

# CONSENT AND MODERATION REQUIREMENTS (CMR)

for Cadet Forces, Career Practice, Civil Defence, Compliance and Law Enforcement, Emergency Management and Services, Environment, Financial Management, First Aid, Occupational Health and Safety, Offender Management, Police, Public Sector, and Rescue Services

(version 9)

## Contact

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## Business > Financial Management

Domain	Standard IDs
Credit Administration	16757-16759, 21415, 21416
Credit Management	16760, 16761, 16958-16960, 17701-17704

## Business > Public Sector Services

Domain	Standard IDs
Border Management	18249-18251, 18253, 18254, 18256, 18257, 18260, 18262-18267, 18622-18625, 18627, 18628, 18632, 18633, 18641, 18643, 19503, 19642, 19643, 19645, 19647-19650, 19652, 19653, 20881, 20882, 26508, 26537
Case Management	30728-30733, 30925-30931
Customs and Excise	18626, 18634, 18635, 18637-18639
Public Sector Compliance Management	20335-20340, 20359-20367, 20664
Public Sector Core Skills	14942, 14945, 14946, 14949, 14951, 17213, 17214, 17558, 19895, 19897-19907, 23268-23271, 25052, 25440, 26419, 26684, 30734, 31581-31592
Public Sector Management	11070, 11075, 25053-25059

Domain	Standard IDs
Public Sector Māori	14943, 14950, 16214, 16218, 16224, 16225, 26529-26536
Public Sector Service Delivery	8471-8477, 8479-8487, 18145-18147, 19908, 21061, 21441, 22746, 22747

### Health > Emergency Services

Domain	Standard IDs
Ambulance	24858, 24862-24870, 26017, 26018, 26147, 29415-29418
Emergency Care - First Response	29321-29325

### Health > Occupational Health and Safety

Domain	Standard IDs
Hazardous Substances and Materials	27196-27200, 27414-27416, 27418-27425, 27503, 29765-29768, 30596, 31290-31293
Occupational Health and Safety Practice	497, 5615-5621, 6575, 6988, 11961, 15189, 17459, 17585, 17586, 17588-17596, 17599-17602, 18408, 18410-18412, 18426, 19340, 19341, 19521, 19522, 20733, 21337, 21467, 22316, 25042-25046, 25048, 25458, 25510, 25511, 27243, 30264-30266, 30433
Workplace Health and Safety Management	5607, 5608, 22317, 22318, 30267-30271

### Health > Public Health

Domain	Standard IDs
Injury Prevention	22236-22239

### Law and Security > Cadet Forces

Domain	Standard IDs
Cadet Forces Generic	24096-24103
Cadet Forces Specialist	24104, 24109-24112

**Law and Security > Compliance and Law Enforcement**

<b>Domain</b>	<b>Standard IDs</b>
Building Control Surveying	24165, 31129-31136
Intelligence Analysis	28474-28491

**Law and Security > Offender Management**

<b>Domain</b>	<b>Standard IDs</b>
Prisoner Management	14623, 14633, 19669, 27289-27292, 27294, 29065, 29067, 29485
Prison Safety and Security	25008, 27293, 29062-29064, 29066, 29068

**Law and Security > Public Sector Compliance**

<b>Domain</b>	<b>Standard IDs</b>
Public Sector Compliance Investigations	26906, 26915-26917, 26919-26921, 26924-26927, 26929, 26931-26933, 29207-29215
Public Sector Compliance Operations	18503, 19514, 26897-26905, 26907-26914, 26918, 26922, 26923, 26928, 26930, 29179-29206, 29216

**Sciences > Environment**

<b>Domain</b>	<b>Standard IDs</b>
Conservation	14732, 16676, 20805, 25784-25786, 26288, 26289, 26370, 26372, 26373, 27189, 27190
Environmental Education	18663

**Service Sector > Contact Centres**

<b>Domain</b>	<b>Standard IDs</b>
Contact Centre Management	25305, 25306, 28272
Contact Centre Operations	16774, 16779-16781, 26848

## 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".

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

The Skills Organisation (Skills) philosophy is based on a positive approach to consent to assess and a trusting relationship between tertiary education organisations, schools and industry. This contributes strongly towards robust leadership and guidance to provide consistent, excellent, innovative and relevant training for our stakeholders to support the development and advancement of our industries.

Skills takes into account the following factors during the evaluative process of applications:

- An organisation's track record of compliance with NZQA's quality assurance requirements.
- That high-quality training is available to learners that will enable them to be successful for assessments against standards.
- A track record of an organisation's ability in meeting moderation requirements.
- An organisation's ability to arrange genuine workplace experience for standards that are meant to be assessed in workplace conditions.

