

# Quality Support

Quarter One 2020

Welcome to the first edition of Quality Support Newsletter for 2020.



## Welcome

Covid-19 – a message from the Quality team

**He waka eke noa - we are on this journey together.**



Welcome to our first Quality Support Newsletter for the year.

Like others in New Zealand, we are following the Covid-19 guidelines to close all non-essential businesses. We hope you are coping well at such a challenging time.

We are continuing to work from home, and we know our field teams have been working to connect with and support learners, employers and yourselves as workplace assessors.

Well done for those that have been able to assess in the workplace, and we would love to hear from you about how that has been going?

Thank you for supporting your people and the Primary ITO.  
And from the Quality team, please stay safe.

Lester Hoare  
Quality Manager

### IMPORTANT UPDATES

#### Moderation

As you can imagine, with the disruptions from Covid-19 impacting on assessments, we are having another look at our moderation calendar for 2020. Further details to follow and suggest look at our webpage for up to date information [\[click here\]](#)

Throughout the year you can also check in on the **on our website.**

## 4098 Date Extension for workplace assessors –

Please be aware the date for workplace assessors to have gained 4098 (in order to remain registered as an assessor with the ITO) has now moved from 1 May 2020 to **31 December 2020**. The extension should allow those who are yet to enrol, plenty of time to complete their training. We strongly encourage you to enrol in a 4098 course as soon as possible if you do **not** already hold this unit standard.

Some of our industry sectors have for some time, required assessors to hold unit standard 4098 - Use standards to assess candidate performance (or its equivalent). However in total across all primary industry sectors, only **27%** of our workplace assessors hold this unit.

### 4098 FAQ's [\[click here\]](#)

Primary ITO offer a tutor supported, comprehensive online course that is tailored to the primary sector for more information [\[click here\]](#)

#### Dates available for 4098 enrolment

4 May – 27 June	3 Aug – 26 Sept
18 May – 4 July	17 Aug – 10 Oct
8 June – 1 Aug	7 Sept – 31 Oct
22 June – 15 Aug	21 Sept – 14 Nov
6 July – 29 Aug	5 Oct – 28 Nov
20 July – 12 Sept	19 Oct – 12 Dec

**Note:** To confirm your Primary ITO assessor status and invoicing authority, a Key Code is needed when enrolling. The Key Code for your sector/organization is easy to obtain; just ask your Primary ITO contact person or email [quality@primaryito.ac.nz](mailto:quality@primaryito.ac.nz)

There are other provider options open to you and the list below is just a sample of those who offer this training.

#### •LearnPlus (blended learning)

<https://learnplus.ac.nz/assessor/>

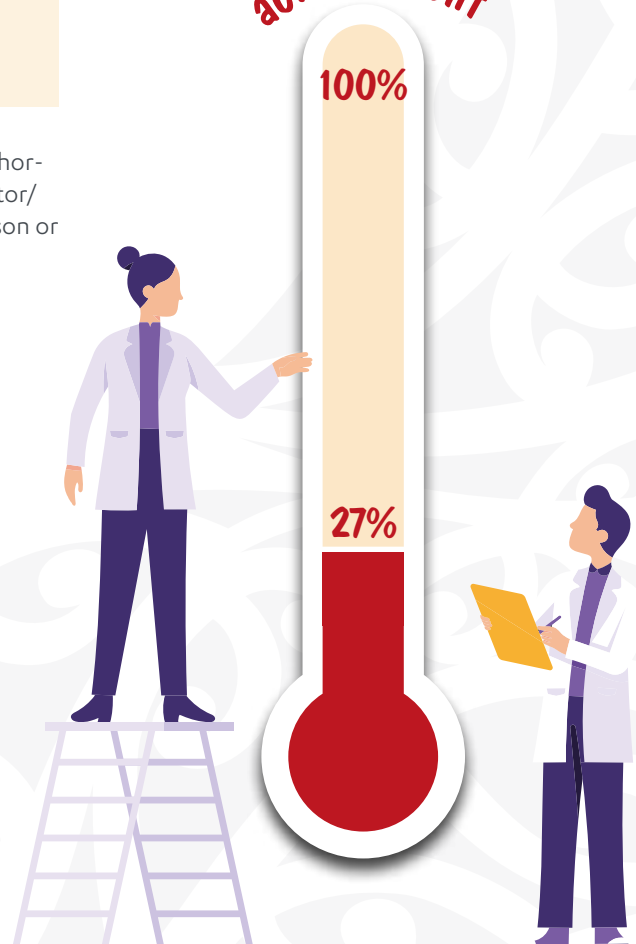
#### •Open Polytechnic (on-line)

