

# ACCREDITATION AND MODERATION ACTION PLAN

## for Forestry, Biosecurity, and Wood Related Manufacturing and Processing

(version 5)

### Contact

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### Agriculture, Forestry and Fisheries > Forestry

Domain	Standard IDs
Forest Cable Harvesting	19722
Forest Establishment	1232, 1234, 1236-1238, 6966, 19767, 19955-19962
Forest Foundation Skills	17769, 22994, 22995, 22997-23001
Forest Harvesting	1140, 1141, 1143, 1144
Forest Harvesting Operations	1230, 1262, 1266-1269, 6920, 6921, 17764, 17771, 19761-19764, 22132, 24578, 25754, 27633, 27634, 27636
Forest Health Surveillance	5695-5697, 5870, 5871, 5873, 5874, 18615, 22131, 22894, 22895
Forest Inventory	1125, 1129, 1130
Forest Landing Operations	1252, 1254, 6924, 16842, 17759, 19766, 24588, 25787
Forest Mechanised Harvesting	6941, 6943-6948, 24584
Forest Mensuration	1222, 6955-6960, 17762, 17768, 17770, 20584
Forest Operations	43, 1221, 6916, 6965, 17772, 23411, 24574, 24575, 24579, 25788, 25804
Forest Operations Advanced	1142, 1224, 6964, 17773, 24571, 24572, 24576, 24577, 27570
Forest Operations Management	1123, 1225, 6963, 19954, 24573, 24582, 24583, 25746, 25747, 25752, 26799, 26800, 27569
Forest Produce Inspection	5700, 5702, 5704, 5705, 17957

<b>Domain</b>	<b>Standard IDs</b>
Forestry - Breaking Out	1231, 1256, 1258, 6939, 24567, 27635
Forestry Business Management	1124, 4282-4286, 4288, 4289, 4291, 4292, 4294, 4298, 4301, 25748, 25749, 25751
Forestry Knowledge	1126, 1127, 1135, 1137, 1145, 1146, 1227, 14666, 14667
Forestry Operations	19717
Forest Silvicultural Operations	1243, 1245, 1247, 6950-6952, 6972, 6973, 17767, 23097, 23098, 25753
Forest Silviculture	1132, 1133, 1136, 1138
Machine Operations - Forestry	6926-6928, 6930-6932, 6934-6937, 17758, 24568, 24589, 24590, 27628
Non Commercial Forestry Skills	6917
Technical Forestry	1131, 1147
Tree Felling	1270, 17756, 17763, 17765, 17766, 19765, 24569, 24570, 24580, 24585, 25952

### **Law and Security > Biosecurity**

<b>Domain</b>	<b>Standard IDs</b>
Border Quarantine	16819-16823, 16826-16831, 19221-19228, 20806, 23401-23405

### **Manufacturing > Furniture**

<b>Domain</b>	<b>Standard IDs</b>
Craft Upholstery	14984-14986, 14988, 14990, 14992, 16237
Furniture Finishing	2206, 2208, 2209, 2211, 2213, 2214, 3152-3159, 17637-17641, 17739, 17740, 25520-25531

Domain	Standard IDs
Furniture Making	2198-2205, 2217, 2218, 2220, 2224, 2226, 2229, 2231, 2236, 2238, 2239, 2241, 2243, 2244, 2246, 2247, 2250-2253, 9784-9786, 9788-9799, 9804, 14995-14999, 16229-16234, 16239, 18891-18908, 18911-18918, 20047, 25532-25567, 25766-25768
Furniture Operations	16235, 17636, 25569, 25570, 25572, 25574, 25575, 25667-25670
Upholstery	2178-2181, 2190, 2192, 2194, 14348-14365, 14983, 14987, 14989, 14991, 14993, 14994, 16238, 20970-20975, 25576-25591, 25593-25596, 25765, 25769

