

### WAKA AMA CONSENT TO ASSESS APPLICATION

<b>Kura/School:</b>			
<b>Physical Address:</b>			
<b>Contact Name:</b>			
<b>Contact Email:</b>		<b>Phone:</b>	
<b>Rā/Date:</b>			

### Please tick waka ama unit standards you are applying for consent to assess:

Unit Standard	Unit Standard Title	Level	Domain	Tick
30810	Demonstrate and describe waka ama paddling and safety skills (15 Credits)	L2	Waka Ama - Outdoor Recreation	
30811	Demonstrate capsized drills for waka ama (3 credits)	L2	Waka Ama - Outdoor Recreation	

### ACKNOWLEDGEMENT AND SUBMISSION REQUIREMENTS

A policy or statement confirming that when qualified staff are not available, assessment will not take place. This can take the form of a letter from your head of school (on school letterhead).

ALL Seven CMR criterion have been completed below and relevant documentation is attached *NB: Applications are unable to be processed with criterion evidence missing or incomplete*

I understand Toi Mai will issue a Letter of Support if my application meets the criteria. I will then submit my consent application and letter of support to NZQA within a period of six months for final consent to assess approval

<b>Name</b>		<b>Signature</b>	
-------------	--	------------------	--

Submit application to: Toi Mai Quality Assurance Team, PO Box 445, Wellington, New Zealand  
or [moderation@toimai.nz](mailto:moderation@toimai.nz)

Toi Mai will acknowledge the receipt of your application. A Quality Assurance Specialist will then complete an initial evaluation and make contact within 20 working days.

Questions? We are here to help and support you with your application. Call one of our friendly school specialists on 04 909 0316 – we will guide you through the CTA process.

You can also find more on the process on our website [Consent to assess - Toi Mai](#)

## CONSENT TO ASSESS APPLICATION REQUIREMENTS

- All seven criterion (1- 7) must be supported with the required information and evidence to meet the Toi Mai CMR for your application to be considered
- Please clearly label your attached evidence with the criterion it relates to

*You can refer to appendices in the relevant CMR# 0099 for details of specific evidence required*

### CRITERION

#### CRITERION 1 - DEVELOPMENT AND EVALUATION OF TEACHING PROGRAMMES

##### **Evidence Required – please tick**

Letter is attached which provides an overview of reason for consent to assess application  
Detailed lesson plan attached (outlines when and where learning and assessment will take place).  
Include dates, times, venues, number of students etc.

Notes:

#### CRITERION 2 - FINANCIAL, ADMINISTRATIVE AND PHYSICAL RESOURCES

*Evidence Required – Please complete A. or B. Boxes*

##### **A. Are you intending to use your kura own waka ama equipment/resources?**

- Attach a list of gear, equipment and any other resources that you will use during assessments.
- Attach your relevant kura policies and procedures, including how equipment (including safety equipment) is acquired, selected, maintained, checked prior to use, and retired.

##### **B. Are you intending to use a waka ama club's equipment/resources?**

- Attach a written agreement between the waka ama club and your kura
- Attach a list of gear, equipment and any other resources that will be used during assessments.
- Attach the waka ama club's relevant policies and procedures, including how equipment (including safety equipment) is acquired, selected, maintained, checked prior to use, and retired.

Notes:

#### CRITERION 3 - STAFF SELECTION, APPRAISAL AND DEVELOPMENT

*Evidence Required – Please complete A. or B. Boxes*

##### **A. Does your kura have a suitably qualified and experienced person to facilitate the learning and assessment?**

*(At a minimum, they need to be qualified as foundation waka ama coaches under the Waka Ama NZ Coaching Framework or have completed the Te Wānanga o Aotearoa Certificate in Waka Ama).*

- Attach a detailed CV providing outline of assessor's relevant skills, knowledge and qualifications
- Attach copies of relevant Waka Ama qualifications/ certificates/ Record of Achievement
- Confirmation that assessor holds a relevant assessing qualification: US 4098, 11281, 30421 or equivalent assessing qualification (qualified, registered teachers are exempt from this requirement)

**B. Are you intending to use a suitably qualified and experienced person from a waka ama club to facilitate the learning and assessment?**

*(At a minimum, they need to be qualified as foundation waka ama coaches under the Waka Ama NZ Coaching Framework or have completed the Te Wānanga o Aotearoa Certificate in Waka Ama).*

- CV outlining assessors' relevant skills, knowledge and qualifications
- Copies of relevant Waka Ama qualifications/ certificates/ Record of Achievement
- confirmation that assessor holds a relevant assessing qualification: US 4098, 11281, 30421 or equivalent assessing qualification (qualified, registered teachers are exempt from this requirement)

- Please also attach: A policy or statement confirming that when qualified staff are not available, assessment will not take place. This can take the form of a letter from your head of school (on school letterhead).

Notes:

**CRITERION 4 - STUDENT ENTRY**

*Evidence Required - please tick*

- Attach policies and procedures for student entry
- Attach samples of communication of any inherent risks to learners and other relevant stakeholders eg to caregivers

Notes:

**CRITERION 5 - STUDENT GUIDANCE AND SUPPORT SYSTEMS**

*Evidence Required - please tick*

- Attach policies and procedures around cultural safety
- Attach samples of guidance/counselling where assessment may involve a level of physical or psychological risk

Notes:

**CRITERION 6 - OFF-SITE PRACTICAL OR WORK-BASED COMPONENTS**

*Evidence Required - please tick*

- Attach relevant policies, such as health and safety, risk management, and your kura code of practice when using the waka  
OR
- Attach your agreement and the policies/procedures with the off-site providers for example the training, experiences, timing and frequency, responsibility for health and safety

Notes:

## CRITERION 7 – ASSESSMENT MATERIAL

*Evidence Required – Please tick boxes that relate to your assessment material*

Submitting our own resource material to Toi Mai for pre-moderation approval prior to use

*Please submit your resource material to Toi Mai for Pre-moderation AFTER your application to NZQA has been approved and the unit standards are listed on their framework*

- 30810
- 30811

We will order Te Wānanga o Aotearoa resource and guidelines for 30810

- 30810

We will use assessment resources from another kura, which has been pre-moderated and approved by Toi Mai. Including a statement, outlining which kura and a copy of the pre-moderation report that was issued by Toi Mai.

- 30810
- 30811

Notes:

### What Happens Next?

- a. Once your application is ready, please send your completed form to [moderation@toimai.nz](mailto:moderation@toimai.nz)
- b. If your application includes all the required information and no additional requests for information are needed, we will process it within 20 working days.
- c. Once your CTA application has met all the criteria, we will provide a letter of support, this letter is valid for six months.
- d. You need to apply to NZQA for CTA approval to deliver the unit standards within six months. Include the Toi Mai's letter of support.
- e. NZQA will approve your consent to assess the unit standards and will confirm this in a letter.
- f. Once your CTA has been granted by NZQA, you can either order your resources Toi Mai, or send in your resources to Toi Mai for pre-moderation and approval.