

Application to be



Brian Lane

National Schools Moderator

Contents

Application to be a Competenz Accredited School or Provider.....	2
For the Learner.....	2
For the School, Trade Academy or Provider.....	2
For Industry.....	2
Competenz Accredited Application.....	3
Baseline requirements.....	4
Process.....	4
Baseline Criteria Not Met.....	4
Baseline Criteria Met.....	4
License Agreement.....	5
Cost.....	5
Other Criteria.....	5
Teachers and Tutors.....	6
Student Registration.....	7

Application to be a Competenz Accredited School or Provider

For the Learner

- The chance to do the first year of an engineering apprenticeship while at school
- Vocational skills and a good all round school education
- Access to more than 13 different engineering careers
- Registration with Competenz and potential interviews for apprenticeships
- Comprehensive information pack on engineering careers
- High quality engineering training at school that is backed by industry

For the School, Trade Academy or Provider

- Confidence that their engineering training meets industry standards
- Access to industry approved training resources and assessment guides
- Access to professional development and support for technology teachers
- Access for learners to career opportunities
- Advice and support for Gateway placements

For Industry

- A steady stream of graduates with the National Certificate In Mechanical Engineering Level 2
- Confidence in graduates for apprenticeships
- Access to good potential apprentices
- An opportunity to support their local school, trade academy or training organisation

Competenz Accredited Application

Applicant details

Provider name:	
Address:	
Contact person	
Email Address:	
Telephone number:	
Fax number:	
Delivery site(s)	
Date of Application:	
NZQA number:	

Type of training provider

- School
- PTE
- Polytechnic
- Other

Multi-site provider

- YES
- NO

Level of resources applying for:

- Level 2

Baseline requirements

Once this application is received, baseline information for your school or organisation will be established.

This will include verifying that:

- You are compliant with the Consent and Moderation Requirements as set out by Competenz in CMR 0013.
- You have consistently met the national standard for assessment over the past 3 years as determined by the Competenz External Moderation Plan. If you are a new provider Competenz will look for evidence of intent.
- You are meeting the requirements of the NZQA External Evaluation Review or Audit; or the Education Review Office.
 - For PTE's – NZQA EER minimum requirements are “highly confident” or “confident” in Self-Assessment and Performance or on 2 year audit cycle.
 - For Schools – minimum 3 years ERO report cycle.
- Provide evidence of appropriately qualified staff to deliver and assess the required unit standards.
- Provide evidence of having adequate Health and Safety resources and procedures in place to support a program for welding and/or brazing to include the following criteria:-
 - First Aid Kit, Provision of First Aid Training, Accident register, Fire Safety equipment, Display of health and safety signage for equipment and emergencies, Identification of significant hazards and the maintenance of a register, PPE welding available and a Safety inspection checklist.
 - Provide evidence of regular reviews of health and safety procedures.
 - Provide evidence of having at least 3 different items of welding equipment in good safe condition, available for the delivery and practice of welding.

Process

Once baseline information is established, an evaluator will contact you, and your application will go through the following process.

Baseline Criteria Not Met

If baseline criteria are not met, the application will halt. The evaluator will contact you and specify which criteria were not met.

Baseline Criteria Met

If baseline criteria are met an evaluator will contact you to arrange a date for a visit. This visit may last up to three hours and will include meeting teachers and viewing training facilities. The visit will involve a Competenz evaluator and a representative from local industry.

After the visit, the evaluation team will make a recommendation to the Competenz Compliance Manager. This will either be:

1. Accreditation not granted.
2. Accreditation granted for a three year term.

Once the Competenz Compliance Manager has approved the evaluator's recommendations, you will be sent a license agreement to sign, which will specify any conditions for the use of the resources.

In the event that the Competenz Compliance Manager does not approve the evaluator's recommendation that the license be granted, details of the reasons for this will be communicated to you.

Even if you are not successful with your application Competenz will continue to work with you to ensure your organisation is able to offer high quality engineering training.

License Agreement

You must sign a license agreement for use that covers;

- The specific resources that are covered by the licence.
- The period of time the licence covers.
- The regions in which the resources will be used.
- The type of students for which the resources are to be used.
- An estimate of the annual volumes of use (to allow production planning).
- Intellectual Property use that sets out the ownership of the resource(s) and
- The conditions under which they have been granted the licence for use.
- Agreement to not on-sell or copy any resource or part of a resource.

