

ACCREDITATION AND MODERATION ACTION PLAN

for Community Recreation, Environment, Outdoor Recreation, Snowsport, Sport, Fitness, and Diving

(version 2)

Contact

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Community and Social Services > Community Recreation

Domain	Standard IDs
Community Development	6892, 6893, 6895, 18763-18765, 26361
Parks and Recreation	20425, 20426, 20428, 20429, 20838
Recreation Facility and Resource Design and Management	5683-5687, 5692-5694, 6889, 6891, 7016-7019, 18339, 20046, 25980-25982
Recreation Management	4884, 4889, 8561-8563, 8565-8567, 13377, 25983
Recreation Programmes and Events	4863-4871, 6894, 21414, 22299-22301, 25984
Recreation Theories	6896-6909, 8974, 25079

Community and Social Services > Fitness

Domain	Standard IDs
Exercise Prescription	7025, 7030-7035, 25989-25996
Fitness Assessment and Individual Fitness Instruction	7037, 7061
Fitness Industry Education	7039, 7041

Community and Social Services > Outdoor Recreation

Domain	Standard IDs
Canoeing - Kayaking	489, 19428-19434, 20128

Sciences > Environment

Domain	Standard IDs
Ecological Management	20427, 20668

Standards from AMAP Ids 50, 58, 69, 102 and 180 will be transferred to this AMAP when next reviewed or revised.

ACCREDITATION INFORMATION (AI)

Introduction

The purpose of the Accreditation Information (AI) is to set out the nature of the accreditation process and involvement of the standard setting body (SSB) in the process, and to set out the SSB's industry or sector-specific requirements for a tertiary education organisation (TEO)¹ or school's quality systems in relation to the criteria for accreditation.

Standard Setting Body involvement in accreditation process

Levels 1 and 2	Evaluation of documentation by NZQA and industry
Levels 3 and above	Evaluation of documentation and visit by NZQA and industry

Visit waiver conditions

Skills Active Aotearoa involvement in an accreditation visit may be waived:

- where the applicant organisation is seeking to extend an existing accreditation and has a successful record of delivery and assessment
- where the level of accreditation sought combined with low risk does not warrant a visit.

Each application will be considered separately and on its own merits.

Areas of shared responsibility

Unit standards 8638 and 18138

Where accreditation is sought for unit standards 8638 and 18138 as part of an application for Snowsport training and assessment, this AMAP applies. In all other instances Tranzqual ITO AMAP 0092 applies.

Fees schedule for SSB involvement in accreditation process

The [fees schedule](#) is applicable to all applications for accreditation received by NZQA

¹ Tertiary education organisation (TEO) includes public and private tertiary education providers, industry training organisations, government training organisations, and other providers.

from 1 November 2004. However, the SSB may choose to charge lower fees for their involvement in accreditation. Contact the SSB for further information.

Additional fees can be charged by [NZQA](#), the Institutes of Technology and Polytechnics Quality (ITP Quality), and the Committee for University Academic Programmes (CUAP) for involvement in accreditation. Contact the relevant quality assurance body (QAB) for information.

General requirements for accreditation

These are the general requirements for accreditation of providers gazetted in 1993. Applicants should consult their QAB ([NZQA](#), ITP Quality, or CUAP) for details of the requirements.

Criterion 1 Development and evaluation of teaching programmes

There is a system for developing coherent teaching programmes and for their evaluation, which should include evaluation by learners/consumers.

Criterion 2 Financial, administrative and physical resources

Adequate and appropriate financial and administrative resources will be maintained to enable all necessary activities to be carried out.

Adequate, appropriate and accessible physical resources will be available for supporting students to meet the required standards.

Criterion 3 Staff selection, appraisal and development

A teaching staff with the necessary knowledge and skills will be maintained through staff selection, appraisal, and development.

Criterion 4 Student entry

There is a system for establishing and clearly publicising student entry requirements that include no unreasonable barriers.

Criterion 5 Student guidance and support systems

Students have adequate access to appropriate guidance and support systems.

Criterion 6 Off-site practical or work-based components

There are arrangements for ensuring that any off-site practical or work-based components are fully integrated into the relevant programmes.

Criterion 7 Assessment

There is a system for ensuring that assessment is fair, valid, and consistent.

Criterion 8 Reporting

There is a system for providing students with fair and regular feedback on progress and fair reporting on final achievements, with an associated appeals procedure.

