

Approved version 4

# NZQF Qualification Listing and Operational Rules 2016

## 1. Authority

1.1 These Rules are made under section 253 of the Education Act 1989.

## 2. Commencement

2.1 These Rules commence on the day after the date of approval by the Minister under section 253(5) of the Act.

## 3. Interpretation

3.1 In these Rules, unless the context otherwise requires:

**Act** means the Education Act 1989:

**Credit recognition and transfer** means a formal process whereby credit for outcomes already achieved by a student in relation to a qualification is recognised as credit for comparable outcomes in another qualification:

**Credit value** means the number of credits, with each credit representing ten notional learning hours:

**Level** means any of levels 1 to 10 set out in the first column of the NZQF structure:

**NCEA** means the National Certificate of Educational Achievement:

**NZIST** means the New Zealand Institute of Skills and Technology as defined in section 159(1) of the Act:

**NZIST subsidiary** has the same meaning as in section 159(1) of the Act:

**NZQA** means the New Zealand Qualifications Authority:

**NZQF** means the New Zealand Qualifications Framework:

**NZQF logo** means the logo that is available from NZQA for approved usage in relation to the NZQF:

**NZQF structure** means the structure set out in the Table in the **Appendix**, consisting of the Levels and qualification types:

**Qualification developer** means a university, NZIST, an NZIST subsidiary that provides education or training or both, a wānanga, a registered private training establishment, a government training establishment, a transitional ITO, a WDC, NZQA, or other body that

NZQA recognises as capable of meeting the responsibilities of a qualification developer set out in Rule 13.1; and for the purposes of Rule 17 is the body that NZQA notifies as being the qualification developer for a particular qualification:

**Qualification type** means a type of qualification listed in the second column of the NZQF structure:

**Quality assurance body** means:

- (a) NZQA:
- (b) Universities New Zealand when it is exercising the powers of NZQA in respect of universities:

**Status** means current, expiring, or discontinued status of the qualification, as described in Rules 7.1 to 7.5:

**Te Hono o Te Kahurangi quality assurance** means applying Te Hono o Te Kahurangi whare ako framework and quality assurance tools for applications to list qualifications, as that framework and those tools are published from time to time by NZQA on its website:

**Transitional ITO** means a transitional ITO as defined in clause 52(1) of Part 10 of Schedule 1 of the Act:

**Universities New Zealand** means the New Zealand Vice-Chancellors' Committee established under section 240 of the Act:

**WDC** means a workforce development council as defined in section 159(1) of the Act.

### ***Listing details for qualifications***

#### **4. Qualification details listed on the NZQF for all qualifications**

4.1 The details for all qualifications to be listed on the NZQF are:

- (a) a title for the qualification that properly reflects the qualification:
- (b) a suitable qualification type and level that recognises the achievement of a set of graduate outcomes for a particular purpose through formal certification:
- (c) a statement of the purpose of the qualification which clearly states:
  - (i) for qualifications evaluated using Te Hono o Te Kahurangi quality assurance for qualifications, the use of the qualification in Aotearoa, New Zealand, or one or more other countries, and its relevance to ākonga, whānau, hapū, iwi, and where appropriate hāpori Māori and other relevant industries or communities:
  - (ii) for all other evaluated qualifications, the use of the qualification in New Zealand, or the use of the qualification in one or more other countries, and its relevance to students, industry, employers, professions, whānau, hapū, iwi, hāpori Māori or community groups:
- (d) a suitable outcome statement that:

- (i) includes a graduate profile which describes the knowledge, skills, and attributes that the graduate will be able to demonstrate upon achieving the qualification:
- (ii) identifies the education pathways to other qualifications, if any:
- (iii) identifies, -
  - (A) for qualifications evaluated using Te Hono o Te Kahurangi quality assurance for qualifications, either a cultural pathway, an education pathway or an employment pathway relevant to ākonga, whānau, hapū, iwi, and where appropriate hāpori Māori, and other relevant industries or communities:
  - (B) for all other evaluated qualifications, either or both of the employment pathways or any contribution to the community, whānau, hapū, iwi, or hāpori Māori:
- (e) the credit value:
- (f) the assigned six digit code from the New Zealand Standard of Classification of Education (NZSCED) system:
- (g) the name of the appointed qualification developer:
- (h) the name or kind of body that awards, or combination of bodies that award, the qualification:
- (i) the intended period for ongoing review, usually being no longer than 5 years from listing and no longer than 5 years from each review thereafter.