Visits to an organisation's premises may require a subject matter expert to be in attendance as well. Applicants will be informed when this is the case.

Levels 1 and 2      Evaluation of documentation by NZQA and industry.

Levels 3 and above      Evaluation of documentation by NZQA and industry and visit by industry.

### Visit waiver conditions

Industry participation in a site visit may be waived:

- where an organisation with consent to assess wants to extend an existing consent to assess and has a record of successful delivery and assessment; or
- where the level of consent to assess sought, combined with low numbers of unit standards, does not warrant a visit;
- where Skills has been consulted in the development of the application.

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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.

## Areas of shared responsibility

None.

## Fees 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**

Skills is responsible for unit standards in a range of industry sectors. These industry sectors have developed a set of standard and specific requirements for consent to assess that meet their needs. The Skills 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.

Skills industry or sector-specific requirements for consent to assess are set out in the appendices:

Appendix 1	Cadet Forces, Career Practice, Environment, Financial Management, Injury Prevention, Police, Public Sector Compliance and Public Sector Services Sector requirements for consent to assess
Appendix 2	Civil Defence Sector requirements for consent to assess
Appendix 3	Compliance and Law Enforcement Sector requirements for consent to assess
Appendix 4	Community and Workplace Fire and Emergency Management, Fire and Rescue Services and Specialist Rescue Sector requirements for consent to assess
Appendix 5	Emergency Services Sector requirements for consent to assess
Appendix 6	First Aid Sector requirements for consent to assess
Appendix 7	Offender Management Sector requirements for consent to assess
Appendix 8	Occupational Health and Safety Sector requirements for consent to assess

**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**

Skills 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 Skills.

### **Introduction**

The purpose of the Moderation Requirements (MR) is to provide details on the national external moderation system, developed by Skills, 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.

Skills provides moderators with access to a moderation feedback form to submit feedback on the unit standards they have moderated. This form is used to report anomalies discovered during moderation, or to recommend improvements to Skills. Feedback of a more general nature on the national external moderation system may be sent to Skills at: [moderation@skills.org.nz](mailto:moderation@skills.org.nz).

### **Moderation System**

All unit standards in the scope of this CMR are moderated through the national external moderation system of Skills, which is detailed below.

The moderation system operates on a planned annual cycle, and is designed to ensure that materials submitted for post-assessment moderation are processed and results reported back to the organisation with consent to assess within a three-week timeframe.

Skills moderation system is committed to assisting organisations in achieving consistency with the national standard.

#### *Moderation principles*

Skills has a set of guiding principles that govern moderation. The moderation system should:

- support assessment that is fair, valid, and consistent;
- support 'best practice' in assessment, which includes using an integrated method of assessment based around an evidence collection model;
- detect assessment variance from the national standard and keep the variance to a minimum;
- suit the culture of the particular industry sector;
- protect the integrity of the industry sector qualifications.

Key features of the moderation system include:

- an annual moderation schedule for each organisation with consent to assess communicated to each organisation in February;
- an annual review by Skills of the national external moderation system and its effectiveness;
- feedback and information sharing amongst all participants.

Organisations with consent to assess wishing to improve their assessment process may request a moderation visit from Skills.

### *Responsibilities of Participants*

The Moderation and Assessment Manager is responsible for the management of the moderation system.

The Skills National External Moderators are responsible for carrying out moderation activities as directed by the Moderation and Assessment Manager.

Organisations with consent to assess are required to submit materials to Skills by the specified due date.

### *Moderation process*

Skills will monitor the NZQA credit reporting schedule of all tertiary education organisations with consent to assess in order to facilitate the year's moderation activities. The annual moderation schedule, sent out in February, is individually designed for each organisation with consent to assess, and includes details of moderation activities such as postal, community of practice moderation events or planned on-site visits, and other relevant information. Details of the selection of unit standards are communicated at a later date prior to each moderation activity.

Criteria for the selection of unit standards for moderation:

- unit standards to be assessed for the first time, or that have been reviewed in the last twelve months
- high use unit standards
- 'high risk' unit standards
- recommendations from Industry Advisory Groups
- recommendations from organisations with consent to assess
- identified assessment problems.

The level of moderation required and the selection of unit standards depends on a combination of:

- the total number of assessments being carried out by the organisation with consent to assess;
- the number of unit standards being assessed against by the organisation;
- the moderation history of the organisation;
- any other contributing quality assurance factors or requirements.

Typically, the following assessment material is required for moderation:

- assessment schedule, assessment activities, and marking guide (pre- and post-assessment moderation)
- samples of student evidence, including evidence used for Recognition of Prior Learning (RPL) and Recognition of Current Competence (RCC) (post-assessment moderation).

