



2011
Annual Moderation Plan

Training Providers

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Introduction

This document outlines the ESITO Moderation Plan for the 2011 calendar year.

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

ESITO follows 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.

Registered ESITO moderators

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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 Moderation Assessment Procedures at: EAMA 13 Moderation Decision Appeal.

Key features of the moderation plan

ESITO's moderation activities include pre and post assessment moderation:

- 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.

Moderation will be conducted as required by way of meetings and/or by post and site visits. Feedback to providers will be provided on completion of the moderation activity.

Providers must maintain internal moderation requirements and pre-assessment moderation reports must be retained and be made available to ESITO on request. Providers are welcome to use any ESITO pre-assessment moderated material that is located on the ESITO website.

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

All providers are required to supply assessments for moderation. 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; it is available at EAMA 16 Moderation Non-Compliance.

Priorities for 2011

ESITO applies the following selection methodology in selection of unit standards for moderation, 2011:

- **10 % of unit standards registered, plus**
- **High risk and high use unit standards**
- **All RCC assessments**

Moderation control points

Within the selection criteria, samples are further prioritised according to a set of moderation control points; the following list is not in a preferential order.

- High unit level
- High usage
- High risk
 - Safety requirements
 - Newly registered assessor
 - Newly accredited provider
 - Assessors reporting low numbers of credits.
 - Assessors whose assessment decisions and/or practice have not been supported, by the moderator, in the post assessment moderation process.
 - Industry alerts (reports from other ITO or assessors of best practice not being followed).
- Commonality i.e. the same unit assessed by providers; this aids benchmarking and achieving a National Standard.
- Units called by other SSB and NZQA
- All RCC assessments will be subject to post assessment moderation.

Information and documentation

Pre-assessment moderation

The following information and documentation is required for pre–assessment moderation.

- Evidence of pre assessment moderation.
- Assessor schedule – containing model answers, and evidence and judgment statements mapped to the unit standard
- Candidate assessment material - containing conditions of assessment, unit standard criteria and assessment requirements e.g. questionnaire, practical observation criteria, details of documents required for evidence, final assessment decision record, trainee and assessor signature requirement, and any other evidence requirement of the unit standard.
- A copy of the unit standard

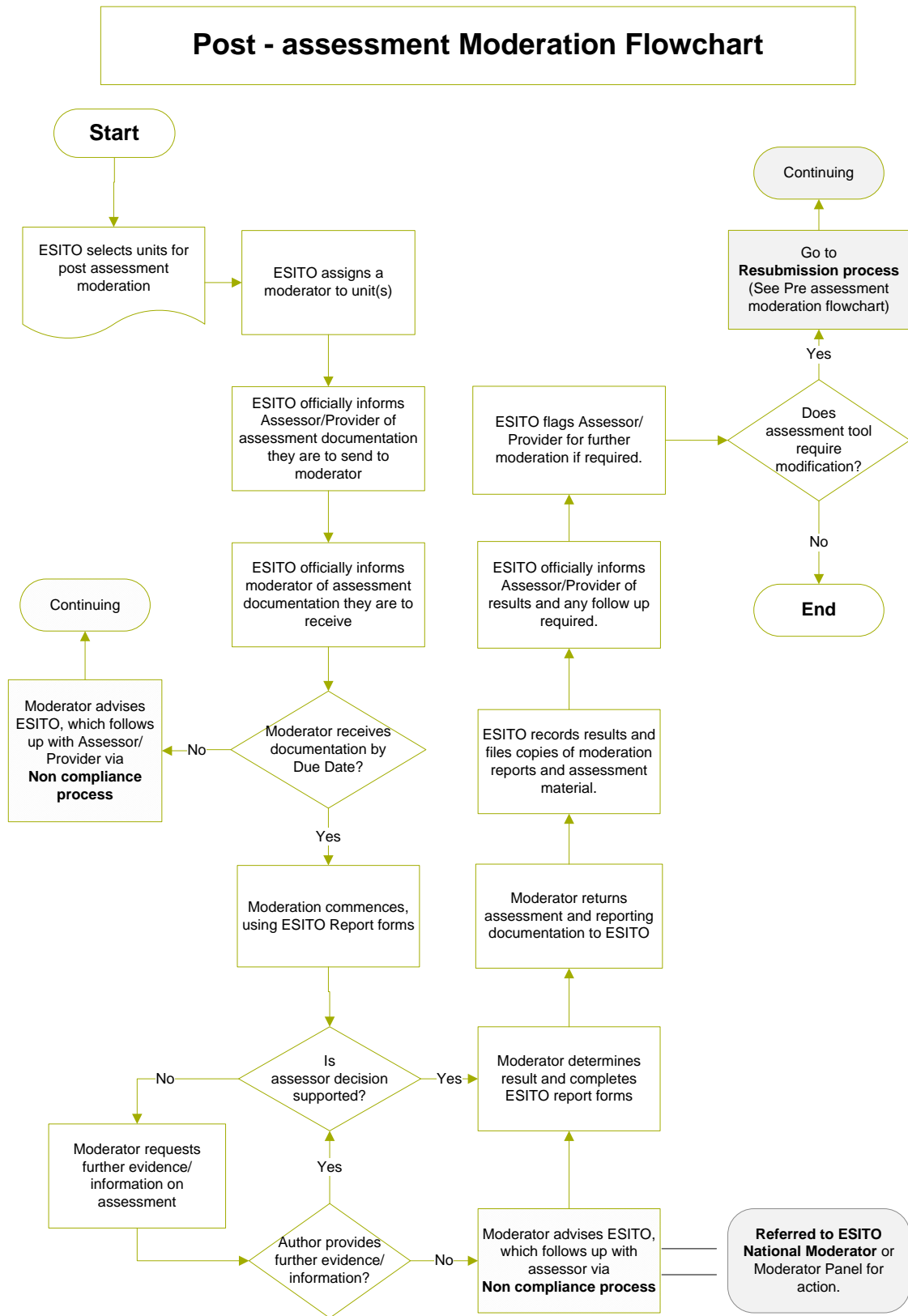
Post-assessment moderation

The following information and documentation is required for post– assessment moderation.

- All documents listed above
- EAMA 6.19.1 ESITO Credit Registration Summary (when used this is to be supplied for moderation)
- EAMA 10.4.1 ESITO Trainee Assessment Decision Appeal (only required when candidate appeals assessment decision)

The above EAMA documents are attached as appendices.

Post assessment moderation process



Quality assurance evaluation visits

Providers selected for 2011 evaluation visits

Dates will be arranged in conjunction with the Provider

- Vertical Horizonz Group
- Manukau Institute of Technology
- Omaka Training Centre
- Utilitech
- Safety in Action

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.

Providers are evaluated on a cyclical basis against the criterion contained in the ESITO AMAP. There are eight criteria, three of which will remain constant i.e. ESITO Criterion Six, Seven and Eight. The visit may include unit standard moderation.

Outcomes of this visit may be:

- All criterion requirements met
- Minor suggestions for change
- Recommended changes to training provider procedures and/or activities, to be complied with by the date specified by ESITO and agreed with the provider
- Unsatisfactory - resulting in referral to the ESITO Chief Executive.

A visit to the Provider site will be made by an assigned ESITO moderator accompanied by an ESITO staff member. ESITO may combine their visit with that of another ITO. ESITO's 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 2011
- 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 2011 evaluation visits are:

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.