



2010
Annual Moderation Plan
for Training Providers

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Introduction

Moderation is a process of monitoring assessment to ensure it is current, reliable, authentic, valid, equitable, and sufficient. This ensures that training providers are making consistent and reliable judgments about candidates' assessed work.

The Electricity Supply Industry Organisation (ESITO) is responsible for the moderation system covered in the Accreditation Moderation Action Plan (AMAP) 0120. This can be viewed at: www.nzqa.govt.nz

This document outlines the Moderation Plan for the 2009 calendar year.

ESITO follows the four principles of best practice moderation:

Principle 1: Flexibility

Moderation allows different pathways to meet the needs of different learners and different ways of providing education and training.

Principle 2: Accessibility

Moderation allows for assessment to take place in a variety of places and times (including workplace assessment and prior learning). The plan is fair from the view points of gender, ethnicity, age and location.

Principle 3: Partnership

Moderation enables the use of culturally appropriate assessment practices. Development of the plan and operation of the moderation system involves a partnership of industry, profession, providers, the Qualifications Authority and other stakeholders as appropriate for the standards involved.

Principle 4: Quality

Moderation systems will ensure appropriate assessment procedures, and consistency of standards sufficient for the purposes for which the results are to be used. They will assure confidence among stakeholders and users of unit standards.

Provision of moderation services

The following table lists the registered ESITO moderators.

Registered ESITO moderators:

<p>Mike Burke (10) Ph: 07 8509128 BETAA Fax: 07 8509127 PO Box 10287 Mobile: 027 2247302 Te Rapa HAMILTON mike@betaa.co.nz</p>	<p>Carl Groshinski (15) Ph: 09 4301838 Northpower Mobile: 027 2223416 Private Bag 9018 Ahrs: 09 4382276 WHANGAREI carl.groshinski@northpower.com</p>
<p>Phil Hickin (20) Ph: 07 3774737 2 Pitiroi St Fax: 07 3783887 TAUPO 2730 Mobile: 021 447163 pjh.ibis@xtra.co.nz</p>	<p>Grant Brown (25) Ph: 09 4301931 Northpower Fax: 09 4301804 Private Bag 9018 Mobile: 027 2722342 WHANGAREI grant.brown@northpower.co.nz</p>
<p>Rodney Young (30) Ph: 07 8539499 6 Reeves Close Mobile: 02102337508 Fairview Downs HAMILTON rodney@proskills.co.nz</p>	<p>Phil Macquarie (35) Ph: 07 5420857 Macquarie Training Fax: 07 5423807 PO Box 11318 Mobile: 027 5752282 Papamoa TAURANGA phil@mtrain.co.nz</p>
<p>John McDonald (50) Ph: 03 4766308 Electrix Fax: 03 4766309 PO Box 10077 Mobile: 021 347688 DUNEDIN john.mcdonald@electrix.co.nz</p>	<p>Angela Houston (55) Ph: 04 4947432 Transpower Ahrs: 04 9716977 PO Box 1021 Mobile: 021 986923 WELLINGTON angela.houston@transpower.co.nz</p>
<p>Ken Stirling (60) Ph: 03 3079800 Electricity Ashburton Ltd Fax: 03 3079801 Private Bag 802 Ahrs: 03 3087045 ASHBURTON Mobile: 0274336036 kstirling@electash.co.nz</p>	<p>Ross Taylor (65) Ph: 03 3639753 5 Dunmurry Place Mobile: 027 4791771 Harewood CHRISTCHURCH 8051 ross.taylor@oriongroup.co.nz</p>
<p>Iain Thomson (70) Ph: 07 8286805 5598 State Highway 22 Ahrs: 07 8254432 RD 1 Mobile: 0276677078 Ngaruawahia iaint@ymail.com</p>	

If a provider wishes to appeal the result of any moderation on behalf of an assessor, the moderation appeal procedure is to be followed. This is detailed on the ESITO website contained in ESITO's Accreditation Assessment Moderation Procedures at: EAMA 3.4 ESITO Moderation Appeal Procedure.

