



# ACCREDITATION AND MODERATION ACTION PLAN for Electricity Supply Industry Training Organisation

(version 4)

## Contact

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## Engineering and Technology > Electricity Supply

Domain	Standard IDs
Electricity Supply - Business Services	12391, 19483-19486
Electricity Supply - Core Skills	10507-10509, 12296, 12297, 12300, 12387, 12390, 12392, 16283, 17025-17028, 18027-18029, 18037, 18038, 18200, 18272-18277, 19323-19325, 19950, 20090-20095, 20421, 20534, 20618, 23897-23899, 24668, 24746
Electricity Supply - Design and Commissioning	14279, 14292, 14297-14313, 15560
Electricity Supply - Distribution Networks	10510-10513, 10518, 10521-10526, 10529, 10543-10556, 12295, 12298, 17568, 17632, 18024, 18026, 18030-18033, 18202, 19951, 19952, 20059-20074, 20417, 20418, 20422, 20423, 20535, 23896
Electricity Supply - HVDC	14314-14327
Electricity Supply - Live Work	10531-10542, 17570-17572, 18034-18036, 20083-20089
Electricity Supply - Metering	19309-19322, 19472, 19655, 23784
Electricity Supply - Power System Maintenance	6974-6978, 6980-6986, 10394-10424, 14328-14347, 14700, 14701, 15156, 15563-15565, 17633-17635, 18278, 21228-21230, 24669

Domain	Standard IDs
Electricity Supply - Power System Management	11577, 11578, 12385, 12386, 12388, 12389, 15558, 15559, 15561, 15566-15581, 16096, 16274-16282, 16284-16286, 18201, 18279, 19326, 19475-19482, 23409, 24691-24693
Electricity Supply - Retail	24522-24524
Electricity Supply - Testing	6987, 14268-14278, 14280-14291, 14293-14296, 20190, 20191, 24152
Electricity Supply - Thermal Operations and Control	17398-17449, 17904-17913, 20187, 20188, 22875-22879
Electricity Supply - Transmission Networks	10516, 10517, 10519, 10520, 10527, 10528, 10530, 17569, 18022, 18025, 20412-20416, 20419, 20420, 20847, 24680, 24681, 24747-24749
Electricity Utilisation	14188-14215

## 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)<sup>1</sup> 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.

Level 3 and above                Evaluation of documentation and visit by NZQA and industry.

### Visit waiver conditions

ESITO may waive their involvement in a visit upon written confirmation that the applicant meets the following criteria.

- The application is an extension of an existing accreditation.
- ESITO has been consulted during the development of the application.

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

## Areas of shared responsibility

None.

## Fees schedule for SSB involvement in accreditation process

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

All applicant organisations may consult with ESITO prior to applying for accreditation. Applicant organisations wishing to clarify the requirements relating to staff/assessor qualifications and experience; equipment and resources and their use; and compliance with legislative requirements should contact ESITO.

The industry-specific accreditation requirements have been established to assure ESITO that the applicant organisation has the capability to be a provider of quality training that meets industry requirements for assessment against electricity supply unit standards.

Criterion 1 Development and evaluation of teaching programmes

The applicant organisation must have policies and procedures to ensure the quality of programme delivery and outcomes, by ensuring that:

- teaching programmes are evaluated annually;
- links to industry are maintained;
- feedback on training delivery and materials is obtained from trainees.

Criterion 2 Financial, administrative and physical resources

The applicant organisation must have policies and procedures to ensure that the necessary equipment for training toward and assessment against the unit standards in the scope of the application is available.

Criterion 3 Staff selection, appraisal and development

The applicant organisation must have policies and procedures to ensure the selection of training and assessing staff with necessary knowledge and skills, to meet the following requirements:

- assessors and trainers hold unit standard 4098, *Use standards to assess candidate performance*, or can demonstrate equivalent knowledge and skills; and
- assessors and trainers have operational experience and technical expertise in the unit standards that they are assessing against.

The applicant organisation must have policies and procedures to ensure training and assessing staff maintain regular contact with industry, keeping abreast of the latest developments in technology, industry practice, and legislative requirements.

Criterion 4 Student entry

The applicant organisation must have policies and procedures to ensure that levels are clearly specified for student entry in relation to communication skills, literacy and numeracy skills, and physical abilities, to ensure student capability and the health and safety of the student and others.

Criterion 6 Off-site practical or work-based components

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

- all OSH requirements under Health and Safety in Employment Act 2002 and Safety Manual – Electricity Industry (SM-EI) Parts 1 to 3 are met;
- contractual arrangements for off-site practical or work-based components have been documented to show responsibilities for safety, training and assessment;
- links between off-site practical and work-based components training requirements are specified clearly; and
- contractual arrangements that ensure the availability of venues, equipment or resources when the applicant organisation is utilising third party venues, equipment or resources for the delivery of training and conducting assessment are in place.

Criterion 7 Assessment

The applicant organisation must have policies and procedures to ensure assessment provides for:

- the integration of off-site practical and work-based assessment against the unit standards within a programme;
- identification and support of individual needs of trainees.

## Criterion 8 Reporting

The applicant organisation must have policies and procedures to ensure that the reporting of credit achievements is made to NZQA within 30 working days of the assessment decision being made.

### **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**

ESITO 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 ESITO.

