

January 2023

Tēnā koutou katoa

Toi Mai Work Force Development Council is the standard setting body (SSB) for the culture, creative, recreation and technology sectors. Since 4 October 2021, Toi Mai has been responsible for National External Moderation, ensuring that all assessment is at a national level and meets the requirement of our unit standards. We strive to ensure that the standard is the same across the country, and that it meets the needs and requirements of our vibrant industries.

Transformation is a key driver for Toi Mai, and as we grow and collaborate, so too will national external moderation change. The external moderation plan for 2023 will be much the same as what you may be used to, but we will work with industry to identify how external moderation could look going forward.

Selection:

Moderation will be called in retrospectively, so assessed during 2022, all you need to do is take it off the shelf and send it to us either through the post or electronically. Please note that we will be moderating the 'Assessing Organisation' (this means that if you have had some other organisation assessing for you, then we will be moderating them, even though you may have reported the actual unit standard/s to NZQA). We have initially selected 204 unit standards to be moderated during 2023. Once we have received the Quarter four NZQA report, then more unit standards may be added. Some of the considerations taken when selecting the unit standards were high usage, high risk and new unit standards, and also coverage of all domains. Please note that when selecting the unit standards, 50 of the high reporting unit standards from the 2022 plan were re-selected.

Process:

- In early February 2023, we will email all organisations and outline which unit standards have been selected for your organisation and when the moderation will be due.
- Then four weeks before the due date you will receive a second email.
- Moderation sample selection will usually range from two to six unit standards, depending on assessing/reporting activity. High reporting will mean more unit standards will be called.
- Please send in three Candidate Assessment samples for each unit standard (where possible we would like to see a mix of competent, not yet competent, and borderline assessments).
- Please also send in an Assessment Schedule (including judgement statements and model answers) for each unit standard. You will need to confirm whether your assessment material has been pre-moderated and approved by Toi Mai or one of the former Industry Training Organisations.
- Complete the Post Moderation cover sheet and submit either through the post or email it to us. The Post Moderation cover sheet can be found here: [Post-assessment-moderation-coversheet-Toi-Mai-2.pdf \(toimai.nz\)](#)
- Addresses for Moderation submissions: moderation@toimai.nz or PO Box 445, Wellington, 6022.

Unit Standards to be Moderated:

Please see the full list of unit standards to be moderated on page 3.

Kura/School and Provider Moderation:

Moderation from schools and providers will be called in alphabetically, e.g., so if your organisation's name starts with A you will be moderated during Quarter 1. Moderation will be called in as follows:

Kura/School & Provider Moderation submission timing:			
Jan – Mar Q1:	Apr – Jun Q2:	Jul – Sep Q3:	Oct – Dec Q4:
A - G	H - M	N - S	T-Z

Request Dates:		
First Moderation notification sent to all schools and providers on 01/02/2023 and then:		
Quarter 1	Requests sent out - 13/02/23	Due Date - 13/03/23
Quarter 2	Requests sent out - 15/05/23	Due Date - 19/06/23
Quarter 3	Requests sent out - 14/08/23	Due Date - 18/09/23
Quarter 4	Requests sent out - 02/10/23	Due Date - 30/10/23
Please note that as we are sending out the first notification in February, you are welcome to submit your moderation at any time before the due date.		

School moderation forums/cluster group Moderation meetings:

We are looking to host these during the 3rd Quarter. We are still identifying the areas where these could be most useful, it is something that we would like to do more of in the future. Schools that do attend one of these events will then not be required to submit postal moderation.

Work Based Learning Organisations (WBL's):

We are aware that Work Based Learning Organisations (former ITO's/TITO's) use a national assessor model for assessment, and that assessments are not stored in one place. WBL's also have high reporting activity, thus we have decided to handle this moderation differently as follows:

WBL Moderation requests and submission timing:	
Moderation requests sent out during February 2023	Moderation due by 30 Aug 2023
Please note that as we are sending out the first notification in February, you are welcome to submit your moderation at any time before the due date.	

- Please understand that due to WBL's high reporting and the need for us to ensure that all domains are covered over a five year moderation cycle, we are obligated to request a higher volume of moderation from these organisations. This also means we may require more than the standard three samples per unit standard.

Online portal for moderation submissions

Progress is underway for a provider portal, so that schools and providers can submit their post moderation assessment samples online. The portal is currently in the testing phase and is expected to be up and running in Quarter 2 (April 2023). Providers/schools will be given a login and instructions to access their moderation request online. From here, you will be able to access the moderation request, submit samples and update moderation contact details.

For 2023, our preference is that online samples are submitted, however, you will be given the option to select 'postal/courier' if you would prefer to send in hard copy assessment samples.

Get in touch:

The Toi Mai WDC Quality Assurance Team are here to support you, we also welcome and encourage feedback on the National External Moderation Plan so please get in touch.

Contact us on: moderation@toimai.nz or phone: 04 909 0316 and PO Box 445. Wellington 6022.

Unit Standards to be Moderated:

Please note that more unit standards may be added once the Quarter four (2022) report is available from NZQA.

Unit Standards to be moderated during 2023								
424	2878	10648	20547	25435	27647	28845	29813	31388
425	2879	13376	20548	25436	27648	28946	29847	31534
426	2880	13467	20554	25437	27700	29488	29848	31535
427	2884	14139	20688	25438	27702	29489	29849	31711
428	2885	15730	20696	25439	27703	29769	29850	
430	2886	15731	20811	25789	27710	29770	30123	
444	2891	18132	20817	25790	27713	29771	30124	
457	2892	18138	20818	25791	28005	29772	30128	
467	4573	18734	21414	25792	28006	29773	30129	
470	4591	18743	21639	25794	28018	29774	30136	
473	5366	18750	21649	25815	28026	29776	30138	
485	5946	18758	21794	25981	28391	29781	30139	
489	5951	19792	21935	26222	28394	29782	30141	
1618	5968	19793	21938	26499	28403	29783	30142	
1620	6585	19805	21939	26553	28410	29784	30143	
1627	6852	19808	21940	26554	28422	29786	30448	
1660	7484	20046	21941	26687	28426	29789	30634	
2100	7497	20138	22768	26691	28429	29790	30635	
2755	7518	20150	22769	27299	28510	29792	30636	
2792	9953	20152	22771	27610	28516	29793	30637	
2866	10231	20157	22772	27612	28835	29794	30639	
2869	10308	20159	25076	27613	28837	29795	30640	
2870	10319	20542	25077	27629	28841	29796	30810	
2871	10320	20545	25078	27644	28843	29797	30811	
2873	10645	20546	25079	27646	28844	29798	30935	



- Toi Mai Quality Assurance –
Ehara taku toa i te toa
takitahi, ēngari te toa takitini
*Success is not the work of one but
the work of many*