Key features of the moderation plan

ESITO's moderation activities are based on agreed "best practice" principles, which include:

- pre assessment moderation (documentation review and approval of assessment tools),
- post assessment moderation (moderating assessor's professional judgment in their assessment decisions).

All providers assessing to ESITO unit standards are required to participate annually in the moderation plan. Non-compliance may result in the provider losing accreditation of specific unit standards controlled by the Electricity Supply Industry (ESI) as a standard setting body.

Feedback to providers will be provided on completion of the moderation activity.

Moderation will be conducted if required by way of meetings, by post and site visits.

Providers must maintain internal moderation requirements but are free to use any ESITO pre-moderated material that is located on the ESITO website.

Pre-moderation reports must be retained and made available to ESITO on request. This will alleviate any unnecessary repeat of moderation.

ESITO supports assessor communication with designated moderators assigned to your organisation on any issues relating to a moderation event. Moderator contact details are included in this document.

Selection methodology

In establishing its priorities for the year 2009, ESITO applied the following criteria in selection of unit standards for moderation:

- **30 % of unit standards registered**
- **high risk and high use unit standards**
- **RCC assessments**

All providers will be required to supply assessments for moderation. ESITO will request the assessment for moderation stating the following:

- Unit standard
- Delivery date
- Moderator

It is important that the assessment material reaches the moderator by the required date. If this is not achieved, it will be considered a non-compliance issue. The ESITO non-compliance procedure will then be followed. This is available at EAMA 3.1 ESITO Assessor and Training Provider Moderation Procedure

Information and documentation

Pre-assessment moderation

The following information and documentation, ***or the equivalent***, is required for pre–assessment moderation.

- EAMA 2.3.2 ESITO Assessment & Evidence Guide Form
- EAMA 2.3.3 ESITO Procedure or Question & Answer Checklist Form
- EAMA 2.3.9 ESITO Pre-Assessment Activity Check (when assessment used for first time this is to be supplied for moderation)

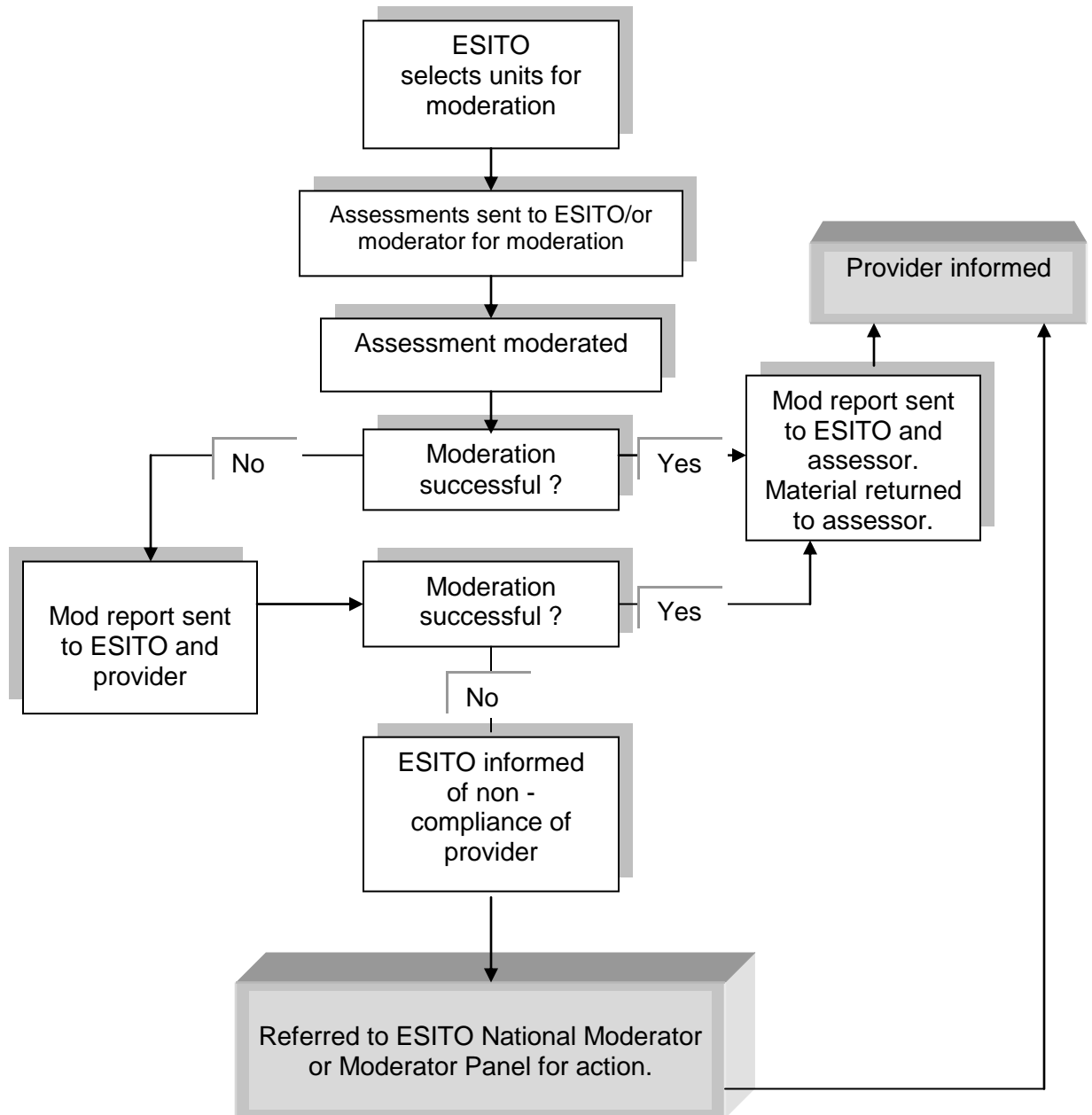
Information and Documentation “Post-assessment moderation”