### Manufacturing > Solid Wood Manufacturing

Domain	Standard IDs
Finger Jointing	4544, 4546, 4547, 15055, 15058, 15060, 20772, 21763, 22985-22987
Laminated Veneer Lumber and Plywood Manufacturing	712, 713, 715, 725-727, 5147, 19721, 19723, 21478-21481, 23158, 24604
Overlay Bonding	721, 722, 1849, 18761
Pole and Post Manufacturing	20020-20026
Saw Doctoring	652-656, 660-662, 664, 665, 667, 669-674, 5844, 5845, 8337, 8338, 15758-15763, 16241, 17962, 17967-17969, 23439, 27067
Sawmilling	8006, 8007, 15764-15767, 20751-20753, 22984, 23440, 24777, 24778, 27068
Timber Drying and Treatment	145, 146, 152, 154, 738, 8339, 16240, 20759, 21758-21762, 23437
Timber Grading	139, 141, 5846, 5848, 5852, 8003, 8004, 15770, 15771, 20754-20756, 24605, 24606, 27069-27072
Timber Machining	675, 676, 678, 681, 682, 684, 685, 688-690, 8009, 8010, 15061, 15772, 15775, 17959, 17960, 19719, 22989, 23105

<b>Domain</b>	<b>Standard IDs</b>
Veneer Slicing Operations	730-734, 23099-23103
Wood Product Manufacturing Skills	4548, 4551, 15056, 15059, 17042, 17044, 17046-17053, 17201-17203, 17963, 17964, 18963-18968, 19375, 20027, 20768-20771, 21498, 21764, 21765, 22990, 22991, 24607

### **Manufacturing > Supply Chain Management**

<b>Domain</b>	<b>Standard IDs</b>
Materials Management	17241-17251

### **Manufacturing > Wood Fibre Manufacturing**

<b>Domain</b>	<b>Standard IDs</b>
Composite Wood Panel Manufacturing	694, 697, 708, 710, 719, 720, 723, 724, 7067, 7069-7072, 16245, 16341, 21475-21477
Paper Making	3523, 3577, 3582, 3584, 3585, 3589-3592, 3595, 3602, 3604, 12900, 12903, 15815-15817, 22982, 23074-23076
Pulp and Paper - Chemical Plants	3617-3620, 3622-3627, 3637, 3638, 5680, 15821, 15823, 16287, 16292, 21492-21496
Pulp and Paper Manufacturing Skills	3509-3511, 3513, 3514, 3517-3519, 3524, 3572, 3580, 3596, 3597, 10833, 10834, 15827, 15829, 15831-15833, 21489-21491
Pulp and Paper Technology	5671, 5676, 17856, 17858, 17859, 17863-17868
Pulp Making	3543, 3547, 3551-3553, 3555, 3559, 3562-3564, 21484-21488, 22983
Tissue Converting	3594, 16569-16598, 16602-16604, 16664-16666, 16763, 20439, 20440, 23168-23170, 26075, 26076, 27377-27382

## Manufacturing > Wood Handling and Distribution

Domain	Standard IDs
Timber Yarding	143, 164, 165, 5703, 8005, 17961, 20757, 20758, 24776
Wood Preparation	130, 134, 166, 739, 740, 3538, 3539, 3541, 3544, 3561, 12898, 12899, 15825, 20760-20765, 21497

## Manufacturing > Wood Manufacturing - Generic Skills

Domain	Standard IDs
Wood Manufacturing	20265, 20267, 20272, 25953
Wood Manufacturing Coordination	19720, 20773, 20774, 22979-22981, 27073
Wood Manufacturing Foundation Skills	155-157, 159, 160, 162, 668, 729, 736, 5634, 5638, 5655, 5847, 8002, 8008, 9774, 15774, 16244, 17860-17862, 17869, 17970, 17971, 19794, 19795, 20766, 20767, 21483, 22969-22978, 22988, 27074
Wood Panel Manufacturing Skills	695, 696, 698-704, 16247, 21482, 23438

## Manufacturing > Wood Processing Technology

Domain	Standard IDs
Wood Manufacturing	20264, 20266, 20268-20271, 20273-20279
Wood Technology	17453

## 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.

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

## Standard Setting Body involvement in accreditation process

Levels 1 and 2	Evaluation of documentation by NZQA and industry.
Level 3 and above	Evaluation of documentation and visit by NZQA and industry.

## Visit waiver conditions

A waiver may be granted on application to FITEC in the following circumstances:

- where the application for accreditation has been developed in consultation with FITEC and has their support;
- where the applicant organisation's history of teaching and assessment against unit standards of a similar nature is well known by FITEC and has their support;
- other special reasons agreed on a case-by-case basis among the applicant organisation, FITEC, and NZQA.

