

## **Guidelines for Schools**

These guidelines are an addendum to appendix 9 of CMR0099 and are designed to support CMR 0099 requirements for schools. Please note that unit standards in Base Scope for Schools (BSAS) do not require consent to assess approval from Toi Mai and are therefore not included in this appendix.

Please contact Toi Mai for more information and advice about the development of consent to assess applications:

### **Contact**

Toi Mai Workforce Development Council  
PO Box 445  
Wellington 6140  
Email [moderation@toimai.nz](mailto:moderation@toimai.nz)  
Website [toimai.nz](http://toimai.nz)

Consent to assess applications from schools for the following unit standards will be supported, based on the understanding that schools operate with a Quality Management System (QMS) document that addresses the requirements in Appendix 1 of the Consent to Assess (CAAS) rules on NZQA's website at [Consent to Assess :: NZQA](#). NZQA has guidelines to assist schools at [Guide to Requirements for Consent to Assess for schools :: NZQA](#).

### **Delivery and/or assessment through external provider**

Note: if a school intends to engage an external provider to deliver and/or assess unit standards on their behalf, the school must hold consent to assess the relevant unit standards.

A formal agreement, usually a memorandum of understanding (MoU), must also be in place between the school and external provider documenting the responsibilities of each party. This is arranged by the school and must include the consent to assess application. Please see [Consent to assess - Toi Mai](#) for further guidance.

The CTA holder is responsible for ensuring assessment material has been pre-moderated and approved prior to use in assessment.

All schools must meet the requirements of CMR 0099.

### **Standards suitable for schools - Risk Levels**

Unit standards in this appendix have been reviewed and selected by Toi Mai as suitable and appropriate for assessment in schools. The list of unit standards is ordered by subfield and is "risk-based," to facilitate meeting consent to assess requirements for low-risk unit standards and clarify requirements for medium and high-risk unit standards. The level of risk has been determined by Toi Mai, this will be reviewed, and updated as appropriate.

## Risk Rating

The risk rating table provides a guideline for schools on the suitability of unit standards as well as any additional requirements based on the risk level of the unit standard. The risk rating is however considered alongside moderation and compliance history, and Toi Mai may therefore request additional information, request a site visit, or decline support for unit standards, as necessary.

Risk	Assessment conditions	Health and Safety	Site visit	Additional evidence
Low risk	Theory only	No health and/or safety risk	Not required	Not required
Medium risk	Theory/ practical	Low to medium risk for practical tasks	May be required, dependent on CTA volume requested and current moderation history	May request: <ul style="list-style-type: none"> <li>• Equipment and maintenance plan,</li> <li>• Assessor CVs outlining relevant experience</li> <li>• Health and Safety policies and processes relevant to delivery, including Safety Action Plans (SAPs)</li> <li>• Any MoU agreements (in draft if necessary) relating to delivery and/or assessment.</li> </ul>
High risk	Practical	Medium to high risk for practical tasks	Site visits are arranged at Toi Mai's discretion	Required: <ul style="list-style-type: none"> <li>• Current equipment and maintenance plan,</li> <li>• Assessor CVs outlining relevant experience</li> <li>• Any change of staff must be advised</li> <li>• Health and Safety policies and processes relevant to delivery, including Safety Action Plans (SAPs)</li> <li>• Any MoU agreements (in draft if necessary) relating to delivery and/or assessment.</li> </ul>

## Low risk unit standards

Risk	Assessment conditions	Health and safety	Site visit	Additional evidence
Low risk	Theory only	No health and/or safety risk	Not required	Not required

