

Quality Support

Quarter One 2019

Welcome to the first Quality Support Newsletter for 2019.

Throughout the year you can also check in on the [Quality page on our website](#).



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Peer Review of NZQA Owned Unit Standards

We are asking Workplace Assessors to have the first three (3) samples of NZQA owned unit standards peer reviewed before reporting results.

NZQA owned unit standards are more of a 'generic' nature, i.e. *U/S 3483 – Fill in a form* or *U/S 543 – Work in a new workplace*. Where as a Primary ITO owned unit standard is more specific, and industry related i.e. *U/S 29297 – Operate and maintain a chainsaw in a land-based context* or *U/S 24548 – Assist with milking*.

If you are unsure of whether the unit standard belongs to Primary ITO, you may go to the NZQA website here and put in the unit standard number in the search engine and hit 'search'. The unit standard will come up. Scroll down to the bottom of the page. It is an NZQA owned unit standard, if next to 'Standard-Setting Body' it states 'NZQA National Qualifications Services'.

All assessors will have NZQA unit standards temporarily removed from their scope. The scope will be progressively reinstated on a unit-by-unit basis as the assessor submits satisfactory assessments for each unit standard. Once an assessor has completed three (3) assessments of an NZQA owned unit, the scope will be reinstated permanently, and the assessor will no longer be required to submit assessments for that particular unit standard for peer review.

The process (briefly) for reporting and peer reviewing NZQA owned unit standards is as follows: -

1. Is this assessment one (1) of your first three (3) samples of this particular unit you have assessed this year?
2. If YES, the assessment is sent (electronically) to the Peer Reviewer (peerreviewer@primaryito.ac.nz) for review. Once the peer review has been completed and the assessment has been shown to meet the requirements of the unit standard, the assessment will be returned, and the assessor can report the result in the normal manner. If the peer reviewer feels further evidence is required, the assessment will be returned to the assessor with indications of further evidence required. The assessor collects further evidence and re-submits it to the Peer Reviewer for review.
3. If NO, the result can be reported in the normal manner.

There will be a five (5) working day turn-around from the time the Peer Reviewer receives the assessment, to the time the assessor receives feedback. This will ensure only a brief hold-up in reporting credits.

Professional Development Workshops

2019 will see the start of professional development workshops being held throughout New Zealand. These workshops will be hosted by the Primary ITO Quality Team and supported by our Sector Teams.

As a Registered Assessor it is a requirement to remain current and carry out professional development.

Please register your position for the region you are wishing to attend by using the below link. Please complete the form fully. Closer to the workshop we will be in contact to provide you with further information on venue, times and an agenda.

If several people from your organization wish to attend, each person must register individually.

The Assessment Workshops will bring together workplace assessors, and assessors from Registered Providers and Affiliated Trainers and Assessors, who assess Primary ITO trainees either on-the-job or off-the-job. It will allow all assessors the opportunity to learn more about assessing in the workplace, be able to discuss assessment issues and challenges with the ITO teams and other assessors and have a go at moderating and learning what it is the moderator should be looking for when evaluating your scripts.

[Assessment workshop registration form](#)

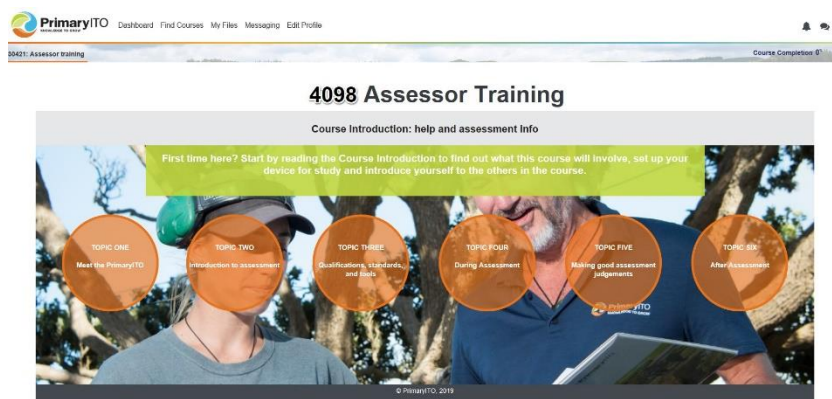
Assessor Online Training

The Primary ITO have now set in place a minimum requirement for registered assessors to have achieved Unit Standard 4098 - Use standards to assess candidate performance. This will come into full operation in 2020 allowing current assessors time to obtain the training.

To support and enable that the Primary ITO has developed an online training programme, and we are pleased to be able to confirm the pilot will be available for enrolment in April. The dates for the courses are found here. Note we are limiting numbers to 30 participants each course.

In the lead up to rolling out the online training we need to confirm if our current assessors hold either Unit Standard 4098 or 30421. The Quality Team will be in touch with you to confirm this. If you currently hold an adult education qualification that encompasses assessment principles and practice, that will be considered as equivalent. You will need to supply the details of that qualification.

Come April 2020 if you are a current registered assessor with the Primary ITO and have not attained Unit Standard 4098 (or equivalence) then we will be in touch to confirm your registration de-activation.



For enquiries please contact Kylie Miller, Quality and Compliance Support at kylie.miller@primaryito.ac.nz

Key Talking Points

Key Talking Points advisory has been put together to detail and support recent assessment activities that have either

- Lead to non-compliance; and/or
- Show where improvements in assessment practices can be made

The purpose of Key Talking Points is to ensure all Assessors are aware of common issues around assessing and to help make changes to common practices.

These will be found on the [Workplace Assessors page on the Primary ITO website](#) and will continuously be updated.

Questionnaire

We really wish to hear from you.

By clicking [here](#), please give us up to three to five words that best describes what quality means to you.

Those supplying the most brilliant answers will get their name in lights together with a chocolate fish.

Primary ITO Website update

The Quality team is pleased to announce that throughout 2018 we have been working hard to better share support for our workplace assessors via our Primary ITO website. Instead of the old Providers and Assessors tab on the footer we have now split out each different types of our assessors so we can better tailor our message and supporting documents.

You will now find your page '[Workplace Assessors](#)' on the footer. Here you will find current information on moderation, General Information and Communications, as well as Professional Development.

Please always refer here as we will continue to update information.

Play video

So many great careers - come and find one

Better knowledge and skills will boost your career - here's how

A well-trained team will grow your business - here's how

Find the best course to take you further

Find the courses to grow your team and your business

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