

Skills Active External Moderation

1. Introduction

In order to ensure everyone is completely informed about our new moderation processes, this document details the Skills Active external moderation processes effective from March 2009.

The process begins with Skills Active requesting from all its Providers an Assessment Intention Plan (see Section 4 below). The data collected from these plans feed into the process by which we select unit standards for moderation in the current year. This process, along with all other moderation processes, is detailed in the Process Charts.

Whilst many of the charts detail Skills Active internal processes, as many people are interested in how such things work, we have included them all in this document.

2. Rating Level

This is a base concept reflected in the process charts that needs explanation here.

The degree to which moderation will be applied to a unit standard, provider, school or assessor is defined by the assigned **rating level**. This rating level is a numerical value (1 – 8) with 1 indicating a low rating and 8 indicating a high rating. This numerical value facilitates some automation of moderation selection activities.

The rating level is determined by considering a number of factors including:

- Health and Safety
- Leadership component
- NQF level
- Recent moderation results
- Industry concerns
- NZQA focus

- Skills Active focus

3. Process Charts

The new moderation processes are detailed in the form of flowcharts and these appear at the back of this document.

External Moderation Selection Process

This chart defines how Skills Active determines which unit standard based assessments will be moderated and the sampling ratio. This process results in an overall Moderation Plan for the current year.

Moderation Type Determination Process

This is a very simple chart that defines which unit standard based assessments will be moderated using a postal method and which will be moderated by direct observation of the assessment activity.

Postal Moderation Process

The postal moderation process is a largely paper-based process dealing primarily with knowledge-based unit standard assessment. This chart details that process.

Observed Moderation Process

This chart is very similar to the previous one and details the processes concerning observed moderation activities. (Details of observed moderation activities will be communicated shortly).

Moderation Result Process

Processes revolving around the reporting and recording of moderation activities are detailed in this chart. Also detailed are the automatic and manual rating level adjustment steps.

Poor Result Processes

Three distinct pathways are detailed in this chart. It defines the actions to be taken on the basis of the number of unsatisfactory moderation outcomes.

Non-compliance Processes

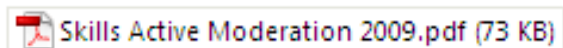
Somewhat similar in nature to the previous chart, this one defines the actions to be taken on the basis of the number of moderation non-compliances.

Accreditation / Registration Removal Processes

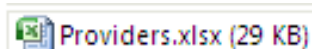
A process that we will hopefully invoke on only rare occasions, details how accreditation or registration will be removed or revoked.

4. Assessment Intention Plans

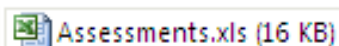
Prior to the beginning of moderation activities in the current year, Skills Active will send via email a request for your assessment intention plan. The email message will contain the following attachments:



This document is a covering letter, explaining the Assessment Intention Plan process and how to complete the attached Assessments spreadsheet.



This is an Excel spreadsheet listing all Skills Active providers.



This is an Excel spreadsheet in four distinct sections. Each of these sections is explained below.

Section 1

This is simply a list of those unit standards that you intend to assess in the current year, together with the last date upon which you expect those assessments to occur. The first section of the spreadsheet is pre-populated with those unit standards your organisation reported credit for in 2008 and looks like this:

| Provider Code | Provider | Unit Code | Unit Title | Assess in 2009 Y/N | Date |
|---------------|--------------|-----------|--|--------------------|------|
| 1234 | XZA Provider | 505 | Manage personal physical fitness with guidance | | |
| 1234 | XZA Provider | 21414 | Plan and lead a recreation activity | | |
| 1234 | XZA Provider | 22300 | Develop water confidence in non-swimmers | | |

You would complete this section by adding data into the Assess in 2009 Y/N and Date columns as shown in italics below:

| Provider Code | Provider | Unit Code | Unit Title | Assess in 2009 Y/N | Date |
|---------------|--------------|-----------|--|--------------------|-------------------|
| 1234 | XZA Provider | 505 | Manage personal physical fitness with guidance | Y | <i>13/06/2009</i> |
| 1234 | XZA Provider | 21414 | Plan and lead a recreation activity | Y | <i>27/09/2009</i> |
| 1234 | XZA Provider | 22300 | Develop water confidence in non-swimmers | N | |
| | | | | | |
| | | | | | |

Section 2

This section appears to the right of Section 1 and is provided to enable you to add the names of external Providers or Assessors you are utilising (if any), and the names of any Providers reporting credit for the respective unit standard using your Provider code.