## 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**

Criterion 1 Development and evaluation of teaching programmes

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

- teaching programmes are relevant, structured and purposeful and include embedded literacy training to meet the identified literacy demands of the required unit standards
- industry input is reflected in the development and delivery of teaching programmes and resources, all of which must demonstrate a clear link with unit standards
- student feedback is taken into account in evaluating programme quality.

FITEC has developed study guides for most unit standards. These are available for use via FITEC's web services (at <http://www.fitec.org.nz/>) for a nominal fee.

## Criterion 2 Financial, administrative and physical resources

The applicant organisation must have policies and procedures to ensure that all equipment and training resources conform to commercial industry practice, job requirements, and legislation.

The applicant organisation must also have policies and procedures to ensure that trainees have sufficient time and access to worksite resources and equipment to meet training and assessment requirements.

## Criterion 3 Staff selection, appraisal and development

The applicant organisation must have policies and procedures in place for the appointment of staff to ensure that staff are appropriately qualified. At a minimum staff must be qualified at a level higher than the unit standards they are teaching and/or assessing against, or be able to demonstrate equivalent knowledge and skills.

Demonstration of equivalent knowledge and skills will include, but is not limited to:

- holding non-unit standard based qualifications in the same subject matter
- having current or previous employment in a role that requires skills and knowledge in the same subject matter.

It is recommended that staff appointed to assess against these unit standards have proven competence in workplace assessment. This could be evidenced by holding credit for unit standard 4098, *Use standards to assess candidate performance*, or an equivalent work-based assessment qualification.

It is also recommended that teaching and assessing staff hold nationally recognised qualifications in teaching and/or literacy and numeracy such as the National Certificate in Adult Literacy and Numeracy (Vocational/Workplace) (Level 5) [Ref: 1253].

## Criterion 6 Off-site practical or work-based components

The applicant organisation must have policies and procedures in place for students who spend time within industry for training, work experience, and/or assessment. These policies and procedures must include employment or placement agreements that describe the respective responsibilities of student, applicant organisation, and industry.

At a minimum, employment placement agreements must clearly indicate who is responsible for:

- management of health and safety
- assessing candidates
- reporting results
- allowing sufficient time and access to worksite resources and equipment to meet training and assessment requirements.

## Criterion 7 Assessment

FITEC has developed assessment materials for most unit standards listed in this AMAP, which have undergone pre-assessment moderation. These are available for use via FITEC's web services (at <http://www.fitec.org.nz/>) for a nominal fee. Details of fees charged for the purchase of this material are specified on the website.

Applicant organisations must indicate whether it will use FITEC-developed assessment material or self-developed assessment material.

Where an applicant organisation wishes to develop its own assessment material, the organisation must have policies and procedures to ensure that all self-developed assessment material is submitted to FITEC for pre-assessment moderation and approval prior to use.

FITEC encourages all accredited organisations to use assessment material that has been developed by FITEC.

## Criterion 8 Reporting

The applicant organisation must have systems and procedures in place to ensure student assessments are reported to NZQA within six months of the assessment date.

### **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**

FITEC 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 FITEC.

## **Introduction**

The purpose of the Moderation Information (MI) is to provide details on the national external moderation system, developed by FITEC, 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**

FITEC will appoint a National Moderator who is responsible for the implementation, coordination, and management of the national external moderation system covering assessments carried out by accredited organisations.

FITEC may consider reducing the moderation requirements for an accredited organisation with a history of compliant national external moderation results.

Each accredited organisation that is active in assessing FITEC managed unit standards must provide FITEC with a named person for moderation contact by 31 March each year.

FITEC will advise the moderation contact person for each accredited organisation of the moderation requirements for the year at least once during the year. However, there may be further discussions, to organise a site visit for moderation or to clarify moderation expectations, as required.

Where moderation of an accredited organisation only requires sampling of assessment materials, these assessment materials must be submitted to FITEC within one month of notification. Where moderation of an accredited organisation requires a site visit, it is expected that the visit will be arranged at a time which is mutually convenient to both parties, within two months of notification of the requirement for a site visit. Moderation reports will be returned to the contact person for the accredited organisation within one month of moderation being carried out.