### Recreation and Sport subfield

Domain	US	Description	Current version	Level	Credit
Coaching and Instruction	25805	Demonstrate knowledge of individual and group characteristics and needs for coaching participants in sport	4	3	3
Coaching and Instruction	31675	Demonstrate knowledge of the role and responsibilities of a coach, and of coaching beginner-level sport participants	1	3	7
Coaching and Instruction	31678	Review coaching of beginner-level participants through skill development activities for a selected sport	1	3	4
Coaching and Instruction	31679	Demonstrate knowledge of participant welfare and wellbeing in a sports environment	1	3	6
Core Skills	18763	Describe the process of community development as a participant	3	2	3
Core Skills	21649	Demonstrate knowledge of basic anatomy to the performance of a complex sport skill	3	2	3
Core Skills	27299	Describe benefits of participation in recreation in the local community	1	2	2
Core Skills	6896	Demonstrate knowledge of recreation	6	3	3
Core Skills	20673	Demonstrate knowledge of injuries, injury prevention and risks and hazards associated with sport or recreation	4	3	5
Core Skills	28511	Describe, manage, and evaluate personal health and wellbeing to participate in a specific recreation activity	2	3	5
Core Skills	31384	Demonstrate knowledge of the industry and rules for a selected sport	1	3	5
Programmes and Events	4864	Demonstrate knowledge of recreation needs of target groups	7	3	4
Sport Officiating	27629	Demonstrate knowledge of pre-competition preparations for umpiring or officiating at a beginner level	2	2	2
Sport Officiating	21644	Review personal performance as an official of a sports event	4	3	3
Sport Officiating	31385	Demonstrate knowledge of communication and people management as an official in sports	1	3	6
Sport Officiating	31386	Demonstrate knowledge of the role and responsibilities of sports officials	1	3	5
Sport Officiating	31387	Describe the application of rules and strategies for officiating at sports events for a selected sport	1	3	7

## Exercise and Fitness subfields

Domain	US	Description	Current version	Level	Credit
Fitness Education	505	Manage personal physical fitness with guidance	6	1	3
Fitness Assessment and Exercise Instruction	30935	Develop and implement an exercise plan for personal physical fitness	1	3	5
Human Anatomy, Physiology and Nutrition	6571	Demonstrate knowledge of micro and macro nutrients and nutritional imbalances	6	3	5
Human Anatomy, Physiology and Nutrition	30447	Demonstrate basic knowledge of anatomical structures and physiological responses to exercise	2	3	5
Human Anatomy, Physiology and Nutrition	30636	Demonstrate knowledge of the human body and its movement during exercise and stretching	1	3	7

## Outdoor Recreation subfield

Domain	US	Description	Current version	Level	Credit
Mountain Biking	20138	Set up and undertake basic maintenance of a mountain or cycle touring bike for outdoor recreation	2	2	2
Outdoor Equipment	4573	Communicate in the outdoors using two-way radio	7	2	2
Outdoor Equipment	22015	Design and construct clothing or equipment for use in the outdoors	2	2	2
Outdoor Management	32836	Demonstrate knowledge of weather patterns, survival skills and navigation in the outdoors	1	3	3
Outdoor Management	32844	Apply knowledge of group processes and evaluate personal contribution to group performance in an outdoor activity	1	3	3
Outdoor Management	31534	Demonstrate knowledge of and assist in pre-activity planning of an outdoor activity	1	3	6
Weather Interpretation in the Outdoors	20159	Demonstrate knowledge of weather information for an outdoor activity	3	2	2
Weather Interpretation in the Outdoors	32876	Demonstrate knowledge of weather processes and weather conditions for outdoor recreation in New Zealand	1	3	3

## Ngā Mahi ā te Rēhia subfield

Schools must meet the requirements of CMR 0099, *including the requirements specified in Appendix 4 relating to Te Ao Māori knowledge and experience.*

Domain	US	Description	Current version	Level	Credit
Te Ao Tūroa	32847	Demonstrate and apply knowledge of basic concepts of kaitiakitanga for outdoor recreation	1	2	2
Te Ao Tūroa	28510	Demonstrate knowledge of and operate under a framework of kaitiakitanga in outdoor recreation	2	3	5

