

Skills Active

2021 Internal Moderation Plan

Introduction

Under the Industry Training Act 1992, Skills Active Aotearoa is charged with the responsibility for monitoring the quality of training and assessment within our industries. Moderation is the process of monitoring assessment to ensure that assessment practice is valid, consistent, fair and sufficient. Ultimately we are looking to ensure that all Skills Active registered assessors, who are conducting assessments are making consistent and reliable judgments about trainees assessed work. Having an effective moderation system is part of that ongoing quality control process.

This document outlines the Skills Active Internal Moderation Plan for the 2021 calendar year.

Internal moderation is the process of quality assuring the assessment activity conducted by Skills Active registered assessors, on behalf of Skills Active. This plan also addresses the potential requirement to meet the moderation requirements of other standard setting bodies where Skills Active have scope to report credits against their unit standards.

All Skill Active registered assessors, including contracted assessors, workplace assessors and independent/roving assessors assessing unit standards and reporting credits via the Skill Active portal or Skills Active Credit Reporting Form will be required to participate in the Skills Active moderation programme during 2021.

The key principles that underpin our moderation programme are:

- Commitment to the provision of quality training opportunities for our industries
- Working in partnership and fostering relationships based on trust and professional ethics
- Working with industry experts to ensure training and assessment is current, relevant and technically correct

How Will Moderation Be Conducted?

The Skills Active Internal Moderation Plan covers a variety of unit standards, ranging across specific industries. Recognising these variances, moderation requirements for the different industries are detailed later in this plan.

There are two separate streams to the Skills Active moderation system:

- Pre-assessment moderation
- Post-assessment moderation. Depending on the industry this could include:
 - Assessor forums
 - Observed assessment moderation
 - Postal moderation

Pre-Assessment Moderation

Wherever possible, it is a Skills Active requirement that assessors use Skills Active materials for assessment purposes. In the rare event that assessors are not using Skills Active pre-approved assessment materials, they must first seek permission to use their own material and then submit their material for pre-moderation checks before use. Pre-moderation is the process of ensuring the assessment material is fit for purpose when being used as an assessment tool and that it meets the requirements of the unit standard/s. All Skills Active material has been through this pre-moderation check prior to being available to assessors and trainees.

Post-Assessment Moderation

As mentioned, all Skills Active registered assessors are required to engage in the planned moderation activities on an annual basis.

Depending on the industry, the post moderation process will include one or more of the following activities

Assessor Forums

- Assessors will be required to attend an industry specific assessor forum. These forums provide an opportunity for assessors to gain and share information, obtain agreement on assessment standard and judgements, develop and maintain assessment knowledge and skills necessary to meet industry needs
- Assessor forums will be developed and delivered in consultation with the relevant industry body
- Invitations will be issued and registrations will be open for four weeks prior to the forum
- Assessors will be required by Skills Active to bring to the forum three samples of materials from assessments conducted in the past 12 months by the assessor
- Assessor forums will be used to moderate the assessment samples
- Moderation reports and assessment materials will be returned to the assessor
- Where significant issues are identified during moderation, the Moderator will discuss these with the assessor before completing their report. Skills Active may require that in such cases, further moderation will take place during 2021

Observed Assessment Moderation

Some assessors may be required to undergo observed assessment moderation. Observed assessment moderation will be conducted with assessors on-site at an industry location. The process will be managed by a Skills Active Moderator alongside a Skills Active Senior Assessor Mentor (SAM). Assessors will be notified either by Skills Active or an industry representative working in conjunction with Skills Active and given details of a suitable assessment time with the allocated SAM.

The SAM will meet with the assessor, observe the assessment/s, discuss any issues and prepare a written report. This report will be forwarded to the assessor via a Skills Active Moderator.

Postal Moderation

- Skills Active will request, in writing, samples of materials from assessors who have conducted assessments
- The requested samples will be identified from assessment results recorded in the Skills Active database
- Assessors will be given three (3) weeks to supply the requested assessment samples to Skills Active Wellington office
- Assessment samples will be moderated by Skills Active Moderators and a moderation report completed
- Moderation reports and assessment materials will be returned to the assessor
- Where significant issues are identified during moderation, the Assessor Liaison at Skills Active may contact the assessor to discuss the report and ongoing support or action

Evidence Required for Moderation

Skills Active policy requires all assessors to retain copies of their completed assessments for two years. When requested to provide assessment samples for moderation, assessors must provide the following evidence:

- The approved assessment schedule and/or trainee resource
- Any other forms of evidence that support your assessment decisions, including worksheets, notebook entries, videos, and other documents or electronic evidence
- Copies of questions that you have asked and candidates answers
- If appropriate, any assessments that have been resubmitted
- Name and contact details for any evidence verifiers you may have used as part of your assessment process

Non-Compliance with Moderation Activity

Skills Active will monitor any non-compliance with moderation requirements. Assessors who do not engage with annual will be contacted in writing. We hope in all cases that corrective action can be taken at this point and we are willing to work with those assessors involved to ensure a positive outcome. However, on-going non-compliance will eventually lead to de-registration as an assessor

All Sectors

Skills Active has been granted permission to assess qualifications and unit standards where the New Zealand Qualifications Authority (NZQA) or another Industry Training Organization (ITO) is the Standard Setting Body. We are similarly bound to provide moderation samples to these bodies when they request them of us. We will need to pass onto workplace

assessors any requests for moderation that we receive. This may result in assessors being called for moderation where such a call has already been made during the year.

Any queries can be directed to quality@skillsactive.org.nz