Select the Provider names from the supplied Providers spreadsheet.

| Are You using an external Provider or Assessor? Choose the Correct Provider Code from the Providers Spreadsheet | | Is Another Provider Using Your Provider Code? Choose the Correct Provider Code from the Providers Spreadsheet | |
|---|---------------------------|---|------------------|
| P/A | Name of Provider/Assessor | Y/N | Name of Provider |
| | | | |
| | | | |
| | | | |

Section 3

This section appears immediately underneath Section 1 and is provided for you to enter any Skills Active unit standards that you will be assessing against in the current year that do not already appear in Section 1.

You would complete this section by adding data as shown in italics below.

| Provider Code | Provider | Unit Code | Unit Title | Assess in 2009 Y/N | Date |
|--|---------------------|-----------|--|--------------------|------------|
| 1234 | XZA Provider | 505 | Manage personal physical fitness with guidance | Y | 13/06/2009 |
| 1234 | XZA Provider | 21414 | Plan and lead a recreation activity | Y | 27/09/2009 |
| 1234 | XZA Provider | 22300 | Develop water confidence in non-swimmers | N | |
| | | | | | |
| | | | | | |
| Add Additional Unit Standards Below This Line | | | | | |
| 1234 | <i>XZA Provider</i> | 20128 | Roll a sea kayak | Y | 18/08/2009 |
| | | | | | |

Section 4

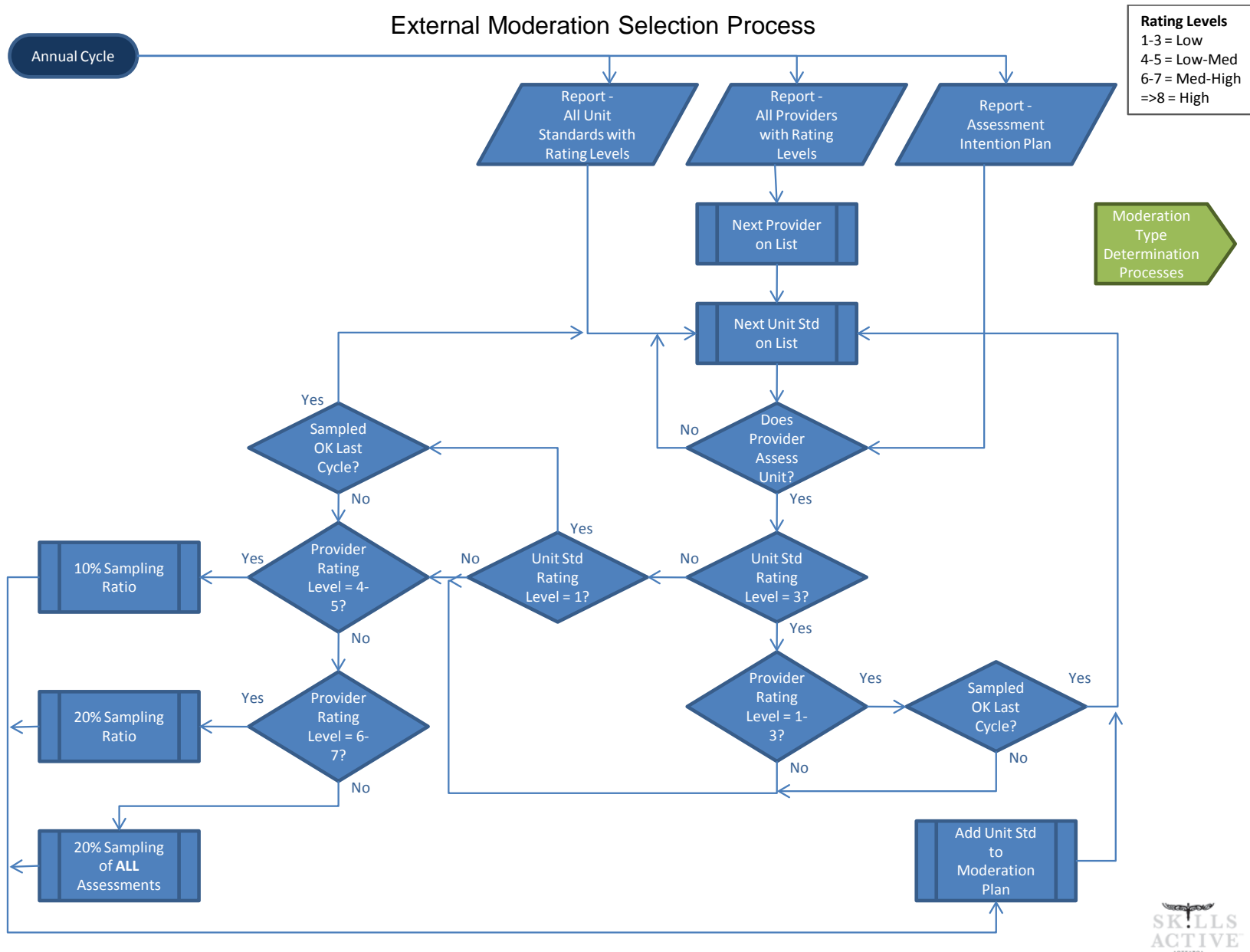
This section is simply there for you to enter your preferred contact details for moderation matters and enables us to keep our records current.

