

Competenz moderation plan

2018



Competenz
Skills for Industry

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Introduction

The purpose of this report is to document the moderation processes developed to assist in ensuring the standards that Competenz is the Standard Setting Body (SSB) for are applied and assessed with consistency across all Tertiary Education Organizations, Competenz registered assessors and schools.

Moderation is the process of ensuring that assessment practices are valid, consistent and fair, and at the national standard. That the Assessor judgement is reliable and accurate and that the assessment provides a clear measure of the knowledge and skills required to meet the learning outcome.

Moderation will be conducted in line with NZQA recommendations and Competenz Consent and Moderation Requirements (CMR). The moderation systems that Competenz use include:

- » Pre Moderation of resources and assessment guides
- » Post Assessment Moderation by a variety of methods which will include but not limited to:
 - » Paper based post moderation
 - » Peer moderation
 - » Cluster/Panel Moderation
 - » On site moderation
 - » Post candidate interview

The due date for submission will be clearly stated.

It is Competenz' s preference that all paper based moderation is submitted electronically.

Retention of assessment materials for national external moderation purposes, is a minimum of 12 months however it is recommended assessment material be retained for two years.

Consequence for not supplying a submission will be a recording of non-compliant. Unless there are good reasons for a non-submission this may risk the ability to future report Competenz unit standards.

Competenz will review the unit standards and moderation criteria on an annual basis with the focus on mitigation of academic risk and inconsistency.

Consent and moderation requirement documents

Each unit standard listed on the Directory of Assessment Standards (DAS) has an associated Consent and Moderation Requirements (CMR) document, which outlines the specific requirements for consent to assess against the standard and moderation.

The purpose of CMRs is to:

- » Set out the process for granting consent to assess and the involvement we and others have in the process
- » Set out our industry or sector-specific requirements for a TEO or school's quality systems in relation to the gazetted "criteria for consent to assess"

Competenz operate under four CMRs:

CMR002 Journalism

CMR0013 Mechanical Engineering, Plastics and Materials Processing, Fibreboard Packaging, Food and Related Products, Production, Can Making, Competitive Manufacturing, Manufacturing processes, Retail Meat, Printing, Maritime, Lifting Equipment, and Rail Transport

CMR030 Clothing Manufacture, Footwear and Leather Trades, Industrial Machine Knitting, Apparel and Textiles Manufacture, and Cleaning and Caretaking

CMR0173 Forestry and Biosecurity

Consent to assess

Providers that hold Consent to Assess for Competenz unit standards are required to:

- » Engage with Competenz regarding pre assessment and post assessment moderation,
- » Be familiar with the relevant CMR document for the standards they are using,
- » Inform Competenz of any staffing and contact detail changes that are pertinent to the Consent to Assess application.

Pre assessment moderation

External

External Providers and Schools that offer standards where Competenz are the Standard Setting Body may develop their own assessment material. However, any and all assessment materials developed must be pre assessment moderated by Competenz before use. This includes changes or updates to previously pre assessment moderated materials and version changes. The fee for pre assessment moderation is included in the fees schedule on the Competenz website <http://www.competenz.org.nz/>.

Internal

All assessment materials developed by Competenz will be pre assessment moderated by Competenz Registered Moderators. Those where Competenz is not the Standard Setting Body (SSB) will be forwarded to the relevant SSB for pre assessment moderation if required by the applicable CMR.

Post assessment moderation

Tertiary Education Organizations / Schools

Post moderation for Tertiary Education Organizations and Schools will be managed through a two-year cycle. Moderation calls will be made on a quarterly basis and the decision as to who is called in a quarter will be managed using a risk category system. There may be instances where an entity will be required to submit moderation more than once in a calendar year.

Priority calling will occur for any entity that has a:

- » Category 3 or 4 in their last EER report
- » Previous negative moderation outcomes
- » On the NZQA or Competenz risk register
- » Complaints have been received
- » Other SSB units reported under Competenz provider code
- » New or extensions to Consent to Assess applications

Competenz registered assessors

Post Moderation for Competenz registered Assessors will also be conducted on a two-year cycle.

Moderation will be called on a monthly basis using the following criteria (but not limited to) to depict the regularity of moderation requested from an individual Assessor:

- » New Assessor registration or Scope extensions
- » Engagement in previous moderation requests
- » Outcome of the previous moderation
- » Type of units and industry assessing in
- » Reporting of other Standard Setting body units
- » Problematic unit standards within industry
- » Assessment activity within mapped programmes

Unit standard selection

The following criteria will be used (but not limited to) when selecting the unit standard and the volume of units to be moderated:

- » NZQA Usage report
- » Entity type moderation cycle
- » Category of unit standard reported
 - » High risk (could cause hazard or harm to themselves or others in the workplace)
 - » Level
- » Frequency unit reported
- » New or amended unit standard
- » Other Standard Setting Body units reported under Competenz Consent to Assess

Competenz will also reserve the right to call in moderation at any time if concerns have been raised in regards to the delivery and/or assessment of a unit standard.

Competenz will conduct a review of unit standards selected for moderation from the preceding year with the view of ensuring that all Competenz Domains and subfields have had some form of post moderation activity.

A report will be generated to ascertain domains and subdomains associated with the units assessed and cross referenced against the moderation activity that has been carried out. If it is found a domain has not been covered in a calendar year an additional sample will be called from all entities that reported the units in this domain. This review will be undertaken in the first quarter of the following calendar year.

Action plans/response documents

Feedback will be provided in the form of a moderation report which may result in minor changes to occur in future assessment practices or a non-verified result where an action plan may be needed.

Moderation appeals process

If the organization or assessor has concerns or disagrees with the moderator decision they have the right to appeal. It is recommended that your organization or individual contacts Competenz to seek clarification about moderator comments or decisions before formally appealing.

The appeal must be lodged within 15 working days of the date the moderation report is received. All moderation appeals must be provided in writing and include:

- the assessment materials as originally sent to the moderator
- assessed learner work as originally sent to the moderator
- a copy of the moderation report
- detailed reasons as to why you disagree with the moderation decision

Please send to : QA@competenz.org.nz Attn: **National Moderation Manager**

When a decision has been made Competenz will return the materials along with a moderation appeal results letter. This will include a revised moderation report if the appeal is successful or the original moderator's comments have been clarified. Otherwise, the original report stands. The outcome of this appeal is final

Risk category table

Risk category	Intended quarter to call	Scope for decision making
4	2018 Q3 Q4	Negative moderation outcomes in last six months Failure to respond to moderation request EER Category 3 or 4 Risk Register Complaints received Other SSB units reported
3	2019 Q1 Q2	As above if previously not selected <i>and</i> New No Moderation History
2	2019 Q3 Q4	As Above if previously not selected EER Category 1 or 2
1	2020 Q1 Q2	Positive moderation history in last four years

Competenz is a multi-sector industry training organisation (ITO).
We help Kiwi industry grow skills, careers and businesses.

www.competenz.org.nz



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