

Quality Assurance Checklist for the Evaluation of an AMAP

This form is to be used in conjunction with the *Criteria for Approval and Registration of National Qualifications Framework Accreditation and Moderation Action Plans* (revised 2006) and must be accompanied by an [Application for registration of new/reviewed/revised AMAP\(s\) on the National Qualifications Framework](#)

SSB Name			
Draft AMAP	Number		Version
SSB Name in header			
Replaced AMAP(s) <i>(If applicable)</i>	Number		Version

	Checked by		Tick box for compliance, or include explanatory comments and expand in covering letter if required
	SSB	NZQA	Comments
AMAP SPECIFICS			
Accreditation Information (AI)			
Introduction is as in template	<input type="checkbox"/>	<input type="checkbox"/>	
SSB involvements in accreditation are selected from the options (see <u>Options</u> in the registration criteria)	<input type="checkbox"/>	<input type="checkbox"/>	
A visit is not required for Level 1	<input type="checkbox"/>	<input type="checkbox"/>	
Visit required for Level 2: - a rationale, and supporting evidence where relevant, has been included in the application;	<input type="checkbox"/>	<input type="checkbox"/>	
- if visit is required for subfield or domain accreditation, visit waiver conditions have been included in the AMAP	<input type="checkbox"/>	<input type="checkbox"/>	
SSB involvements in accreditation match accreditation option on standards, or affected standards have been revised or reviewed and submitted with application	<input type="checkbox"/>	<input type="checkbox"/>	
Visit waiver conditions (if any) are reasonable and clear	<input type="checkbox"/>	<input type="checkbox"/>	
Areas of shared responsibility (if any) are logical and clear	<input type="checkbox"/>	<input type="checkbox"/>	
Fees schedule is as in template (additional text is approved)	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
General requirements for accreditation is as in template	<input type="checkbox"/>	<input type="checkbox"/>	
Industry or sector-specific requirements (if any)			These must be reasonable, logical, clear, and informative for applicant
Requirements do not duplicate the general requirements for accreditation	<input type="checkbox"/>	<input type="checkbox"/>	

	Checked by		Tick box for compliance, or include explanatory comments and expand in covering letter if required
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Requirements do not contain unreasonable barriers to provider engagement with the NQF	<input type="checkbox"/>	<input type="checkbox"/>	
Requirements do not unnecessarily impinge on providers' right to academic freedom	<input type="checkbox"/>	<input type="checkbox"/>	
The SSB can provide a rationale for requirements if requested	<input type="checkbox"/>	<input type="checkbox"/>	
Criterion 1 requirements – Development and evaluation of teaching programmes	<input type="checkbox"/>	<input type="checkbox"/>	
Criterion 2 requirements – Financial, administrative and physical resources	<input type="checkbox"/>	<input type="checkbox"/>	
Criterion 3 requirements – Staff selection, appraisal and development	<input type="checkbox"/>	<input type="checkbox"/>	
Criterion 4 requirements – Student entry	<input type="checkbox"/>	<input type="checkbox"/>	
Criterion 5 requirements – Student guidance and support systems	<input type="checkbox"/>	<input type="checkbox"/>	
Criterion 6 requirements – Off-site practical or work-based components	<input type="checkbox"/>	<input type="checkbox"/>	
Criterion 7 requirements – Assessment	<input type="checkbox"/>	<input type="checkbox"/>	
Criterion 8 requirements – Reporting	<input type="checkbox"/>	<input type="checkbox"/>	
Other industry or sector-specific requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Non-compliance with accreditation requirements is as in template	<input type="checkbox"/>	<input type="checkbox"/>	
Implementation information is as in template and includes SSB name	<input type="checkbox"/>	<input type="checkbox"/>	
Moderation Information (MI)			
The MI is easy to understand	<input type="checkbox"/>	<input type="checkbox"/>	
The moderation process is manageable and cost effective	<input type="checkbox"/>	<input type="checkbox"/>	
MI supports best practice assessment and moderation	<input type="checkbox"/>	<input type="checkbox"/>	
MI will enhance comparability and consistent quality of assessor judgements	<input type="checkbox"/>	<input type="checkbox"/>	
MI will support collaboration, co-operation and rationalisation within the moderation system	<input type="checkbox"/>	<input type="checkbox"/>	