## 5. Further details for qualifications listed at levels 1 to 6

- 5.1 Compliance with Rule 5.2 by a university is required only where the title of a qualification sought to be listed by the university begins with the words "New Zealand".
- 5.2 Subject to Rule 5.1, qualifications at levels 1 to 6, in addition to the details in Rule 4.1, must also contain the following details:
  - (a) for titles in English, the generic stem of the title (except for NCEA) must begin with the words "New Zealand" (*and for the purposes of section 292(5) of the Act, this amounts to NZQA consent to use the words "New Zealand"*) or, for qualifications with a predominant use in one or more other countries, must begin with the acronym "NZQF":
  - (b) after the words "New Zealand" or "NZQF" (*except for NCEA*) will be the qualification type, then the designator that identifies the main discipline or subject field of the qualification, followed by its level:
  - (c) the title may include other qualifiers such as:
    - (i) the country or countries other than New Zealand in which it has a predominant use:
    - (ii) optional discipline and focus qualifiers:
    - (iii) strands that recognise achievement or specialties:
  - (d) the title must not include the name of a person, organisation, or product unless the applicant satisfies the quality assurance body that there is a sound educational justification for the inclusion:

- (e) a suitable specification that contains the mandatory conditions set out in Rule 5.3 and the optional conditions set out in Rule 5.4 for programmes leading to the award of the qualification, which must enable the qualification to be achieved through a range of contexts and learning pathways.

5.3 For the purposes of Rule 5.2(e) mandatory conditions include:

- (a) a description of the minimum relevant and necessary evidence for use by tertiary education organisations to demonstrate how the graduates have met the graduate outcomes for the purpose of assuring consistency:
- (b) any pre-requisites to meet regulatory body or legislative requirements, such as for health and safety:
- (c) any standards listed on the Directory of Assessment Standards which are critical for meeting legislative or professional registration requirements in the graduate profile outcomes:
- (d) the minimum standard of achievement, and standards for grade endorsements such as merit or excellence (*where applicable*).

5.4 For the purposes of Rule 5.2(e) optional conditions include:

- (a) entry requirements, including a range of contexts and learning pathways, and minimum literacy levels:
- (b) general guidance for programme developers:
- (c) the context for delivery or assessment:
- (d) any practicum requirements.

## **6. Use of te reo Māori in listing qualifications**

6.1 A qualification may be listed in te reo Māori instead of English, and may include a reo Māori translation for “New Zealand” for the purposes of Rule 5.2(a), where the listing in te reo Māori is consistent with:

- (a) Rule 4.1(c) and (d); and
- (b) aspirations for Mātauranga Māori.

6.2 Where qualifications are listed in te reo Māori, the listing details in Rule 4.1(c) and (d)(i) will contain an English description.

## **7. Status of Qualifications on the NZQF**

7.1 Qualifications on the NZQF will be assigned one of three kinds of status by NZQA: current, expiring, or discontinued.

7.2 Qualifications with current status are those in current use, and programmes leading to such qualifications may be offered and provided to students in accordance with the Act and with Rules made under section 253 of the Act.

7.3 Qualifications with expiring status are those:

- (a) which are being replaced with a new qualification; and

- (b) for which a decision has been made for them to be discontinued in the future.

7.4 Qualifications with expiring status:

- (a) may continue to be available to students enrolled in a programme of study or training leading to the expiring qualification, but no new students may be enrolled in that qualification from the time the qualification is assigned expiring status by NZQA; and
- (b) will have a time limit for the expiry period, following which they will be assigned discontinued status.

7.5 For qualifications with discontinued status:

- (a) the qualification may no longer be awarded unless all qualification requirements were completed prior to its discontinuation; and
- (b) programmes leading to such qualifications must not be offered or provided.

**8. Amendment of listing details on the NZQF**

- 8.1 At the request of the qualification developer, or where the quality assurance body considers it necessary in the circumstances, the listing details may be amended.
- 8.2 Where the quality assurance body considers it necessary to amend the listing details, the qualification developer will be given reasonable notice and an opportunity to respond.

**9. Removal of a qualification from the NZQF**

- 9.1 NZQA will remove a qualification from the NZQF where it has been listed by mistake.

***Applications to list qualifications***

**10. Content and process for applications for approval to list qualifications on the NZQF**

10.1 Applications for approval to list qualifications on the NZQF must:

- (a) contain the details set out in Rule 4.1; and
- (b) for qualifications at levels 1 to 6 also contain the details required by:
  - (i) Rules 5.1 and 5.2; and
  - (ii) Rule 10.3 (*other than university applications*).

10.2 Applications (*other than by universities*) for approval to list qualifications at levels 1 to 6 will be managed in two stages:

- (a) the first stage is approval to develop the qualification:
- (b) the second stage is approval of the qualification.

