

QUALITY AUDIT SUMMARY

on

Academy of Potential Education

Audit Date: 19 February 2008

Web Report Date: 6 May 2008

Provider ID: 8278

1 Objectives

The audit aimed to obtain reasonable assurance that Academy of Potential Education is a sound and stable provider, has effective quality management systems in place, and is substantially achieving its goals and objectives as required by Quality Assurance Standard for Private Training Establishments, Government Training Establishments and Wānanga (QA Standard One).

The results of this audit will contribute to the decisions made by the Quality Assurance Division to confirm ongoing registration and accreditation, and the length of time until the next audit.

An audit is a snapshot of the organisation's performance at a particular time. As such, it is not a guarantee of ongoing compliance and effectiveness. An audit is based on sampling and instances of non-compliance may remain undetected.

2 Scope

The audit covered all elements of QA Standard One except 1.2.8, Research. Research was excluded because Academy of Potential Education does not offer degree courses.

3 Responsibilities

Academy of Potential Education is responsible for meeting all requirements of QA Standard One by ensuring the quality of its management systems and the achievement of its goals and objectives.

Under the Education Act 1989, the New Zealand Qualifications Authority (NZQA) is responsible for registering private training establishments and granting accreditation to organisations offering approved courses.

4 Background

This was a scheduled audit at the organisation's sole site at Takaro Lodge in Te Anau.

Academy of Potential Education was previously audited in December 2006 and met all but four requirements of QA Standard One. The four requirements not met related to the elements of governance and management, and achievement of goals and objectives.

Academy of Potential Education is approved and accredited by NZQA to deliver a Certificate in Life Technology course (Level 4). Life technology is a modern synthesis of knowledge based on the experience of life and reflects current thinking in the field of positive psychology. The academy is currently seeking approval from the Ministry of Education to become a Signatory to the Code of Practice for the Pastoral Care of International Students.

At the time of this audit (2008) there were no students enrolled. Academy of Potential Education employs one staff member, the director of the academy.

5 Summary

At this audit (2008), Academy of Potential Education met all applicable requirements of QA Standard One.

Goals and objectives

Academy of Potential Education has a set of education and training-related goals and objectives that have been approved by the owner. The objectives cascade out of the overarching goals, and are linked with clear key performance indicators as a measure of the organisation's achievement of its goals and objectives. Organisational goals focus on research and development of life technology, education in the principles of life technology, and education for professional training in life technology.

Governance and management

Academy of Potential Education is owned by the former chairperson of the organisation who sets its vision and direction. The director, currently the sole employee, has been involved in the day-to-day operations of the academy for several years and has a clear understanding of her role within the organisation. She develops the vision and direction, evaluates outcomes, and monitors and audits the implementation of policy and procedures.

The organisation has a reference group in place to offer advice and external views in relation to educational issues, including course development.

The organisation's quality management system (QMS) is complete, reflects the academy's activities, and is suited to the set-up and size of the organisation. The QMS provides clarity around systems and processes to aid in the smooth running of its educational and operational activities.

Academy of Potential Education has demonstrated adequate financial management practices and has a trust account in place that will protect students' fees.

Personnel

The director has the knowledge and expertise to teach the Certificate in Life Technology course.

The director participated in a performance appraisal process in 2007 that was linked with professional development needs and activities. In 2007 and 2008, the director completed training in adult education, and attended training sessions in the United States and China on life technology, business development, and healing to enhance her current knowledge base.

Physical and learning resources

The academy is well resourced and has appropriate teaching facilities available for education and training. However, there was no training occurring at the time of audit.

The organisation has a health and safety system that is being implemented. Recorded monthly inspections help ensure that the building and equipment are maintained, and that the academy provides a safe working environment. A trial evacuation plan is in place and trials occur biannually to ensure that staff stay abreast of the health and safety guidelines and to help keep staff safe in the event of an emergency.

Learner information, entry and support

Learner information is complete and is presented on the website and in student and course handbooks. It covers areas such as course structure, requirements for course completion, assessment, student support, and the complaints process.

As part of the academy's pre-enrolment process, applicants are asked to describe reasons for wanting to study at the Academy of Potential Education. This allows the director to consider whether applicants are suited to the life technology course. After students have attended the first few classes, they participate in an initial assessment. This process helps the organisation address the student's academic and emotional needs throughout their course.

The academy has support processes and support contacts in place for future students.

Development, delivery and review of programmes

Academy of Potential Education demonstrated that it has implemented its course design policies and processes through its NZQA-approved and accredited Certificate in Life Technology course. The academy is currently developing a Diploma in Life Technology course to be subsequently submitted to NZQA for approval and accreditation.

Programme review tools include student evaluation, client feedback, and annual course review.

Assessment and moderation

Academy of Potential Education has a 2008 moderation plan in place which has been implemented as far as is possible. As part of the organisation's preparation for the delivery of its certificate course, it has scrutinised its assessment materials to ensure that methods are appropriate and that the evidence and judgement statements are clear and meet the required standard. Changes were made to the life technology course assessment materials based on the external moderator's feedback.

Because Academy of Potential Education is not delivering its approved course at present, there is no current assessment material from students to verify that the organisation is assessing fairly.

The certificate course is a local course and is not based on unit standards. As a result, the Academy of Potential Education is not required to participate in national external moderation activities.

Notification and reporting on learner achievement

Academy of Potential Education is not currently offering courses or enrolling learners, so it was not possible for NZQA to verify that the organisation meets the requirements of this element of QA Standard One. However, the organisation has a secure location to archive student records.

Achievement of goals and objectives

The organisation was able to demonstrate that it is meeting its goals and objectives. They are also reviewed, updated, and approved annually by the owner and the director.

Academy of Potential Education has procedures and tools in place to collect feedback from its stakeholders and was able to demonstrate that it collected feedback for the NZQA-approved certificate course.

The organisation completes a quality improvement plan biannually. Part of this process includes reviewing its QMS to ensure that it reflects current academy activities, and ensuring that it continues to meet the requirements of QA Standard One.

Closing statement

Academy of Potential Education demonstrated at this audit that it is meeting its current goals and objectives. The organisation has made significant improvements to its QMS to allow for greater clarity in its systems and for more effective implementation of its policies and procedures.

Although the academy has accreditation to deliver a Certificate in Life Technology, because it is not currently delivering training, insufficient evidence could be found to ascertain that the organisation met some elements of QA Standard One.