
Te Toa Takitini

Quality Assurance - QA Pānui
Quarter 1, February 2023

**Mā whero, mā pango ka
oti pai ai te mahi.**

*With our collective skills and
talents the work will be done.*

**Kia toi te mahi hangarau
Kia toi te mahi auaha
Kia toi te ira tāngata
Ko ngā toi Māori ka puta
E kōkō ko Toi Mai ē!
Turuturu o whiti whakamaua kia tina!
Tina!
Haumi ē! Hui ē! Tāiki ē!**

Tēnā koutou katoa,
Ngā mihi matakui nei ki a koutou i te
wā o Hineraumati.

Happy New Year! We hope that you and your whānau have had a great Christmas break and you've managed to find time to recharge and reset for 2023. Our Quality Assurance team started back on the 9th of January and weeks in, it feels like 2023 is going to be another busy and exciting year with a lot of kōrero on new and existing ideas, many of which will be covered in this newsletter.

Our hearts and thoughts go out to those impacted by the floods and Cyclone Gabrielle. We understand this is a challenging time for many, so please reach out if you need any support.

It was great working with you during 2022 and we will continue to build on our relationships with schools and providers, as us working together, is the only way we can ensure we have a consistent national standard. We are looking forward to collaborating and supporting you throughout 2023, please do not hesitate to contact us with any concerns or questions.



The Quality Assurance team had a very busy year in 2022. Here are a few pictures from each of the team enjoying their time off during the Christmas and New Years break.

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Introducing ngā Ringa Hāngai i Toi Mai Ohu Ahumahi – Quality Assurance Specialists



Geeta Raman

Te Ringa Hāngai

Quality Assurance Specialist

Geeta came to Toi Mai as one of the first cohorts when the organisation was established on the 4th of October 2021. Before starting at Toi Mai, she had worked previously with two Industry Training organisations (ITOs). The Quality Assurance Specialist role at Toi Mai has been one of learning and developing processes, as well as working with and supporting new members as they join the Quality Assurance team.

“Working with a new organisation such as Toi Mai has given me a great opportunity to use skills from the ITOs I previously worked with and added another layer of learning to add to my skill sets. I enjoy engaging with schools and providers to help support them to ensure the integrity of our qualifications and unit standards are intact. We are all working for the same outcomes – learners that are confident and competent in the unit standards they’re achieving. So, I see the work we do as Quality Assurance Specialists as a supportive one.”



Sharleen Hewson

Te Ringa Hāngai

Quality Assurance Specialist

Sharleen describes herself as an approachable person. She enjoys interacting with people and finds engagement easier when you can put a face to the name. Sharleen is a qualified hairdresser which she still carries as a badge of honour today, although majority of her career has been spent working in the education sector, she believes her time as an apprentice trainee helped to lay the foundation for her passion for vocational learning and providing a fair and valid education process for all learners.

Sharleen sees her role at Toi Mai as one that supports and gives opportunities to learners throughout the motu, to achieve training and qualifications that add value to their chosen path and helps them to become innovators on their journey. “Learners in my experience like to have measures and comparison, they like to know that what they are learning will add value and they want their qualification to be meaningful, which is where we come in.”

Outside of work Sharleen enjoys family time, she is an avid reader and likes nothing more than watching a good movie or series.



Moderation Plan 2023

Our moderation plan for 2023 was emailed to all school principal nominee's late January. You can also find it on our website, attached here: [Toi-Mai-WDC-National-External-Moderation-Plan-2023.pdf \(toimai.nz\)](#). Once you've had a chance to read through this year's moderation plan, if you have any questions, please contact us. We are happy to help.

Toi Mai Workforce Development Council is the standard setting body (SSB) for the cultural, creative, recreation and technology sectors. Since 4 October 2021, Toi Mai has been responsible for National External Moderation, ensuring that all assessment is at a national level and meets the requirement of our unit standards. We strive to ensure that the standard is the same across Aotearoa, and that it meets the needs and requirements of our vibrant industries.

Transformation is a key driver for Toi Mai, and as we grow and collaborate, so too will national external moderation change. The external moderation plan for 2023 will be much the same as what you may be used to, but we will work with industry to identify how external moderation could look going forward. Moderation will be called in retrospectively, this includes any unit standards assessed during 2022. When moderation is called, all you need to do is take it off the shelf and send it to us either through the post or electronically.