The following information and documentation, ***or the equivalent*** is required for post–assessment moderation.

- EAMA 2.3.2 ESITO Assessment & Evidence Guide Form
- EAMA 2.3.3 ESITO Procedure or Question & Answer Checklist Form
- EAMA 2.3.4 ESITO Assessment Plan Procedural Checklist Form
- EAMA 2.3.6 ESITO Assessment Results Form
(when used this is to be supplied for moderation)
- EAMA 2.3.7 ESITO Trainee Appeal against Assessment Form
(only required when candidate appeals assessment decision)
- EAMA 2.3.8 ESITO Technical Expert Report Form
(when used this is to be supplied for moderation)
- EAMA 2.3.9 ESITO Pre-Assessment Activity Check Form
(when assessment used for first time this is to be supplied for moderation)

All documents are available on the ESITO website and form part of ESITO’s Assessment procedures handbook

Provider moderation procedures



Provider Quality Assurance Evaluation Visits, 2010

Providers selected for 2010

- Aoraki Polytechnic
- Occupational Safety Management (NZ) Ltd
- Genesis Power
- Utilitech
- BETAA Consultants
- Christchurch Polytechnic Institute of Technology

Objective of the visits

The objective of the quality assurance evaluation visit is to enhance relationships and communication with our providers and to promote good practice.

A visit to the Provider site will be made by an assigned ESITO moderator accompanied by an ESITO staff member. The evaluation will focus on the provision of training within the Electricity Supply Field.

Documentation that may be relevant for the visit

It would be appreciated if you would make available any relevant documentation, which may include:

- A copy of your Internal Moderation Report for 2009
- NZQA quality Audit Summary
- Your Quality Manual covering the scope of training under review
- A list of tutors who will be delivering the training, along with a short overview of their qualifications and experience
- Proof of membership/consultation to industry bodies
- Lists of key items of equipment
- Examples of assessment schedules
- Examples of the learner resource/information being used
- A copy of findings from any formal review process you may have carried out for the delivery of this training.

Criteria for the visit

The criteria for the 2010 evaluation visits are chosen from the ESITO AMAP 0120.

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 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 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.

Criteria 7 Assessment

There is a system for ensuring that assessment is fair, valid and consistent.

Criteria 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.