



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

Approvals, Accreditation and Audit News

(Quality Assurance Division)

May 2007

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0800 QAHELP

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Approvals, Accreditation and Audit News is a regular newsletter from the Approvals, Accreditation and Audit (AAA) group of the New Zealand Qualifications Authority. AAA is responsible for the quality assurance of Private Training Establishments (PTEs), Government Training Establishments (GTEs), Wānanga and Unitec.

Quality Assurance Conference in June

Providers who want to improve their knowledge of quality assurance are invited to register for the QA Conference 2007, to be held in the three main centres in the second half of June.

Each conference will run over two days and will feature beginner and advanced workshops and hui in audit, course approvals and moderation, as well as minor workshops on specialist topics. A new feature of the conference format will be one-to-one sessions to enable providers to discuss their individual concerns.

Conference dates are:

- Wellington 19–20 June at the Westpac Trust Stadium
- Christchurch 25–26 June at the Hotel Grand Chancellor
- Auckland 28–29 June at Alexandra Park.

The invitation, schedule and registration forms, including a booking form for the one-to-one sessions, will be emailed in early May, and will also appear on our website. Bookings for the one-to-one sessions are on a first-come first-served basis.

Overdue 2007 Annual Fee Returns

Non-funded providers who have not sent in their annual fee return for 2007 will soon receive an invoice for the estimated amount plus a 20 percent non-return fee.

Reminder letters were sent in March to providers who had not submitted their Annual Fee Return Form ([AF01](#)) for 2007, due on 28 February. The letter advised that the due date for late returns was extended to 30 April 2007.

That due date has now passed. As noted in our letter to all providers in December 2006 and on the website, if the form is not sent in by the due date we have no option but to estimate the annual fee based on 2006 data. A 20 percent non-return fee is also added to your full time equivalent (FTE) student numbers.

Annual fee help

If you have a query about the annual fee and cannot find the answer on the website, [send it to us](#), or phone 0800 QA HELP (0800 724 357) and ask to speak to the contact person for annual fees in the Quality Assurance Division.

New Rule for Publishing Audit Reports

From 1 May 2007 your audit report will be published on your provider page on the NZQA website unless you advise us otherwise.

Until now, we have asked you to return a form advising whether or not you wished to have your report published. The default position was that if we did not receive the form we would not publish the report.

However, not all providers return the form and we cannot tell whether this means you do not want your report published or you have simply overlooked returning the form. The new default position is that we will publish the report unless you specifically advise us otherwise.

If you decide not to consent to publish, you must return a signed copy of the consent form attached to the letter that accompanies your finalised audit report.

Degree Booklet Updated

In January 2007, a revised version of the document [Approval and Accreditation of Courses Leading to Degrees and Related Qualifications](#) was published on the NZQA website. Although most of the revisions are relatively minor, it would pay to refer to the revised document online. This is the first update to this document since 2003.

The revisions fall into two areas:

- 1 Terms and references. The document has been reviewed to ensure terms and references used are up to date. For example, references to the Colleges of Education Academic Committee have been removed where necessary, because this committee no longer exists.
- 2 Section 6.7: Collaborative Arrangements for Degree Approval and Accreditation has been reviewed. In December 2006, the NZQA Board approved revised arrangements for approval and accreditation of degrees where at least one partner organisation is a university, and at least one is not a university. The revised procedures are on pages 34–36 of the new document.

In addition, some of the page numbers in the document have changed. When looking at the e-version of the document, you will see that the contents pages have been automated. You can now click on the page number on the contents page to take you to the appropriate page in the document.

Nominations to panel for degree applications

Providers are reminded that applications for degree approval and accreditation must include two nominations for each of the panel positions (except for the chairperson and the quality systems evaluator, both appointed by NZQA).

Student Fee Protection Quarterly Attestations

Fee protection arrangements should be regularly reviewed for adequacy of coverage. For all trust-based arrangements this is done through quarterly attestations. The relevant quarters are the end of February, May, August and November.

The quarterly attestations operate in addition to normal quality audit/monitoring. As set out in Schedule 4 of the [Standard Trust Deed](#), the attestations require providers to attest to their trustee that they have “acted at all times with the provisions of the Deed, New Zealand Qualifications Authority policy and the Act”.

And further that: “I have no knowledge of any other information not already disclosed to the Trustee, which may affect the performance of the Trustee’s duties under the Deed”.

The trustee then completes the process by completing Schedule 2 of the [Standard Trust Deed](#), and forwarding it to NZQA. The attestation confirms that: “Nothing has come to my attention that would indicate that:

- a) the information, in particular the Student Details Report being supplied to me by the PTE may be inaccurate in any way, or
- b) the PTE is not complying with the Qualifications Authority Policy of the Deed, or
- c) students’ fees are not being deposited in full and directly into the Trust Account...”

Both static trusts and bank bond trusts have similar attestation schedules. Trustees are also asked to confirm whether there has been a re-assessment of the maximum liability of the private training establishment. In both cases, the attestation should detail any adjustments to the value of the trust account or bank bond.

Providers using the Public Trust fee protection product are also subject to this attestation process. Any provider who does not complete and return their attestations to the Public Trust will have this fact recorded on the Public Trust’s schedule of attestations to NZQA.

Website Revamped

The AAA section of the NZQA website is being revamped to make it more accessible and user-friendly. The changes primarily involve the organisation of information, which will be grouped under subject categories such as registration, audit, financial monitoring and so on. The new-look website is scheduled to be up and running by the end of June.

Staff Changes



Ewen Holstein (pictured left) has been seconded to the position of Manager, Provider Registration and Accreditation. He replaces Paul Stone, who has been seconded to NZQA's policy team as an adviser for the tertiary reforms.

Many providers will know Ewen as a lead auditor or speaker at events such as the quality assurance roadshows. Ewen joined NZQA in 2004, and his background includes curriculum, assessment, training and resource development, and English teaching. He is looking forward to his new role, where he can continue to help improve the quality of education and training in light of the tertiary education reforms.