

Te Toa Takitini

Quality Assurance - QA Pānui Quarter 2, May 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!



TOI MAI

Workforce
Development
Council

Kia ora koutou,

We hope you and your whānau enjoyed their Easter break and had plenty of chocolate and other treats. It has been a busy first quarter for the Quality Assurance team and we have made many achievements, a few that will be mentioned in the newsletter. We look forward to working with you in quarter 2.

The Quality Assurance team along with a few other Toi Mai kaimahi recently visited the He Tohu exhibition at the National Library in Te-Whanganui-a-Tara to view Te Tiriti o Waitangi, He Whakaputanga (Declaration of Independence of the United Tribes of New Zealand 1835) and the 1893 Women's Suffrage Petition. This was important for our professional development and learning more about how we can commit to Te Tiriti in our mahi and everyday lives. "Whāia te iti kahurangi ki te tūohu koe me he maunga teitei" this whakataukī translates to "seek the treasure you value most dearly: if you bow your head, let it be to a lofty mountain". Aim high or for what is truly valuable, be persistent and not let obstacles stop you from reaching your goal. This relates to our continuous growth to integrate Tiriti-based responsibilities into our daily work and provide support and improve outcomes for underserved learners.



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Meet the team

Heather Day

Te Ringa Hāngai | Quality Assurance Specialist



Heather joined Toi Mai in January 2022, with a background in university administration and academic approvals. “The experienced and supportive Quality Assurance team has helped me to learn so much since joining Toi Mai, it’s a privilege to work alongside them! I’ve gained an appreciation of the importance of vocational education and training and the support we can give to schools and providers. I aim to be friendly, approachable, and collaborative and always have the needs and aspirations of ākonga in mind in all the work I do.”

Outside of work, Heather is always busy cooking with her family, making patchwork quilts, and doing embroidery. When that’s not happening, she’s usually walking her dog.

Moderation Plan 2023: Post-moderation

At Toi Mai we request schools and providers to send us assessment samples for post-moderation once per year. For most schools and providers, this is alphabetical. Below are the post-moderation request dates for 2023. Quarter 2 and the upcoming quarter 3 dates have been highlighted in bold for your information. You can find the list of unit standards we will be requesting on page 3 of our moderation plan at [National External Moderation Plan](#). **Please note that we will only request one or two unit standards from schools, not the whole list.** If you are unable to locate material for a requested unit standard, please get in touch with us at moderation@toimai.nz

We are here to help and are happy to provide support.

PLANNED POST MODERATION FOR 2023		
Quarter/provider	Kura/School & Provider submission timing	Comments
Q1	A-G	Requested 13/02/2023
Te Pūkenga	N/A	Requested 13/02/2023
Work-based Learning providers	N/A	Requested 13/02/2023
Q2	H-M	Requested 15/05/2023
Q3	N-S	To be requested 07/08/2023
Q4	T-Z	To be requested 02/10/2023

Performing Arts unit standards – access to older versions

Following the most recent review of the Entertainment and Event Technology and Operations (E&E Tech) unit standards in Performing Arts, NZQA responded to feedback by extending the last date of assessment for unit standards 26687, 27703, and 28007. As NZQA list the *current version of a unit standard*, we have added links and further information on our website at [Communications for schools and providers - Toi Mai](#) for the following unit standards you may be delivering in previous versions (also linked below):

[US 26687v4](#), [US 26687v5](#), [US 26687v6](#), [US 27703v4](#), [US 27703v5](#), [US 27703v6](#), [US 28007v4](#), [US 28007v5](#)



Online Provider Portal

On the 8th of March all moderation contacts and providers were sent the following communication: [Introducing Aka Pārongo](#), our new provider portal (one of our many achievements!)

Introducing Aka Pārongo

Our new provider portal for submitting moderation samples

Kia ora koutou

We are excited to announce the upcoming launch of our online Provider Portal, Aka Pārongo, for submitting post-assessment moderations to Workforce Development Councils (WDCs). This new system is a collaboration between the six WDCs. It is designed to provide you with a more user-friendly, efficient, and secure way of submitting your moderation files.

