

Contents

- New System for Audits and Applications
- Annual Fee Return Form – Deadline Extended
- *Evaluate* Website now Online
- Refunds of Administration Fees
- QAD on the Web

QAD Website

[Approve, Accredite,
Register & Audit](#)

Contact Us

[Provider enquiries](#)

[Course approvals
enquiries](#)

[Student fee protection
enquiries](#)

0800 QAHELP

[Back Issues](#)

New System for Audits and Applications

Provider Registration and Accreditation has developed a new system for allocating audits and processing applications. The aim is to provide a better and more timely service to providers.

Audits

Audits are now allocated to quality auditors (QAs) according to re-defined criteria. Instead of the same QA conducting several consecutive audits, as may have happened previously, the work will now be shared around the team. However, we appreciate the advantages of continuity in providers dealing with the same auditor and will maintain this as much possible.

The change has meant some delays in notifying you of forthcoming audits. We apologise for any inconvenience caused and are restoring the three months' audit notification period and will inform providers whose audits have been deferred.

Applications

In addition to changes to audit allocations, we have introduced a system of workstreams for applications such as registration and inclusion on the NQF. Each workstream is managed by a team leader, and QAs have been assigned to the workstreams based on their specific experience and expertise. The main workstreams are:

- registration and significant changes, including changes of ownership
- NQF accreditations
- complaints.

The team leaders will notify you as to which QA will be processing your

Continued on page 2

eQuate is the newsletter from the Quality Assurance Division (QAD) of the New Zealand Qualifications Authority. QAD is responsible for quality assurance of private training establishments (PTEs), government training establishments (GTEs), wānanga and Unitec.

Continued from page 1

application. This may mean that you will be working with different QAs on different applications at the same time.

Feedback

Feedback so far has been generally positive, especially with regard to applications, but it will take some time for the changes to be fully implemented. We will be seeking your feedback through surveys and our QAD Roadshows.

2008 QAD Roadshows

The roadshows will be held later this year, most likely in September, with a focus on further informing you about the Tertiary Reforms.

Annual Fee Return Form – Deadline Extended

The due date for late returns for the annual fee has been extended to 30 April 2008. After that date we will begin invoicing those providers who have not filed their return by estimating the amount using 2007 data. In addition, a 20 per cent non-return fee will be added to the amount levied on FTE student numbers.

Providers who have already filed their return or who do so by 30 April will be invoiced at the usual rate. The requirement to file the return form applies only to providers who did not receive any government funding in 2007. Forms, supporting documents, and information on the annual fee and how to file a return can be found on the [annual fee](#) and [questions and answers](#) pages on the NZQA website.

For more information contact us by email at annualfees@nzqa.govt.nz or by phone on 0800 QA HELP (0800 724 357) and ask for the contact person for annual fees in the Quality Assurance Division.

Evaluate Website now Online

Join in the discussion about the Tertiary Reforms on the *Evaluate* website. It's the place where you can ask questions or discuss issues about the reforms and the move towards the outcomes-focused, evaluative approach to quality assurance.

Anyone can join to take part in several online hui. *Evaluate* currently has more than 200 members, including users from the Ministry of Education, the Tertiary Education Commission, tertiary organisations across the sector, the newly formed consultative group, and of course NZQA staff.

Evaluate co-facilitator Natalie Bourke says a good number of users have checked out the discussions. "The site is building up steam, and I encourage people to pop in and join in the conversation."

As NZQA gets out the word about *Evaluate* at meetings and roadshows with the sector over the next month, interest will grow and the conversations online will gather strength.

Continued on page 3

Continued from page 2

Current hui on *Evaluate* include the Expert Advisory Group report, which provides an overview of the reforms. Hui can be started on any subject by anyone. Natalie looks after the technical side of the site, and the Tertiary Reforms team reads all posts and responds to questions.

To join *Evaluate*, go to <http://evaluate.nzqa.govt.nz> and click on New User Registration at the bottom of the login box. You can also register there for the electronic newsletter, *Evaluate News*, to keep abreast of developments in Tertiary Reforms. To receive *Evaluate News*, email evaluate@nzqa.govt.nz.

Refunds of Administration Fees

Providers who charge students an administration fee on enrolment cannot retain the amount as non-refundable. [Section 236 \(1\) \(d\)](#) of the Education Act explicitly requires a refund to be made of “so much of any payment or of the sum of the payments”.

The ruling applies to both domestic and international students. In both cases, the provisions of section 236 part (1) (d) (iii) stipulate that the refund should be based on the total amount of money received from the student. No distinction is made as to the purpose for which the money was paid, beyond it being associated with enrolment.

It is a condition of registration that all private training providers comply with the requirements of the Education Act. If your publicity material advertises a deposit as non-refundable you are required to amend it to comply with the legislation. Information on calculating [refunds](#) can be found on the NZQA website.

QAD on the Web

Course Approvals forms updated

Some [Course Approvals and Accreditation](#) web documents have been updated. They are:

- Criteria, Requirements and Guidelines for Course Approval and Accreditation
- Course Approval and/or Accreditation Application Form
- Application for Approval of Changes to an Approved Course
- Course and Qualifications Details Form
- Independent Subject Expert Report Template and Guideline.

When submitting an application for course approval and/or accreditation, or an application for approval of changes to a course, use the versions of the forms on the website.

You can choose between a Word or a PDF version. We prefer that you use the Word version, and that you complete it electronically, save it for your own records, print it out, and send the hard copy to NZQA with your application. The PDF can only be completed by hand. Do not send forms or applications to NZQA electronically, and do not alter the format of NZQA forms.

Guidelines for teacher courses updated

The NZQA web page detailing guidelines for providers of teacher education courses has been moved to [Degree Approval and Accreditation](#). The guidelines aim to clarify the roles of the agencies involved in quality assuring courses that lead to teacher registration.