

**TO: Chief Executive Officers of:  
Private Training Establishments  
Government Training Establishments  
Industry Training Organisations  
Institutes of Technology and Polytechnics  
Wānanga**

The purpose of this circular is to clarify and reiterate the requirement for Tertiary Education Organisations (TEOs)<sup>1</sup> to report learners' credit achievements for National Qualifications Framework (NQF) unit standards to NZQA.

This requirement is a condition of a TEO's accreditation to assess against NQF unit standards. It applies whenever assessments take place and credits are gained.

### **Reporting on learner achievement**

TEOs must report learner achievement of unit standards credits to the NZQA:

- accurately;
- as soon as practicable after assessment has taken place, and
- only in relation to the scope of accreditation granted.

Credit reporting must be in electronic form, using specified documentation circulated and available on the NZQA website. NZQA's website and circulars provide updates on the required procedures for reporting credits.

### **Primary responsibility lies with TEOs**

The primary responsibility for reporting credits to NZQA and paying the required fees lies with the accredited TEO that assesses learners against the NQF standards or the Industry Training Organisation (ITO) that supplies registered assessors. The responsibility for reporting credits to NZQA for unit standard achievement does not rest with the learner; rather the obligation rests with the accredited organisation as a condition of its accreditation.

This enables NZQA and ITOs to manage the national external moderation of standards to provide assurance to learners and other stakeholders that fair and valid assessment has occurred and that a national standard of achievement has been consistently met. It also ensures there is a comprehensive and complete record of achievement for participants in NQF-based programmes of study.

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<sup>1</sup> This includes those Industry Training Organisations (ITOs) that are involved in assessing learners through their workplace assessors.

## **Clarity for learners**

TEOs should distinguish local course approval and accreditations under sections 258 and 259 of the Education Act 1989, which may not include assessment against the NQF standards, from programmes of study that are based on the NQF standards. For local courses that do not assess against NQF standards, TEOs should ensure that:

- Enrolment and publicity materials and delivery methods should not cause any misunderstanding that the courses are based on the NQF; and
- Learners are aware that they are entering a course that has no NQF accreditation and no credits will be reported to NZQA.

Some approved courses are assessed against some NQF standards and some local content. For the NQF standard parts of such approved courses, the requirement to report learners' credits remains.

## **Monitoring**

Compliance with the credit reporting policy is one of the quality assurance conditions that ensure ongoing NQF accreditation for TEOs. This compliance is monitored as part of regular quality assurance processes.

## **Contact details**

All enquiries regarding clarification on credit reporting should be directed to:

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Circulars are available from the Qualifications Authority's website at <http://www.nzqa.govt.nz/publications/circulars>

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