Please note that we will be moderating the 'Assessing Organisation' (this means that if you have had some other organisation assessing for you, then we will be moderating them, even though you may have reported the actual unit standard/s to NZQA). We have initially selected 199 unit standards to be moderated during 2023.

The unit standards listed are what we will be focusing on this year, but we won't be calling in all of them from every school or provider. Considerations taken when selecting the unit standards include high usage, high risk and new unit standards, as well as coverage of all domains. Please note that when selecting the unit standards, 50 of the high reporting unit standards from the 2022 plan were re-selected.



Post assessment moderation

As Toi Mai post moderates material retrospectively, we are sometimes requesting assessment samples for material where the version may already have been updated on the NZQA framework.

It's important to remember the following:

1. When submitting assessor guides/marking schedules, please make sure the version aligns with the learner samples being submitted, and all documentation is for the same version.
2. When you are sending links or google documents, please ensure the Quality Assurance team can easily access the material.
3. We will often suggest that schools and providers use the latest, most current version. This is to ensure the material that is used is not out of date. In saying this, we do understand the version number could have changed between when the assessment had taken place and when it is post moderated. In this instance, we will recommend the material is updated as soon as logistically possible.
4. All post moderation requests have a due date. If there are any issues regarding the due date, please contact us as soon as possible so we can work with you towards a solution.

Updated Post assessment moderation coversheet

You may have seen that we have updated our post assessment moderation coversheet. Now, when you submit your assessment samples, we also ask for the pre-moderation status of the material you are using in assessment. You can find the post assessment moderation coversheet [here](#).

We appreciate that prior to Toi Mai, not all material was checked for pre-moderation, so this is our chance to work with you to get that all tidied up. It's quite straightforward, and you can let us know if the material hasn't been pre-moderated, and we can work out what the next steps should be.

If you have any questions regarding this, please don't hesitate to contact us.



Unit standard 424: Assess and manage an emergency care situation during an outdoor recreation activity (v8, level 3, credits 5)

Unit standard 424 keeps us busy in the quality assurance space! It's unique because it's a First Aid unit standard in the Outdoor Recreation domain. Learners can demonstrate their first aid skills in a "real world" context and gain confidence providing care and making decisions in emergencies in the outdoors.

Here's what schools and providers need to know:

- **You must assess the practical elements in an outdoor recreation environment**, using scenarios based on the chosen discipline (e.g., tramping, diving, rafting, cycle touring)
- Unit standard 6400 Manage first aid in emergency situations is a required prerequisite (or equivalent skills and knowledge, which the assessor must verify)
- In addition to demonstrating knowledge, learners must practically demonstrate assessing and managing a patient's condition long-term in the outdoor recreation environment **(unfortunately this unit standard is not suitable for simulated scenarios in the classroom)**.
- Assessors are expected to evidence what the learner demonstrates. Observational comments and feedback should validate learners' achievement with specific examples of their performance.

We're happy to answer your questions about applying for consent to assess, pre-moderation approval of assessment material and delivery of assessment material for this unit standard. Please contact us by emailing moderation@toimai.nz



Purchasing assessment resources

We have recently become aware that the resources for the unit standards listed below are now no longer available from some external organisations. If you have consent to assess, and you develop assessment material for any of these unit standards, please remember to send to Toi Mai first for pre-moderation.

Domain	Unit Standards
Exercise	505, 21794, 6571, 30935, 30933
Outdoor Recreation	485
Recreation and Sport	18763, 27299, 27629, 22768, 20673, 25805, 31675, 31679, 21644, 31385,

Unit Standards suitable for schools

As a result of recent changes, the unit standard suitable for schools document has been updated. Please see the updated document here: [US-suitable-for-schools-v3-Feb-2023.pdf \(toimai.nz\)](#)

Online Provider Portal

As mentioned in previous newsletters, the Workforce Development Councils (WDCs) are working on the development of an online provider portal – the due date for implementation is the second quarter of this year (April – June 2023).

