



# CONSENT TO ASSESS INFORMATION and FAQs



## QUALITY ASSURANCE and CONSENT TO ASSESS

Consent to Assess is part of our Quality Assurance [QA] system, which is made up of

- Industry developed standards and qualifications
- Consent to Assess processes
- Assessor registration criteria
- Moderation processes including
  - The pre-moderation of assessment tools and
  - Internal and external post-moderation of assessments

Assuring quality for ETITO is important because we are

- accountable to our industries, trainees and funding bodies
- needing to ensure that we meet our obligations under the Industry Training Act 1992, and the requirements of New Zealand Qualifications Authority's [NZQA] QA Standard for ITO's

Quality Assurance is about designing and implementing effective systems and processes that will produce the desired results. It also involves gathering evidence that requirements are effectively met.

## WHAT IS CONSENT TO ASSESS?

It is an assessment and review process, which aims to ensure that training providers who want to deliver and assess against NQF unit standards and award New Zealand Qualification Framework [NZQF] qualifications have the right resources [people, equipment, facilities and systems] to do it effectively, and comply with NZQA's system requirements.

Note - a training provider must be registered **and** accredited before they can award NQF unit standard credits.

## IS THERE A DIFFERENCE BETWEEN REGISTRATION AND CONSENT TO ASSESS?

Yes.

**Registration** is required as a first step towards consent to assess and involves NZQA checking that a provider is **capable** of managing a quality education enterprise and providing training in a safe learning environment.

*Note - Schools, polytechnics, universities, colleges of education and wananga do not need to be registered with NZQA as they are set up by the government under their own legislation.*

**Consent to Assess** involves an evaluation of the **ability** of a training provider to deliver and assess specific unit standards registered on the NZQF.



## WHAT IS THE OVERALL CONSENT TO ASSESS PROCESS?

1. We expect that a new training provider will first gain registration with NZQA as a registered training provider.
2. The training provider then contacts ETITO or NZQA regarding consent to assess to deliver courses and assess units in one of our industry sectors. If the provider approaches NZQA first, they are normally directed by NZQA to first gain support from us. Relevant supporting information is available from the NZQA website and we also provide links to the relevant information available from NZQA's website. We can also explain the industry requirements as described in the ETITO CMR [Consent and Moderation Requirements]
3. The training provider develops their application, which includes a description of the scope of consent to assess they want, and forwards it to the Quality Assurance Manager at ETITO for analysis. They will also need to supply relevant supporting documentation, including a copy of their QMS [Quality Management System].
4. We receive the application and the supporting documentation and check it carefully to ensure that the provider has the processes, procedures, people and facilities in place to meet our industry's requirements.
5. We will advise the provider if further documentation is required.
6. If the scope of consent to assess the provider requires warrants a visit, as defined in our CMR, then we visit them to have a much more detailed look. The visit normally involves the presence of the ETITO Quality Assurance Manager along with an industry appointed subject matter expert. We may make recommendations following the visit as to what may need to be done to ensure readiness for consent. If a visit is not required, we make a judgement based on the documentation alone.
7. Only when we are satisfied that the training provider is able to meet the industry requirements will we write a letter of support for the applied scope of consent.

## WHAT IS A SCOPE OF CONSENT TO ASSESS?

This refers to the type of units and domains the provider wants to deliver, and to what level. For example they can apply for a:

- Single unit standard or group of unit standards, if that is all they are wishing to deliver and assess.
- Domain [a specific area of education or training at unit standard level].
- Subfield [a specific area of education or training at qualification level]. It is not usual for ETITO to grant complete subfields.

## WHO ACTUALLY CONSENTS TRAINING PROVIDERS?

NZQA awards the consent. NZQA administer the process those agents include Association of Colleges of Education NZ [ACENZ] is responsible for the consent of Colleges of Education. New Zealand Vice-Chancellors' Committee [NZVCC] is responsible for university programmes.

However, NZQA is unlikely to award consent for PTE's without an industry letter of support [from the relevant ITO].



## IS AN INDIVIDUAL AWARDED CONSENT TO ASSESS?

No.

Consent is awarded to a registered training provider - not an individual from that provider.

## CAN COMPANIES TRADE THEIR CONSENT TO ASSESS?

No.

Once awarded, consent cannot be bought, sold or transferred, by a registered training provider.

## POLYTECHNICS HAVE A NUMBER OF CAMPUSES – ARE THEY ALL CONSENTED TO ASSESS?

Consent to assess is site specific and can be awarded for a single site or a multi site e.g. where delivery will be at a site other than the provider's main site. Training providers that have more than one delivery site can gain consent to deliver training at all their sites.

## IS CONSENT TO ASSESS EVER REMOVED?

Possibly yes.

NZQA has removed consent scopes from training providers in the past.

However, they are somewhat reluctant to do this, looking instead to ensure that a training provider works hard to improve the quality of their systems so they are able to achieve and maintain all NZQA and industry requirements.

## IS THERE A COST FOR CONSENT TO ASSESS?

Yes.

We charge fees for our services and these are set out in our initial information letter.

NZQA also charges for consent to assess services as described on their website.

## DOES ETITO HAVE CONSENT TO ASSESS?

Yes.

As our industry's Standards Setting Body, we automatically have consent to assess for our unit standards.

However, for unit standards contained in our qualifications that are not ours we must gain consent for those unit standards before our workplace assessors can assess them and before we can register the credits with NZQA.

## WANT TO KNOW MORE ABOUT CONSENT TO ASSESS?

Contact me anytime, I am happy to answer any questions.

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