### *Pre-assessment moderation*

Organisations with consent to assess must submit self-developed assessment materials to Skills for pre-assessment moderation and approval prior to use. Skills reserves the right to charge a pre-assessment moderation fee as detailed in the table below:

Moderation Fees	
Pre-assessment moderation of assessment materials	\$75 per hour plus GST
Resubmission of assessment materials for pre-moderation	\$35 per hour plus GST

### *Post-assessment moderation*

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

Organisations with consent to assess must participate in accordance with the annual moderation schedule. Organisations with consent to assess that do not attend community of practice moderation workshops in any calendar year must send their post-assessment moderation material to Skills. The assessment material required for community of practice moderation workshops is listed in the moderation process section above. When the moderation process is concluded, each organisation will receive a moderation report outlining results and recommending improvements, if required.

Organisations with consent to assess may be required to participate in on-site visits conducted by a national external moderator. If the number of participating organisations is four or more then Skills may facilitate community of practice moderation workshops instead of on-site visits. The assessment material required for community of practice moderation workshops is listed in the moderation process section above. On-site visits focus on assessment of practical unit standards through observation of assessment activity and discussion with the organisation with consent to assess on improvements to assessment practice. When the moderation process is concluded, each organisation with consent to assess receives a moderation report outlining results and recommending improvements, if required.

Post-assessment moderation will focus on:

- the highest level at which assessment is occurring;
- newly registered unit standards and/or areas of consent to assess;
- high quantity of assessment occurring.

### *National external moderators*

A national external moderator, with a minimum of five years of current industry experience, is appointed for each industry sector by Skills in consultation with the recognised industry advisory groups or consultation groups. Skills' national external moderators must hold unit standard 11551, *Quality assure assessment*. Several national external moderators will be contracted in industry sectors with a large number of candidates.

Following each moderation event, the industry sector national external moderator will produce moderation result reports for each moderated organisation and will forward these reports to Skills for distribution to the respective organisation with consent to assess.

Skills monitors the effectiveness of moderation through these reports and informs the industry advisory groups.

Skills will hold at least one annual meeting with all national external moderators to review the moderation process, to ensure consistency between national moderators where more than one is involved in a particular industry sector, and to provide training and support for the moderators and people interested in undertaking these roles.

National external moderators' activities may include:

- compiling moderation reports;
- visits, arranged at the request of organisations with consent to assess, to clarify moderation decisions;
- community of practice moderation.

### *Confidentiality*

Skills and the national external moderators ensure the security and confidentiality of assessment materials and candidates' work received for moderation.

Skills will return assessment materials to the organisation with consent to assess once moderation activities have concluded. Any national external moderator breaching confidentiality guidelines may have his or her contract cancelled.

### **Reporting**

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

Skills also provides an annual report on the outcome of national external moderation activities to the Skills Board and industry advisory groups.

### **Funding**

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

Skills reserves the right to recover all costs incurred when a national external moderator is required to provide clarification to an organisation with consent to assess as a result of non-compliance with moderation requirements (see Non-compliance with moderation requirements). Refer to table below for cost:

Moderation	
National external moderator to provide clarification	\$75 per hour plus GST
Travel and accommodation	Reimbursement for “actual and reasonable” travel and accommodation expenses. Vehicle mileage as per the current IRD rate

Detailed below are the fees associated with consent to assess applications:

Consent to Assess	
Administration fee	\$75 plus GST per application
Evaluation of documentation	\$150 plus GST
Evaluation of documentation and site visit of up to one day	\$400 per day plus GST
Additional people involved in a site visit	\$300 plus GST
Additional time on site	\$150 plus GST
Advising a provider preparing for consent to assess	\$75 per hour plus GST
Travel and accommodation	Reimbursement for “actual and reasonable” travel and accommodation expenses. Vehicle mileage as per the current IRD rate

### Non-compliance with moderation requirements

Non-compliance in meeting the requirements of this moderation system will result in further action by Skills. 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 national external moderator will request Skills to obtain further material and/or information from the organisation.

The national external moderator 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 Skills premises (see Funding).

In cases where moderation uncovers inappropriate assessment methods and/or materials, Skills, in cooperation with the organisation with consent to assess, will

outline an improvement plan. The improvement plan will specify the actions to be taken for the organisation to become compliant and the timeframe by which this must be achieved.

## Appeals

Skills has in place an appeals process for situations where differences concerning moderation decisions cannot be resolved in the first instance.

