

<b>Title</b>	<b>Manage and monitor assessment within an organisation</b>		
<b>Level</b>	<b>6</b>	<b>Credits</b>	<b>15</b>

<b>Purpose</b>	People credited with this unit standard are able to: plan and prepare for assessment; support assessors; and manage quality assurance for assessment within an organisation.
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<b>Classification</b>	Generic Education and Training > Assessment of Learning
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Definitions  
*Organisation* refers to an entire organisation or a business unit within the organisation.  
*Organisational requirements* refer to the policies, procedures and reporting requirements of the employer and/or client organisation.  
*Stakeholders* refer to assessors, organisation, candidate, and community; and may refer to industry.
- 2 Assessment against this standard is subject to compliance with organisational requirements.

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### Outcomes and performance criteria

#### Outcome 1

Plan and prepare for assessment within an organisation.

#### Performance criteria

- 1.1 A plan for assessment within an organisation is developed in accordance with organisational requirements.  
  

Range	includes but is not limited to – identification of assessors and/or verifiers, candidates, assessment standards and materials, internal and external moderation requirements, timeframes, locations, professional development, any other external quality assurance requirements.
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- 1.2 Assessment materials and resources are made available in accordance with organisational requirements.

**Outcome 2**

Support assessors within an organisation.

**Performance criteria**

- 2.1 The plan is communicated to assessors and/or verifiers.
- 2.2 Procedures are established to facilitate networking amongst assessors and/or verifiers.
- 2.3 Assessor and/or verifier performance is monitored to ensure that internal and/or external assessment standards are met.
- 2.4 Development needs of assessors and/or verifiers are identified and addressed.

**Outcome 3**

Manage quality assurance for assessment within an organisation.

**Performance criteria**

- 3.1 Quality assurance for assessment within the organisation is documented in accordance with organisational requirements and communicated to assessors and/or verifiers and stakeholders involved in the assessment process.  
  
Range quality assurance procedures for assessment include but are not limited to – moderation, reassessment, appeals.
- 3.2 The plan is reviewed, evaluated, and adjusted (if necessary) to meet internal and/or external requirements.
- 3.3 Identify challenges and successes in previous years' quality assurance management and work with relevant stakeholders to design and develop an action plan to implement improvements.

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<b>Planned review date</b>	31 December 2022
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	20 August 1997	31 December 2015
Review	2	19 October 2000	31 December 2015
Revision	3	10 March 2005	31 December 2015
Review	4	18 June 2010	31 December 2020
Rollover and Revision	5	20 March 2014	31 December 2020
Review	6		N/A

**Consent and Moderation Requirements (CMR) reference**

0045

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.