

NATIONAL QUALIFICATIONS FRAMEWORK (NQF) UPDATE

This circular covers:

- NQF data payments
- Record of Learning (RoL) System - Rules and Procedures Manual
- Online Entry of Qualification Requests Extranet Facility
- Standard Results Search Extranet Facility

NQF Data payments

This is to advise all NQF-accredited organisations that from December 2005, it will no longer be necessary to include the applicable payment when submitting NQF data to the Qualifications Authority for processing. This includes certificate applications as well as the transitional paper method.

From 1 December 2005 please do not remit any payments with NQF data, as an invoice will be provided for each set of data processed. Payment should only be remitted against the invoice generated by the Qualifications Authority.

When remitting payment please ensure that you include the relevant invoice(s) or a clear indication of the relevant invoice number(s) on a covering letter or on the back of the cheque etc. Failure to do so could result in your payment being incorrectly allocated.

Rules and Procedures relating to NQF Data

All NQF accredited organisations are now able to view or download a copy of the *Record of Learning (RoL) System - Rules and Procedures Manual* from the Qualifications Authority's website.

The manual is available via the Tertiary Education Organisation Login access. It combines the rules and procedures set out in previous QA Operations circulars, updates and inserts into a single web document.

Online Entry of Qualification Requests Facility

This new Extranet facility is now available to all NQF accredited organisations via the Tertiary Education Organisation Login access on NZQA's website.

This facility enables NQF accredited organisations to directly enter requests for National Certificates and/or National Diplomas and/or status checks (known as Qual-Checks) and verifications¹.

This facility should be utilised instead of submitting NQF qualification requests directly to NZQA for processing.

Standard Results Search

This new Extranet facility provides access to the results data submitted by your organisation for a given calendar year as well as any results data submitted by a third party organisation².

This new Extranet facility is also available through the Tertiary Education Organisation Login access on NZQA's website.

Enquiries

Any enquiries relating to the contents of this circular should be directed to:

Lana Waterhouse
Tertiary Records
NZQA
PO Box 160
WELLINGTON

Phone: 04 463 3027
Fax: 04 463 3107
Email: lana.waterhouse@nzqa.govt.nz

OR

Greg Revell
Tertiary Records
NZQA
PO Box 160
WELLINGTON

Phone: 04 463 3046
Fax: 04 463 3107
Email: greg.revell@nzqa.govt.nz

Keely O'Carroll
Manager
Tertiary Records

¹ Only available to approved organisations.

² Where one NQF-accredited organisation has used another organisation's provider code for results data, eg first aid results.