The Skills procedure requires the organisation with consent to assess to contact the Moderation and Assessment Manager within three weeks of their receipt of the initial moderation decision. The Moderation and Assessment Manager will review the moderation decision and work towards a resolution. If the difference remains unresolved the organisation can request a review of the moderation decision. The Moderation and Assessment Manager will work with both the organisation with consent to assess and the national external moderator to facilitate a resolution. In situations where no agreement is achieved the moderation panel will make the final decision. It is expected that the resolution of an appeal, in the majority of cases, will be reached within two months following the lodging of the appeal with the Moderation and Assessment Manager.

### *Moderation Panel*

The moderation panel will consist of the Quality Assurance Coordinator and two members appointed by the relevant Industry Advisory Group.

## DAS Registration Information

Process	Version	Date
Registration	1	December 1996
Review	2	November 2001
Review	3	February 2006
Revision	4	May 2006
Review	5	November 2009
Revision	6	April 2010
Revision	7	September 2012
Revision and Rollover	8	April 2015
Review	9	May 2017

## Replacement Information

Replaced CMR(s)	Replacement CMR(s)	Date
0039 v5	0121 v9	May 2017
0046 v4	0121 v9	May 2017
0223 v5	0121 v9	May 2017
0230 v5	0121 v9	May 2017

**The next CMR review is planned to take place during 2020.**

**Appendix 1            Cadet Forces, Career Practice, Environment, Financial Management, Injury Prevention, Police, Public Sector Compliance and Public Sector Services Sector requirements for consent to assess**

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(version 8)

**These are the industry or sector-specific requirements for consent to assess for Cadet Forces, Career Practice, Environment, Financial Management, Injury Prevention, Police, Public Sector Compliance and Public Sector Services Sectors**

*Approval and Implementation*

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

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

Criterion 3        Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that full-time, part-time and visiting staff and any external contractors engaged in the delivery of training and assessment:

- have current and relevant skills and/or knowledge and experience at least one level higher than the level being delivered and assessed; and
- have credit for the unit standards they will assess against or are able to demonstrate equivalent knowledge and skills; and
- have achieved unit standard 4098, *Use standards to assess candidate performance* or demonstrate equivalent knowledge and skills;
- have at least annual contact with industry partners and opportunities to keep informed about latest developments in technology, industry practice and legislation, and have opportunities for professional development related to the training and assessment they are doing.

Criterion 6        Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that off-site practical or work-based activities are covered by the health and safety policies and procedures of the host organisation, and meet the requirements of occupational safety and health legislation.

Where students spend time with an employer for off-site practical or work-based experience, training, assessment, or use of facilities, the applicant organisation must have policies and procedures to ensure that responsibilities for assessment and reporting of credits are clearly specified.

An applicant organisation using employer facilities must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the employer.

#### Criterion 7      Assessment

Skills supports 'best practice' in assessment. The applicant organisation must have policies and procedures in place to support an integrated method of assessment based on an evidence collection model.

The applicant organisation must have a system in place that shows how they plan to assess against the practical industry-specific unit standards.

**These are the industry or sector-specific requirements for consent to assess for the Civil Defence and Civil Defence Emergency Management Subfields**

*Approval and Implementation*

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

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

Criterion 3      Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that full-time, part-time and visiting staff and any external contractors engaged in the delivery of training and assessment:

- have current and relevant skills and/or knowledge and experience at least one level higher than the level being delivered and assessed; and
- have credit for the unit standards they will assess against or are able to demonstrate equivalent knowledge and skills; and
- have achieved unit standard 4098, *Use standards to assess candidate performance* or demonstrate equivalent knowledge and skills; and
- have at least annual contact with industry partners and opportunities to keep informed about latest developments in technology, industry practice and legislation, and have opportunities for professional development related to the training and assessment they are doing.

Criterion 6      Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that off-site practical or work-based activities are covered by the health and safety policies and procedures of the host organisation, and meet the requirements of occupational safety and health legislation.

Where students spend time with an employer for off-site practical or work-based experience, training, assessment, or use of facilities, the applicant organisation must have policies and procedures to ensure that responsibilities for assessment and reporting or credits are clearly specified.

An applicant organisation using employer facilities must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the employer.

Criterion 7      Assessment

Skills supports 'best practice' in assessment. The applicant organisation must have policies and procedures in place to support an integrated method of assessment based on an evidence collection model.

The applicant organisation must have a system in place that shows how they plan to assess against the practical industry-specific unit standards.

**These are the industry or sector-specific requirements for consent to assess for the Compliance and Law Enforcement Subfield***Approval and Implementation*

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

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

Criterion 3 Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that full-time, part-time and visiting staff and any external contractors engaged in the delivery of training and assessment:

- have current and relevant skills and/or knowledge and experience at least one level higher than the level being delivered and assessed; and
- have credit for the unit standards they will assess against or are able to demonstrate equivalent knowledge and skills; and
- have achieved unit standard 4098, *Use standards to assess candidate performance* or demonstrate equivalent knowledge and skills; and
- have at least annual contact with industry partners and opportunities to keep informed about latest developments in technology, industry practice and legislation, and have opportunities for professional development related to the training and assessment they are doing.

