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## Applications move online

From mid-January 2010 providers will be able to access the new online self-service functionality on the NZQA extranet.

Providers will be able to submit all applications online and maintain their own organisation and contact details, which will feed through to NZQA's public internet site.

Providers can also manage processes such as returns by using the document upload facility.

Kathy Maclaren, manager of QAD's Registration, Approval and Accreditation team, says the new functionality will benefit providers.

"Most importantly, we want to shave off the cost and time to market for education providers and reduce our processing time for application approvals."

### Sign up now

Kathy encourages all providers to sign up for access to the new functionality as soon as possible.

"Our vision is that from the 1 July 2010 all providers will submit their applications online through the extranet only."

Applications submitted online will feed directly into NZQA's internal system to be processed, bypassing the traditional paper processing steps.

"It makes good sense for providers to sign up for the mid-January start-up," says Kathy.

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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) and wānanga.*

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More details will be emailed to providers over the coming week, including instructions on how to sign up for the new functionality.

For more information, contact: Kathy Maclaren, Manager, Registration, Approval and Accreditation, on 04 463 4218; or Heather Woolstencroft, NQAF Project – Organisation Change Manager, on 04 463 3216.

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## Meet the Quality Development Coordinators

The Quality Development unit is a new team within the Quality Assurance Division. It was created to support TEOs in understanding how the evaluative approach can contribute to organisational improvements, and to assist TEOs in developing their self-assessment plans.

The team includes two Quality Development Coordinators, Bev Mitchell and Vincent Rosario, who bring a range of education, training and evaluation experience to their roles.



**Bev Mitchell**

**Bev** (left) began her education career in the early childhood sector as a kindergarten teacher, professional development facilitator, teacher registration mentor, professional manager and advisor.

In addition, she also has experience in governance in schools and the College of Education.

“It is exciting, challenging and energising to be taking part in the huge changes and growth that are occurring in this sector,” says Bev.

She has also worked as an ERO reviewer and has a keen interest in evaluation methodologies both from this work and postgraduate study.



**Vincent Rosario**

**Vincent** (left) has worked for more than 16 years in the tertiary education sector, teaching and as head of department. He also has experience as a business consultant helping small businesses find solutions to their financial, marketing and operational problems.

“I strongly believe that an evaluative approach to self-assessment is the most beneficial method to identify areas of strength and to develop and implement plans for worthwhile improvements,” says Vincent.

“I now look forward to supporting the tertiary education sector to build its capability in self-assessment.”

Bev can be contacted on 04 463 3336, Vincent on 04 463 3006; or email at: [saqueries@nzqa.govt.nz](mailto:saqueries@nzqa.govt.nz)

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## Applications in progress

QAD teams have begun the transition to the new information system for processing applications and managing external evaluation and reviews.

There will be a bedding-down period for these changes as QAD teams become familiar with the new way of working. The transition period will be managed closely and aided by various activities, such as training, to minimise disruption.

If you are a provider who has submitted an application from mid-October onwards, you may experience some slight delays in processing over the next six weeks while teams move to the new system.

In addition, you are likely to receive two acknowledgements from NZQA that we have received your application. The first acknowledgement will be a letter, and the second will be an email automatically generated by the new system, after we input your application details.

For any questions or comments, contact either Ciaran Hyslop on 04 463 3266, or Abby-Sian Gyde on 04 463 3376; or email: [raaadmin@nzqa.govt.nz](mailto:raaadmin@nzqa.govt.nz)

Thank you in advance for your patience and understanding during this period.

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## Did you know ...?

From 1 September 2009, as part of the changes under the new Quality Assurance Framework, providers are obligated to advise NZQA immediately of any organisation or contact detail changes.

The Quality Assurance Division is currently updating existing records held about providers. However, in mid-January, when the new online self-service functionality is switched on, providers will have the flexibility to manage their own organisation and contact detail changes on the NZQA extranet.

Providers will receive an email over the coming week with instructions on how to sign up for the new online functionality.

In the meantime, if you need to advise a change to your organisation or contact details, please contact: Josh Levin on 04 463 3265, or Jennifer Thompson on 04 463 3148.

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## New on the web

### **Lead evaluators online**

Check out the backgrounds of QAD's new team of lead evaluators and put a face to a name. Brief biographies and pics can be found online at: [www.nzqa.govt.nz/providers/about/evaluators.html](http://www.nzqa.govt.nz/providers/about/evaluators.html)

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### **EER schedule online**

A schedule of external evaluation and reviews due to be carried out in 2010 can be found online at: [www.nzqa.govt.nz/for-providers/eer/schedule.html](http://www.nzqa.govt.nz/for-providers/eer/schedule.html)

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## **Reminders**

### **Drawdowns from SFP trust accounts**

The student fee protection policy requires that sufficient money be available in the trust arrangement to cover the outstanding tuition of any course students are enrolled on.

This should be kept in mind where the delivery of training may be interrupted and drawdowns from a trust account get out of alignment with the portion of the course already delivered. See [September eQuate](#) for more details.

### **Quality Assurance Standard One no longer in force**

Quality Assurance Standard One has been replaced by [Policies and Criteria for the Ongoing Registration of Private Training Establishments](#).

All PTEs need to read and comply with these revised requirements in order to maintain their registered status. Upcoming quality audits of PTEs will be undertaken by reference to these policies and criteria. The change was effective from 1 September 2009.

### **Financial reporting streamlined**

Tertiary organisations are no longer required to submit to NZQA copies of financial statements on their performance. Instead, we require only the annual financial attestations, Forms A and B.

The change was affective from 1 September 2009. Information on financial reporting requirements is available on the section of the NZQA website dealing with [maintaining registration](#).

### **One 0800 number for all NZQA queries**

NZQA now has a single 0800 number for all queries: 0800 697 296.

Please update any 0800 number quoted for NZQA on your website or in your print publications.