

# Application for Approval to Develop a Qualification At Levels 1-6

## 1. Qualification Developer Details

<b>Qualification developer name</b>	
<b>Legal status</b>	
<b>Contact name and title</b>	
<b>Contact details</b>	

## 2. Proposed Qualification Details

<b>Title</b>			
<b>Level</b>		<b>Credits</b>	
<b>Type</b>		<b>NZSCED</b>	
<b>Strategic purpose statement</b>			

### 3. Proposed Outcome Statement

<b>Graduate profile</b>	
<b>Education pathway</b>	
<b>Employment pathway</b>	

### Strategic Need for New Qualification

<b>Confirmation of NZQF search and identification of substantially similar qualifications</b>	
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Where duplication <u>does not</u> exist – Explanation of strategic need or gap the qualification will fill on the NZQF	Where duplication <u>does</u> exist – Explanation of strategic need <u>and</u> justification for proposed new qualification

#### 4. Stakeholder Profile for Qualification

Stakeholder name (Individual, group or organisation)	Reason for Inclusion (why they are appropriate, credible, representative)

**5. Stakeholder Involvement in Pre Development Stage**

Stakeholder name and contact details	Nature of involvement	Reason for involvement

Explanation and justification for proceeding where one or more mandatory stakeholders have not supported the new qualification

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## 6. Timeframe

Timeframe for development and submission of qualification for approval (subsequent to approval to develop being granted)

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## 7. Attachment Checklist

Evidence required	Attached	No. of attachments
Copies of any existing qualifications identified as similar to proposed qualification		
Confirmation of need report		
Attestations completed and signed by key stakeholders identified in Section 6. (using NZQA template)		
Legal entity status (if not already accepted by NZQA)		

# Involvement in Pre-Development Stage Stakeholder Attestation

<b>Qualification Title</b>	
<b>Qualification Developer</b>	

Each key stakeholder involved in the confirmation of need and pre-development stage for a new qualification is required to attest to their support for the development of the proposed qualification.

The two sections in the attestation must be noted with either a **YES** or **NO** in the right-hand column. Where a **NO** is noted, the stakeholder must provide an explanation. The type of involvement must also be recorded.

<b>I</b>	
<b>as</b>	
<b>of</b>	

**Confirm that:**

1	I and/or my organisation have been involved in the confirmation of need and/or pre development work on the proposed qualification.	
	<i>My/our involvement included (please tick the relevant box(es)):</i>	
	Being asked to confirm the need for the new qualification	
	Providing direct input into the needs analysis exercise	
	Providing direct input into the development of the strategic purpose statement and/or outcome statement	
	Providing comment on the strategic purpose statement and/or outcome statement	
	Other	
2	I and/or my organisation support the development of the proposed qualification	

Explanation (if you do not support the development of the qualification):

Signed:

Complete this form and return it to:

# Application for Approval of a Qualification At Levels 1-6

## 1. Qualification Developer Details

Qualification developer name	
Legal status	
Contact name and title	
Contact details	

## 2. Qualification Details

Title			
Level		Credits	
Type		NZSCED	
Strategic purpose statement			

## 3. Outcome Statement

Graduate profile	
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<b>Education pathway</b>	
<b>Employment pathway</b>	

**4. Explanation for Changes to Strategic Purpose Statement and/or Graduate Profile**

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**5. Stakeholder Profile for Qualification**

Stakeholder name	Reason for inclusion

**6. Qualification Award**

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**7. Review Period**

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## 8. Qualification Specification

<p><b>Arrangements for monitoring consistency</b></p>	
<p><b>Credit transfer and recognition of prior learning arrangements</b></p>	
<p><b>Minimum standard of achievement and standards for grade endorsements (where applicable)</b></p>	
<p><b>Pre requisites to meet regulatory body or legislative requirements (where applicable)</b></p>	
<p><b>Optional conditions for qualification</b></p>	

## 9. Conditions relating to specific outcomes

Qualification Outcomes (including indicative credit values)	Conditions	Mandatory or Optional
<b>Explanation and justification where specific assessment standards are identified as mandatory conditions</b>		

## 10. Stakeholder Involvement in Qualification Development

Stakeholder name (and contact details)	Nature of involvement	Reason for involvement

Explanation and justification for proceeding where one or more mandatory stakeholders have <u>not</u> supported the qualification

## 11. Attachment Checklist

Evidence required	Attached	No. of attachments
Attestations completed and signed by each key stakeholder identified in Section 10. (using NZQA template)		

# Involvement in Qualification Development Stakeholder Attestation

<b>Qualification Title</b>	
<b>Qualification Developer</b>	

Each key stakeholder involved in the development of the qualification is required to attest to their support for the qualification in its complete and final form.

The two requirements in the attestation must be noted with either a **YES** or **NO** in the right-hand column. Where a **NO** is noted, the stakeholder must provide an explanation.

<b>I</b>	
<b>as</b>	
<b>of</b>	

**Confirm that:**

<b>1</b>	I and/or my organisation have been involved in the development of the qualification	
	My/our involvement included (please tick relevant box(es)):	
	Being asked to confirm support for the qualification content	
	Providing <u>direct input</u> into the development of the qualification	
	Providing comment on the qualification content	
	Other	
<b>2</b>	I and/or my organisation support the qualification in its complete and final form	

Explanation (where you do not support the qualification in its complete and final form):

Signed:	
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Complete this form and return it to: