

## QUALITY MANAGEMENT

Number Six:

### EVIDENCE REQUIREMENTS

#### POLICY & PROCEDURE

Both ITOs and providers, as part of their registration with NZQA, are required to retain evidence of assessment. Both NZQA and ITO's have established their own specific requirements with regard to evidence recording and retaining.

Skills Active has within its scope unit standards belonging to other SSB/ITO's. Skills Active is required to ensure that all Skills Active workplace, roving and/or registrar assessors know and implement the evidence requirements as specified by those SSB/ITO's for any units they assess belonging to those SSB/ITO's, even though the assessors are reporting the credit to Skills Active.

#### Skills Active Unit Standard Evidence Requirements

Skills Active requires that anyone assessing unit standards belonging to Skills Active, records and retains the following evidence:

- Assessment plans for each unit or set of integrated units that has been assessed.
- Assessment resources e.g. assessment guideline or integrated assessment resource (e.g. customer service) for each unit or set of integrated units that has been assessed.
- For each unit or set of integrated units 10% assessment evidence must be retained for a minimum period of two years.
- Annotated, signed and dated checklists for each candidate. Annotations include notes on the specific assessment and/or any concerns re the requirements or competency levels of the unit standard. These should be reported to Skills Active immediately.
- Annotations and information about not yet competent decisions should clearly establish what task or element was deemed not yet competent and what re-assessment needs to occur and when.
- All evidence documentation must be retained for a minimum of 2 years.

Skills Active recognises that providers may also have their own evidence requirements as located in their QMS which exceed the 2 year Skills Active requirement.

For appeal purposes workplaces, roving assessors, registrars and providers will be keeping the assessment evidence of each candidate.

For Skills Active workplaces appeals must be lodged within 6 months, refer to the Assessor Manual.

Skills Active may require workplaces, evidence verifiers, assessors, roving assessors or registrars to supply evidence of assessments undertaken for non-Skills Active units, at any time.