<https://www.openpolytechnic.ac.nz/qualifications-and-courses/op4098-using-standards-to-assess-candidate-performance-level-4/>

#### •PACT Training (on-line)

<http://www.pact.co.nz/>

4098  
achievement



## Peer Review

### NZQA owned unit standards



In 2019 we introduced the peer reviewing of assessments for NZQA owned unit standards - prior to reporting results.

Thank you to those that have been part of the process – we understand it has been a wee bit time consuming, but thanks to your help Primary ITO has been successful in passing NZQA Moderation for the first time in a number of years.

In order for us to be sure of meeting the moderation standard again this year, we need all assessors to repeat the same peer review process in 2020. We will review this requirement at the end of this year. For more information on peer review [\[click here\]](#)

### NZQA Standards Assessor Tips [\[click here\]](#)

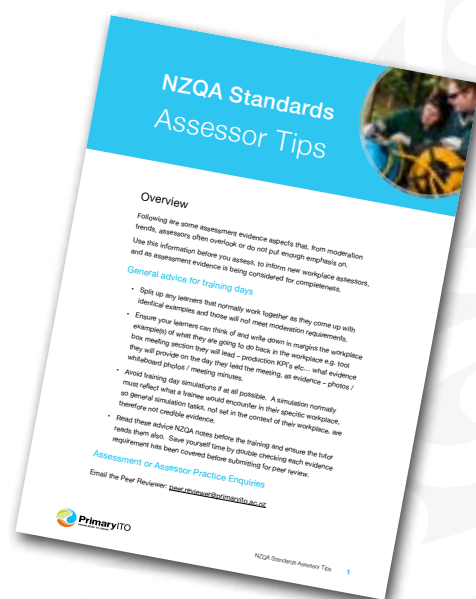
For a list of **NZQA Units in Primary ITO programmes** [\[click here\]](#)

## Whats New

### New Reference Guides:

**NZQA Standards Assessor Tips** - we recognise that many workplace Assessors are new to assessing NZQA unit standards, so we have developed a NEW comprehensive guide to help you with these assessments. [\[click here\]](#)

**Verifiers Handbook** - This is comprehensive guide to verification outlines the important role of the verifier in the assessment process. The handbook will be available in May, both as a booklet as well as an online reference tool. Check the website for further updates.



## Assessor Professional Development

The Quality Team is currently developing a series of online interactive workshops for workplace assessors from the Horticulture and Primary Services sectors. These will be a series of live streamed events. Check our website for further updates.

## People News

### Meet Cheryl Christini, the Quality team Peer Reviewer

I grew up on a dairy farm, then a dry stock farm; however, my father assures me I was only ever meant to be a 'townie'!

I live in Hamilton with my husband and two sons. My boys keep me pretty busy, but when I am not running around after them, I enjoy the beach, and especially going out in my kayak. I try and get everyone out on family walks most weekends.



I love my work in tertiary education - I have lots of variety. As you might guess, I am a details person - the detail is a big part of peer reviewing and of moderation in general.

I have been involved in assessment and moderation for about 15 years. I am the NZQA Tertiary National Moderator for Communication Skills units, I also moderate Diploma of Business courses for NZQA. I was a workplace assessor for Retail ITO back in the day, so I know what it is like for Training Advisors and Workplace Assessors who are out working with trainees.

Outside of my work for the Primary ITO, I moderate for three Private Training Establishments. I currently also assess a lot of NZQA units used in secondary schools as part of Gateway/work placements for Year 12-13 students.

I have completed around 400 reviews for the ITO since the start of 2019. A review takes anything from 20 minutes to over an hour, depending on the level of the Standard and the quality of the evidence. The most reviewed Standard is a showdown between 1312, which is about giving oral instructions, and 9681, which focuses on teamwork. I think 11097 has consistently been the most difficult for assessors to evidence. It requires fairly in-depth listening situations in order for trainees to provide the amount and depth of evidence needed.

