

## ***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.*

## **Standard selection**

- **Moderation will be requested for assessments reported in 2024**
- 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, new standards, and coverage of domains.
- We have initially selected 180 standards to be moderated in 2025.
- 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 2/3 for the moderation schedule and 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 submission must include**

- ***post-moderation coversheet*** - [Post-assessment-moderation-coversheet-v2-Jan-202387-1.pdf](#)

*All assessment material must be pre-moderated and approved by Toi Mai or one of the former Industry Training Organisations, prior to use in assessment. The post moderation coversheet will ask you to identify the pre-moderation status of your assessment material.*
- ***assessor guide/marking schedule*** (includes judgement statements and model answers)

#### 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) <https://akaparongo.ohuahumahi.nz>, with the assessor guide/marking 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. A 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/Schools and Providers

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			
February	May	August	October
When your post-moderation submission is due			
Within 20 working days of the date of the request being received			

### Work Based Learning Organisations (WBL) & Polytechnics

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.

**Please note:** The submission due date reflects consideration of the higher volume of moderation from WBLs and Polytechnics. Although there is a six-month timeframe for samples to be submitted, you are welcome to submit your assessment samples at any time before the due date.

WBL & Polytechnic moderation requests and submission timing	
Moderation requests to go out during Quarter 1 (2025)	Moderation due by 29 Aug 2025

### Panel moderation

Panel moderation allows Toi Mai QA specialists to review a single unit standard across a variety of stakeholders. This is an internal Toi Mai activity, to ensure consistency in assessment and moderation practices.

The two standards listed below are already included in the *2025 moderation plan*, so you will receive a moderation request letter in Q1 if you have reported either of these standards. We will provide a post-moderation report once our panel moderation activity has been completed.

**30448** – *work professionally and safely as an exercise instructor to promote health and wellbeing within an exercise facility*

**32850** – *participate in and evaluate a self-contained multi day trip in an outdoor context.*

**Any other standards that may be required for moderation will be requested separately.**

## Standards selected for moderation in 2025

**Please note:** each organisation will be called for a **selection** of unit standards from the list below.  
**Not ALL standards you reported in 2024 will be requested.**

2025 moderation selection (reported in 2024)								
424	2892	19792	25790	28007	29776	29810	31728	32847
425	4573	19793	25791	28018	29777	30232	31946	32848
426	4597	19805	25805	28026	29778	30233	32050	32849
427	5946	19808	25981	28391	29779	30446	32343	32852
470	6571	20046	26686	28401	29780	30447	32366	32853
473	7497	20150	26687	28407	29781	30634	32369	32876
505	10308	20157	26688	28438	29782	30635	32370	32940
1618	10313	20159	26690	28511	29783	30636	32372	32975
1620	10353	20554	26691	28516	29784	30637	32373	33199
1660	10645	20673	27611	28835	29785	30810	32375	33226
2755	10647	21414	27612	28836	29786	30933	32376	30448
2757	10648	21794	27613	28837	29787	30935	32377	32850
2759	10650	21936	27614	28839	29788	31388	32378	
2792	12313	21939	27644	28841	29789	31538	32379	
2866	18132	22768	27646	28848	29790	31675	32837	
2869	18734	22771	27647	28946	29791	31677	32840	
2873	18739	25076	27699	29769	29792	31678	32841	
2885	18741	25078	27702	29770	29793	31717	32842	
2886	18743	25439	27703	29771	29794	31718	32843	
2890	18758	25659	27704	29772	29795	31720	32844	
2891	19791	25789	28005	29774	29796	31727	32845	

### 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*

