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2009 Annual Fee Return Form

This year's Annual Fee Return Form is due by 13 March 2009. Tertiary organisations are required to complete the form for all their non-government funded students and forward it to NZQA by the due date. This can be done either electronically or by standard mail.

Tertiary organisations that have a mix of funded and non-funded students need to complete the form for non-funded students only. Organisations that only have government-funded students do not have to do anything as we will calculate the fee from available data.

The Annual Fee Return Form is used to calculate the annual fee, but should not be accompanied by any payment – organisations will receive an invoice in March/April.

Fee remains the same

The 2009 annual fee for each provider is \$775 plus \$10 for every full-time equivalent (FTE) student, plus GST. This amount remains unchanged from previous years.

All registered private training establishments, government training establishments, wānanga, Unitec New Zealand and recognised course owners pay an annual fee to NZQA. The fee is for activities that benefit the whole sector but cannot be charged to individual providers.

A letter containing details of this year's annual fee return was sent to providers in mid-February. To access the Annual Return Fee Form (AF01), working documents and contact details go to: <http://www.nzqa.govt.nz/providers/aaa/fees/annual.html>

If you have any queries email Rosie Lewis-Jones at: annualfees@nzqa.govt.nz

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.

New Deputy Chief Executive for QAD



Tim Fowler (pictured) has joined NZQA as the new Deputy Chief Executive of the Quality Assurance Division. He replaces Mike Willing, who after managing the introduction of the Tertiary Reforms has moved on to pursue a new business opportunity.

Tim joins NZQA after three years in senior management at the University of Southern Queensland. He has a background in international education, change management, value generation and process re-engineering in the tertiary education sectors of both New Zealand and Australia.

“I joined NZQA because I believe the role of tertiary education is crucially important to the social and economic development of our great country,” says Tim.

“Higher education has afforded me several opportunities and I am keen to contribute to seeing the system developed in a way that provides others the same opportunities.

“I aim to lead NZQA's implementation of the Tertiary Reforms and to continue the building of a client-focused team. To that end I look forward to working with all tertiary organisations and to getting to know you and your businesses/institutions in the years ahead.”

Tertiary Reforms Consultation Documents

PTE registration

The consultation period on proposed changes to PTE registration criteria will close on 1 March. The document and explanatory material can be found at: <http://www.nzqa.govt.nz/providers/tertiary/pte-consultation/index.html>

EER policy

Submissions on the proposed policy framework for self-assessment and external evaluation and review have now closed. The findings from the consultation will be considered along with other stakeholder consultation. The final policy will be submitted for approval to the NZQA Board in April/May, after which the sector will be notified.

Tertiary Reforms Reports Released

Evaluation of EER trial

An [independent report](#) commissioned by NZQA on the 2008 trial of self-assessment and external evaluation and review is available on the NZQA website. The report, by consultants Martin, Jenkins and Associates, is a detailed account of the pilot EER carried out between April and October last year, involving eight tertiary organisations.

The report is an in-depth study which outlines the rationale behind the Tertiary Reforms and the methodology of the trial. Importantly, the report includes the views of evaluators and educators about EER, as well as those of other stakeholders such as the Tertiary Education Commission.

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The report recommends some refinements to EER methodology, a focus on developing capability in both evaluators and tertiary organisations, and a progressive roll-out of the new system.

Expert group second report

The Quality Assurance Expert Advisory Group on the Tertiary Reforms has released its [second report](#). The report outlines the group's discussions and deliberations during 2008 and provides advice on aspects of the evaluative approach to self-assessment and external evaluation and review, including the methodology.

The group's first report, released in 2007, is also available on the [NZQA website](#).

Refunds to be Paid Direct to Students

Providers are reminded that refunds of fees are to be paid direct to the student concerned. [Section 236A\(1\)\(d\)](#) of the Education Act states that: "Every private training establishment shall – Refund to every student who so withdraws..."

This means that training organisations are not entitled to remit fees to people other than the student that has withdrawn from a course or, if applicable, StudyLink. The only exception to this requirement would be a request by the student to pay the refund to a third party.

Reminders

SFP for multiple course enrolments

Providers should ensure that students taking consecutive courses with discrete learning outcomes are enrolled in separate courses. This is to enable students to receive a refund should they change their mind about the second course. See the [December 2008 eQuate](#) for more details.

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 this [report](#). Also see the [December 2008 eQuate](#) for more details.

Annual audit for SFP trust deeds

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

QAD on the Web

The document *Application for Exemption from Course Approval* and accompanying text has been removed from NZQA website. Applications for exemption for short, recreational-type courses are no longer required, and providers can assess whether their courses should be exempt by applying the [criteria](#) at <http://www.nzqa.govt.nz/for-providers/aaa/applications/courses/exempt.html>