## **Pre-assessment Moderation**

FITEC has developed assessment resources for some unit standards that have undergone pre-assessment moderation to ensure national consistency. FITEC encourages accredited organisations to utilise the FITEC assessment resources to enhance national consistency of assessment decisions, and to reduce the need for pre-assessment moderation.

Accredited organisations who develop their own assessment resources must submit these to FITEC for pre-assessment moderation and approval prior to use. Please allow at least 30 working days for pre-assessment moderation to be completed by FITEC. FITEC will provide a pre-assessment moderation report highlighting any issues.

FITEC does not charge for the first quality assurance cycle of assessment resources for pre-assessment moderation. However, it reserves the right to charge accredited organisations at the rates set out in the funding section below for second and subsequent quality assurance cycles.

It is the responsibility of accredited organisations to ensure self-developed assessment resources are updated annually, and submitted for pre-assessment moderation accordingly, to reflect the latest version of the unit standard.

### Post-assessment Moderation

Accredited organisations will be moderated annually. Assessed learner samples will be moderated for theory unit standards and unit standards at Level 2 or below. Where an accredited organisation is assessing against unit standards at Level 3 or above that contain practical content, a site visit will be conducted.

Moderation carried out by site visits may include but is not limited to:

- sampling of assessment evidence
- interviewing trainees who have gained credit for practical unit standards to validate assessment decisions
- observation of assessment activity
- assessor interviews
- check equipment used for assessment to ensure they meet assessment conditions.

Sample selection will be based on the following principles:

- cross section of levels of unit standards being assessed against
- volume relevant to the number of assessments being carried out against that unit standard
- prioritising newly registered standards or domains
- prioritising high 'risk' standards in safety, health, production, quality, and environment.

FITEC will use outcomes of moderation to identify improvements required to qualifications, unit standards, assessment resources, and the national external moderation system.

### Reporting

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

Any feedback on the national external moderation system will be received through the annual moderation activities.

## **Funding**

The national external moderation system will be funded from the National Moderation Transfer from NZQA and charges to accredited organisations (see below). Additional funds, as required, will be sourced from industry contributions and other revenue.

In cases of ongoing non-compliance with moderation requirements FITEC reserves the right to charge the non-compliant organisation on a cost recovery basis as set out below.

- Pre-assessment moderation (when more than one resubmission is required)  
\$75 per hour plus GST
- Site visit for non-compliance  
\$400 per day plus GST, charged in part days  
Accommodation and travel (actual and reasonable).

## **Non-compliance with moderation requirements**

Non-compliance in meeting the requirements of this moderation system will result in further action by FITEC. Ongoing unresolved non-compliance will be referred to the appropriate QAB (NZQA, ITP Quality, or CUAP). Ultimately the QAB may withdraw accreditation.

Further action will include discussion of the non-compliance with the accredited organisation and may include additional moderation activities, including a site visit to facilitate compliance.

A site visit may be undertaken by the National Moderator to address non-compliance with moderation requirements, or following non-compliant post-assessment moderation results, to seek resolution and consistency of assessor judgements with the national standard. Accredited organisations will be advised in writing of the requirement for a visit with the moderation feedback on assessment decisions. A site visit may include:

- sampling of assessment evidence
- observation of assessment activity
- discussion with the accredited organisation on their action plan to address non-compliance.

FITEC reserves the right to charge the non-compliant organisation for a site visit at the rates set out in the funding section above.

## **Appeals**

Where the accredited organisation disagrees with a moderation decision, the issue should be raised with the National Moderator within 5 working days of receiving the moderation decision and, where possible, resolved through discussion.

Where resolution is not possible an appeal should be made in writing within 20 working days of receiving the moderation decision to the FITEC Programme and Development Quality Manager. The FITEC Programme and Development Quality Manager will facilitate a resolution within 20 working days of receiving the appeal.

Where resolution is not possible FITEC will appoint an independent arbiter. The arbiter's decision will be final.

### **NZQF Registration Information**

<b>Process</b>	<b>Version</b>	<b>Date</b>
Registration	1	November 1999
Review	2	October 2005
Revision	3	January 2008
Review	4	February 2009
Revision	5	January 2011

The next review is planned to take place in 2015.