

# eQuate May 2018

## Progress on NZQF register

The new New Zealand Qualifications Framework (NZQF) register is intended to deliver a single, authoritative register of quality assured qualifications (including awards), programmes and components.

The system development is coming to an end and we are currently performing user acceptance testing and preparing to release to a pilot group of tertiary education organisations (TEOs).

To enable us to measure the current state of satisfaction with data held by NZQA, we are inviting TEOs to take part in a survey to provide a baseline of information.

In the first survey, we are looking to understand TEOs' experience over the last 12-18 months. After the register has been in use for six to 12 months, we will ask TEOs to repeat the survey to gauge the level of improvement gained by introducing the register. The survey will be made available via the secure extranet.

The transition to the register is scheduled for June 2018.

For further information, contact Carolyn Millington at [carolyn.millington@nzqa.govt.nz](mailto:carolyn.millington@nzqa.govt.nz).

## Observers to sit in on EER visits

During 2018 NZQA will be including observers on a small number of external evaluation and review (EER) on-site visits. The aim is to contribute to the evaluation team's self-assessment, maintain the consistency of evaluative practice, and identify and put in place any improvements, particularly those involving on-site visits.

The observer will not participate in the EER and their time will not be charged. They will simply observe and take notes on how well the lead evaluator leads and how the EER visit takes place. The observer will report to the lead evaluator confidentially after the visit to inform their practice and share any learnings with other lead evaluators.

We hope you will support us if your organisation is asked to agree to an observer attending your EER. This important initiative aims to benefit the whole sector.

Observers may also attend EERs for other purposes – by agreement with the tertiary education organisation and the lead evaluator – to enhance their understanding of the EER process, and as part of their own professional development.

## Education (Pastoral Care of International Students) Code of Practice 2016 (the Code) – update for May 2018

### Code enquiries

If you have any queries about the Code, contact NZQA and ask to speak to a member of the Code team. Our contact details are:

0800 697 296 or [code.enquiries@nzqa.govt.nz](mailto:code.enquiries@nzqa.govt.nz)

## **Code self-review and attestation 2018**

The due date for your organisation to attest that you have completed your annual self-review report is 1 October 2018. Please submit your self-review attestation by this date.

More information about Code self-review and attestation will be sent to all signatories and made available on the NZQA website in the next few weeks.

This will include a new resource to guide signatory self-review of performance against the Code.

## **Sampling of 2017 Code self-review reports**

As part of our routine monitoring, NZQA requested Code self-review reports from a random sample of around 50 signatories in December 2017.

The reports have been assessed and NZQA is now following up with the selected signatories to provide feedback.

## **Review of the Code Guidelines**

NZQA held workshops with agency and sector reference groups in February and March to gather feedback on suggested revisions to the Code Guidelines.

Updated Guidelines are now being drafted, in continued consultation with the reference groups, and are likely to be published in the second half of 2018.

## **Changes to the Code – student misconduct outside of school**

The Education (Tertiary Education and Other Matters) Amendment Bill passed the final part of the Parliamentary process on 29 March and is now law.

One of the changes in the Act relates to the Code. This change has direct relevance for the schools sub-sector, but will result in amendments to the Code that will also apply to tertiary education organisations.

The amendment to the Act relates to schools' management of international student misconduct outside of school. The Act now specifies that an international student's enrolment is governed by the enrolment contract with the school, and the parts of the Act that relate to stand-downs, suspensions, exclusions and expulsions for domestic students no longer apply. This means that schools will now be able to discipline international students for misconduct outside of school, in line with the terms and conditions in the enrolment contract and the Code.

As part of this change, the Ministry of Education (MoE) will be updating the Code to include the protections that were previously in the Act, to ensure that any terminations of enrolment are fair and reasonable.

MoE and NZQA will be working together to make sure that changes are aligned with the upcoming update to the Guidelines.

Both NZQA and MoE's aim is to publish the revised Code and revised Guidelines in the second half of the year.

## **Regional engagement and Code 101 workshops**

NZQA aims to visit every region of New Zealand at least once a year to provide updates on Code matters, run workshops, and answer questions in person.

The well-attended Code 101 workshop is run regularly in Auckland and Wellington and has now been offered in Dunedin, Christchurch, Palmerston North and Hawkes Bay.

The workshop will be rolled out to other regions over the next few months. We will advise you by email of regional engagement activities and workshops, so please keep an eye out for our email notifications, which are sent to both the chief executive/principal/chair and NZQA's listed Code of Practice contact person.

