

NZQA UNIT AND ACHIEVEMENT STANDARDS AND THE ASSESSMENT PROCESS



This policy explains what a Unit Standard is, and the assessment process for learners working towards NZQA Unit and Achievement Standards at the Workcentre (how learners' work is marked). It also describes what learners can do if they are not satisfied with their assessment.

See also: 'Complaints, Disputes and Grievances', Students' Code of Practice

1. Unit and Achievement Standards and National Certificates

- 1.1 The Golden Bay Workcentre Trust encourages and supports learners to achieve success in their education. One way it does this is by providing the opportunity to gain New Zealand Qualification Authority (NZQA) Unit or Assessment Standards and/or Achievement Standards from the National Framework.
- 1.2 A Unit or Achievement Standard is the name for a set programme of study that a learner works through over several weeks or months (learners will sometimes work on several Standards at once). The work the learner completes during this time is assessed by their tutor, and if it is completed successfully the learner gains a Unit or Achievement Standard that can stand alone or count towards a higher qualification.
- 1.3 By gaining a NZQA Unit or Achievement Standard, a learner achieves a nationally recognised 'level of competence' in that subject. This means that employers (or polytechs, universities etc.) can be confident about the learner's level of ability if they apply for work or further study in that area.
- 1.4 A National Certificate in any one 'field' (e.g. computing) is made up of a number of different Unit or Achievement Standards (to the required value of credits/levels). Learners can keep gaining Unit or Achievement Standards one after the other until they have achieved a National Certificate, or accumulate Unit or Achievement Standards more slowly over time.
- 1.5 As well as vocational Unit or Achievement Standards, learners at the Workcentre also improve their core skills by completing Unit or Achievement Standards in subjects such as Communication. These can count towards a National Certificate, and are also helpful for learners moving into the workplace.
- 1.6 The Workcentre offers learners several Unit or Achievement Standards which count towards National Certificates and full National Certificates, including:
 - National Certificate in Computing (Levels 2 and 3)
 - National Certificate in Horticulture (Level 2)
 - National Certificate in Mathematical Achievement (Level 1)
 - National Certificate in Educational Achievement with Vocational Pathways NCEA (Levels 1 & 2)

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1.7 Learners can talk to the Manager (Alli Gardener) about the National Certificates and Unit or Achievement Standards that the Workcentre offers, or to find out more about those available elsewhere.

2. The assessment process

2.1 Assessment is the way in which the Workcentre checks that learners are competent (or able, knowledgeable) in the topics or skills covered by the Unit or Achievement Standard. Assessment takes place in a number of ways – tutors will talk learners through this at the beginning of their course and there will be plenty of opportunities to ask questions.

2.2 All learners working towards NZQA Unit or Achievement Standards at the Workcentre are assessed using the same process, which is described below.

2.2.1 ***Before your course starts***, the Workcentre will already have informed you of the names and numbers of the Standards that will make up your learning programme (the vocational Unit or Achievement Standards are done by everyone and so are not negotiable).

2.2.2 The Workcentre will also want to make sure that all learners are able to be assessed in ways that are ***fair and non-discriminatory***. Before you start (or at any stage during your course) we can have a confidential discussion of any special requirements you might have, and every effort will be made to meet your needs. Special requirements might be to do with a disability, language and literacy needs, ethnicity or culture, or simply your learning style.

2.2.3 ***At the start of your course***, your tutor will talk you through the details of the Unit or Achievement Standards you will be working towards, including:

- the name, number and credit value of the Unit or Achievement;
- the Standard's content (what you will be learning);
- how the content will be delivered to you in the classroom (e.g. discussion, hand-outs, field-trips)
- the timeframe for the work to be completed; and
- when (approximately) and how it will be assessed (e.g. written assignments, finished artworks, completion of tasks during class-time).

2.2.4 You will be given a copy of the Unit or Achievement Standard Task Sheet and Assessment Checklist so that you can refer back to it later.

2.2.5 Your tutor may also identify which are the ***Core Skills Unit or Achievement Standards*** you may cover during your course. Your group may have an opportunity to negotiate which of these to undertake as part of agreeing to the group's shared learning goals – your tutor will lead you through this.

2.2.6 ***During your course***, your tutor may make sure that they give you regular, unbiased feedback about your progress and your readiness to submit work for formal assessment. You can also request feedback at any time. Your tutor will be sure to keep you informed about when work is due for assessment, and roughly how long it will be before you will know your final results.

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- 2.2.7 ***The Unit or Achievement Standards that you have successfully gained*** will be entered on the Workcentre's Student Record of Learning Database, and you will be given a printout of your achievements at the end of your course or on request. The Workcentre will also make sure that the final results of your achievements are registered with the Tertiary Education Commission and NZQA within one week of the completion of your course.
- 2.2.8 You are entitled to a fair and consistent assessment of your work. ***If you are unhappy with the outcome of the assessment***, you will have an opportunity to submit your work a second time, for re-assessment. Your tutor will discuss this with you, and there will be time built into the last week of your course for you to complete Unit or Achievement Standards and to re-submit work if you need to.
- 2.2.9 ***If you are unhappy with the outcome of the second assessment*** (having re-submitted your work), you can follow the complaints procedure outlined in the Student Code of Practice. (Your tutor will have discussed this Code with you at the beginning of the course.) You can also discuss any issues you have regarding the delivery and assessment of a Unit or Achievement Standard with Alli Gardener, at any time.

2.3 ***Other things to bear in mind:***

- 2.3.1 Your tutor will ask you to sign a form declaring that ***the work you submit for assessment is your own***. This is to assure NZQA that you are being assessed for work that has been entirely done by you, without help from other people (e.g. your family). If you aren't sure what is included in this definition of 'help', please ask your tutor.
- 2.3.2 Every year the Workcentre has to send examples of learners' work away to an ***external moderator***. This is someone employed by NZQA to make sure that the assessment of students work is done to a similar standard across the country. If your work is chosen to be sent away, the Workcentre will ensure that anonymity is maintained, where possible, by covering all instances of your name before photocopying/photographing. Your original work will be retained by you or kept on file by your tutor.

Note: The term "Unit Standards" used throughout this policy can refer to either NZQA Unit Standards or NZQA Achievement Standards