There is a reliable system for archiving information on final student achievements.

Industry or sector-specific requirements for accreditation

Skills Active Aotearoa is responsible for unit standards in a range of industry sectors. These industry sectors have developed a set of standard and sector-specific accreditation requirements that meet their needs. Skills Active Aotearoa standard accreditation requirements are listed below and any sector-specific accreditation requirements are set out in the appendices attached to this AMAP.

- Appendix 1 Community Recreation Sector Accreditation Requirements
- Appendix 2 Fitness Sector Accreditation Requirements
- Appendix 3 Diving and Snowsport Sector Accreditation Requirements
- Appendix 4 Outdoor Recreation and Ngā Mahi ā te Rēhia Sector Accreditation Requirements

Criterion 1 Development and evaluation of teaching programmes

The applicant organisation must have policies and procedures to ensure links with industry for the ongoing development and evaluation of training programmes. Depending on the accreditation scope sought, evidence of consultation may include a system for consulting with iwi and the Māori community. Any consultation processes must demonstrably result in meaningful input into programme development and evaluation.

All applicant organisations intending to offer programmes of one year or more must provide evidence of formalised industry liaison and advice.

Criterion 2 Financial, administrative and physical resources

The applicant organisation must have policies and procedures that include how equipment, including safety equipment and clothing, is acquired, selected, maintained, retired, and checked immediately prior to use.

The applicant organisation must have policies and procedures to ensure access to appropriate equipment, facilities and locations which enable it to carry out satisfactory practical training and assessment. This must include on-going dialogue with local hapū regarding access to marae, whenua, ngāhere, awa, and moana.

Criterion 3 Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that staff engaged in assessment in the industry sector subfields:

- hold the relevant national qualification or current unit standards at, or preferably one level above, the level at which they are required to teach and assess or be able to demonstrate equivalent knowledge and skills
- hold unit standard 4098 or 11281, or be able to demonstrate equivalent knowledge and skills
- keep up-to-date with legislative and technological requirements, and best industry practice of the sector.

When qualified staff are not available within the organisation, the applicant organisation must have policies and procedures to ensure that external people contracted for assessment against the unit standards have the necessary expertise and the required accreditation scope.

Criterion 4 Student entry

The applicant organisation must have policies and procedures for student entry that ensure the students (and caregivers for students who are minors) are made aware of the inherent risks of the planned activities. This must be on an initial and on-going basis.

Criterion 5 Student guidance and support systems

The applicant organisation must have policies and procedures to ensure that they can:

- demonstrate how cultural safety is achieved
- provide evidence that support and guidance/counselling is available to students and tutors where assessment activities may involve a degree of physical and/or psychological risk.

Criterion 6 Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that off-site practical or work-based activities are covered by the health and safety policies and risk management policies and procedures of the applicant and/or host organisation, and meet the requirements of occupational safety and health legislation.

An applicant organisation using off-site or work-based facilities must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the organisation which is to include details of the responsibilities for assessment and reporting of credits.

Criterion 7 Assessment

Skills Active Aotearoa supports 'best practice' in assessment. The applicant organisation must have policies and procedures in place to support an integrated approach to assessment based on an evidence collection model.

The applicant organisation must have a system in place that shows how they plan to assess against the practical industry-specific unit standards.

Other

Applicants are welcome to contact Skills Active Aotearoa for advice and development of their accreditation application. Contact the:

Quality Assurance Adviser
Skills Active Aotearoa
PO Box 2183
Wellington 6140

Telephone 0508 475 4557
Fax 04 385 7024
Email info@skillsactive.org.nz

Non-compliance with accreditation requirements

Where there is evidence of non-compliance with the requirements for accreditation the QAB (NZQA, ITP Quality, or CUAP) will seek remedial action. In cases where this action is ineffective and non-compliance continues, or in cases of repeated non-compliance, the QAB will take action that can ultimately lead to the withdrawal of accreditation.

Implementation

Skills Active Aotearoa is able to provide sufficient trained participants to service the requirements of accreditation processes.

MODERATION INFORMATION (MI)

A centrally established and directed national external moderation system has been set up by Skills Active Aotearoa.

Introduction

The purpose of the Moderation Information (MI) is to provide details on the national external moderation system, developed by Skills Active Aotearoa, to ensure that assessment decisions of accredited organisations and schools are consistent with the national standard. All accredited Tertiary Education Organisations (TEOs) and schools assessing against the standards in this Accreditation and Moderation Action Plan (AMAP) must meet the requirements for moderation outlined in this MI.

