

Introduction

The Connexis Annual Moderation Plan (the Plan) is created to identify the moderation requirements for Connexis-managed unit standards covered by CMR 101, 120 and 234. This plan outlines moderation activity for 2017.

Providers, assessors and moderators are required to engage in moderation to ensure valid, fair and consistent assessment, and to establish a national standard in assessment for Connexis-managed unit standards.

Moderation Activity

Connexis moderation may include:

- pre-assessment moderation;
- observed moderation (moderator observed assessment);
- desktop or peer moderation;
- post-assessment moderation (postal and/or on-site visits) and;
- moderation workshops.

Each moderation activity will be carried out in accordance with the Connexis Consent, Moderation and Assessment Policies and Procedures document (CMAPP).

Moderation Requests

Moderation is conducted retrospectively on a quarterly basis. The selection of requested moderation samples is generated from the Connexis data management system based on identified risk factors, as outlined in the CMAPP. Connexis moderation sample requests will be either by letter to the organisation's primary contact or emailed to the assessor. The moderation requirement will identify: the assessment samples to be submitted; the name and contact details of the assessor; and the assigned moderator's contact details.

Moderation Reports

The Quality Assurance Team (QA team) will return reports to the provider/assessor on completion of the moderation. The report advises assessors/providers whether the assessment decision is supported by the moderator. For any unsupported assessment decisions the QA team will contact assessors to discuss the decision outcome.

Moderation Timeframe

Assessors are notified of requests for moderation with 20 working days to provision the request to the moderator. However, samples must be received on or before the due date specified in the moderation notification.

The QA team will provide the completed moderation report to the assessor/provider within 20 working days of the date the moderator received the trainee samples.

Compliance

All assessors and providers assessing against unit standards covered by the various Connexis Consent and Moderation Requirements (CMRs) are required to engage in Connexis moderation. Assessors or providers not engaging in moderation requirements are considered non-compliant.

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Assessor Forums

Assessor forums are conducted regionally. The forums offer professional development, assessment best practice, industry updates, and qualification and unit standard developments. They provide a supportive environment where assessors can interact and share information with their peers.

Assessor forum information is located on the Connexis Website under the **Events** page and **Connexis Assessor Forums 2017**. Connexis-registered assessors are required to attend one assessor forum every two years to maintain registration.

Connexis Moderator Meetings

Moderators are required to attend the Connexis general moderators meeting which is held annually. The Moderators meeting is being held on the 23rd Mar in Wellington. Notifications will be sent out to all moderators about this date and ask for agenda items.

Moderator Panel Members, in addition to attending the general meeting, will attend moderator panel meetings a minimum of twice a year. Moderator Panel meetings have been scheduled for:

- 23rd March 2017 for two hours post the General Moderators meeting
- 20th July 2017
- 9th November 2017

Provider Evaluation Visits

Providers are evaluated on a cyclical basis against a selection of the eight industry or sector specific criteria contained in CMR 120 and CMR 101. The criteria selected for focus in 2017 are:

- Criterion 2 – Physical Resources
- Criterion 3 – Staff Selection
- Criterion 6 – Off Site

The objective of provider evaluation visits is to review current practices, to provide support, and to ensure that providers have the physical capability to deliver to the conditions and requirements of the unit standard. This supportive and educative approach enhances relationships and communication with providers through the process of continual improvement of industry training and assessment practices.

In 2017 Connexis will be conducting evaluation visits with the following providers:

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|---------------------------|--|
| • ARA | BETAA |
| • BroadSpectrum | Downer |
| • Educhem | MITA |
| • Oceania Careers Academy | Thoughtplanters |
| • Solomon Group | Transpower New Zealand Ltd trading as Transpower Grid Skills |
| • The Energy Trainers | Wintec |

Providers will be contacted in regards to notification of the evaluation visit date, with full details and documentation of the visit being sent out 20 working days prior to the visit.

A provider evaluation visit will include a Connexis Quality Assurance team member, and Connexis moderator. Where advised, a visit may include an on-site moderation of practical assessment and/or desktop moderation. A written report will be provided within 20 working days following the evaluation visit.

Evidence of non-compliance may result in Connexis conducting further evaluation visits.

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Post-assessment Moderation Flowchart

