

# Te Toa Takitini

Quality Assurance - QA Pānui  
Quarter 2, May 2022



**TOI MAI**  
Workforce  
Development  
Council

A student receiving diving instruction in the Marlborough Sounds, Te Tau Ihu. Photo/ Wayne Stronach.



### Kia ora koutou to our schools and providers

We trust that you and your whānau are safe and well in these challenging times. The first quarter was a busy time for us with new team members onboarding, but we feel poised to deliver. We know that some of our industries are doing it tough and if you need any advice or support in terms of your quality assurance relationship with Toi Mai, please don't hesitate to contact us.

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#### Contact Us:

The Toi Mai WDC Quality Assurance team are here to support you.

You can contact us on:

Email: [moderation@toimai.nz](mailto:moderation@toimai.nz)

Phone: 04 909 0316

Post: PO Box 445. Wellington 6011



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## Moderation and Memorandums

### Post-moderation

Thank you to schools and providers (names A-G) who have submitted your post moderation for Quarter 1/ Q1 which was due on the 25 March. If you have not submitted your post moderation yet, to avoid a non-compliance notice being issued, please contact us urgently. As communicated last quarter, the moderation is retrospective (assessed in 2021) so either email, or post it to us. You can see our national external moderation plan for 2022 [here](#).

Post moderation for Quarter 2/Q2 moderation for schools and providers (names H-M) was called on 4 April and was due on 29 April. Please contact us if you need an extension.

The post moderation cover sheet can be found [here](#).



### Pre-moderation

We're receiving queries about pre-assessment moderation from industries/sectors who have not had their assessment material pre-moderated and approved prior to use.

#### ***Here's what schools and providers need to know:***

- You must be able to provide evidence that you are using assessment material that has been pre-moderated by Toi Mai or your previous TITO (transitional ITO). If you are using TITO assessment material, this does not need to be pre-moderated by Toi Mai
- If you are planning to have material pre-moderated: [complete](#) the pre-moderation coversheet, and submit it along with supporting documentation to: [moderation@toimai.nz](mailto:moderation@toimai.nz)
- The turnaround time to process your application is 20 working days
- We do not charge a fee for pre-assessment moderation
- See Toi Mai's [national external moderation webpage](#) for more information

Your organisation may be assessing and reporting unit standards that have recently been updated or under review – either expiring, changing credits or levels. If you are using assessment material that requires pre-moderation for unit standards in this category, contact us to discuss the best options.

You can continue to use any existing assessment materials until the last date of assessment, but we recommend that you transition to new standards and resources as soon as possible. We're happy to work with you to get your assessment material approved. and will support you to produce the best possible assessment material for your learners.



### Memorandums of Understanding/MoUs

Toi Mai has received queries about MoUs/Agreements between schools, providers (deliverer of services) and TITOs (transitioning ITOs) in relation to the establishment of Toi Mai Workforce Development Council (WDC) in October 2021. The WDC establishment included the separation of standard setting functions previously held by Industry Training Organisations (ITO) (now called Transitioning ITOs – TITO).

Any MoUs or Agreements between a school and the external provider, enables students to be taught and assessed against standards for which the external provider/TITO has NZQA Accreditation and Consent to Assess. If a school has entered into an Agreement/MoU with an external provider or TITO, this relationship remains between the school, provider /TITO.

Toi Mai's moderation plan reviews NZQA reports and calls assessment samples from the assessing provider as detailed on the NZQA report. If the unit standards included in the MoU/Agreement are assessed by an external Provider and/or reported using the Provider/TITO code, the external Provider will receive a request to submit assessment samples from Toi Mai.

Some external providers and TITOs have reviewed their current MoU relationships and chosen to no longer offer Programmes using this process. Any decision to discontinue Programmes through an external provider or TITO is a business decision and should be discussed with them directly.

If you have any queries regarding the School/TITO/Provider MoU relationship, please contact the TITO/Provider directly.





## Outdoor Education

### Outdoor Recreation Levels 1-3

The Outdoor Recreation unit standards at Levels 1-3 have been reviewed and new versions of these unit standards are listed on NZQA's website. [Here's](#) some information about the review and the impact on your consent to assess.

The **outdoor management** domain Levels 1-2 are included in the Base Scope of Assessment for Schools (BSAS). This automatically gives all schools in New Zealand consent to assess for the six new 'core' unit standards.

