

Approved version 2

# NZQF Industry Training Programme Approval Rules 2012

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

**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:

**Directory** means the Directory of Assessment Standards provided for in section 248A of the Act:

**Industry training organisation** has the meaning in section 159(1) of the Act:

**Industry training programme** means a programme that leads to a qualification listed on the NZQF and has the following features:

- (a) it is for training for the purposes of the Industry Training and Apprenticeships Act 1992; and
- (b) the programme describes all of the learning events and arrangements for training; and
- (c) the assessments are carried out by or on behalf of an industry training organisation:

**Level** means any of levels 1 to 10 of the NZQF:

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

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

**NZQF Programme Approval and Accreditation Rules** means the NZQF Programme Approval and Accreditation Rules 2013, as amended or replaced from time to time:

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

**Recognition of prior learning** means a process that involves formal assessment of a student's relevant and current knowledge and skills (*gained through prior learning*) to determine achievement of learning outcomes of a qualification for the purpose of awarding credit towards that qualification; and for the avoidance of doubt it does not include credit recognition and transfer:

**Trainee** means the person who is being trained, and is a student for the purposes of section 248A(2) of the Act.

#### **4. Relationship between these rules and the deemed programme rules**

- 4.1 These Rules apply to industry training programme approvals applied for by, or granted to, industry training organisations for qualifications at levels 1 to 7 of the NZQF (*but not including degrees or post-graduate qualifications*).
- 4.2 The NZQF Programme Approval and Accreditation Rules do not apply to industry training programme approvals, but do apply to any accreditation to provide an approved industry training programme.

#### **5. Criteria for approval of industry training programmes under section 249 of the Act**

- 5.1 The following are the criteria for approval of industry training programmes of industry training organisations:

(a) *Qualification to which the programme leads*

The programme meets the definition and specification of the applicable qualification type.

(b) *Title, aims, learning outcomes and coherence*

The title, aims, stated learning outcomes and coherence of, and within, the whole programme are adequate and appropriate and meet the graduate profile and specification of the qualification listed on the NZQF.

(c) *Specified requirements*

There is a written set of specified requirements for entry, credit recognition and transfer, recognition of prior learning, indicative programme length and structure, and assessment (*including assessment procedures*).

Integration of components into the programme structure is clear, relevant, and appropriate.

Specific resources needed for the programme are specified and meet the relevant consent and moderation requirements.

There is clarity as to the arrangements for monitoring and assurance of consistency of qualification achievement by students.

(d) *Training arrangements and support*

The training arrangements and support provided are adequate and appropriate, given the learning outcomes for the programme and the context in which the programme is offered.

Where specific resources are necessary for the programme to be provided, those resources are clearly stated and fit for purpose.

(e) *Consultation*

The qualification developer (*where this is not the applicant*), and relevant key stakeholders are consulted, their views are considered, and there is a summary of the views and the consideration of them.

(f) *Assessment and moderation*

Assessment methodologies provide fair, valid, consistent and appropriate assessment of trainee achievement, given the stated learning outcomes.

There is an effective system for moderation of assessment materials and decisions.

(g) *Self-assessment and external evaluation and review*

As part of the institution's participation in self-assessment and in external evaluation and review, at a minimum the self-assessment includes adequate and effective processes for:

- the ongoing review of the programme, taking account of any review of the qualification:
- monitoring of the quality of outcomes for trainees and other stakeholders:
- keeping the specified requirements and content of the programme current and relevant.

## **6. Applications for approval of industry training programmes**

6.1 Applications by industry training organisations for approval of industry training programmes must contain the following details:

- (a) the name and contact details of the applicant:
- (b) a title for the programme that properly reflects the qualification to which it leads:
- (c) credit value and level:
- (d) the assigned six digit code from the New Zealand Standard of Classification of Education (NZSCED) system:
- (e) information that demonstrates the programme meets the criteria in Rule 5.1:
- (f) evidence of the internal quality assurance approval of the industry training organisation:
- (g) a written self-assessment using guidelines from time to time published for the purpose on the NZQA website.

## **7. NZQA approval of applications**

7.1 Approval will not be granted for an industry training programme which:

- (a) leads to a qualification that is a degree or post-graduate qualification at levels 7 to 10 on the NZQF;
- (b) includes in the title any of the words "degree", "bachelor", "master", "doctor", "under-graduate" or "post-graduate"; or

- (c) includes in the title the name of a person, organisation, or product unless the applicant satisfies NZQA that there is a sound educational justification for the inclusion.
- 7.2 Where NZQA is satisfied that the requirements for the application have been met, NZQA will approve the programme and will advise the applicant.
  - 7.3 NZQA will advise applicants if any of the requirements for the application require further work.
  - 7.4 Where NZQA is not satisfied that the requirements are met, NZQA will not approve the programme, and will advise the applicant accordingly.
  - 7.5 NZQA will publish on its website the details of successful applicants' programme of training approvals.
- 8. Requirements to be met by industry training organisations to maintain approval**
- 8.1 Industry training organisations holding an industry training programme approval must ensure:
    - (a) the criteria in Rule 5.1 continue to be met:
    - (b) there is a permanent and accurate record kept of trainee enrolment and achievement:
    - (c) there are regular reviews of the programme:
    - (d) active participation and cooperation in:
      - (i) reviews of the qualification the programme leads to, including where the review involves suites of qualifications; and
      - (ii) processes for assuring consistency of graduate outcomes:
    - (e) there is accessible and current information available in respect of the reviews, the monitoring of the quality of outcomes for trainees and other stakeholders, and keeping the specified requirements and content of the programme current and relevant:
    - (f) when participating in processes for assuring consistency, they have sufficient evidence to demonstrate effective consistency of graduate outcomes in respect of graduate achievement they have reported.