10.3 The following additional requirements apply to applications to list qualifications at levels 1 to 6:

- (a) applicants are to use the relevant application form available on the NZQA website:
- (b) [*revoked*]:
- (c) a stakeholder profile must be provided which identifies individuals and/or organisations with a “stake” in the outcome of the qualification, including the following mandatory stakeholders:
  - (i) a transitional ITO or WDC where the qualification in the application relates to any of its specified industries:
  - (ii) any other standard setting body where the qualification in the application relates to an area of responsibility of that standard setting body:
  - (iii) regulatory bodies where the qualification in the application relates to an area of responsibility of that regulatory body:
  - (iv) providers who are likely to be accredited to provide a programme leading to the qualification, or a sample of providers of a similar qualification:
- (d) a list of the stakeholders from the stakeholder profile that had significant involvement in the development of the qualification:
- (e) copies of relevant stakeholder attestations for both stages of the application, with those attestations showing the nature, degree and reason for each stakeholder’s involvement in the development of the qualification:
- (f) for the first stage of an application only, evidence of a comprehensive needs analysis that identifies and confirms the distinct need in New Zealand for the qualification, or in the other country or countries in which the qualification has a predominant use (*including evidence of satisfying the requirements of the relevant regulatory body or bodies of that country or those countries*):
- (g) evidence of decisions made in the development of the qualification.

10.4 In addition to supplying the details required in Rule 10.1, applicants may:

- (a) for the purposes of Rule 6.1 request that the qualification is listed in te reo Māori instead of English, and may choose whether to include a reo Māori translation for “New Zealand”:
- (b) request that Te Hono o Te Kahurangi quality assurance is used for assessment of the application, and answer the following pātai aromātai for the six kaupapa set out in Rule 10.4A:
  - (i) for the purposes of Rule 10.2(a), - Kei te tutuki te tono nei i ngā kaupapa o Te Hono o Te Kahurangi?:
  - (ii) for the purposes of Rule 10.2(b) - Kei te eke te tono nei i ngā kaupapa o Te Hono o Te Kahurangi?

10.4A For the purposes of Rule 10.4(b) the kaupapa as consistent with Te Hono o Te Kahurangi quality assurance are:

- (a) rangatiratanga:
- (b) whanaungatanga:
- (c) manaakitanga
- (d) pūkengatanga:
- (e) kaitiakitanga:
- (f) Te Reo Māori.

10.4B An applicant making a request under Rule 10.4(b), in addition to providing the information required under this Rule 10, must provide the information that Te Hono o Te Kahurangi quality assurance framework and tools require.

10.4C NZQA will evaluate a request made under Rule 10.4(b), together with the information supplied, in accordance with Te Hono o Te Kahurangi quality assurance.

10.5 NZQA may release an applicant from all or part of the requirements in Rule 10.2(a), or Rule 10.3(d) or (e), where the applicant satisfies NZQA there is good reason to do so.

## **11. Approval of qualification applications for listing**

11.1 NZQA will advise applicants if any of the requirements for the application require further work.

11.2 Where NZQA is satisfied that the requirements for the application have been met, and that the qualification developer is properly capable of meeting the qualifications developer responsibilities in Rule 13.1, NZQA:

- (a) will advise the applicant that the qualification has been approved;
- (b) will proceed to list the qualification on the NZQF; and
- (c) give the qualification a unique listing number.

11.3 Where NZQA is not satisfied that the requirements are met, or not satisfied that the qualification developer is properly capable of meeting the qualifications developer responsibilities, NZQA will not approve the application.

## **12. Listing of approved qualifications**

12.1 NZQA will list a qualification at levels 1 to 6 only where it is satisfied that the qualification does not duplicate an existing qualification, that there is a distinct need for the qualification, and that it will meet the outcomes as stated in the outcome statement required in Rule 4.1(d).

12.2 Where a qualification has been evaluated using Te Hono o Te Kahurangi quality assurance for qualifications, NZQA will indicate this in the listing details of the qualification.

12.3 In listing a qualification NZQA will:

- (a) list the relevant details set out in Rules 4.1 and 5.2, and (*where applicable*) the details in Rules 6.1 and 6.2:

- (b) assign current status to the qualification:
- (c) assign different review periods to those set out in Rule 4.1(i) where NZQA believes that different review periods are needed.

12.4 Universities New Zealand will:

- (a) approve applications from universities for listing qualifications where the applications meet the requirements in Rule 4.1; and
- (b) list the approved qualifications on the NZQF or arrange for NZQA to do so.