Criterion 6 Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that off-site practical or work-based activities are covered by the health and safety policies and procedures of the host organisation, and meet the requirements of occupational safety and health legislation.

Where students spend time with an employer for off-site practical or work-based experience, training, assessment, or use of facilities, the applicant organisation must have policies and procedures to ensure that responsibilities for assessment and reporting or credits are clearly specified.

An applicant organisation using employer facilities must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the employer.

Criterion 7      Assessment

Skills supports 'best practice' in assessment. The applicant organisation must have policies and procedures in place to support an integrated method of assessment based on an evidence collection model.

The applicant organisation must have a system in place that shows how they plan to assess against the practical industry-specific unit standards.

**Appendix 4                      Community and Workplace Fire and Emergency  
Management, Fire and Rescue Services and Specialist  
Rescue Sector requirements for consent to assess**

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(version 8)

**These are the industry or sector-specific requirements for consent to assess  
for the Community and Workplace Fire and Emergency Management, Fire and  
Rescue Services and Specialist Rescue Subfields**

*Approval and Implementation*

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

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

These requirements have been established to assure Skills and the industry that the applicant organisation can provide trainees with a safe training environment that meets Occupational Safety and Health (OSH) requirements, and that it can administer, deliver, assess, and support training to the standard, requirements, and controls currently applying to the fire and rescue industry.

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

The applicant organisation must have policies and procedures for the robust annual evaluation of all teaching programmes, to ensure the quality of programme delivery and outcomes, by ensuring that:

- links with industry are maintained;
- feedback on training delivery and materials is obtained from trainees and Skills endorsed industry representatives and incorporated into their future development;
- Skills endorsed industry representatives are involved in the development and evaluation of training programmes.

## Criterion 2 Financial, administrative and physical resources

The applicant organisation must have policies and procedures to ensure that training resources, equipment, and venues necessary for training and assessment against the unit standards in the scope of the application are available. Where venues, training resources, delivery, and/or assessment responsibilities in the scope of the application are being subcontracted or involve collaborative arrangements, documented evidence of the arrangements must be included with the application or advised to Skills when agreements are entered into. Collaborative arrangements must align with the Principles and Parameters for Agreements between Tertiary Education Providers Involved in Collaborative Arrangements published by NZQA and contractual arrangements must meet the requirements of the Tertiary Education Commission Tertiary Funding Information applicable at the time.

## Criterion 3 Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that teaching and assessing staff, whether employed or under contract, meet the following minimum requirements:

- Currency of experience is relative to the unit standard/s for which consent to assess is sought, and must be in accordance with relevant industry legislation and regulations, such as annual revalidation for breathing apparatus use. Applicant organisations unsure of the requirements for currency should contact Skills for detailed information;
- have credit for the unit standards they teach or assess against;
- hold or be working towards a qualification/s relevant to the sector or domain that they teach or assess against;
- have achieved unit standard 4098, *Use standards to assess candidate performance* or demonstrate equivalent knowledge and skills.

The applicant organisation must have policies and procedures to ensure that teaching and assessing staff continue their professional development in adult teaching and assessment, and maintain currency with the industry.

## Criterion 4 Student entry

The applicant organisation must have policies and procedures to ensure that minimum levels for communication skills, literacy and numeracy skills, and physical abilities are clearly specified for student entry, to ensure student capability and the health and safety of the trainee and others.

The development of student entry requirements may be guided by the learning requirements set out in the relevant unit standards.

## Criterion 6 Off-site practical/work-based components

The applicant organisation must have policies and procedures to ensure that off-site practical or work-based activities are covered by the health and safety policies and procedures of the host organisation, and meet the requirements of occupational safety and health legislation.

Where students spend time with an employer for off-site practical or work-based experience, training, assessment, or use of facilities, the applicant organisation must have policies and procedures to ensure that responsibilities for assessment and reporting or credits are clearly specified.

An applicant organisation using employer facilities must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the employer.

#### Criterion 7      Assessment

Skills supports 'best practice' in assessment. The applicant organisation must have policies and procedures in place to support an integrated method of assessment based on an evidence collection model.

The applicant organisation must have a system in place that shows how they plan to assess against the practical industry-specific unit standards.

**These are the industry or sector-specific requirements for consent to assess for the Emergency Services Subfield**

*Approval and Implementation*

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

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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 effective policies and procedures for linking with industry for the ongoing development and evaluation of training programmes.

