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## QAD Website

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0800 QAHELP

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## Season's Greetings

**The Quality Assurance Division of NZQA wishes you a happy holiday season.**

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## FLQA Update

NZQA will consult with providers of literacy, language and numeracy programmes about how to align FLQA requirements with two key learning projects in 2009.

FLQA needs to be aligned with NZQA's new approach to quality assurance based on self-assessment and external evaluation and review, as well as TEC's literacy, language and numeracy (LLN) strategy.

However, the practices outlined in FLQA requirements remain important. From the beginning of 2009 quality audits for LLN programmes will still include feedback on FLQA.

Details are outlined in a letter to tertiary organisations from NZQA Chief Executive Karen Poutasi, which TEOs should receive before the Christmas break.

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## Tertiary Reforms Consultation

NZQA is inviting formal consultation on the policy details of Tertiary Reforms initiatives of self-assessment and external evaluation and review.

To date, there has been a lot of discussion and workshops about the new

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*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.*

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focus, but this consultation presents a formal opportunity to comment on the policy details.

The consultation paper comprises a number of web pages and a questionnaire, and can be found at: <http://www.nzqa.govt.nz/qaconsultation/>. The paper seeks feedback on some new ideas, such as a sixth key evaluation question, and other aspects of evaluation are still under consideration. Input from as many organisations as possible would be very useful.

Online responses are preferred, but feel free to download the consultation paper and questionnaire and post your response. Contact details are online at the above link.

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## Annual Fee for 2009

Early next year we will begin gathering information for the 2009 annual fee.

**Non-government funded** providers will receive a letter asking them to complete the Annual Fee Form – [AF01](#) – and return it to NZQA by 28 February 2009. You will be requested not to send any payment with the completed form as we will invoice you at a later date.

**Funded providers** will not have to do anything. We will source your full-time equivalent student numbers from the Tertiary Education Commission.

Invoices to both funded and non-government funded providers will be sent out in March and April, with payment due in May. The amount of the [annual fee](#) is unchanged from previous years.

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## NZQA Exits Computing Unit Standards

As at 31 October 2008 NZQA's National Qualifications Services exited from standard-setting responsibility for computing unit standards and qualifications at levels 6 and 7. The background to this decision is detailed in the October 2008 [Review Summaries](#).

The Quality Assurance Division will no longer be accepting any applications for course approval and accreditation or NQF accreditation for the above standards, qualifications or courses. However, you are still welcome to submit locally developed courses at these levels.

Contact National Qualification Services at [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you have any queries about the exiting of these standards, or contact the Course Approvals and Accreditation team at [courseapprovals@nzqa.govt.nz](mailto:courseapprovals@nzqa.govt.nz) if you have any queries regarding courses.

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## More Self-assessment Workshops

More workshops on self-assessment are planned for early 2009 for tertiary organisations that have not yet been able to attend.

Around 500 tertiary organisations have already attended one of the workshops on self-assessment held around the country in recent weeks, and the Tertiary Reforms team is seeking TEOs who can provide a venue to host additional workshops in the new year.

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Any organisations interested in hosting a workshop and with facilities to accommodate 15-25 people please contact Tracy Carlin at [tracey.carlin@nzqa.govt.nz](mailto:tracey.carlin@nzqa.govt.nz) or on 04 463 3253.

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## SFP for Multiple Course Enrolments

Some providers are enrolling students taking consecutive courses with discrete learning outcomes as one complete course.

This is not appropriate as it removes the opportunity for students to change their mind about the second course and receive a refund of their fees as allowed for by the Education Act, 1989.

For each individual course, funds must be deposited to your student fee protection trust account with each start and finish date identified, allowing for the calculation of any refund due to a student.

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## Reminders

### **Annual audit for SFP trust deeds**

From February 2009 a requirement to audit the operation of standard, static and bank bond trust deeds comes into force. The audits are in addition to the quarterly attestations that have previously been used to ascertain compliance with the policy. See [October 2008 eQuate](#) for more details.

### **Revamp for Forms A and B**

Form B, the Chartered Accountant Provider Attestation, has been modified to remove the requirement that providers obtain a signature from a chartered accountant confirming that they do not need to operate a trust account. Form A has also changed, amalgamating the PTE and course owner forms into one. See [August 2008 eQuate](#) for more details.

### **New course change procedure**

The procedure for requesting changes to NZQA-approved courses has been streamlined. The changes apply to both degree and non-degree courses. See [July 2008 eQuate](#) for more details.

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## QAD on the Web

A revised [Independent Subject Expert Report Template and Guide](#) for course approvals and accreditation is now available on the NZQA website. The questions have been simplified and the layout changed for greater ease of use.