### Equine subfield

Domain	US	Description	Current version	Level	Credit
Equine Training	1626	Describe the benefits of lunging and lunge a horse for training	6	3	4

## Medium risk unit standards

Assessment conditions	Health and Safety	Site visit	Additional evidence
Theory/practical	<ul style="list-style-type: none"> <li>Low to medium risk for practical tasks</li> </ul>	May be required, dependant on CTA volume requested, current CTA, moderation history	May request: <ul style="list-style-type: none"> <li>Equipment and maintenance plan,</li> <li>Assessor CVs outlining relevant experience</li> <li>Health and Safety policies and processes relevant to delivery, including Safety Action Plans (SAPs)</li> <li>Any MoU agreements (in draft if necessary) relating to delivery and/or assessment.</li> </ul>

### Recreation and Sport subfield

Domain	US	Description	Current version	Level	Credit
Coaching and Instruction	22768	Conduct and review a beginner level coaching session	3	2	4
Coaching and Instruction	22771	Plan beginner-level coaching sessions for sport participants	3	3	6
Coaching and Instruction	31677	Coach beginner-level participants through skill development activities for a selected sport	1	3	4
Programmes and Events	21414	Plan and run a recreation activity	3	3	4
Sport Officiating	31388	Carry out pre-event preparation and apply the rules of the sport while officiating sports events	1	3	10

### Exercise and Fitness subfield

Domain	US	Description	Current version	Level	Credit
Exercise Prescription	21794	Demonstrate, instruct, and monitor static stretching	1	2	3
Fitness Assessment and Exercise Instruction	30933	Demonstrate exercise and stretching techniques	1	3	5

## Outdoor Experiences subfield

Domain	US	Description	Current version	Level	Credit
Alpine	438	Demonstrate basic movement skills and build a snow shelter on low-angled mountain terrain	7	2	2
Canoeing - Kayaking	20818	Demonstrate paddling a craft on flat water	2	1	2
Canoeing - Kayaking	32848	Demonstrate paddling skills on moving water	1	2	2
Caving	448	Participate in introductory caving	7	1	2
High Wires and High Ropes	470	Participate in low ropes course activities	6	1	1
Mountain Biking	20137	Demonstrate mountain biking on grade 1 terrain	2	1	2
Mountain Biking	457	Demonstrate mountain biking skills on grade 2 terrain	7	2	2
Orienteering	5479	Complete white and yellow orienteering courses	4	1	2
Orienteering	32852	Complete orange orienteering courses	1	2	2
Orienteering	5482	Complete red orienteering or rogaine courses	5	3	2
Outdoor Experiences	28516	Prepare for, participate in, and evaluate an outdoor experience as a member of a group	2	3	15
Outdoor First Aid	424	Assess and manage an emergency care situation during an outdoor recreation activity	8	3	5
Outdoor Management	32841	Prepare for an overnight outdoor activity	1	3	3
Outdoor Management	32842	Demonstrate personal awareness and positive behaviour during a group outdoor activity	1	1	3
Outdoor Management	32845	Work with others to plan and lead school students in an outdoor activity	1	3	3
Rock Climbing	20210	Demonstrate skills for introductory rock climbing	3	1	2
Tramping	425	Participate in a day tramp	7	1	2
Tramping	426	Participate in an overnight camp	7	1	2
Tramping	26249	Demonstrate skills for an overnight tramp	2	2	2
Waka Ama	30810	Demonstrate and describe waka ama paddling and safety skills	2	2	13
Yachting	21931	Demonstrate knowledge of introductory sailing skills	2	1	2
Rock Climbing	20152	Demonstrate basic knowledge of safe abseil techniques	3	2	1
Rock Climbing	20157	Demonstrate novice rock climbing and belaying skills on Ewbank Grade 12 and above	3	2	2

## Equine subfield

Domain	US	Description	Current version	Level	Credit
Equine Training	1660	Identify, catch, and prepare a horse for exercise	6	2	5
Equitation	1618	Ride a horse for exercise	6	2	2