Instead of using post or email, the Provider Portal will integrate seamlessly with our systems, giving you more control and flexibility to upload your submissions in real-time. Our quality assurance teams have worked hard to develop this new system with your needs in mind, and it will simplify the post-assessment moderation process for you.

The new system will launch in April, so stay tuned for more information on how to access it. We're confident that this new platform will simplify how you submit moderation files and provide you with an effortless and efficient experience.

We look forward to your continued support and partnership.

Ngā mihi

Ohu Ahumahi



All schools and providers are scheduled to receive an email providing steps to register for the online provider portal. This will include a video showing step by step how to register for online submission of assessment material for post moderation. The video can also be found here: [Provider portal - YouTube](#)

You will be able to select hard copy submission of assessments, but we encourage you to scan and send your assessments online.

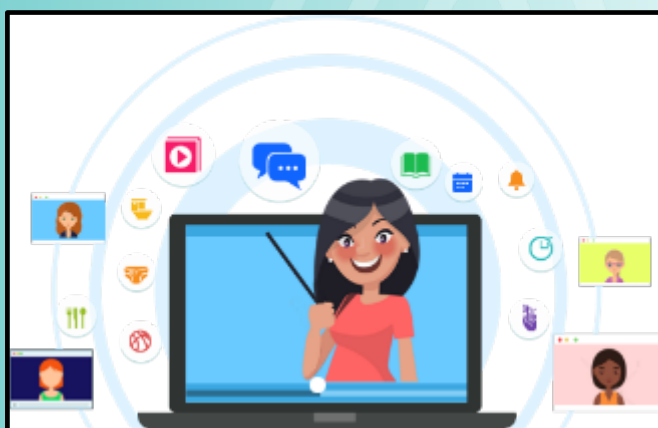
If you have any issues accessing or completing the provider portal registration, please contact portalsupport@wdc.nz

Quality Assurance 101 Webinar

On 28 April and 5 May 2023, we held our first Quality Assurance 101 webinars for schools. We received an overwhelming (and unexpected!) 102 registrations in response to the invitations. The first webinar had a total of 22 full attendees, which was great to see, and the second webinar, a total of 25 attendees.

The webinars introduced Toi Mai, the Quality Assurance team, and walked through key quality assurance processes: how to complete the forms and what our expectations are for supporting documentation. In the pre-moderation section, a brief example of how to interpret a unit standard into a learner assessment and assessor guide is also included.

We consistently messaged throughout the session that we are here to support, and providers should contact us with any questions about quality assurance processes. Attendees were given the opportunity to ask questions regarding any of the topics in the session. We intend to hold quarterly QA101 webinars and continue to build on engaging with and supporting schools and providers.



