



NEW ZEALAND QUALIFICATIONS AUTHORITY  
MANA TOHU MĀTAURANGA O AOTEAROA

# Criteria for Approval and Registration of National Qualifications Framework (NQF) Accreditation and Moderation Action Plans (AMAPs)

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# Criteria for Approval and Registration of National Qualifications Framework (NQF) Accreditation and Moderation Action Plans (AMAPs)

This document was amended in March 2006 to include NZQA Board policies governing accreditation visits at Levels 1 and 2 of the NQF, and to include the Purpose of an AMAP section, sections for the NQF Registration Information and Replacement Information tables (on the [AMAP template](#)), and a table of contents (to assist with navigation). Other changes to the document are for clarity and have not changed the criteria for registration.

## Purpose of an AMAP

### Introduction

An AMAP sets out, for the standards listed in the scope:

- the nature of the accreditation process and involvement of the Standard Setting Body (SSB) in the process, and industry or sector-specific requirements for the accreditation of organisations to deliver programmes and/or assess against standards in the scope of the AMAP (the Accreditation Information section)
- the national external moderation process that accredited organisations will need to engage in (the Moderation Information section).

Approval of an AMAP is required for the registration of standards on the NQF. Every standard registered on the NQF cites the number of its applicable AMAP.

### Accreditation

Accreditation is a process for ensuring that organisations have the necessary Quality Systems for training and assessment, within a given scope, leading to the award of credit on the NQF.

The responsibility for accreditation of tertiary education organisations (TEOs)<sup>1</sup> and schools lies with the New Zealand Qualifications Authority or one of its delegated accreditation agencies, ie Institutes of Technology and Polytechnics Quality (ITPQ) and the Committee for University Academic Programmes (CUAP).

### National external moderation

Moderation is a process for ensuring that assessment decisions are fair, valid, and consistent.

All standards on the NQF are moderated through the relevant SSB's national external

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

moderation system. It is the responsibility of accredited organisations and SSBs to ensure that assessors participate in the national external moderation system.

## **Accreditation Information (AI)**

The purpose of the AI is to set out the nature of the accreditation process and involvement of the SSB in the process, and to set out the SSB's industry or sector-specific requirements for a TEO or school's quality systems in relation to the criteria for accreditation. The eight criteria are identified in the Quality Management Systems for Accreditation published in the New Zealand Gazette, 1993, and remain unchanged after review in 2003-2004.

The AI:

- enables an industry or sector to:
  - establish any shared responsibility for, or conditions for waiving SSB involvement in, the accreditation process
  - establish any specific requirements for personnel involved in accreditation
- enables an industry or sector to establish specific requirements, where necessary, within the eight criteria for accreditation
- advises organisations seeking accreditation of the nature of the accreditation process and involvement of the SSB in the process
- advises organisations seeking accreditation, and NZQA Quality Auditors and delegated accreditation agencies, of the specific requirements in relation to the eight criteria for accreditation
- enables consistency between accreditation panels.

To clarify any industry or sector specific requirements, organisations seeking accreditation should contact the relevant SSB.

## **Accreditation information criteria**

### **Introduction**

An introduction setting out the purpose of the AI must be provided.

### **Standard Setting Body involvement in accreditation process**

The nature of the accreditation process and SSB involvement in the process, such as SSB and NZQA involvement in accreditation and the involvement of teaching professionals or other bodies in the process, must be provided in relation to field/subfield/domain, and level. The statement must match the approved wording – please see the [Options](#).

### *Visit for Level 1 standards*

A visit cannot be prescribed in relation to accreditation for Level 1 standards.

### *Visit for Level 2 standards*

A visit should not normally be prescribed in relation to accreditation for Level 2 standards.

Exceptions will be considered on a case-by-case basis in relation to the following criteria.

- 1 The standards have been identified as high risk in relation to:
  - health
  - safety
  - the reputation of the industry or sector.
- 2 Evidence of problems with provision in the area in question exacerbates the risks associated with new (untested) organisations being granted accreditation.

SSBs seeking a visit for Level 2 standards must provide a rationale for their proposal and supporting evidence where relevant.

Requests relating to entire domains or subfields will normally be approved only if visit waiver conditions are included in the AMAP.

### *AMAP and standard documents must match*

The SSB involvement in accreditation on the AMAP and the accreditation option on unit standards must match. This means that, if the SSB involvement in accreditation is changed, the AMAP and the unit standards must be amended.

### **Visit waiver conditions**

Any conditions under which the SSB may waive an accreditation visit must be provided.

### **Areas of shared responsibility**

Any areas of shared responsibility, where a representative from another SSB could represent this industry or sector on an accreditation visit, must be provided.

### **Fees schedule for SSB involvement in accreditation process**

The link to the Fees Schedule for SSB involvement in the accreditation process must be provided. This link is on the AMAP template.

### **General requirements for accreditation**

The criteria for accreditation must be provided. The criteria are on the AMAP template.

Criteria for accreditation [MS Word](#)  and [PDF](#) 

## **Industry or sector-specific requirements for accreditation**

Any industry or sector-specific requirements within the eight accreditation requirements set by NZQA must be provided. The criteria headings are on the AMAP template.