The portal will allow schools/providers to log in and see moderation requests from each of the WDCs based on the unit standards reported. This portal will allow the submission of samples online, as well as the ability to raise queries regarding the moderation request(s).

Although an online submission is the preferred option, providers will also be able to indicate if they are submitting hard copies via courier instead.

More information will be sent out in the coming weeks, and we encourage all our schools/providers to provide feedback to our team so we can ensure that everyone understands the benefits of using the online provider portal and can deal with any issues i.e. log in process, as they arise.



Consent to Assess

We have had several schools and providers assessing unit standards that they do not yet have consent to assess for. It's important that you check your consent to assess status before conducting assessments. The best way to do this is by going onto the NZQA website [Home » NZQA](#), enter your organisation in the search box. Then click on the 'these standards and groups of standards' link in blue, we have provided screenshots below as a visual guide.

1. Enter your organisation here

The screenshot shows the top navigation bar of the NZQA website. On the left is the NZQA logo with the text 'NEW ZEALAND QUALIFICATIONS AUTHORITY' and 'MANA TOHU MĀTAURANGA O AOTEAROA'. Below the logo is the slogan 'QUALIFY FOR THE FUTURE WORLD' and 'KIA NOHO TAKATŪ KI TŌ AMŪA AOI'. To the right of the logo is a quote in Māori and English: 'Ko te manu ka kai i te miro, nōna te ngahere. Ko te manu ka kai i te mātauranga, nōna te ao. The bird that partakes of the berry, theirs is the forest. The bird that partakes of knowledge, theirs is the world. (Te Kere Ngataienua, Te Āti Haunui-a-Pōpōrangī)'. Further right are two buttons: 'Contact us' and 'Login Options'. Below these is a search bar with the placeholder text 'Search' and a 'Search' button.

2. Once you have your organisation opened, scroll down to this link here:

Consent to Assess

The organisation has consent to assess against [these standards and groups of standards](#) (i.e. Standards, Fields, Subfields & Domains)

We understand the consent to assess application form requires a fair bit of detail and may appear daunting. The consent to assess process allows us to work with you to ensure that students are achieving unit standards competently. We do this by ensuring that your organisation is set up to succeed in the delivery of the unit standards you've requested. We look at how you plan to deliver the unit standards, the equipment you might use, and that staff have relevant experience to assess the unit standard. Health and safety also needs to be taken into consideration, particularly when students are participating in high-risk activities. We are happy to discuss completing the form if you have any questions.

Online Seminars

Quality Assurance processes for consent to assess/ pre-moderation/post-moderation

In Quality Assurance we are committed to supporting schools and providers to successfully complete necessary documentation and processes. Although processes are included on the Toi Mai website, and information included in the necessary documentation, we have found submissions that are incomplete or not completed correctly can cause unnecessary delays and additional work for both schools, providers and the Quality Assurance (QA) team.

One way that the QA team can help is to find a different way to engage and share important information with you. An online seminar that models 'help us help you' is one way we can do this.

We will be rolling out quarterly QA Seminars, that will:

- Introduce Toi Mai and QA – who are we, what we do
- Share information so that you are fully informed and confident in completing QA processes for Programme Endorsement, Consent to Assess, Pre-moderation and Post-moderation.
- Q&A – we'll answer any specific questions you may have about QA processes

The seminars will run in one session but each core QA process (Programme Endorsement- for providers only, Consent to assess, Pre-moderation and post-moderation) will be split, so that when we send out Teams meeting invitations, you can register just for the sessions that you are interested in.

The first online seminar will be held on Friday 28 April 2023, an invitation will be sent out shortly with information on how you can register.



Micro-credentials

Following changes to the Education Act 2020, NZQA recently published updated rules for the approval and accreditation of micro-credentials. We have developed some initial information to support those thinking about developing micro-credentials in our sectors. It covers the advantages and challenges of micro-credentials, who can develop and deliver them, and our role as a WDC in supporting micro-credentials developed by others in our sectors. To learn more, see the Toi Mai website [Micro-credentials - Toi Mai](#).