For the Ambulance domain:

The applicant organisation must have policies and procedures for linking with the ambulance services for the development and evaluation of training programmes, particularly in relation to opportunities for practical on-job training and assessment.

For the Pre-Hospital Emergency Care domain:

The applicant organisation must have policies and procedures for links during development and evaluation of training programmes (particularly in relation to opportunities for practical on-job training and assessment) either with organisations whose members routinely carry out pre-hospital emergency care in the course of their duties, or with ambulance services. Examples of other organisations include the New Zealand Fire Service, the New Zealand Ski Instructors Alliance, and Surf Life Saving New Zealand.

Criterion 2     Financial, administrative and physical resources

The applicant organisation must provide evidence that it either possesses or has access to adequate resources for training and assessment where industry-specific equipment or facilities are required.

### Criterion 3 Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that staff engaged in the delivery of training and assessment in the Emergency Services subfield:

- hold the relevant national qualification/current unit standards at, or preferably one level above, the level at which they are required to teach or possess current equivalent knowledge and skills to assess against the unit standards for which consent to assess is being sought;
- are encouraged to attain an adult education qualification or demonstrate equivalent skills and knowledge;
- hold unit standard 4098, *Use standards to assess candidate performance* or demonstrate equivalent knowledge and skills;
- keep up to date with legislative and technological requirements, latest developments and best industry practice of the sector.

The applicant organisation must have policies and procedures to ensure that staff engaged in their organisation's internal moderation of assessment in the Emergency Services subfield hold unit standard 11551, *Quality assure assessment*.

The applicant organisation must have policies and procedures to ensure that staff development encompasses annual updating of practical experience in pre-hospital emergency care work. A minimum duration of three weeks or 120 hours per annum is recommended.

For the Ambulance domain:

Assessing staff must have significant operational experience working in the field as ambulance officers or have worked in a related area such as a hospital emergency department. Significant experience is seen as having spent at least 12 months working at a minimum of Intermediate Care officer level (or equivalent). Assessing staff must have completed an ambulance qualification at or above the level at which they are required to assess.

For the Pre-Hospital Emergency Care domain:

The applicant organisation must have policies and procedures to ensure that teaching and assessing staff hold the relevant unit standards to the area they are teaching/assessing or have equivalent skills and knowledge. Teaching and assessing staff must have at least 12 months practical experience working in the field as emergency care providers or working in a related area such as a hospital emergency department.

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

The applicant organisation must have policies and procedures to ensure that off-site practical or work-based activities are covered by the health and safety policies and procedures of the host organisation, and meet the requirements of occupational safety and health legislation.

Where students spend time with an employer for off-site practical or work-based experience, training, assessment, or use of facilities, the applicant organisation must have policies and procedures to ensure that responsibilities for assessment and reporting of credits are clearly specified.

An applicant organisation using employer facilities must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the employer.

For the Ambulance domain:

The applicant organisation must have defined and documented arrangements (e.g. a memorandum of understanding) with:

- 1 Ambulance services to ensure that students have access to practical experience in an operational ambulance situation as required in the explanatory notes of the unit standards, which will include details of any fees payable to the provider of that service by the applicant organisation.
- 2 Clinical education organisations in the public and/or private sector allowing student access where clinical training and/or assessment is required.

For the Pre-Hospital Emergency Care domain:

The applicant organisation must have defined and documented arrangements (e.g. a memorandum of understanding) with relevant organisations or ambulance services to ensure continual practical experience/assessment throughout training where this is a requirement. These arrangements will include details of any fees payable to the provider of that service by the applicant organisation. Where students spend time with a relevant organisation or ambulance service for on-job experience, the applicant organisation must have policies and procedures to ensure that responsibilities for assessment and reporting of credits are clearly specified.

Any unit standards that require assessments to be carried out in a non-controlled environment must be considered under the arrangements for off-site practical work.

#### Criterion 7      Assessment

Skills supports 'best practice' in assessment. The applicant organisation must have policies and procedures in place to support an integrated method of assessment based on an evidence collection model.

The applicant organisation must have a system in place that shows how they plan to assess against the practical industry-specific unit standards.

#### **'High Risk' Unit Standards**

The unit standards below have been identified as 'high risk', as they need special care during delivery, study, and assessment to ensure the safety of personnel and equipment.