Moderation System

Skills Active Aotearoa manages a national external moderation system for accredited organisations assessing against the unit standards covered by the AMAP. The system enables moderation to be proactive and timely, and provides an opportunity for Skills Active Aotearoa industry-specific national external moderators

to assist accredited organisations whose assessments may not have met the national standard.

Skills Active Aotearoa moderation principles:

- support assessment that is fair, valid, and consistent
- support 'best practice' in assessment, which includes using an integrated approach to assessment, based around an evidence collection model
- detect assessment variance from the national standard and keep the variance to a minimum
- protect the integrity of the industry sector qualifications
- recognise the intellectual property rights of those submitting information and ensure total confidentiality and security of all submissions.

Key features of the moderation system

Moderation Team

A moderation team made up of industry and Skills Active Aotearoa representation will implement and manage the national external moderation system. The moderation team will:

- hold, or be working towards, a relevant appropriate teaching, training or instructional qualification, or possess equivalent knowledge and skills
- hold unit standard 4098 or 11281 and 11551, or be able to demonstrate equivalent knowledge and skills.

The development and management of the moderation team is the responsibility of the Skills Active Aotearoa Quality Assurance Manager.

Pre-assessment Moderation

All assessment resources supplied by Skills Active Aotearoa have undergone pre-assessment moderation. Resources can be found at <http://www.skillsactive.org.nz/>. All accredited organisations are encouraged to use the Skills Active Aotearoa assessment resources to reduce the need for pre-assessment moderation.

Where Skills Active Aotearoa has developed assessment resources and an accredited organisation chooses not to use these assessment resources, the organisation must submit its assessment material (tasks and schedules) to Skills Active Aotearoa for pre-assessment moderation and approval prior to use. Self-developed assessment material must be submitted to Skills Active Aotearoa at least two weeks before the accredited organisation intends to use it. The charges for this service are:

- \$75 plus GST per unit standard for checking of assessment material including re-submissions.

Where Skills Active Aotearoa has not developed assessment resources, the accredited organisation is still required to submit its assessment material for pre-assessment moderation and approval prior to use but this will be at no cost.

A charge of \$75 plus GST per unit standard will be incurred as part of post-assessment moderation in cases where an accredited organisation has used assessment resources that have not been approved.

Post-assessment moderation process

Skills Active Aotearoa requires accredited organisations to complete an annual Assessment Intention Plan (AIP). Accredited organisations will receive a request for an AIP in February of each calendar year and be advised of the due date for returning the completed plan. The AIP is requested in order to develop the annual moderation schedule. Accredited organisations will be advised of the moderation requirements in the first quarter of each year. The moderation request is individually designed for each accredited organisation and outlines the specific unit standards selected for post-assessment moderation at designated intervals during the year. It will include details of the assessment material required and the due date for postal moderation, or proposed date/s for observation of practical assessment, or date and location in the event of a moderation meeting.

The selection of unit standards for post-assessment moderation from the AIP will also be informed by the following:

- unit standards that are to be assessed for the first time, or have been reviewed in the last twelve months
- a spread of domains, levels and high use unit standards
- unit standards that have a potential health and safety risk
- unit standards that have an outdoor Leadership component
- the NQF level
- recent moderation results
- any industry concerns.

The assessment material required to for post-assessment moderation shall consist of:

- assessment schedule/model answer, assessment activities and marking guide/assessment guide
- assessed candidate work
- verifier's evidence, if applicable.

Where assessment is integrated, the assessment activities should clearly identify to which unit standard and element each task in the assessment relates. All unit standards in an integrated assessment will not necessarily be moderated.

Where moderation includes observation of practical assessments, a plan of the practical assessments intended is required to be submitted to Skills Active Aotearoa prior to the moderation visit.

Accredited organisations must send the complete pack of assessment material required for postal moderation to:

Skills Active Aotearoa
Moderation Team
Level 1
180-188 Taranaki Street
PO Box 2183
Wellington 6140

A Moderation Report will be generated by the moderator/s within four weeks of receipt of the assessment material provided the pack is complete and is received by the due date specified in the annual moderation schedule.

Reporting

Skills Active Aotearoa is responsible for evaluating the effectiveness of its national external moderation system, and for providing an annual report to NZQA.