#### **Introduction**

The purpose of the Moderation Information (MI) is to provide details on the national external moderation system, developed by ESITO, to ensure that assessment decisions of accredited TEOs and schools are consistent with the national standard. All accredited 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**

The Annual Moderation Plan outlines the moderation programme for any one calendar year. It specifies priority areas for moderation, the methodology to be used in the moderation process, and the documentation to be supplied by accredited organisations. The Annual Moderation Plan is published by ESITO in January of each year.

The role of the Moderation Panel is to agree on and implement the Annual Moderation Plan, facilitate assessment consistent with the national standard, and guide and advise people in the regions who have responsibility for assessment. The Moderation Panel is made up of the National Moderator and moderators.

The National Moderator coordinates and facilitates the Moderation Panel and the moderation system, and provides an annual report on the outcomes of the moderation process to the ESITO Industry Standards & Development Manager.

Conducting, and reporting the results of, moderation is carried out by the moderators. Each moderator reports on each moderation activity to the assessor and the accredited organisation. A copy is provided to the National Moderator. Key information included in the report is the:

- name of the accredited organisation
- unit standards moderated
- summary of the moderation outcomes, and
- recommendations for future action.

ESITO will ensure confidentiality and security of material provided by accredited organisations for moderation.

ESITO appoints the National Moderator and moderators who will be on the Panel. Selection is based on moderation expertise and knowledge of industry training programmes. The moderation system is managed and reviewed by the ESITO Industry Standards & Development Manager.

#### Site visits

For moderation of all unit standards site visits of accredited TEO's and schools may be undertaken. A site visit may also take place following post-assessment moderation or to address non-compliance with moderation requirements. Accredited organisations will be advised in writing of a pending visit. A visit may include but is not limited to:

- sampling of assessment evidence;
- observation of assessment activity to verify assessor judgments.

#### Pre-assessment moderation

All ESITO-developed assessment resources have undergone pre-assessment moderation. All non-ESITO developed assessment material resources must be submitted to ESITO for pre-assessment moderation and approval prior to use.

ESITO encourages accredited organisations to use assessment resources developed by ESITO to ensure consistency of assessment decisions, and to reduce the need for pre-assessment moderation. Accredited organisations are also encouraged to participate in the development of ESITO assessment resources. However, ESITO recognises the academic autonomy of accredited organisations to assess against unit standards using their own assessment resources.

## Post-assessment moderation

An annual report on assessments undertaken will be required by ESITO from each accredited organisation. The report must summarise the number and range of assessments undertaken, the outcomes of the assessments undertaken, the processes used to ensure consistency and any recommendations from the accredited organisation to improve assessment practices. ESITO's Moderation Panel will review each report at its annual meeting, and provide feedback to each accredited organisation.

At the end of the year, ESITO will advise accredited organisations which unit standards have been selected by ESITO for moderation by the Moderation Panel. Moderation will involve approximately 10% of standards for which credit is reported to NZQA. At that time ESITO will request a sample of assessment evidence relating to the unit standards being moderated, and will advise where to send the assessment evidence. Assessment evidence required may include but is not limited to:

- completed assessment guides;
- witness testimonies/attestations;
- work activity profiles;
- assessor observations;
- photographic evidence;
- work books.

When selecting unit standards for moderation ESITO will take the following into consideration:

- a spread of sectors;
- a spread of accredited organisations;
- a spread of domains, levels, and high use unit standards.

All assessors participating in ESITO moderation will be provided with feedback on their assessment decisions.

## Reporting

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

National Moderator and moderator reports are used by ESITO to evaluate the effectiveness of its national external moderation system and form the basis for ESITO annual reporting to NZQA. The Industry Standards & Development Manager reports to the ESITO Board on a monthly basis.

## Funding

The ESITO's moderation system will be funded via the National Moderation Transfer from NZQA plus additional ESITO funds where required.

## Non-compliance with moderation requirements

Non-compliance in meeting the requirements of this moderation system will result in further action by ESITO. 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 National Moderator will provide details in writing to the accredited organisation. Necessary corrective action will be identified and a timeframe given for compliance. ESITO may request a site visit if all other means of communication have not resulted in resolution. Where non-compliance continues ESITO will arrange a meeting with the Chief Executive of the accredited organisation.

ESITO reserves the right to charge accredited organisations for costs relating to the resolution of non-compliance with moderation requirements as set out below:

Moderation of non-compliant documentation resubmitted for a second time,	\$75 per hour plus GST;
Site visits resulting from non-compliance,	\$300 per day plus GST;
Extra time (per half day),	\$150 plus GST;
Reimbursement for 'actual and reasonable' travel and accommodation expenses (vehicle mileage \$0.40 per km).	

## Appeals

In cases of disagreement about moderator decisions, the accredited organisation and the moderator should attempt to reach agreement. If agreement is not reached the National Moderator and then the Industry Standards and Development Manager will become involved to obtain a mutually agreed resolution. If this is not possible the final decision will rest with the ESITO Board. An appeal must be made in writing within 3 weeks of the date of the moderation report. The appeal must state the:

- accredited organisation;
- assessor(s) and registration number if applicable; and
- reasons for the appeal.

An Appeals Policy is available from the ESITO website.

## NQF Registration Information

Process	Version	Date
Registration	1	November 1996
Revision	2	June 2000
Revision	3	May 2005
Review	4	March 2008

The next AMAP review is planned to take place during 2012.