| Primary Moderation Contact Person | |
|-----------------------------------|--|
| Name | |
| Phone | |
| Email | |

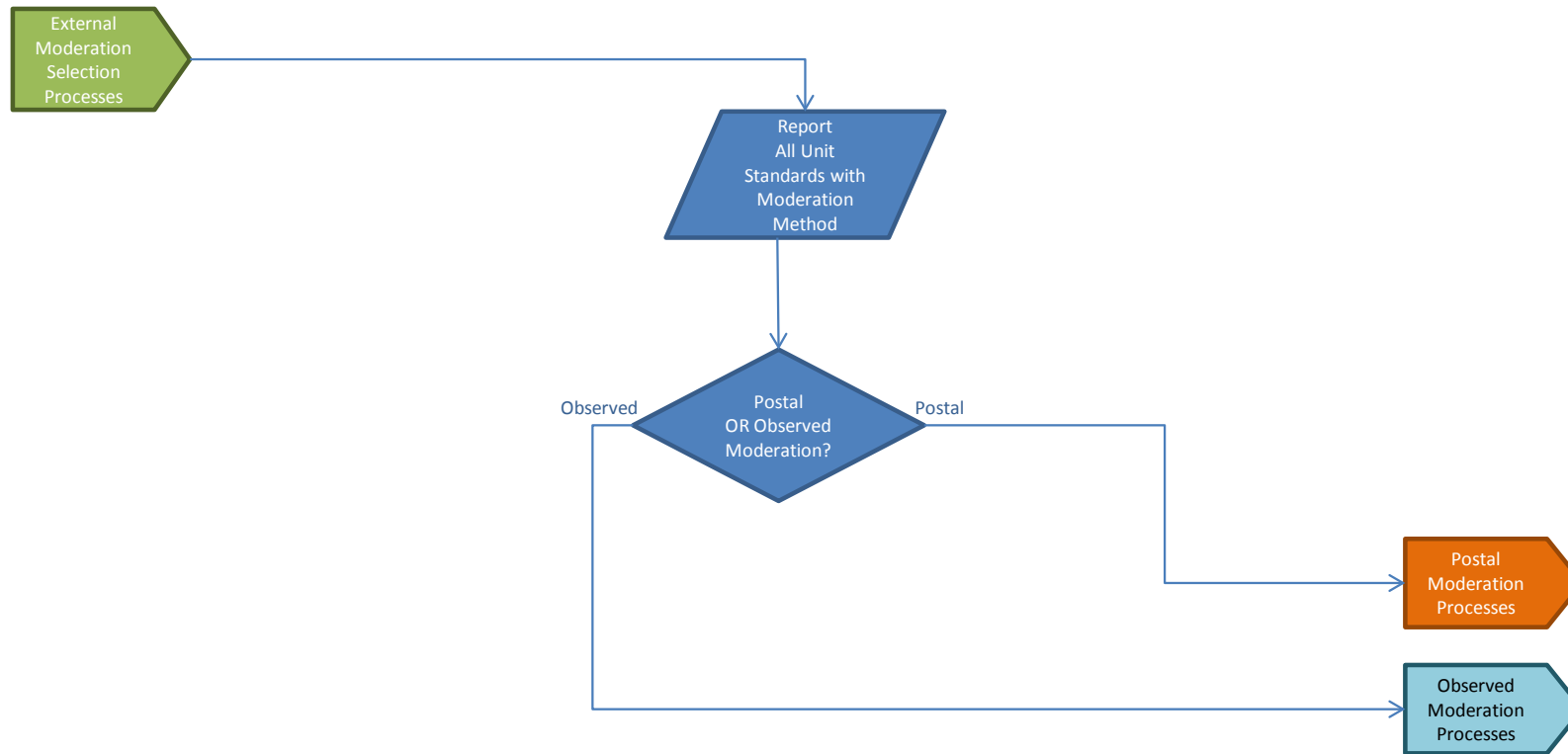
5. Changes to Processes

As with any newly developed systems, occasional modifications may be necessary as the processes are put into use. Should any modifications be required, these will be communicated to all affected parties.

