

Consent to Assess: Useful supporting documentation

The following information contains examples of useful supporting information to supply with your application for CTA.

Please note: this is not an exhaustive list, just an indication of the types of information that can help to support your application for CTA, and should be read in conjunction with both the application details, and relevant Consent and Moderation Requirements (CMR) document.

Useful tip: If your application is an Extension to scope following on from a recent CTA request, please state in your application where any documents have already been supplied to Ringa Hora (or another WDC) as we may be able to access these.

Quality Management System (QMS)

Many of the individual criteria ask for relevant policies and procedures. These can be attached separately or as the entire QMS.

Useful tip for schools: If the school is using the School Docs website to house the QMS policies and procedures, a login and password to the site would be fine (rather than having to download and attach the documents separately). Many schools have these publicly available.

Other documents for individual criteria

Criterion 1. Development and evaluation of teaching systems

- Year plan: a breakdown of the weekly schedule of the course/programme to show any integration of units, their

assessment points, invitations to guest speakers, planned site visits, activities, etc. This will provide a picture of how you plan to teach these units and will also help us understand your industry engagement activities.

- Details of your Industry Advisory Group that provides input or feedback into your programme, e.g. names, letters of support, meetings.
- Example lesson plan.

Criterion 2. Administrative and physical resources

- For practical units: photos of the teaching and assessment space, e.g. kitchen, equipment, café space, retail space (e.g. pop-up shop).

Criterion 3. Staff selection, appraisal and development

- CVs showing how the staff will meet the relevant CMR. **NB:** This should include relevant industry experience and qualifications and may require additional information from a normal CV. Records of Achievement (ROAs) or other certificates to show qualifications can be useful to support CVs.

Criterion 7. Assessment

- Staff Handbooks and Student Handbooks can be useful evidence to support this criterion as they often contain relevant policies and procedures to support the QMS.