**Health > Emergency Services**

<b>Domain</b>	<b>Standard IDs</b>
Pre-Hospital Emergency Care	14473, 25412

**These are the industry or sector-specific requirements for consent to assess for the First Aid Domain***Approval and Implementation*

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

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The Skills Organisation  
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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:

- training includes specific workplace experiences where appropriate;
- Ministry of Business, Innovation, and Employment guidance on first aid training is referred to. Guidance documents are available from <https://www.employment.govt.nz/>;
- the minimum duration of first aid training and assessment for training based on standards 6400, 6401, and 6402 is 12 hours of training and assessment, and for standards 6401 and 6402 **or** standards 26551 and 26552 it is eight hours of training and assessment;
- the minimum duration of refresher training, where the learner's certificate is no older than two years and three months from date of issue, is six hours of training and assessment;
- first aid training covers the outcomes of the Skills' first aid unit standards being assessed against and any additional modules identified through the workplace risk assessment process as outlined in Ministry of Business, Innovation, and Employment guidelines;
- first aid training includes sufficient practice or experience prior to assessment.

Further information about Skills requirements for providing unit standard-based first aid training is provided in *First Aid as a Life Skill: Training Requirements for Quality Provision of Unit Standard-based First Aid Training*, available at <http://www.skills.org.nz>.

## Criterion 2 Financial, administrative and physical resources

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

- three types of resuscitation manikins are available for learners to practise on. These must be an infant, a child, and an adult manikin;
- sufficient individual access to all three types of manikins and time for individuals to demonstrate competence is provided;
- sufficient materials and resources are available to enable learners to be assessed;
- sufficient individual access and time on all three types of manikins for individuals to practise skills prior to assessment.

## Criterion 3 Staff selection, appraisal and development

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

- training and assessing staff have had training in standards-based assessment. They will have obtained credit for unit standard 4098, *Use standards to assess candidate performance* or demonstrate equivalent knowledge and skills;
- training and assessing staff have obtained credit for adult education unit standards or have evidence of their ability to use learner-centred techniques consistent with those referred to in the unit standards classified in the *Delivery of Adult Education and Training* domain on the Directory of Assessment Standards (DAS);
- training and assessing staff have:
  - achieved unit standards 26551 and 26552 or unit standards 6400-6402
  - achieved unit standards in the *Pre-hospital Emergency Care* domain (unit standard 14473 and unit standards 14470-14472, or their replacements, unit standards 25411 and 25412), or are able to demonstrate equivalent knowledge and skills
  - a current New Zealand Resuscitation Council *Emergency Care Instructor Certificate* at Level 2 (ECI 2) as specified in the New Zealand Resuscitation Council guidelines; or are able to demonstrate equivalent knowledge and skills;
- training and assessing staff maintain currency and are able to provide evidence of up-skilling in best practice in first aid tutoring and first aid practice. Currency must be demonstrated through annual participation in refresher courses and other professional development programmes;
- staff who take a lead role in their organisation's internal moderation and/or have responsibility for preparing external moderation material for submission to Skills are competent in moderation practice, which may be demonstrated through gaining credit for Unit 11551, *Quality assure assessment*, or being able to demonstrate equivalent knowledge and skills.

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

The applicant organisation must have policies and procedures to ensure that off-site practical or work-based activities are covered by the health and safety policies and procedures of the host organisation, and meet the requirements of occupational safety and health legislation.

Where students spend time with an employer for off-site practical or work-based experience, training, assessment, or use of facilities, the applicant organisation must have policies and procedures to ensure that responsibilities for assessment and reporting or credits are clearly specified.

An applicant organisation using employer facilities must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the employer.

#### Criterion 7 Assessment

Skills supports 'best practice' in assessment. The applicant organisation must have policies and procedures in place to support an integrated method of assessment based on an evidence collection model.

The applicant organisation must have a system in place that shows how they plan to assess against the practical industry-specific unit standards.

**These are the industry or sector-specific requirements for consent to assess for the Offender Management subfield.**

*Approval and Implementation*

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

**Skills will consult an offender management industry representative during the consent to assess process.**

Criterion 1        Development and evaluation of teaching programmes

The applicant organisation must have effective policies and procedures for linking with industry for the ongoing development and evaluation of training programmes.

Criterion 2        Financial, administrative and physical resources

The applicant organisation must provide evidence that it either possesses or has access to adequate resources for training and assessment where industry-specific equipment or facilities are required.

Criterion 3        Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that staff engaged in the delivery of training and assessment in the Offender Management subfield:

- hold the relevant national qualification at least at the level of the unit standards that they are required to assess against;
- are encouraged to attain an adult education qualification or demonstrate equivalent skills and knowledge;
- hold unit standard 4098, *Use standards to assess candidate performance* or demonstrate equivalent knowledge and skills;
- have the opportunity to keep up to date with legislative and technological requirements, latest developments and best industry practice of the sector.

The applicant organisation must have policies and procedures to ensure that staff engaged in their organisation's internal moderation of assessment in the Offender Management subfield hold unit standard 11551, *Quality assure assessment*.

The applicant organisation must have policies and procedures to ensure that assessors work in a prison environment for a minimum duration of 30 days per annum.