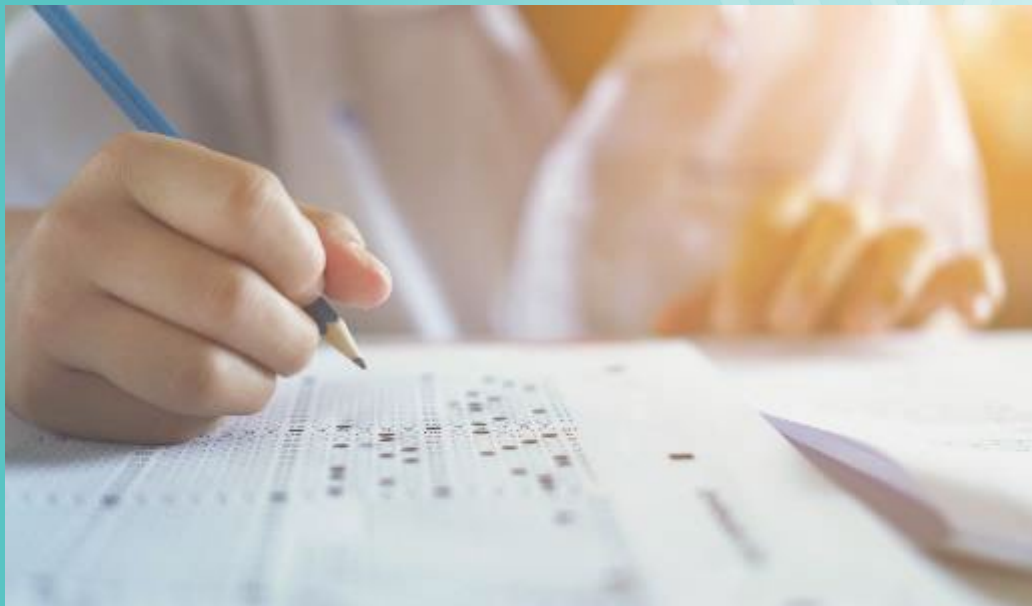
Feedback received as at 8 May showed, so far, a 4.75 rating (out of 5) for satisfaction with the webinar, and feedback included 'Thanks for providing this information in an accessible way'.

Creating assessment material guide for schools

We're in the process of developing an assessment writing guide for schools. We understand the challenges faced with creating assessment material and ensuring it's fit for purpose and assessing what it needs to.

That is why we have decided to come up with a guidance document with easy-to-follow steps to how you can create assessment material and ensure it comes back to you with an 'approved' after you send it through to us for pre-moderation.

In the guide we'll outline tips and tricks and key points to look out for when interpreting a unit standard in assessment material. This will hopefully make creating assessment material feel less daunting. The guide will be uploaded onto our website and will contain exemplars for different assessment methods. We will update you with more information closer to the time of release. In the interim if you are busy developing assessments and have questions, please contact us.



Provider Quality Assurance Visits

In 2022 the Quality Assurance team visited a number of providers; each visit was a success and we enjoyed making connections to by getting out of the office and meeting our stakeholders in person. Over the next few months, the Quality Assurance team is again getting out and about and visiting providers. We feel that there is value in meeting kanohi ki te kanohi (face-to-face) and having a good kōrero about how providers quality assure themselves and understanding their moderation processes.



We also believe that looking at some providers holistically may be more valuable than post-moderation at unit standard level. These visits will be supportive and give providers an opportunity to showcase their mahi in the quality assurance space. Thank you to those providers who have already agreed to visits and we are looking



forward to seeing you soon. If your organisation would like to host a visit, please contact us at moderation@toimai.nz

National External Moderation (NEM)

Toi Mai - National External Moderation – we need you!

All Workforce Development Councils engage in National External Moderation (NEM) with NZQA each year. The Toi Mai QA team is currently finalising the self-assessment report as we speak!

Toi Mai provides qualitative and quantitative evidence to NZQA of our quality assurance processes. We evidence our consent to assess, post and pre moderation activity for the previous year and provide exemplars to support our decisions and processes, and to show how the integrity of our unit standards and qualifications are being maintained.

This is where you come in!

In 2022 alone, we processed **82** consent to assess applications, **418** pre-moderation applications, and **2,500** assessment samples for post moderation. We have robust processing systems and clear [Service Level Agreements \(SLA\)](#) outlining the timeframes for completion for QA processes, so that we can capture the quantitative evidence accurately, and show that are meeting our SLAs.

We're here to help but we also have, as you can see, a huge volume of work to process! This is not including the other quality assurance projects we are involved in.

So, it really helps the QA team if you let us know when there are issues meeting submission deadlines for post assessment samples, or pre-moderation resubmissions, or if we ask for additional information for consent to assess applications that you're unclear on.

Remember, keep us informed and we'll do our best to find solutions that work for everyone.

Consent to Assess

It is vital to check that you hold consent to assess (CTA) for unit standards before carrying out any assessment practice. We have had several instances where schools have purchased assessment resources, delivered learning and assessment and realised that they're unable to report credits due to not having consent to assess.