### ***Qualification developers***

#### **13. Responsibilities of Qualification Developers**

13.1 The responsibilities of a qualification developer are:

- (a) to review the qualification within each review period specified for the qualification, following the current guidelines published by the quality assurance body on its website:
- (b) to actively participate and cooperate in the processes of:
  - (i) assuring consistency of graduates of New Zealand qualifications at levels 1-6; and
  - (ii) NZQA initiated wider reviews of suites of qualifications and of individual qualifications:
- (c) to provide information requested by NZQA for the purposes of the processes under paragraph (b) of this Rule.

#### **14. Qualification Developers (*other than universities*) that are not meeting their responsibilities**

14.1 Where NZQA believes a qualification developer (*other than a university*) is not meeting its responsibilities under Rule 13.1, NZQA will notify the qualification developer and the original applicant for approval for listing the qualification (*where the applicant is a different person*), and seek their views including any remedial action the qualification developer intends to take.

14.2 Where NZQA has given the notice under Rule 14.1 and remains satisfied that a qualification developer is not meeting its responsibilities under Rule 13.1, and that the qualification developer has no effective remedial plan, then:

- (a) NZQA may require a replacement qualification developer to be appointed within a specified period of time, being a qualification developer that NZQA is satisfied will meet the responsibilities under Rule 13.1, and may amend the listing details accordingly:
- (b) NZQA may appoint the replacement qualification developer if there is no replacement qualification developer appointed under paragraph (a) within the specified time:
- (c) NZQA may alter the status of the qualification on the NZQF.

## **15 Unsatisfactory reviews of qualifications (*other than university qualifications*)**

15.1 NZQA may, where it considers that a satisfactory result is not being achieved from any reviews of one or more qualifications (*other than university qualifications*), -

- (a) notify the relevant qualification developers of the details of a further review process and the timeframes for that review:
- (b) consult known interested parties in the review process, and take into account their views:
- (c) reach an interim decision on the qualifications needed and advise the interested parties of the interim decision and the reasons for it:
- (d) ask the interested parties for submissions on the interim decision, and take those submissions into account in reaching a final decision:
- (e) notify the interested parties of the final decision, the reasons for the decision, and the timeframes and process for implementing the final decision:
- (f) list the qualifications needed that are not already listed, insert any relevant listing details for the resulting qualifications, and assign an expiring status to qualifications not required.

### ***Award of qualifications***

## **16. Award of qualifications**

16.1 Organisations that may award a qualification listed on the NZQF are:

- (a) for qualifications at levels 1 to 6 (*other than NCEA and university qualifications*), the bodies listed in Rule 16.2; and
- (b) for all other qualifications, the body or combination of bodies listed for that qualification for the purposes of Rule 4.1(h).

16.2 Qualifications at levels 1 to 6 (*other than NCEA and university qualifications*) may be awarded by:

- (a) an institution with a programme approval under section 249 of the Act in respect of the qualification; or
- (b) a transitional ITO with consent to assess against standards making up the qualification (*under section 252 of the Act*) pending the transitional ITO obtaining a programme approval for the qualification; or
- (c) an institution accredited under section 250 of the Act to provide a programme leading to the qualification; or
- (d) the qualification developer where there is good reason for the qualification not being awarded by the organisations described in Rule 16.2(a) – (c); or

- (e) NZQA where there is good reason for the qualification not being awarded by the organisations described in Rule 16.2(a) – (d).
- 16.3 The formal document certifying the award of a qualification with “New Zealand” or “NZQF” in the title must bear the NZQF logo, and may also include the name or logo of the awarding body or qualification developer.
- 16.4 For listed qualifications of the kind to which Rule 16.1(b) applies that do not have “New Zealand” in the title, the qualification developer may specify the requirements for the formal document certifying the award, which may include using the NZQF logo where approved to do so by NZQA.
- 16.5 Where the language of instruction of the programme leading to a qualification was a language other than English or te reo Māori, the formal document certifying the award of the qualification must clearly state the language of instruction.

### ***Consequential revocations***

#### **17. Consequential revocations**

- 17.1 The following rules are consequentially revoked:
  - (a) the NZQF Qualification Listing and Operational Rules 2012:
  - (b) the NZQF Qualification Listing and Operational Amendment Rules 2013.

# Appendix

## NZQF Structure - Levels and qualification types

LEVEL	QUALIFICATION TYPES
10	Doctoral Degree
9	Master's Degree
8	Postgraduate Diplomas and Certificates, Bachelor Honours Degree
7	Bachelor's Degree, Graduate Diplomas and Certificates
6 5	Diplomas
4 3 2 1	Certificates

EXPIRE