

## ***Tēnā koutou katoa***

*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 standards. We strive to ensure that the standard is the same across the country, and that it meets the needs and requirements of our vibrant industries.*

**Moderation will be requested for assessments reported in 2023**

## **Standard selection**

- We will be moderating the ‘Assessing Organisation’ (if another organisation assessed for you, we will be moderating them, even though you may have reported the actual standards to NZQA).
- When selecting standards for moderation, consideration is given to high-usage, high-risk and new standards, and coverage of domains.
- We have initially selected 201 standards to be moderated in 2024.
- Moderation sample requests will usually range from one to six standards, depending on the assessing/reporting activity.
- Some organisations may be required to submit a larger number of standards – this could be due to the following:
  - High-volume reporting
  - Recent consent to assess applications
  - Actions plans
  - Non-compliances
  - Poor moderation history.

## **Process**

### **1) Notification via email**

An email will be sent to the moderation contact (providers) and Principal Nominee (schools), identifying the standard samples to be submitted for moderation.

- **See page 2 for the moderation schedule and page 3 for selected standards.**

### **2) Number of assessment samples**

We request a maximum of three samples for each standard requested (if you have reported less, we will note this on the request). Where possible we would like to see a mix of competent, not yet competent, and borderline assessments.

### **3) Assessment material that must be included**

A **post-moderation coversheet** and **assessor guide/marking schedule** (that includes judgement statements and model answers) **must be submitted** with the assessment samples.

The post-moderation coversheet asks you to identify the pre-moderation status of your assessment material,

as all material must be pre-moderated and approved by Toi Mai or one of the former Industry Training Organisations, prior to use in assessment.

- Post-moderation coversheet: [Post-assessment-moderation-coversheet-Toi-Mai-2.pdf \(toimai.nz\)](#)

#### 4) Upload to Aka Pārongo (the provider portal) with post-moderation coversheet

Complete the post-moderation coversheet and submit into Aka Pārongo (the provider portal), with the assessor guide/marketing schedule and your assessment samples. If you are unable to submit through the portal, **you must still log in and update your submission status** and identify how the material will be submitted. The link to the portal will be in the moderation call-out email sent to the relevant moderation contact and principal nominee on our database.

- Aka Pārongo (portal) queries – please contact [portalsupport@wdc.nz](mailto:portalsupport@wdc.nz)

## Moderation Schedule

### Kura/School and Provider Moderation

Moderation from schools and providers will be called in alphabetical order, e.g. if your organisation name starts with A, you will be moderated during Quarter 1. Moderation will be called in as follows:

Kura/School & Provider Moderation submission timing			
Jan–Mar Q1	Apr–Jun Q2	Jul–Sep Q3	Oct–Dec Q4
A–G	H–M	N–S	T–Z
When you will receive your request			
12 Feb 2024	13 May 2024	12 Aug 2024	30 Sept 2024
When your post-moderation submission is due by			
18 Mar 2024	17 June 2024	16 Sept 2024	28 Oct 2024

### Kura/School moderation forums and cluster group meetings

We are looking to host forums/meetings during the third quarter of 2024. We are still identifying where these could be most useful, and it is something that we would like to do more of in the future. Schools that attend one of these events will then not be required to submit postal moderation.

### Work Based Learning Organisations (WBL)

Work Based Learning Organisations (former ITOs/TITOs) and polytechnics typically report higher volumes of standards. To ensure that all domains are covered over a five-year moderation cycle, we are obligated to request a higher volume of moderation. This means we may request more standards for post-moderation and may require more than the standard three samples per standard.

WBL moderation will be managed as follows:

WBL moderation requests and submission timing	
Moderation requests to go out during Quarter 1 (2024)	Moderation due by 30 Aug 2024

Please note that as we are sending out the first notification in February, you are welcome to submit your moderation at any time before the due date.

## Standards to be moderated

**Remember: We are requesting assessment samples reported in 2023**

Some organisations contacted us previously querying if they will be moderated on every standard listed below that they have reported. Please note that this is **not** the case. We will select specific standard(s) for each organisation.

Standards to be moderated in 2024									
424	1626	10646	20157	25659	28018	29783	30675	31387	32835
425	1660	10648	20159	25794	28019	29784	30685	31388	32840
426	2866	10650	20210	25805	28391	29785	30688	31534	32841
427	2869	12313	20429	25981	28401	29786	30689	31675	32842
428	2879	14139	20542	26237	28404	29788	30810	31677	32843
430	2880	15726	20545	26246	28438	29790	30811	31678	32844
431	2886	18734	20546	26249	28511	29792	30932	31708	32845
438	4415	18739	20673	26554	28516	29794	30933	31711	32847
444	4573	18740	20818	26686	28839	29796	30934	31712	32848
448	4592	18743	21414	26687	28845	29810	30935	31946	32849
457	4864	18758	21794	26689	28946	30126	30938	32366	32850
459	5479	19428	21935	26691	29769	30445	30943	32367	32853
467	5946	20046	21938	27299	29770	30447	31138	32368	
468	5968	20121	21940	27644	29771	30636	31139	32369	
470	6571	20133	21941	27646	29772	30639	31140	32370	
473	6896	20135	22264	27702	29773	30640	31144	32371	
476	7497	20137	22768	27703	29774	30654	31146	32373	
485	8567	20138	22771	27704	29776	30656	31147	32374	
489	10308	20149	24663	27715	29778	30662	31148	32375	
505	10353	20150	25077	28005	29781	30663	31384	32380	
1618	10645	20152	25439	28007	29782	30664	31386	32834	

## Get in touch

The Toi Mai WDC quality assurance team are here to support you. We also welcome and encourage feedback on the National External Moderation Plan, so please get in touch.

- Aka Pārongo (portal) queries – please contact [portalsupport@wdc.nz](mailto:portalsupport@wdc.nz)
- Moderation queries – please contact [moderation@toimai.nz](mailto:moderation@toimai.nz)
- Email address for non-portal submissions: [moderation@toimai.nz](mailto:moderation@toimai.nz)
- Physical address for submission:  
Quality Assurance, c/o Toi Mai, Tower A, 49 Tory Street, Te Aro, Wellington 6011
- Hard copies of assessment material will be returned via courier to the street address included on the post-moderation coversheet.



- 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*