	Checked by		Tick box for compliance, or include explanatory comments and expand in covering letter if required
	SSB	NZQA	Comments
MI supports flexibility and diversity of provision, and academic autonomy	<input type="checkbox"/>	<input type="checkbox"/>	
MI supports holistic approach towards quality assurance, balancing coverage and intensity of moderation	<input type="checkbox"/>	<input type="checkbox"/>	
MI recognises needs of Māori and Pasifika peoples, as appropriate, by not creating unnecessary or unreasonable barriers	<input type="checkbox"/>	<input type="checkbox"/>	
Introductory information			
The introductory statement is the same as moderation option on the standards, and includes correct SSB name, or the standards have been submitted with application for revision/review	<input type="checkbox"/>	<input type="checkbox"/>	
Introduction is as in template and includes SSB name	<input type="checkbox"/>	<input type="checkbox"/>	
Moderation System			
Details of responsibilities of participants are provided	<input type="checkbox"/>	<input type="checkbox"/>	
Details of structure are provided	<input type="checkbox"/>	<input type="checkbox"/>	
Details of coverage and intensity of moderation are provided	<input type="checkbox"/>	<input type="checkbox"/>	
Details of what will be moderated are provided	<input type="checkbox"/>	<input type="checkbox"/>	
Links to relevant secondary documents are provided	<input type="checkbox"/>	<input type="checkbox"/>	
Reporting			
Reporting information is as in template with SSB name included	<input type="checkbox"/>	<input type="checkbox"/>	
Additional information on the SSB's review and reporting process is logical and clear	<input type="checkbox"/>	<input type="checkbox"/>	
Funding			
Details of how the system will be funded are provided, including the portion of the \$1/credit fee rebate from NZQA, and charges (if any) for participating accredited organisations (reasonable and necessary)	<input type="checkbox"/>	<input type="checkbox"/>	

Non-compliance with moderation requirements			
Non-compliance with moderation requirements information includes template wording plus SSB actions in such circumstances	<input type="checkbox"/>	<input type="checkbox"/>	
SSB process for managing non-compliance is reasonable and clear	<input type="checkbox"/>	<input type="checkbox"/>	
Appeals			
An outline of the appeals process is provided	<input type="checkbox"/>	<input type="checkbox"/>	
AMAP GENERAL			
SSB name in header matches SSB responsible for the standards covered by the AMAP and is different to any other AMAP	<input type="checkbox"/>	<input type="checkbox"/>	
Contact information is correct (contact name, SSB name, postal address, TOWN/CITY, ph, fax, email, optional website)	<input type="checkbox"/>	<input type="checkbox"/>	
Scope classifications (FIELD, Subfield, Domain) and ids are correct	N/A	<input type="checkbox"/>	Note: FR will check this.
Text is free from typographical, grammatical, and punctuation errors (publishable quality) and meets current formatting requirements, hyperlinks work	<input type="checkbox"/>	<input type="checkbox"/>	
NQF Registration Information table is provided and correct	<input type="checkbox"/>	<input type="checkbox"/>	Note: For version tracking. Please provide process, version and dates where known.
Replacement Information table is provided (where a replacement relationship exists)	<input type="checkbox"/>	<input type="checkbox"/>	Note: For replacement tracking. Complete (or add to) where there is a replacement relationship.
REVIEW or REVISION REPORT*			<i>*For publication on the NZQA Website www.nzqa.govt.nz/framework/updates/summaries</i>
Outlines the reason for the review or revision	<input type="checkbox"/>	<input type="checkbox"/>	
Outlines the review process	<input type="checkbox"/>	<input type="checkbox"/>	
Outlines transition arrangements for compliance with new/changed accreditation requirements and/or moderation system	<input type="checkbox"/>	<input type="checkbox"/>	
Provides a bulleted summary of the major changes	<input type="checkbox"/>	<input type="checkbox"/>	

On behalf of
SSB

On behalf of NZQA

Checked by _____

Checked by _____

Date checked _____

Date checked _____