

CONSENT TO ASSESS

And

Memorandums of Understanding (MoU)

When do you need a MoU?

Schools and providers apply to Toi Mai for consent to assess support for unit standards they wish to deliver, assess and report through to NZQA for their ākonga.

Occasionally, when applying for consent to assess, you intend to engage with an external provider to deliver and/or assess the unit standards on your behalf. The unit standard(s) are then reported to NZQA by you, the consent to assess holder. This could be because your school does not have the required equipment, facilities or qualified assessing staff.

This arrangement requires a formal agreement between the consent to assess holder and the provider delivering and/or assessing the unit standards on your behalf. The establishment of this agreement is the responsibility of the consent to assess holder.

- **If this situation applies to you, your CTA application must include a draft MoU for Toi Mai review.**

Why do you need a MoU?

The purpose of a MoU document is to document the responsibilities and accountabilities that both parties have agreed to.

When developing a MoU, it's important to consider and include the following:

- Including process for enrolment, delivery, assessment and reporting responsibilities
- What assessment material will be used?
 - *Has the material been pre-moderated and approved by the standard setting body?*
- As the consent to assess holder, you are responsible for the retention of all assessment material and records regarding your ākonga.
 - *What will the process be?*
- Health and safety protocols during delivery and assessment are clearly established and documented
- How often with the MoU be reviewed?
 - *we recommend yearly to ensure health and safety, agreed processes are up-to-date*
- **Schools only:** ensure you have an up-to-date EOTC Safety Management Plan - [EOTC Guidelines / EOTC home / EOTC - Education Outside The Classroom \(tki.org.nz\)](#)

Please see checklist on page 2 to help develop your MoU

Suitable unit standards for schools

Even if you are using an external provider to deliver and assess unit standards, it's important to understand if the criteria and requirements of the unit standard are appropriate for your ākonga. The following document includes all Toi Mai unit standards that are suitable for delivery and assessment through schools - [US-suitable-for-schools-v3-Feb-2023.pdf \(toimai.nz\)](#)

Memorandum of understanding - checklist

Please feel free to use the following checklist to develop your MoU.

- We recommend MoUs are updated on a yearly basis, to ensure that health and safety requirements, and changes to delivery and assessment are kept up to date
- Toi Mai will request a copy of the latest MoU as part of post-assessment moderation requests
- The MoU should clearly state the responsibilities and accountabilities of each of the parties engaged in the agreement
- Inclusion of space for names, signatures and dates for both parties

CHECKLIST FOR MEMORANDUM OF UNDERSTANDING
Names of the parties to the agreement
Specific standards being assessed (number, title, version)
Ensure you have consent to assess for the standards being assessed
Who manages the quality assurance systems
Who is responsible for on-going monitoring of delivery and assessment
Processes for delivery, assessment, reporting, appeals, and late processing
What are your internal moderation processes
Include any external moderation arrangements
Who is responsible for the suitability of candidate entries
Who reports results or other information to NZQA
Who looks after administration such as student enrolment, student welfare, progress etc
Agreement about financial arrangements and provision of resources (physical and human)
Method of resolving any differences which might arise between the two parties
Means by which students are protected should the arrangement terminate
Control of assessment material – ensuring assessment material has been pre-moderated and approved by Toi Mai and being used in assessment by other parties
Confirmation that delivery and assessment is only conducted by qualified industry assessors
Health and safety responsibilities of both parties
Financial arrangements

NZQA – Guidance Information

The following is summarised guidance information available on the NZQA website regarding consent to assess and MoUs. Please contact NZQA representative directly if you have any queries, and to check the suitability of your arrangements.

NZQA – memorandum of understanding

The attached link to NZQA is a draft template for a Memorandum of Understanding (MOU) that could be used between a **school and another provider/school that also has consent to assess**. This arrangement can be used when schools engage with another school to provide delivery and assessment for particular unit standards. The document is a guide only. [Memorandum-of-Understanding-Guide.doc \(live.com\)](#)

NZQA - Subcontracting arrangements

This arrangement is managed through NZQA and applies when a school/provider (the consent to assess holder) plans to have unit standards delivered and assessed by a **provider that does not have consent to assess** for the unit standards (sub-contractor). The unit standards are then reported by the consent to assess holder. [Subcontracting \(Third Party Consent\) » NZQA](#)

- ***Toi Mai still requires a draft MoU as part of your CTA application, even if NZQA requires a sub-contracting arrangement***
- ***Please contact your NZQA representative directly to check for any additional NZQA requirements, once you have received your Toi Mai CTA support letter***

If you have any queries regarding your consent to assess application, please contact us on moderation@toimai.nz