#### **Please note:**

- If a standard has been reviewed and retains the same unit standard number, then your consent to assess remains in place even if the standard has increased or decreased in level or credit.
- You can continue to use any existing assessment materials until 31 December 2023, but we recommend that you transition to the new standards and resources as soon as possible.
- Resources can be purchased from the following providers:
  - [Skills Active](#)
  - [EONZ](#)

### Important Message

Outdoor Management unit standards 31534 - 31538 were introduced in early 2019. The intention was, and still is, that these unit standards are not to be used by schools. It appears that when they were introduced, they were automatically allocated to some schools who had consent to assess for that Level 3 sub-domain. We will follow this up with NZQA.



### Waka Ama consent to assess form

A dedicated application form for the two Waka Ama unit standards 30810 and 30811 for schools and kura to use when applying for these unit standards is now [live](#). We hope this form will make the process easier, however contact us if you have any questions or need further support.



### Diving Unit Standards

Toi Mai WDC is the standard setting body for the diving unit standards. Please note, all assessment material must be pre-moderated and approved by Toi Mai, and a PADI exam is not considered a pre-approved assessment. Contact us directly if you have any queries.



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## Changes in computing domain

### Computing communication

Toi Mai has submitted a change report to NZQA requesting changes to unit standards in the computing domain- including credit changes, version updates and expiry. Here's our latest [communication](#) regarding changes to the computing domain.

New versions of these unit standards will be available on the NZQA framework in May 2022, and we'll also upload the report to the Toi Mai website as soon as it's available, [here](#).

### Important Message

If your organisation is currently using assessment material from the computing domain that has not been pre-moderated and approved for use: continue to use the material to assess and report for the remainder of 2022.

Toi Mai expects that from 1 January 2023, assessment material for the computing domain will be pre-moderated: either previously from a TITO, or through Toi Mai.

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## Hairdressing moderation and visits

### Hairdressing pre-moderation

Toi Mai is currently reviewing the beauty services sub field (including the hairdressing and salon skills domains). Further information can be found here: [Review of Hairdressing and Salon Services unit standards - Toi Mai](#)

Toi Mai requires all assessment material to have been pre moderated by HITO or Toi Mai. However, in 2022 we will not require you to submit material for the units that sit in your NZ Certificate in Hairdressing (Salon Support) Level 3 or NZ Certificate in Hairdressing Professional Stylist (Level 4) programmes if you intend to develop new assessments this year, we suggest you submit any of those listed below in the interim and submit your new material as developed.

**Note: This only applies if you intend to develop the new assessments in 2022.**

- 3442 New Zealand Certificate in Make-up and skin care (Introduction) (60 credit)
- 2201 New Zealand Certificate in Salon Skills Level 2 (60 credit)
- 2115 New Zealand Certificate in Commercial Barbering (120 credits)





Hairdressing Programmes	21941, 13466, 13467, 13468, 13469, 26231, 26232, 26233, 26430
Salon Skill programmes	21940, 28026, 28025, 21936, 21937, 21935, 21938, 28027
Barbering programmes	31946, 19805, 19806, 19808, 2886, 10646, 10648, 28018, 10645, 10650, 10647, 28017
Beauty programmes	14139, 27644, 27645, 27646, 27647, 27648, 28946



### Hairdressing, Barbering and Salon Skills - Consent and Moderation Requirements (CMR) 020

As previously communicated in January, Toi Mai will be working with NZQA to update and review our CMRs during 2022 and we will also be seeking input from industry and providers. In time, all Toi Mai's CMRs will be combined into one comprehensive CMR with an appendix for each industry.

Things have changed since the CMR020 was last reviewed in 2016 and we have had numerous enquiries regarding tutor/assessor requirements. Taking this into consideration we have released a guidance document for CMR 020 – Criterion 3 Staff selection, appraisal and development as an interim measure until the CMR can be reviewed fully. We hope that this amendment will make things clearer and easier without jeopardising quality. The amendment will be emailed to all providers and can also be found at [Communications - Toi Mai](#)



### Hairdressing provider visits April - May

In April and May 2022 we will be conducting nationwide site visits to selected providers across Te Ika- a-Maui and Te Waipounamu. Toi Mai will contact you directly if you are one of the providers selected.

Providers will not be required to conduct practical assessments on the visit, our focus will be on kōrero, building collaborative working relationships, listening to any concerns, and sharing information. We understand there are many considerations due to the challenges of COVID and we will work with you to ensure the safety and wellbeing of all. We are looking forward to meeting you and your teams.