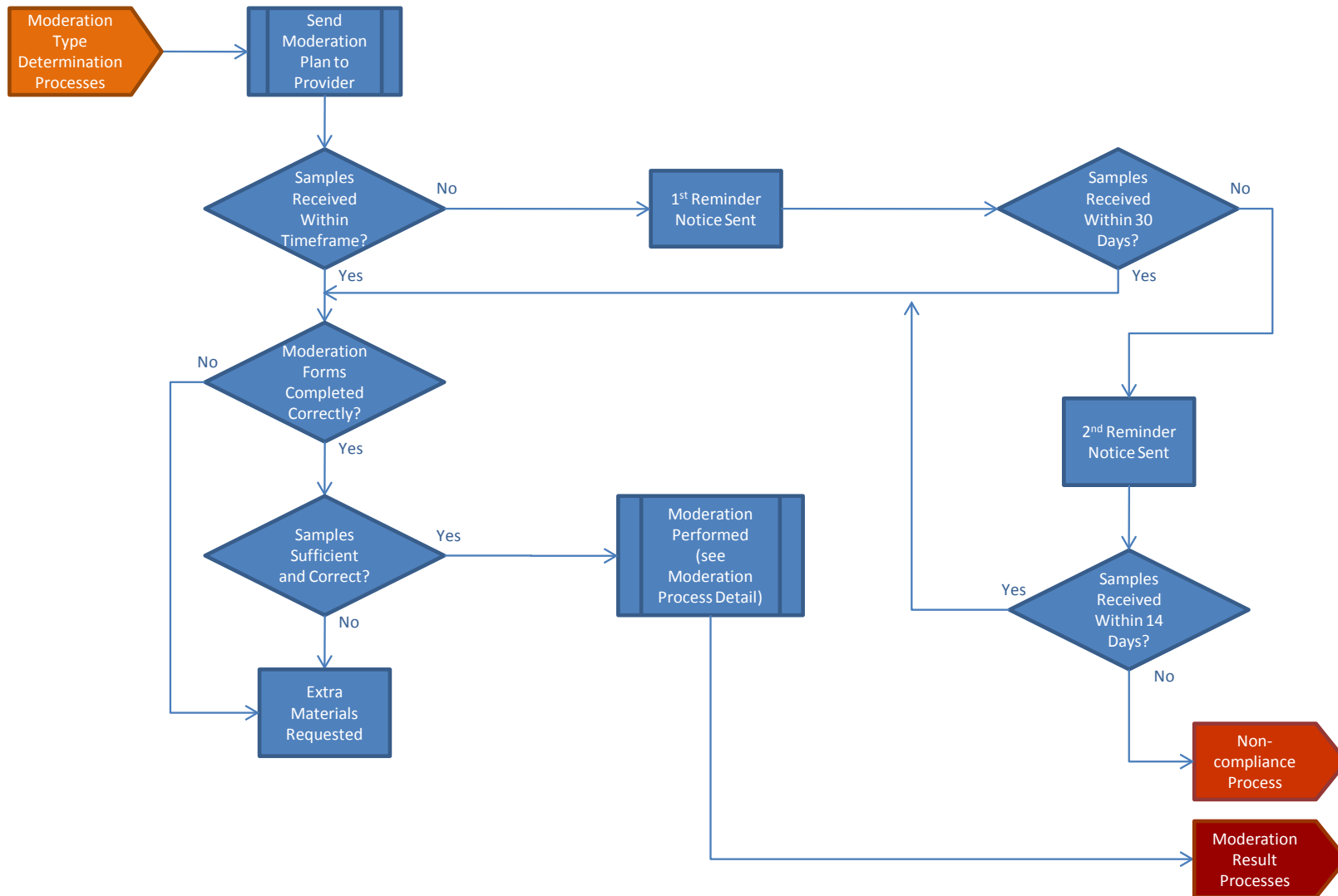
External Moderation Selection Process