This puts the students at risk of not receiving their credits after completing their assessments. For some standards, there is also a health and safety risk to staff and students. If the school has not been through a robust consent to assess application process, which would have reviewed staff qualifications and experience, health and safety policies and procedures and access to/maintenance of equipment and facilities, there could be serious consequences. We are urging schools to check their CTA scope before purchasing material and before delivering learning and assessment. Please contact us or your NZQA relationship manager if you are unsure.

We outlined in our previous newsletter ([Quarter 1 2023](#)) how to check whether you have consent to assess. If you are unable to locate this or did not receive this newsletter, please let us know and we can go through this process with you with step-by-step instructions, it'll only take a few minutes.

Qualifications and standards update

Open for consultation

These qualifications and standards projects are currently open for consultation:

- [Creative Writing qualifications](#)
- [Performing Arts qualifications](#)
- [Waka Ama unit standards](#)

We'd like to hear from as many people as possible on the above projects, including industry, learners and providers. For further information on these or any of our other current reviews and developments, to provide feedback, or to be involved in advisory groups, please check the reviews and developments page on our website (<https://www.toimai.nz/reviews-and-developments/>), or email qualifications@toimai.nz

Also, in the early stages are a review of Outdoor First Aid unit standard 424 and Journalism and Radio standards. If you have feedback to inform either (or both) of these reviews, please contact us at qualifications@toimai.nz. We are holding an **information session for the review of Journalism and Radio standards**, with a focus on the use of these standards in secondary schools, on Thursday 25 May from 3:30-4:30pm. The purpose of this session is to discuss these standards and how they are, or could be, used in a school context. It will also be an opportunity to learn more about the review and how to participate. If you are interested in attending, please add the meeting to your diary and use this link to join: [click here to join the meeting](#)

With NZQA for final approval

The following review project is with NZQA for final checking before listing:

- Hairdressing and Salon Skills unit standards

Recently approved by NZQA

The following changes have recently been approved by NZQA:

- Radio and Communications Media qualifications
 - The New Zealand Certificate in Content Creation (Level 4) [Ref: 4789] replacing the New Zealand Certificate in Communications Media (Level 4) [Ref: 3206]
 - The New Zealand Diploma in Content Creation (Level 5) [Ref: 4790] replacing the New Zealand Diploma in Radio Broadcasting (Level 5) [Ref: 3210]
 - Expiring the New Zealand Diploma in Radio Broadcasting (Level 6) [Ref: 3211]
- Journalism qualifications
 - Expiring the New Zealand Certificate in Journalism (Level 4) [Ref: 1871]
 - Version 2 of the New Zealand Diploma in Journalism (Level 5) [Ref: 3208]
 - Expiring the New Zealand Diploma in Journalism (Level 6) [Ref: 3209]

- Group Exercise qualifications
 - Version 2 of the New Zealand Certificate in Freestyle Group Exercise (Level 4) [Ref: 3565]
 - Version 2 of the New Zealand Certificate in Pre-designed Exercise Instruction (Level 3) [Ref: 3566]
 - Version 2 of the New Zealand Certificate in Pre-choreographed Group Exercise (Level 3) [Ref: 3582]
- DJ and Electronic Music Production & Audio Engineering and Production qualifications

Looking for information on a specific topic?

Click below to read previous editions of our quarterly newsletters:

- Te Toa Takitini – [January 2022](#)
- Te Toa Takitini – [May 2022](#)
- Te Toa Takitini – [August 2022](#)
- Te Toa Takitini – [November 2022](#)
- Te Toa Takitini – [February 2023](#)

Or visit our website:

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

Or contact us:

- Email: moderation@toimai.nz
- Telephone: 04 909 0316
- Mail: PO Box 445, Wellington 6022.

Ngā Ringa o Toi Mai – the Toi Mai Quality Assurance team is here to support you.