Cost

Initial Assessment Visit and Evaluation	\$1,000 every 3 years. Includes cost of employer and Competenz evaluator.
Annual Resource License for accredited schools	\$1,500 for small schools (1 to 9 enrolled) \$2,200 for medium schools (10 to 19 enrolled) \$2,750 for large schools (20+ enrolled)
One off Student level 2 registration fee with ITO	\$25 Covers cost of registration with Competenz and career pack.

Other Criteria

- You must have tutors/teachers that have appropriate skills, qualifications and industry experience.
- There must be robust processes in place to ensure on-going professional development for tutors/teachers and a commitment to ensure good quality training delivery.
- **(See Appendix 1 for details).**
- All copies of the resources must be purchased from Competenz.
- If you are granted a licence to use the resources you must agree to an evaluation of students/trainees enrolled if requested by Competenz.

- When granting approval for the use of resources the following will also be taken into account:
- The history of engineering training provision and commitment to industry needs.
- Any subcontracting arrangements and the potential benefit or harm these arrangements might bring.

Teachers and Tutors

The organisation should have a clear and cohesive organisational structure that ensures teachers/tutors are able to carry out good teaching and assessment practices. There should be well-documented and appropriate internal moderation and assessment policies and procedures in place. Teachers/tutors should have the following skills and attributes:

- A range of practical industry skills, and knowledge of the engineering industry (at least 2 year's hands-on experience).
- Thorough knowledge of the technical content they are responsible for teaching (hold a relevant trade qualification; a relevant degree or equivalent skills and experience).
- Knowledge of the NZQF and unit standard structure.
- **Either** be registered or have limited authority to teach (For schools) **or** hold, or be working towards an adult teaching qualification (for PTE s and ITP s).
- Well-developed communication and organisation skills.

Teachers/tutors should be provided with on-going professional development including:

1. Providing an induction process for new teachers/tutors which is designed to ensure:

- They have an understanding of the programmes/qualifications they are asked to deliver.
- They understand the relationship between the provider, Competenz and other industries.
- They understand their administrative requirements.
- They have the opportunity to attend a class being taught by an experienced teacher/tutor.

2. Providing staff training relevant to each course to ensure that teachers/tutors:

- Are familiar with the course material before delivery
- Are confident and prepared.
- Have the opportunity to discuss with other teaching staff, any techniques or resources that may be used to assist in delivery of the course material
- Are able to provide feedback on issues relating to classes and courses.
- Are aware of their administration requirements.

3. Providing opportunities for training and up-skilling of teachers/tutors by:

- Sending them to professional development workshops identified as relevant to their needs.
- Having a robust performance appraisal policy which will include:

- Students/trainees completing an evaluation of the course they are currently completing (at least twice yearly or where appropriate for each course)
- Training Manager (or other senior tutor) or H.O.D. carrying out in class observations and providing feedback.
- Tutor/teacher self-evaluation designed to highlight areas of strengths and weaknesses requiring further development.
- Ensuring teachers/tutors have current knowledge of good assessment practice to ensure:
 - Fair, valid and consistent assessment processes.
- Ensuring teachers/tutors are current and up to date with industry practices and new developments.
- Ensure regular attendance at local moderation cluster groups.

4. Training delivery should:

- Be inclusive and interactive
- Be responsive to trainee's differing learning styles
- Include plenty of industry contact through field trips, work experience, industry speakers etc.
- Ensure that practical skills are "real world" as much as possible.
- Ensure that emphasis is placed on putting skills and knowledge into an industry context. Theory or knowledge learning should be applied as much as possible.

Student Registration

Students completing the National Certificate Mechanical Engineering Level 2 NQF 1220 at school will be provided with an introductory learner pack giving them full information on possible trade apprenticeships including:

- Heating, Ventilating and Air Conditioning Engineering
- General Engineering
- Heavy Fabrication Engineering
- Light Fabrication Engineering
- Fitting and Machining Engineering
- Maintenance Engineering
- Machining
- Toolmaking
- Refrigeration and Air Conditioning.

Students will be registered with Competenz to receive information and follow up for apprenticeships when they leave school. This may include an interview with the ATNZ Group Apprenticeship Trust.

Competenz will ensure graduates are given access to interviews with potential employers for apprenticeships.