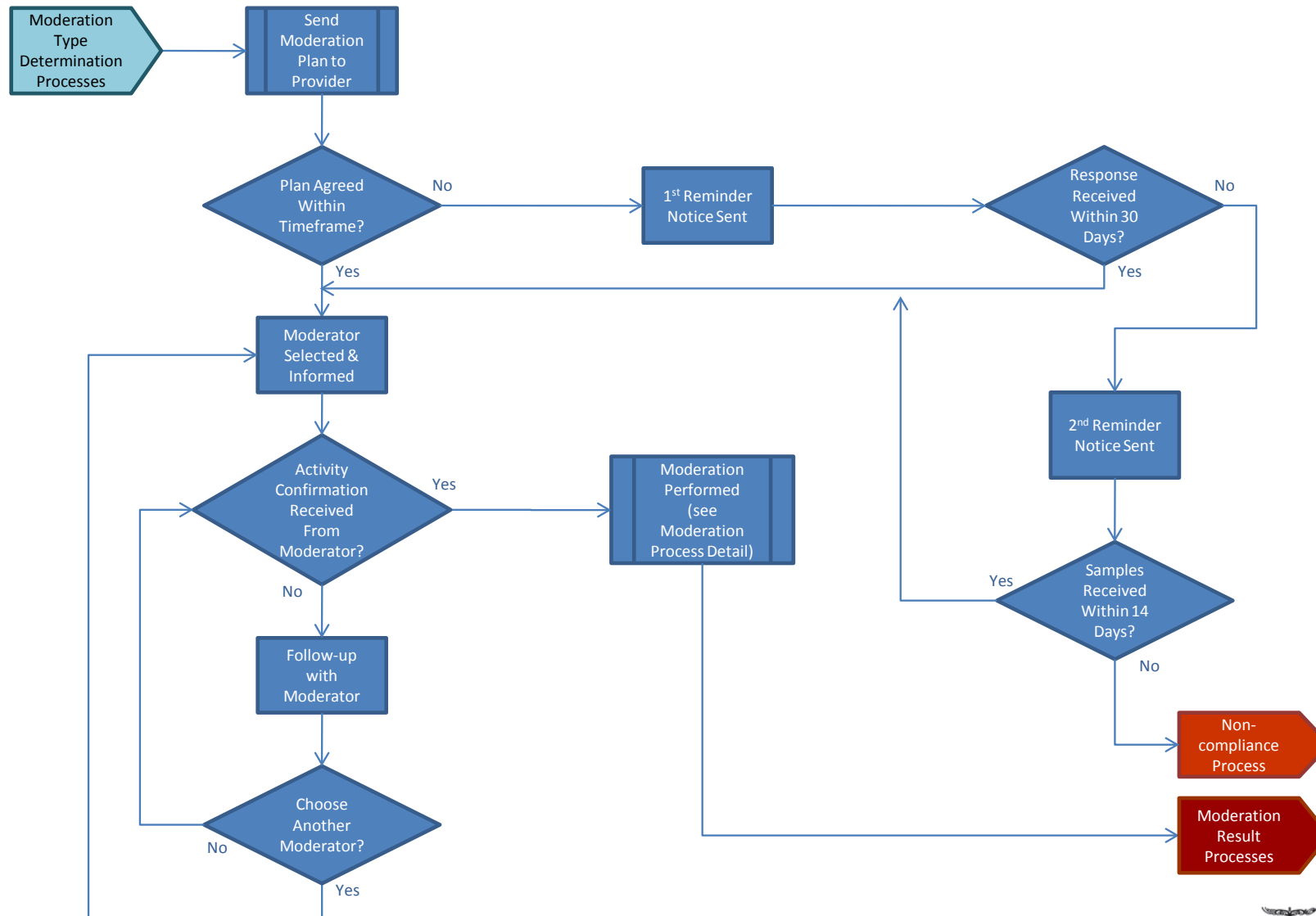
Moderation Type Determination Process