## Snowsport subfield

<b>Domain</b>	<b>US</b>	<b>Description</b>	<b>Current version</b>	<b>Level</b>	<b>Credit</b>
Skiing and Snowboarding	4596	Demonstrate beginner snowboard skills on green terrain at a snowsport area	6	1	2
Skiing and Snowboarding	17468	Demonstrate beginner skiing skills on green terrain at a snowsport area	4	1	2
Skiing and Snowboarding	21744	Demonstrate basic classic Nordic skiing skills	3	1	2
Skiing and Snowboarding	4601	Demonstrate beginner Nordic skiing skills on beginner Nordic terrain	7	2	3



## High Risk unit standards

Risk	Assessment conditions	Health and safety	Site visit	Additional evidence
High risk	Practical	Medium to high risk for practical tasks	Site visits are arranged at Toi Mai's discretion	Required: <ul style="list-style-type: none"> <li>• Current equipment and maintenance plan,</li> <li>• Assessor CVs outlining relevant experience</li> <li>• Any change of staff must be advised</li> <li>• Health and Safety policies and processes relevant to delivery, including Safety Action Plans (SAPs)</li> <li>• Any MoU agreements (in draft if necessary) relating to delivery and/or assessment.</li> </ul>

### Outdoor Experiences subfield

Domain	US	Description	Current version	Level	Credit
Canoeing - Kayaking	476	Roll a decked paddle craft on flat water	7	2	2
Canoeing - Kayaking	19428	Demonstrate sea kayaking skills on coastal water	3	3	2
Canoeing - Kayaking	20121	Demonstrate paddling skills on Class 2 water	2	3	2
Canoeing - Kayaking	32849	Roll a decked paddle craft on moving water	1	3	2
Caving	20133	Demonstrate basic caving skills	2	2	2
High Wires and High Ropes	473	Demonstrate safe practices for participation in high ropes course activities	7	2	1
Outdoor Experiences	428	Demonstrate tramping skills for multi-night tramping as a member of a group	9	3	15
Outdoor Management	32850	Participate in and evaluate a self-contained multi-day trip in an outdoor context	1	3	3
Rafting	485	Participate in an introductory rafting experience	8	2	3
Rock Climbing	20150	Demonstrate top rope rock climbing and belaying skills on Ewbank Grade 14 and above	4	3	2
Rock Climbing	26243	Demonstrate a managed abseil descent with secondary protection	2	3	1
Rock Climbing	20149	Lead climb on single-pitch rock routes with bolts and in-situ anchors	4	3	2
Waka Ama	30810	Demonstrate and describe waka ama paddling and safety skills	2	2	12
Mountain Biking	20817	Demonstrate mountain biking skills on grade 3 terrain	3	3	2
Tramping	427	Demonstrate crossing rivers	8	3	2

Domain	US	Description	Current version	Level	Credit
Yachting	21932	Prepare and use a sail-powered craft	2	2	2
Yachting	32853	Complete in a simple race in a sail-powered craft in winds up to 20 knots	1	3	2

### Alpine subfield

Domain	US	Description	Current version	Level	Credit
Alpine	18132	Demonstrate basic alpine skills on low-angled mountain terrain	3	3	2

### Snowsport subfield

Domain	US	Description	Current version	Level	Credit
Skiing and Snowboarding	4591	Demonstrate intermediate skiing skills on blue terrain at a snowsport area	6	2	3
Skiing and Snowboarding	4597	Demonstrate intermediate snowboard skills on blue terrain at a snowsport area	6	2	3
Skiing and Snowboarding	4592	Demonstrate advanced skiing skills on advanced terrain at a snowsport area	6	3	3
Skiing and Snowboarding	18104	Demonstrate advanced snowboard skills on advanced terrain at a snowsport area	3	3	3

### Diving subfield

Domain	US	Description	Current version	Level	Credit
Recreational	28391	Snorkel dive in open water	2	2	2