### Arts and Entertainment



#### Event and Entertainment Technology - Performing Arts

New unit standards for Performing Arts have been published on NZQA's website: [Subfield - Performing Arts General \(nzqa.govt.nz\)](http://nzqa.govt.nz)

All schools have consent to assess for Level 1-3 unit standards, and Skills Active has graded (achieved, merit, excellence) resources free of charge. The following link will take you to the free resources: [menu \(paresources.nz\)](http://paresources.nz)



#### Event and Entertainment Technology Moderation Cluster Groups

We plan to host moderation cluster group meetings across the country for the Events & Entertainment Technology Operations unit standards during Quarter 3/ Q3. An industry expert who all also teaches and assesses these unit standards will be present.

Schools that attend an events will not be required to submit postal moderation. Please contact us if you would be interested in attending or hosting one of these E&ET moderation cluster meetings.

#### Events and Entertainment Technology Operations:

10353	26689	27700	27704	31140	26688
26686	26690	27701	28005	32380	27699
26687	26691	27702	31138	31139	27703



Luke Norris in a View from the Bridge at Wyndham's Theatre.  
Matt Humphrey / Curtain Call 2015. [Link here.](#)





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## Reviews and updates



### Qualification and unit standard reviews and developments

Please check the [Reviews and developments - Toi Mai](#) page on our website for regular updates about qualifications or standards being developed or updated, and for your opportunity to take part in these projects. We welcome your feedback at any time to: [qualifications@toimai.nz](mailto:qualifications@toimai.nz)

Advisory groups and consultation networks will be set up for each project, so please get in touch if you would like to be involved in any way.

#### ***The following projects are underway in 2022:***

- Hairdressing and Salon skills unit standard review (Began in 2021 with HITO)
- 3x Make-up qualification review
- 2x Proposed new IT qualifications
- Computing unit standard review – expected to be completed by May 2022
- Radio and Journalism qualifications and standards
- 2x Screen Production qualifications
- Performing Arts qualifications
- Exercise qualifications and standards – including US 505 and potential new micro-credentials
- NZC in Entertainment and Event Operations L3 and 3x unit standards

#### ***The following review projects will commence later in 2022:***

- Sport, Recreation and Exercise qualifications L4-6 (Multi-skilled)
- DJ and Electronic Music Production, Audio Engineering and Production qualifications
- Te Ao Tūroa unit standards
- Parks & Reserves standards and Conservation qualifications
- NZC in Cybersecurity L6
- Museums unit standards
- Windsurfing unit standards
- Outdoor First Aid unit standard
- Sport Officiating and Coaching qualifications and standards
- Community Recreation qualifications and standards



### List of unit standards suitable for schools

Toi Mai is pleased to share with schools a catalogue that includes valuable information regarding the industries within our coverage, relevant updates, and unit standards that we have selected as suitable for assessment in schools. We've also included information and links for consent to assess and pre-moderation processes. Please find the list [here](#).

We'll update the catalogue as, and when, new information is available, so make sure you have the latest version! We're here to support schools and work with you as you support your learners. Please don't hesitate to reach out if you have any queries.



### Consent to Assess

Any organisation wishing to deliver, assess and report any Toi Mai unit standards must apply for a letter of support from us before submitting their application to NZQA. Please find the CTA application form [here](#). Note that CTA applications can take up to 20 working days and if a site visit is required additional time will be required, so please factor this into any planning. It's important to ensure you provide all the evidence stated on the form so there are few delays in reviewing your application.

Please remember that it is the responsibility of your organisation to ensure all those assessing the units standards are meeting the CMR (Consent and Moderation Requirements) requirements.

Please contact us at [Moderation@toimai.nz](mailto:Moderation@toimai.nz) if you have any questions.



### Programme Support – soon to become Programme Endorsement

The Minister of Education has recently approved a Gazette notice that will formalise the role of Workforce Development Councils like Toi Mai in endorsing all new programmes with a vocational education outcome which lead to qualifications from Levels 1-7.

We will provide further information to all providers about this change in the next month, but just a reminder to contact us early in your programme development process so we can be aware of your plans and provide any advice we have available.

If you have any questions about Programme Support (soon to be called Programme Endorsement), contact us at: [programmes@toimai.nz](mailto:programmes@toimai.nz)



# Toi Mai WDC Te Toa Takitini

## Quality News



### Charges

Just a reminder that Toi Mai WDC is not charging for pre moderation, post-moderation, programme support, consent to assess and site visits.



### Service level agreements

We have uploaded onto our websites our service level agreements which outlines expected time frames for post moderation, pre-moderation, consent to assess and programme support. Please factor these time frames into your planning. The service level agreement can be found [here](#).



**– Toi Mai Quality Assurance –**  
**Ehara taku toa I te toa**  
**takitahi, ēngari te toa takitini**  
*Success is not the work of one*  
*but the work of many*