Qualifications and standards update

With NZQA for quality assurance

The below qualifications are currently with NZQA for quality assurance:

- Hairdressing and Salon Skills unit standards
- Radio and Communications Media qualifications
- Journalism qualifications
- DJ and Electronic Music Production & Audio Engineering and Production qualifications

Open for consultation

The below qualification and unit standards are currently open for consultation.

New Piano Tuning qualification- [Development of New Qualification in Piano Tuning- Toi Mai](#)

- Community Recreation unit standards 4864, 18763, 21414, and 27299 ([Recreation in the community Unit Standard Review- Toi Mai](#))

Unit Standard Reviews

Exercise Unit Standards

The following unit standards are currently being reviewed. Providers were contacted in late 2022 for feedback and this is now being collated before going out for final consultation. If you still have feedback to contribute, please contact Qualifications@toimai.nz

Exercise	Exercise Industry Practice	30445, 30448, 30640, 30660
	Fitness Assessment and Exercise Instruction	22772, 30443, 30444, 30446, 30635, 30637, 30659, 30662, 30664, 30833, 30932, 30933, 30934, 30935, 30936
	Human Anatomy, Physiology and Nutrition	6571, 30447, 30634, 30636, 30638, 30639, 30661, 30663
Fitness	Fitness Education	505
	Exercise Prescription	21794, 25989, 25990, 25991, 25992, 25993, 25994, 25995, 25996, 26543

Outdoor Recreation Qualifications and Unit Standards *Qualifications*

ID	Level	Level	Credit
3658	New Zealand Certificate in Assistant Outdoor Leadership (Level 3)	3	40
3660	New Zealand Certificate in Outdoor Leadership (Guiding) (Level 5)	5	60
3661	New Zealand Certificate in Outdoor Leadership (Instruction) (Level 5)	5	80
3662	New Zealand Certificate in Outdoor Leadership (Level 4)	4	60
3663	New Zealand Certificate in Outdoor Senior Leadership (Level 6)	6	60
3765	New Zealand Certificate in Outdoor and Adventure Education (Multi-skilled) (Level 4)	4	120
3776	New Zealand Diploma in Outdoor and Adventure Education (Multi-skilled) (Level 5)	5	120



Unit Standards

Domain	IDs
Adventure-based Learning	24665, 24666
Outdoor Experiences	30654, 30655, 30656
Caving	30667, 30668, 30669, 30670, 30671, 30672, 30673, 30674
Mountain Biking	30675, 30676, 30677, 30678, 30679, 30680, 30681, 30682
Outdoor Management	30683, 30684, 30685, 30686, 30687, 30688, 30689, 30690, 30691
Rock Climbing	30937, 30938, 30952, 30953, 30954, 30955, 30956, 30957, 30958, 30959
Alpine	30939, 30940, 30941, 30942, 30951
Tramping	30943, 30944, 30945, 30946, 30947, 30948, 30949, 30950

US 20140, *Demonstrate use of avalanche transceivers, shovels and probes*, (Level 2, Credit 1) has been reviewed and will be re-published by NZQA in March 2023 as version 2. Minor updates were made to the standard to ensure it continues to meet current industry practice. The last date for assessment of version 1 will be 31st of December 2024.

Waka Ama Unit Standards Review: The Waka Ama unit standards are being reviewed by subject matter experts, with the draft standards being made available for wider consultation shortly. We'd like to hear from as many people as possible on all of the above, including industry, learners and providers. If you'd like to provide feedback, or be involved in advisory groups, please check the reviews and developments page on our website for more information (<https://www.toimai.nz/reviews-and-developments/>), or email qualifications@toimai.nz

Looking for information on a specific topic?

Click below to read previous editions our quarterly newsletters:

- Te Toa Takitini – [January 2022](#)
- Te Toa Takitini – [May 2022](#)
- Te Toa Takitini – [August 2022](#)
- Te Toa Takitini – [November 2022](#)

Or visit our website:

- [Home- Toi Mai](#)
- [For providers \(including schools\)- Toi Mai](#)

Or contact us on:

- Email: moderation@toimai.nz
- Phone: 04 909 0316
- Mail: PO Box 445, Te Whanganui-a-Tara | Wellington, New Zealand

Ngā Ringa o Toi Mai – Toi Mai’s Quality Assurance team are here to support you.



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Workforce
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Council