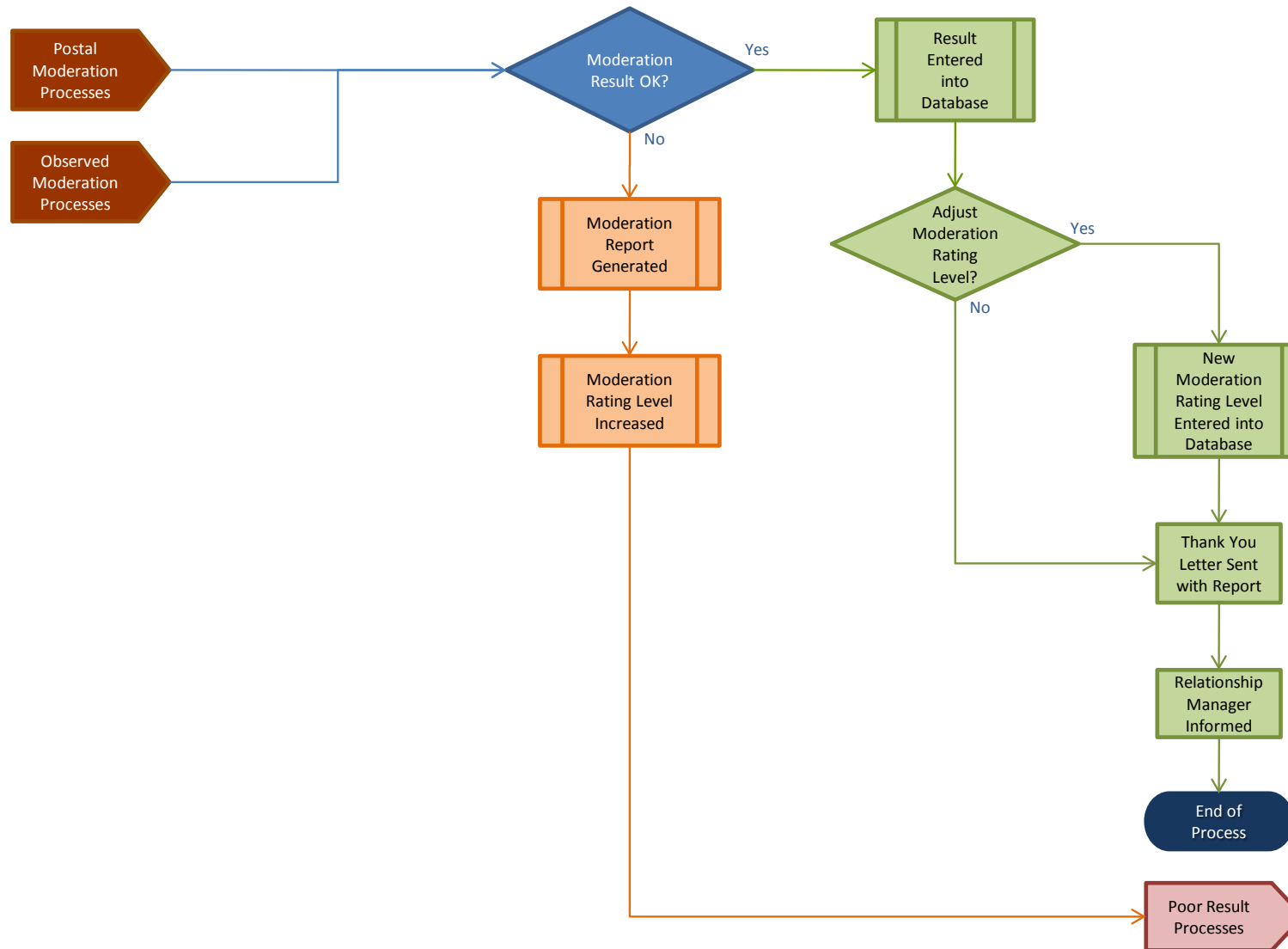
Postal Moderation Process

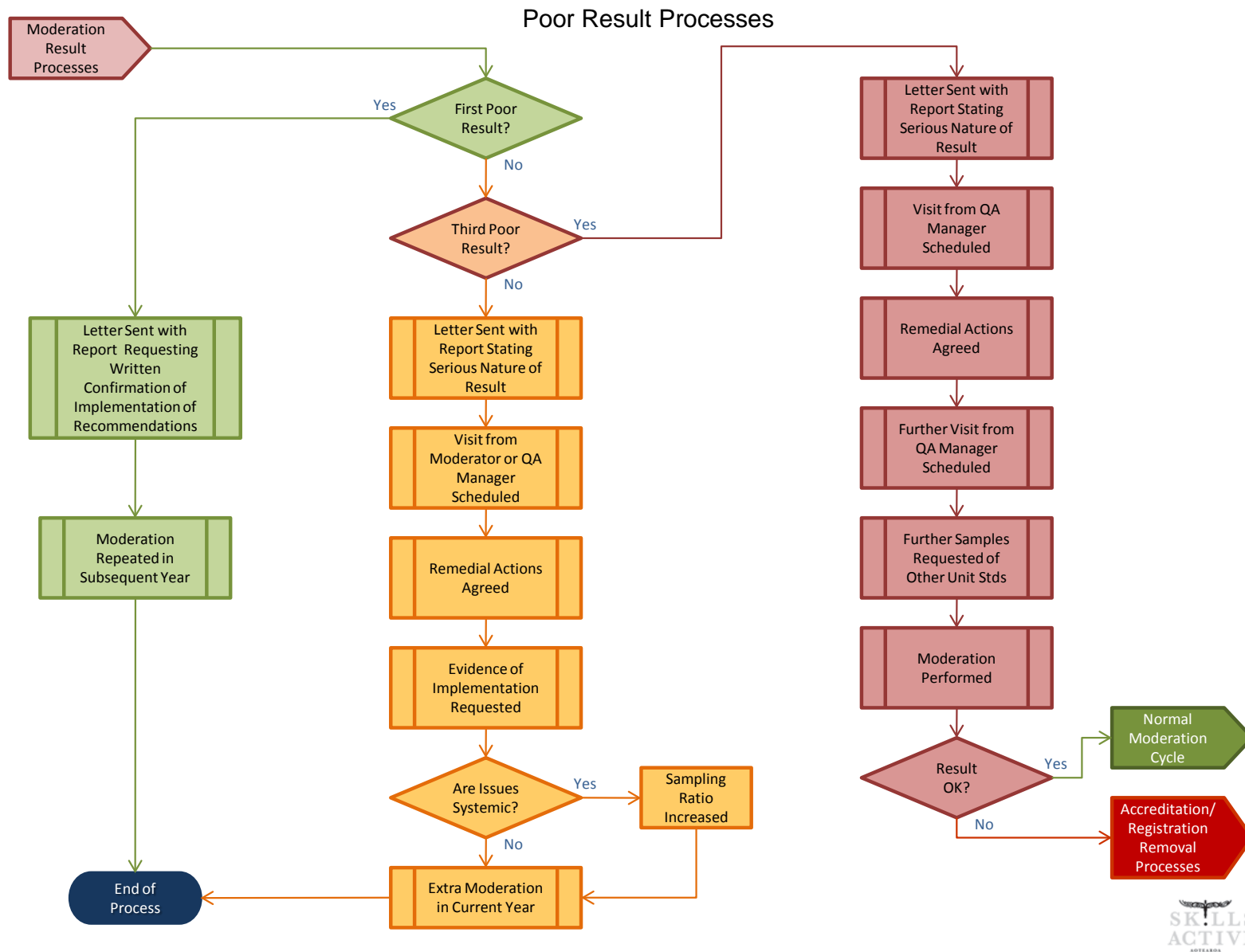


