

Checklist for the Evaluation of Unit Standards

This form is to be used in conjunction with the *Registration Criteria for National Qualifications Framework Unit Standards* (2001) and must be accompanied by an Application for registration of new and reviewed unit standards on the National Qualifications Framework.

Name of SSB:	
Subfield(s) and domain(s):	
Number of unit standards:	
(For NZQA use only) Application:	

	Checked by		Tick box for compliance, or include explanatory comments and expand in covering letter if required Comments
	SSB	NZQA	
SUPPORTING DOCUMENTATION			
Endorsement	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of consultation	<input type="checkbox"/>	<input type="checkbox"/>	
AMAP Registered No. _____ - or attach new draft	<input type="checkbox"/>	<input type="checkbox"/>	
GENERAL			
Outcomes do not unnecessarily duplicate existing unit standards	<input type="checkbox"/>	<input type="checkbox"/>	
Language is clear and does not present potential barriers to access	<input type="checkbox"/>	<input type="checkbox"/>	
Outcomes are consistent with each other and the title	<input type="checkbox"/>	<input type="checkbox"/>	
Outcomes are consistent with valid assessment practice	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence requirements are achievable, clear, and the assessment load is reasonable	<input type="checkbox"/>	<input type="checkbox"/>	
Text is free from typographical, grammatical, and punctuation errors (publishable quality) & meets current formatting requirements	<input type="checkbox"/>	<input type="checkbox"/>	
SPECIFICS			
1. Classifications			
Subfields and domains are registered on the Framework	<input type="checkbox"/>	<input type="checkbox"/>	
2. Titles			
Describe meaningful outcomes	<input type="checkbox"/>	<input type="checkbox"/>	
Use the format Verb - Noun - Condition/Context, and are consistent with the domain	<input type="checkbox"/>	<input type="checkbox"/>	
Are unique	<input type="checkbox"/>	<input type="checkbox"/>	

	Checked by		Comments
	SSB	NZQA	
Do not include options	<input type="checkbox"/>	<input type="checkbox"/>	
Do not exceed 120 characters including punctuation and spaces (registration criteria will be updated to reflect this)	<input type="checkbox"/>	<input type="checkbox"/>	
3. Elements			
Are collectively consistent with level and title	<input type="checkbox"/>	<input type="checkbox"/>	
Express demonstrable and assessable outcomes	<input type="checkbox"/>	<input type="checkbox"/>	
Are in a format similar to the title: verb in the active voice, noun	<input type="checkbox"/>	<input type="checkbox"/>	
Are all compulsory	<input type="checkbox"/>	<input type="checkbox"/>	
Element and title are the same for single element unit standards	<input type="checkbox"/>	<input type="checkbox"/>	
4. Performance Criteria			
Express the critical evidence required to meet the outcomes in the elements (are not tasks or instructions)	<input type="checkbox"/>	<input type="checkbox"/>	
Provide informative guidance and sufficient detail for manageable assessment	<input type="checkbox"/>	<input type="checkbox"/>	
Collectively indicate the level or quality of performance required	<input type="checkbox"/>	<input type="checkbox"/>	
Are consistent with the element	<input type="checkbox"/>	<input type="checkbox"/>	
5. Range Statements			
Range notes that apply to the whole unit standard are placed in the special notes	<input type="checkbox"/>	<input type="checkbox"/>	
Are immediately below the relevant element, or incorporated into the element text	<input type="checkbox"/>	<input type="checkbox"/>	
Are immediately below the relevant performance criterion, or incorporated into the criterion text.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Special Notes			
Full references are confined to special notes and cited as follows: Author, <i>Title of Book</i> (Place: Publisher, year), page no(s).	<input type="checkbox"/>	<input type="checkbox"/>	
Glossary items are clearly defined and consistent within unit standard	<input type="checkbox"/>	<input type="checkbox"/>	

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References to other unit standards meet format criteria	<input type="checkbox"/>	<input type="checkbox"/>	
Relevant Acts, codes, or regulations are included with formal names and date of enactment	<input type="checkbox"/>	<input type="checkbox"/>	
The purpose of each special note is clear	<input type="checkbox"/>	<input type="checkbox"/>	
7. Level			
The level assigned to the unit standard accords with the level descriptors	<input type="checkbox"/>	<input type="checkbox"/>	
8. Credits			
Are within the range 1-120 (inclusive)	<input type="checkbox"/>	<input type="checkbox"/>	
Are consistent with unit standards of comparable outcomes and similar contexts	<input type="checkbox"/>	<input type="checkbox"/>	
Are fair in relation to content of the unit standards and aligned with the definition of credit	<input type="checkbox"/>	<input type="checkbox"/>	
9. Purpose Statements			
Summarise, and are consistent with, the content of the unit standard	<input type="checkbox"/>	<input type="checkbox"/>	
10. Entry Information			
References to other unit standards and prerequisites are listed as follows: Unit <id no>, <i>title</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Does not include time based entry criteria	<input type="checkbox"/>	<input type="checkbox"/>	
Relationships among the unit standards are not recursive (circular)	<input type="checkbox"/>	<input type="checkbox"/>	
Prerequisites are set out in a diagram (not for publication)	<input type="checkbox"/>	<input type="checkbox"/>	
11. Accreditation and Moderation options			
Match statements on approved AMAP (Accreditation and Moderation Action Plan)	<input type="checkbox"/>	<input type="checkbox"/>	
12. Comments by, and expiry date		<input type="checkbox"/>	These will be inserted by Framework Registration

	Checked by		Comments
	SSB	NZQA	
REVIEW REPORT*			
Outlines the review process	<input type="checkbox"/>	<input type="checkbox"/>	
Provides rationale for, and summary of, the major changes	<input type="checkbox"/>	<input type="checkbox"/>	
Includes table of unit standards, with changes shown in bold, and including review category (A, B, C or D)	<input type="checkbox"/>	<input type="checkbox"/>	
Outlines transition arrangements for C and D category reviews	<input type="checkbox"/>	<input type="checkbox"/>	
Includes table showing impact on accreditations	<input type="checkbox"/>	<input type="checkbox"/>	
Includes list of affected qualifications	<input type="checkbox"/>	<input type="checkbox"/>	

*For publication on the NZQA Website www.nzqa.govt.nz/framework/updates/summaries

On behalf of
SSB

On behalf of NZQA

Checked by _____

Checked by: _____

Date checked _____

Date checked: _____