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

The applicant organisation must have policies and procedures to ensure that off-site practical or work-based activities are covered by the health and safety policies and procedures of the host organisation, and meet the requirements of occupational safety and health legislation.

Where students spend time with an employer for off-site practical or work-based experience, training, assessment, or use of facilities, the applicant organisation must have policies and procedures to ensure that responsibilities for assessment and reporting of credits are clearly specified.

An applicant organisation using employer facilities must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the employer.

The applicant organisation must have policies and procedures to ensure that only off-site providers and/or workplaces, who meet the requirements of the relevant parts of the Prison Services policies and procedures in the *PS Operations Manual* (PSOM) available from <http://www.corrections.govt.nz/>, under the heading Policy and Legislation, are used.

The applicant organisation must have defined and documented arrangements (e.g. a memorandum of understanding) with Prison Services to ensure that students have access to practical experience in an operational prison situation.

#### Criterion 7 Assessment

Skills supports 'best practice' in assessment. The applicant organisation must have policies and procedures in place to support an integrated method of assessment based on an evidence collection model.

The applicant organisation must have a system in place that shows how they plan to assess against the practical industry-specific unit standards.

#### **'High Risk' Unit Standards**

The unit standards below have been identified as 'high risk', as they need special care during delivery, study, and assessment to ensure the safety of personnel and equipment.

**Law and Security > Offender Management**

<b>Domain</b>	<b>Standard IDs</b>
Prisoner Management	14619, 14623, 14628-14631, 14633, 14638, 14639, 14864
Prison Safety and Security	14618, 14620, 14622, 14624, 14626, 14627, 14642, 14649, 17158

**These are the industry or sector-specific requirements for consent to assess for the Occupational Health and Safety subfield.**

*Approval and Implementation*

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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 effective policies and procedures for linking with industry for the ongoing development and evaluation of training programmes.

The applicant organisation must have policies and procedures to ensure on-job industry-based components of training and assessment are integrated with off-job components when teaching programmes are developed.

Criterion 2 Financial, administrative and physical resources

The applicant organisation must provide evidence that it either possesses or has access to adequate resources for training and assessment where industry-specific equipment or facilities are required.

Criterion 3 Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that staff engaged in the delivery of training and assessment in the industry sector subfields:

- hold the relevant national qualification/current unit standards at, or preferably one level above, the level at which they are required to teach or possess current equivalent knowledge and skills to assess against the unit standards for which consent to assess is being sought;
- are encouraged to attain an adult education qualification or demonstrate equivalent skills and knowledge;
- hold unit standard 4098, *Use standards to assess candidate performance* or demonstrate equivalent knowledge and skills;

- have the opportunity to keep up to date with legislative and technological requirements, and best industry practice of the sector.

The applicant organisation must have policies and procedures to ensure that staff engaged in their organisation's internal moderation of assessment in the industry sector subfields hold unit standard 11551, *Quality assure assessment*.

**Additional requirements to assess unit standards (29765, 29766, 29767 & 29768):**

Asbestos removal, due to high worker and public health risk, must be strictly controlled in accordance with the [Health and Safety at Work \(Asbestos\) Regulations 2016](#) and WorkSafe New Zealand requirements. For this reason, assessment against the unit standards listed below must be conducted by individuals who meet the following additional requirements:

1. Hold unit standard 29768, *Conduct asbestos assessment associated with removal* or Australian unit of competency CPCBC5014A, *Conduct asbestos assessment associated with removal*; or demonstrate equivalent knowledge and skills.
2. Be recognised by WorkSafe New Zealand as an independent licensed asbestos assessor under the Health and Safety at Work (Asbestos) Regulations 2016.

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

The applicant organisation must have policies and procedures to ensure that off-site practical or work-based activities are covered by the health and safety policies and procedures of the host organisation, and meet the requirements of occupational safety and health legislation.

Where students spend time with an employer for off-site practical work-based experience, training, assessment, or use of facilities, the applicant organisation must have policies and procedures to ensure that responsibilities for assessment and reporting of credits are clearly specified.

An applicant organisation using employer facilities must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the employer.

**Criterion 7 Assessment**

Skills supports 'best practice' in assessment. The applicant organisation must have policies and procedures in place to support an integrated method of assessment based on an evidence collection model.

The applicant organisation must have a system in place that shows how they plan to assess against the practical industry-specific unit standards.

**'High risk' unit standards****Health > Occupational Health and Safety**

<b>Domain</b>	<b>Standard IDs</b>
Hazardous Substances and Materials	29765 - 29768

The unit standards above have been identified as 'high risk', as they need special care during delivery, study, and assessment. Please refer to Criterion 3 for the requirements to assess these unit standards.