Observed Moderation Process

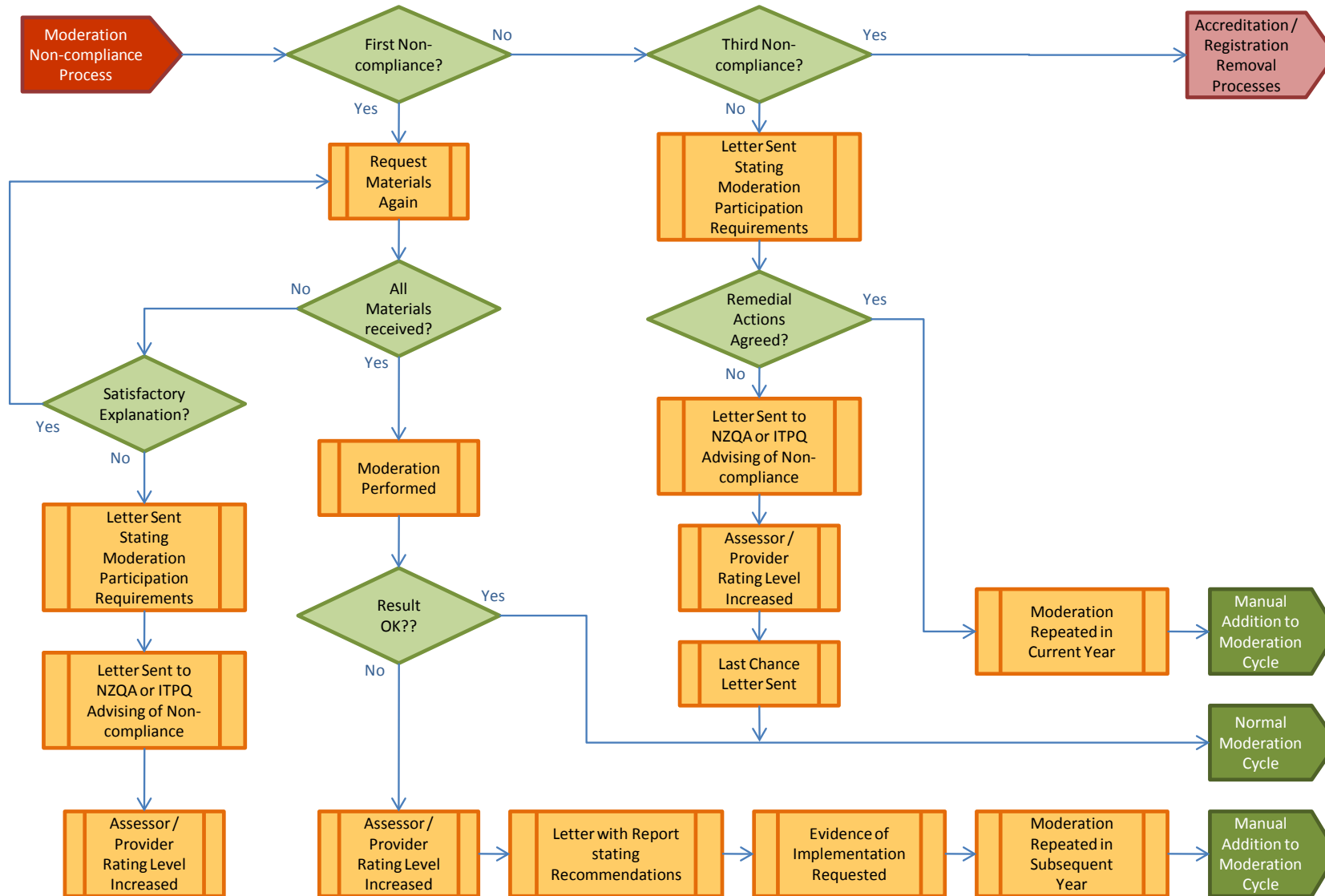


Moderation Result Process





Non-compliance Processes



Accreditation / Registration Removal Processes

