific requirements for assessment of identified high-risk unit standards and unit standards entailing joint assessment are met. Refer to Appendix 1.
- 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 Primary ITO for pre-assessment moderation before conducting this assessment service.

#### Criterion 8 Reporting

The applicant organisation must have policies and procedures to comply with NZQA requirements for reporting credit.