#### **KEY TIPS FOR SUBMITTING ASSESSMENTS :**

To make reviews faster and more efficient - please do check all the evidence is there before signing off. This includes making sure that trainees have fully answered every question, verifications are completed with comments, and if something has to be attached (e.g. a copy of written communication completed by the trainee) double check that is included. Clear scanning, all page's present (with the pages in the right order) helps, as does the person sending the sample(s) including the name of the assessor in their email.



## Moderation Class of 2020

The Quality Team's "extended family" of contracted moderators came together on the 30th January for what turned out to be a great professional development day-in.

Quality Manager Lester Hoare says "We talked through moderation themes and trends, and carried out some upskilling exercises."

*"Moderation, like assessment, isn't an exact science. There are shades of grey, so coming together to discuss and apply their knowledge and skills in a 'community of practice' helps them make fair and consistent judgements."*

**The Primary ITO Quality team** are pictured with their "extended family" of contracted moderators.



*class of 2020*

**Back row:** Barry Simmons (Moderator VMI), **Mark Frickleton, John Troutbeck, Trevor**

**Crozier, John Ormand** (Moderator Energy & Chemical), Tony Pahl (Moderator Ag & Apiculture), Stuart Bishell (Moderator Ag & Equine), Greg Swafford (Moderator Sports Turf), Gill Paton (Trainer & Moderator Bus. & Adult Ed). **Middle row seated: Kathleen Moffat, Kelly Cenek,** Cheryl Christini (Moderator NZQA & Peer reviewer), **Lester Hoare,** Sharon Larsen (Moderator Seafood), Gary Quinn (Moderator Hort.), Julie Malcolm (Moderator Equine). **Front row on the mat:** Helen McPhun (Trainer & Moderator Adult Ed & NZQA) & **Warren Smith.** **Absent:** Niki Taylor (Moderator Horticulture.) Matt Grimes (Moderator Meat Processing).



**Key Talking Points for assessors**  
(January edition 2020) [\[here\]](#)  
Primary ITO Moderation  
Calendar 2020 [\[here\]](#)

## Help us Update our Records

If your contact details have changed or if you no longer assessing or do not wish to remain an assessor for Primary ITO, then please let us know so we can update our records. Email the quality support crew at [quality@primaryito.ac.nz](mailto:quality@primaryito.ac.nz).



## Workplace Assessors 4098 ONLINE TRAINING

**Primary ITO requires all workplace assessors to hold Unit Standard 4098 -Use standards to assess candidate performance by 31 December 2020** To help our assessors gain this;

### Primary ITO is offering online training for Standard 4098

The training is fully online and has been designed to be convenient for those who have daily workplace demands. As well as covering best practice related to preparing for assessment, conducting assessments, completing assessment administration and reviewing assessment practice, the training also encompasses Primary ITO assessment processes and policies.

Assessment evidence is gathered in the workplace and submitted electronically to the tutor-assessor, who provides individual feedback and support.

Course participants need to assess a minimum of two different unit standards of at least 4 credits in total. They will also need to arrange for a workplace observer to watch the assessments taking place and to confirm for the on-line 4098 tutor-assessor that key principals were followed.

#### The observer must:

- ✓ Be a workplace subject matter expert with experience in assessment
- ✓ OR be a supervisor or manager with experience in assessment
- ✓ OR someone who holds Standard 4098, Standard 30421 or the New Zealand Certificate in Assessment Practice (Level 4) or equivalent - such as a Primary ITO Training Adviser.

There are a range of training start dates on offer, the website and tutor- assessor are available for 8 weeks, so assessment evidence needs to be submitted within that time period.

The training fee is **\$300 including GST**. Primary ITO invoices after an enrolment has been received.

You can find the dates and the enrolment link on **Primary ITO website, workplace and assessors** <https://www.primaryito.ac.nz/workplace-assessors/>

*Note: To confirm Primary ITO assessor status and invoicing authority, a Key Code is needed when enrolling. The Key Code for your sector / organisation is easy to obtain; just ask your Primary ITO contact person or email us using the address below.*

---

If you have any queries about the training, please contact [quality@primaryito.ac.nz](mailto:quality@primaryito.ac.nz)