

# Competenz Moderation Plan

2021-2022



**Competenz**  
Skills for industry

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# Introduction

The purpose of this report is to document the moderation processes developed to assist in ensuring the standards that Competenz learners are assessed against, are applied with consistency across all Competenz registered assessors and both accredited and non-accredited providers Competenz may partner with.

Moderation is the process of ensuring assessment practices are valid, consistent, and fair, and at the national standard. It checks that the assessor's judgement is reliable and accurate and that the assessment provides a clear measure of the knowledge and skills required to meet the learning outcome.

Moderation will be conducted in line with the Workforce Development Councils (WDC), New Zealand Qualifications Authority (NZQA) recommendations and Consent and Moderation Requirements (CMR).

## The moderation systems that Competenz uses

- » Pre-moderation of resources and assessment guides
- » Post-assessment moderation by a variety of methods which will include but are not limited to:
  - » Paper-based post-moderation
  - » Cluster/panel moderation
  - » Onsite moderation
  - » Learning Management System (LMS) moderation
  - » Post candidate interview/professional conversation.

Competenz will review the unit standards and moderation criteria on an annual basis with the focus on mitigation of academic risk and inconsistency.

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# Consent and moderation requirements

Each unit standard listed on the Directory of Assessment Standards (DAS) has an associated Consent and Moderation Requirements (CMRs) document, which outlines the specific requirements for Consent to Assess against the standard and moderation.

## Competenz operates under four CMRs:

CMR002	Journalism
CMR0013	Mechanical Engineering, Plastics and Materials Processing, Fibreboard Packaging, Food and Related Products, Production, Can-Making, Competitive Manufacturing, Manufacturing Processes, Retail Meat, Printing, Maritime, Lifting Equipment, and Rail Transport
CMR030	Clothing Manufacture, Footwear and Leather Trades, Industrial Machine Knitting, Apparel and Textiles Manufacture, and Cleaning and Caretaking
CMR0173	Forestry and Biosecurity.

## Provider obligations

Providers, both accredited and non-accredited that Competenz may partner with will be required to;

- » Engage with Competenz regarding pre-assessment to ensure their material is fit-for-purpose when conducting training and assessment for Competenz learners
- » Engage in post-assessment moderation
- » Be familiar with the relevant CMRs document for the standards they are using
- » Provide Competenz with details of their internal quality management systems and processes
- » Inform Competenz of their staffing credentials and any changes to staffing pertinent to assessment of unit standards they assess on behalf of Competenz
- » Engage in any quality management processes Competenz may require to ensure academic risk is mitigated in regards to Competenz learners, this will include sharing of tutor/assessor credentials, internal moderation practices and outcomes of same.

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# Pre-assessment moderation

Pre-moderation is the quality assurance of assessment material before it's used for assessment.

The purpose of pre-moderation is to ensure that the materials used for assessment address all requirements of the unit standard and adequate marking guidance is provided.

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## Internal

All assessment materials developed by Competenz will be pre-moderated by Competenz moderated by the respective Workforce Development Council before use.

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# Post-assessment moderation

Post-assessment is the quality assurance of the assessment process and the assessor's judgments. It checks that assessor judgments are consistent, reliable, fair, and valid.

## Competenz registered assessors and partner providers

Post-moderation for Competenz registered assessors and providers who deliver training and/or assessment for Competenz learners will be conducted on a two-year cycle.

Moderation calls will be made monthly and the decision as to who is called will be managed using a risk category system. There may be instances where an assessor or non-accredited provider will be required to submit moderation more than once during the two-year cycle.

**Objective:** to moderate all active assessors and non-accredited providers at least once in the two-year cycle.

### The frequency and volume of moderation will reflect:

- » New assessor registrations or scope extensions for existing registered assessors
- » Outcome of the previous moderation: high negative results, non-compliant results, is on an action plan or failed to submit an action plan within the required time
- » Type of units and industry assessing in
- » Assessment of high-risk unit standards
- » Assessment activity within mapped programmes
- » Delivers training and assessment under contract for Competenz learners, including block course and off-job courses
- » The use of verifiers on a regular basis
- » Requests made by either NZQA or a Workforce Development Council.

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## Unit standard selection

**Objective:** to moderate all reported domains within a two-year cycle.

A risk-based approach will be used to determine the unit standards to be moderated within each reported domain. Moderation requests will reflect the range of unit standards reported.

The criteria for priority units will be:

- » High volume usage
- » High academic risk standards at level 5 or higher and/or standards with a high credit value
- » New or amended units
- » High failure rate unit standards
- » Assessment methodology used, for example, online or block course units
- » Health and safety risk (could cause hazard or harm to themselves or others in the workplace).

Competenz reserves the right to call in moderation at any time if concerns have been raised about the delivery and/or assessment of a unit standard.

## Action plans/response documents

Feedback on post-moderation will be provided in the form of a moderation report, which may result in minor changes to occur in future assessment practices or a non-verified result where an action plan may be needed.

## Moderation appeals process

If the organisation or assessor has concerns or disagrees with the moderator's decision, they have the right to appeal. It is recommended your organisation or individual contacts Competenz to seek clarification about moderator comments or decisions before formally appealing.

The appeal must be lodged within 15 working days of the date the moderation report is received. All moderation appeals must be provided in writing and include:

- » The assessment materials as originally sent to the moderator
- » Assessed learner work as originally sent to the moderator
- » A copy of the moderation report
- » Detailed reasons as to why you disagree with the moderation decision.

**Please send to:** QA@competenz.org.nz

**Attention:** National Moderation Manager

When a decision has been made, Competenz will return the materials along with a moderation appeal results letter. This will include a revised moderation report if the appeal is successful, or the original moderator's comments have been clarified. Otherwise, the original report stands. The outcome of this appeal is final.

Competenz is a business division of Te Pūkenga Work Based Learning Limited.  
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