Each year Skills Active Aotearoa will review the national external moderation system and its effectiveness to identify and action necessary changes to the moderation system. Accredited organisations participating in the national external moderation system will be invited to make written submissions on the moderation process effectiveness and include recommendations for improvements.

Skills Active Aotearoa will report annually on the management of its national external moderation system to the Skills Active Aotearoa Board.

Funding

The Skills Active Aotearoa national external moderation system will be funded from:

- The National Moderation Transfer from NZQA
- Pre-assessment moderation charges
- Charges resulting from non-compliance with moderation requirements
- Additional funds as required from Skills Active Aotearoa.

Non-compliance with moderation requirements

Non-compliance in meeting the requirements of this moderation system will result in further action by Skills Active Aotearoa. Ongoing unresolved non-compliance will be referred to the appropriate QAB (NZQA, ITP Quality, or CUAP). Ultimately the QAB may withdraw accreditation.

Where non-compliance is identified, the moderation team will provide details in writing, including the corrective action required and its timeframe. This may result in the requirement for a site visit to provide training or assistance or to conduct targeted additional on-site practical moderation. In extreme cases, and after confirmation with the Chief Executive, Skills Active Aotearoa may recommend withdrawal of accreditation from the accredited organisation to the relevant quality assurance body.

Skills Active Aotearoa reserves the right to recover all costs associated with the investigation of non-compliance with moderation requirements and the assistance provided to remedy the non-compliance.

Non-compliance with postal moderation timeframes	\$75/hr plus GST
Site visit	\$100/hr including travel time
Travel and accommodation expenditures	Actual and reasonable costs
Company or private car – if used	\$0.62c /km

Appeals

Skills Active Aotearoa has in place an appeals process for situations where differences concerning moderation decisions cannot be resolved in the first instance.

The Skills Active Aotearoa procedure requires the accredited organisation to contact the Skills Active Quality Assurance Manager to review the moderation decision and work towards a resolution. If the difference remains unresolved the organisation may write to the General Manager, Qualifications, Quality Systems & Corporate Affairs requesting a review of the moderation decision. The General Manager will review the decision and work with both the accredited organisation and the Skills Active Quality Assurance Manager to facilitate a resolution. The General Manager's decision will be final and binding to all parties.

NQF Registration Information

Process	Version	Date
Registration	1	June 1995
Review	2	February 2010

The next AMAP review is planned to take place during 2014.

Appendix 1

Community Recreation Sector Accreditation Requirements

These are the specific accreditation requirements for the Community Recreation subfield.

Industry or sector-specific requirements for accreditation

The following community recreation sector requirements are in addition to NZQA general and Skills Active Aotearoa industry-specific standard requirements for accreditation:

Criterion 6 Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that:

- off-site practical or work-based components provide appropriate opportunities for training and assessment to take place
- equipment to be used for training is of a type and standard that will allow the activity to be undertaken in a safe environment.

Criterion 7 Assessment

The applicant organisation must have policies and procedures to ensure that assessors undertaking assessment against unit standards relating to public pool water quality, treatment, or management have a minimum of five years recent industry experience in the management of public pools.

Appendix 2

Fitness Sector Accreditation Requirements

These are the specific accreditation requirements for the Fitness subfield.

Industry or sector-specific requirements for accreditation

The following fitness sector requirements are in addition to NZQA general and Skills Active Aotearoa industry-specific standard requirements for accreditation:

Criterion 2 Financial, administrative and physical resources

The applicant organisation must have policies and procedures to ensure that the fitness facility has appropriate equipment and clientele for the unit standards for which accreditation is sought. For example, accreditation for customer service unit standards requires access to clients who attend the fitness facility.

The applicant organisation must have policies and procedures to ensure that fitness facility equipment is:

- checked on selection for appropriateness to the activity
- selected and maintained in accordance with industry standards
- checked regularly on an ongoing basis
- retired in accordance with industry standards.

Criterion 6 Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that:

- equipment to be used for training is of a type and standard that will allow the activity to be undertaken in a safe environment
- students have access to practical experience in an operational situation through defined and documented arrangements (eg a Memorandum of Understanding) with fitness centres.

Appendix 3

Diving and Snowsport Sector Accreditation Requirements

These are the specific accreditation requirements for the Diving and Snowsport subfields.

Industry or sector-specific requirements for accreditation

The following diving and snowsport sector industry requirements are in addition to NZQA general and Skills Active Aotearoa industry-specific standard requirements for accreditation:

Criterion 2 Financial, administrative and physical

The applicant organisation must have policies and procedures to ensure that the equipment is:

- checked on selection for appropriateness to the activity
- selected and maintained in accordance with industry standards
- checked regularly on an ongoing basis
- retired in accordance with industry standards.