Any industry or sector-specific requirements outside of the eight accreditation criteria set by NZQA must be provided. The requirements must not impose unreasonable barriers to provider engagement in the NQF, or unnecessarily impinge on the provider's right to academic freedom. The SSB must be able to provide the rationale for specific requirements it wishes to make.

## **Non-compliance with accreditation requirements**

The standard statement regarding non-compliance with accreditation requirements must be included. This is on the AMAP template.

## **Implementation**

The standard statement regarding implementation, ie SSB provision of participants for accreditation processes, must be provided. This is on the AMAP template.

## **Moderation Information (MI)**

The purpose of the MI is to provide details on the national external moderation system developed by the SSB to assure the quality of assessment decisions made against the SSB's standards. TEOs and schools assessing candidates against standards listed in the scope of an AMAP must comply with the requirements of the MI.

The design of the national external moderation system will relate to how assessment typically occurs, the structure and organisation of the industry or sector, the risks associated with inconsistent assessment decisions, and issues regarding the cost effectiveness and manageability of a particular system.

The SSB is responsible for evaluating and reporting on the effectiveness of the national external moderation system, and for providing an annual report to NZQA.

## **Moderation information criteria**

The MI must:

- be easy to understand
- be manageable for both SSB and users
- be cost-effective for both SSB and users
- support best practice assessment and moderation to enhance validity and assessor expertise
- enhance comparability and consistent quality of assessor judgements
- support collaboration, cooperation, and rationalisation within the moderation system
- support NQF principles of flexibility and safeguard diversity of provision

- support academic autonomy of education organisations
- support a holistic approach towards quality assurance, balancing coverage and intensity of moderation
- support the Tertiary Education Strategy in terms of recognising te ao Māori, tikanga Māori, and responsiveness to Pasifika peoples by not creating any unnecessary or unreasonable barriers.

The standard statement that a centrally established and directed national moderation system has been set up by the SSB must be provided.

## **Introduction**

The introduction setting out the purpose of the MI must be provided. This is on the AMAP template.

Information about who has the responsibility for implementation, coordination and management of the moderation system, ie name of the organisation or agency, must be provided. Contact details, if different from those at the beginning of the AMAP, must be provided.

## **Moderation system**

The responsibilities of participants within the system, eg accredited organisations, assessors, and moderators, must be provided.

The structure of the national external moderation system must be described and must be clear, ie roles and responsibilities, and the process that will take place (eg determining the standards to be moderated; pre-assessment moderation of activities; post-assessment moderation of activities and/or evidence; and site visits).

The coverage and intensity of the moderation that will take place must be clear.

What will be moderated in terms of assessment documents or activities and evidence must be set out.

Links to relevant secondary documents, ie moderation system manuals, should be provided, particularly where they hold further details relating to how the system operates.

## **Reporting**

The standard statement, that the SSB is responsible for evaluating the effectiveness of its national external moderation system and for providing an annual report to NZQA, must be provided. This is on the AMAP template.

Details of the review and reporting process that the SSB will undertake must also be provided.

## **Funding**

Details of how the national external moderation system will be funded must be provided,

including the portion of the \$1/credit fee rebate from NZQA, and charges (if any) for participating accredited organisations. Charges must be reasonable and necessary.

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

The standard statement regarding non-compliance with meeting requirements of the national external moderation system must be provided. This is on the AMAP template. Details of actions that the SSB will take in such circumstances must also be provided.

### **Appeals**

The process that accredited organisations can use to appeal moderation decisions, and the SSB's dispute resolution process must be provided.

## **General Criteria**

### **Formatting**

The format must be Arial font, left aligned, and across the whole width of the page.

The SSB name in the header must:

- match the SSB responsible for the standards covered by the AMAP
- be different to the name of any other AMAP (see the Excel spreadsheet under 'find the Id of an AMAP by standard setting body' at <http://www.nzqa.govt.nz/framework/amaps>).

### **Contact information**

Contact information must be provided:

Contact name and/or designation

Standard Setting Body

Postal address

TOWN/CITY

Telephone      XX XXX XXXX

Fax              XX XXX XXXX

Email

Website        *(optional)*

If separate contacts need to be specified for accreditation and moderation, contact information for each must be clearly set out under Accreditation Information and Moderation Information.

### **Unit standards to which the AMAP applies**

Fields must appear in upper case, and subfields and domains in mixed case.

Fields must be listed alphabetically; subfields must be listed alphabetically under field; domains must be listed alphabetically under subfield; standards must be listed numerically under domain.

**Example**

FIELD      MANUFACTURING		
Subfield	Domain	Id
Manufacturing Skills	Can Making	4812, 18318-18335
	Manufacturing Processes	4804-4811, 4813, 4814, 21329-21333
FIELD      PLANNING AND CONSTRUCTION		
Subfield	Domain	Id
Construction Trades	Architectural Aluminium Joinery	550-560
FIELD      SERVICE SECTOR		
Subfield	Domain	Id
Lifting Equipment	Powered Industrial Lift Trucks	10851-10852

**NQF Registration Information**

The NQF Registration Information table on the AMAP template enables version tracking. Process, version and dates must be provided where known.

**Replacement Information**

The Replacement Information table on the AMAP template enables replacement tracking. Where one or more replacement relationships exist details must be provided in the table.