

Checklist for the Evaluation of National Qualification

Complete checklist for each qualification
Use in conjunction with the Registration Criteria for National Qualifications Framework Qualifications (2006)

Qualification Title			
NQF No		SSB	

Criteria	SSB	NZQA	Comments
General			
Different in purpose from any other NQF qualification	<input type="checkbox"/>	<input type="checkbox"/>	
Flexible in structure where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	
Provides career options and qualification pathways	<input type="checkbox"/>	<input type="checkbox"/>	
Recognises transferable as well as specialised skills	<input type="checkbox"/>	<input type="checkbox"/>	
Purpose			
Expresses clear outcomes	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies the target group	<input type="checkbox"/>	<input type="checkbox"/>	
Justifies content and structure	<input type="checkbox"/>	<input type="checkbox"/>	
Refers to related qualifications	<input type="checkbox"/>	<input type="checkbox"/>	
Title			
Is a classification	<input type="checkbox"/>	<input type="checkbox"/>	
Is unique	<input type="checkbox"/>	<input type="checkbox"/>	
Is consistent with the content of the qualification	<input type="checkbox"/>	<input type="checkbox"/>	
Is consistent with SSB coverage	<input type="checkbox"/>	<input type="checkbox"/>	
Special Notes			
Any restrictions on entry are justified	<input type="checkbox"/>	<input type="checkbox"/>	
Structure			
Is logical and consistent with requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Does not overlap by more than 50% with another qualification at the same level	<input type="checkbox"/>	<input type="checkbox"/>	
Strands recognise a distinct skill set	<input type="checkbox"/>	<input type="checkbox"/>	
Requirements for Award of Qualification			
Are achievable	<input type="checkbox"/>	<input type="checkbox"/>	
Are clear and free from unnecessary complexities	<input type="checkbox"/>	<input type="checkbox"/>	
Are consistent throughout document	<input type="checkbox"/>	<input type="checkbox"/>	
Levels and Credits			
Minimum credit totals are correct	<input type="checkbox"/>	<input type="checkbox"/>	
Criteria for level are met	<input type="checkbox"/>	<input type="checkbox"/>	
Criteria for qualification definition are met	<input type="checkbox"/>	<input type="checkbox"/>	

Criteria	SSB	NZQA	Comments
Detailed Qualification Requirements			
All standards are registered	<input type="checkbox"/>	<input type="checkbox"/>	
All classifications are registered	<input type="checkbox"/>	<input type="checkbox"/>	
If own standards are within six months of, or have passed their planned review date, the SSB has indicated a review plan	<input type="checkbox"/>	<input type="checkbox"/>	
Credit Transfer Arrangements	<input type="checkbox"/>	<input type="checkbox"/>	
Credit transfer checklist completed			
Credit Transfer Arrangements approved by CTA Panel	N/A	<input type="checkbox"/>	
Review Report			
Includes Review Category for qualification	<input type="checkbox"/>	<input type="checkbox"/>	
Outlines consultation and main changes	<input type="checkbox"/>	<input type="checkbox"/>	
Outlines transition arrangements where required	<input type="checkbox"/>	<input type="checkbox"/>	
Transition Arrangements			
Transition arrangements checklist completed	<input type="checkbox"/>	<input type="checkbox"/>	
Summary of changes included in qualification document	<input type="checkbox"/>	<input type="checkbox"/>	
Exemptions included where required	<input type="checkbox"/>	<input type="checkbox"/>	
Dates specified where required	<input type="checkbox"/>	<input type="checkbox"/>	
Non-NQF Transition Arrangements approved by TAP Panel	N/A	<input type="checkbox"/>	
Prerequisites			
Diagram included and checked	<input type="checkbox"/>	<input type="checkbox"/>	
Diagram included in qualification document (optional)	<input type="checkbox"/>	<input type="checkbox"/>	
Classification Table			
NZSCED classification reflects overall qualification outcome	<input type="checkbox"/>	<input type="checkbox"/>	
NQF classification same as qualification title (codes entered by FR)	<input type="checkbox"/>	<input type="checkbox"/>	
Qualifications Database reports attached	N/A	<input type="checkbox"/>	
Documentation Requirements			
Document meets current NZQA formatting requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Text is free from typographical, grammatical, and punctuation errors	<input type="checkbox"/>	<input type="checkbox"/>	
All supporting information is attached	<input type="checkbox"/>	<input type="checkbox"/>	

On behalf of SSB

On behalf of NZQA

Checked by _____

Checked by _____

Date checked _____

Date checked _____