The applicant organisation must have policies and procedures to ensure that minimum safety equipment and/or clothing is identified, present, and used or worn prior to and during outdoor activities.

Criterion 4 Student entry

The applicant organisation must have policies and procedures to ensure that the information given to the students and caregivers for students who are minors about the nature of the programme is accurate, including the possible outcomes and risks, and that the information is sufficiently comprehensive to allow students to judge their own suitability with accuracy, or for the caregivers of students who are minors to make similarly informed choices in relation to the minors in their care.

Criterion 6 Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that, for practical activities:

- hazards are identified
- procedures for managing those hazards are developed
- new hazards are reported
- hazards at new sites are assessed
- all sites are regularly reviewed
- emergency procedures relevant to identified hazards are established.

Appendix 4

Outdoor Recreation and Ngā Mahi ā te Rēhia Sector Accreditation Requirements

These are the specific accreditation requirements for Outdoor Recreation and Ngā Mahi ā te Rēhia subfields

Industry or sector-specific requirements for accreditation

The following outdoor recreation and ngā mahi ā te rēhia sector industry requirements are in addition to NZQA general and Skills Active Aotearoa industry-specific standard requirements for accreditation:

Criterion 2 Financial, administrative and physical

The applicant organisation must have policies and procedures to ensure that the equipment is:

- checked on selection for appropriateness to the activity
- selected and maintained in accordance with industry standards
- checked regularly on an ongoing basis
- retired in accordance with industry standards.

The applicant organisation must have policies and procedures to ensure that minimum safety equipment and/or clothing is identified, present, and used or worn prior to and during outdoor activities.

Criterion 3 Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure that tutors delivering training and assessing against unit standards in the Outdoor Recreation sub-field and Te Ao Tūroa domain hold qualifications, or can demonstrate equivalent knowledge and skills, related to the outdoor activity or domain (Adventure Based Learning, Canoeing – Kayaking, Caving, Cycle Touring, Mountain Biking, Mountain Craft, Orienteering, Outdoor Equipment, Outdoor First Aid, Outdoor Management, Outdoor Navigation, Rafting, Rock Climbing, Tramping, Weather Interpretation in the Outdoors, Windsurfing, Yachting, Te Ao Tūroa) as detailed below.

Level	Qualification
All domains up to and including Level 2	None
All domains at Level 3	Any outdoor recreation qualification (see examples below) at a higher level and in the same discipline as the unit standard/s for which accreditation is sought or verified evidence (attestation – see explanation below) of involvement during the last 12 months in the discipline of the unit standard/s for which accreditation is sought.

Level	Qualification
All domains at Levels 4 and above	An outdoor recreation qualification, at the same level and in the same discipline as the unit standard/s for which accreditation is sought or verified evidence (attestation) of at least two year's experience during the last 3 years in the discipline of the unit standard/s for which accreditation is sought.
<p>Outdoor Recreation qualifications include but are not limited to:</p> <ul style="list-style-type: none"> • National Certificates and National Diploma in Outdoor Recreation • New Zealand Outdoor Instructors Association (NZOIA) qualifications • Mountain Safety Council certificates • Outdoor Instructor Certificates or Awards eg Coaching, Guiding, Mountaineering, Rafting etc <p>The attestation must come from a person or persons respected within the skill discipline for which accreditation is sought by the applicant organisation.</p>	

The applicant organisation must have policies and procedures to ensure that tutors delivering training and assessing against unit standards at Level 3 and above in the domains Caving, Canoeing-Kayaking, Mountain Craft, Rock Climbing or Tramping are currently registered with the New Zealand Outdoor Registration Board.

Criterion 4 Student entry

The applicant organisation must have policies and procedures to ensure that the information given to the students and caregivers for students who are minors about the nature of the programme is accurate, including the possible outcomes and risks, and that the information is sufficiently comprehensive to allow students to judge their own suitability with accuracy.

Criterion 6 Off-site practical or work-based components

The applicant organisation must have policies and procedures to ensure that, for practical activities:

- hazards are identified
- procedures for managing those hazards are developed
- new hazards are reported
- hazards at new sites are assessed
- all sites are regularly reviewed
- emergency procedures relevant to identified hazards are established.