The Code 101 workshop is designed for:

- new signatories to the Code
- new staff, or staff who would like to find out more about the basics of the Code
- signatories who have not enrolled an international student since before December 2015 and who wish to refresh their practice.

The workshop:

- upskills staff who would like to know more about the nuts and bolts of the Code
- includes discussion topics such as: 'why does the Code matter?', 'the intent of each outcome', 'NZQA's role as Code Administrator' and 'how to undertake self-review'
- is interactive, increases your knowledge, addresses any urban myths, and assists you in understanding what the Code really means for you and your organisation.

## **Familiarise yourself with recently published guidance**

NZQA has recently published new guidance on the following aspects of the Code:

[Outcome 2: Managing and monitoring agents](#)

[Provider responsibilities for international students](#)

[International student insurance](#)

Please ensure you and your relevant staff review this revised guidance.

It can be found in NZQA's online [Code of Practice Toolbox](#).

## Te Hono o Te Kahurangi upgrade to Applications Interface

Providers who wish to have their applications evaluated by Te Hono o Te Kahurangi whare ako framework can now choose how they want to submit applications, i.e.:

- using a mainstream form (select 'Evaluated by Quality Assurance') or
- using a dedicated form for Te Hono o Te Kahurangi processes (select 'Evaluated by Quality Assurance Māori').

This choice is only available when submitting applications online.

NZQA expects that this upgrade will streamline the application process and meet client needs.

## NZQA professional services fee

From 1 July NZQA will be increasing the fees it charges for its quality assurance work. This includes all approvals, accreditations, registrations, and EERs.

This is the first increase since before 2005 (NZQA deliberately did not increase fees during the Global Financial Crisis) and will enable NZQA to continue to deliver quality assurance for tertiary education organisations. Quality assurance work assures students and employers can have confidence in qualifications

A full list of current fees is available at [NZQA fees](#).

This list will be updated from 1 July 2018, to reflect the new fees.

## Reminders

### Transition to New Zealand qualifications

New Zealand qualifications are the new qualifications arising from the Targeted Review of Qualifications and replace National and provider-developed qualification at Levels 1-6 on the New Zealand Qualifications Framework.

The transition to the new qualifications is well underway and transition dates have been communicated to affected qualification developers. The dates are also available on our website. Just enter the qualification number into the qualification overview page and view the qualification details: [Qualifications – Advanced Search](#).

For queries about transition dates, email [NZQFQuestions@nzqa.govt.nz](mailto:NZQFQuestions@nzqa.govt.nz).

### Immigration New Zealand decline rates for student visas

The [2017 decline rates for student visas](#) are available on the Immigration New Zealand website.

Education organisations must use these decline rates when enrolling international students, to determine which [Rule 18 requirements](#) apply.

Rule 18 specifies the English language proficiency testing requirements for international students from countries with a student visa decline rate of over 20 per cent.

## **Assuring consistency workshops**

Places are still available at some of the workshops on assuring the national consistency of graduate outcomes.

The workshops are directed primarily at education organisations delivering programmes that award the *new* New Zealand qualifications, or are working on developing programmes to do so.

To register for one of these workshops please visit the [Events section](#) of the NZQA website.

## **Keeping records**

A reminder that version 2 of the PTE Enrolment and Academic Records Rules 2012 came into effect in October 2016.

Rule section 6.2 of the amended Rules requires PTEs to keep all student assessments for at least 12 months from the date of completion. This means that, even if students have graduated, all of their assessment material must be retained by the PTE for at least one year.

## **Updating contact details**

Help us talk to the right person first time – keep your organisation’s contact details on the Education Organisation profile page up-to-date.

If you have a query about Approvals and Accreditation, please contact your NZQA representative directly. You can find this person on your profile page.

## **Printing New Zealand qualification certificates**

NZQA encourages TEOs to award and issue New Zealand qualifications listed at Levels 1-6 on the NZQF.

When you are designing New Zealand Certificates and Diplomas, refer to the guidance on the following web page: [TEO issue of New Zealand qualification documents](#).

## **Forms and attestations due**

### **PTEs with a financial year-end of 31 December 2017**

PTEs with a financial year-end of 31 December 2017 need to submit the following documents to NZQA by 31 May 2018:

- [Annual Return](#) (all PTEs)
- [Independent Assurance Practitioner's Review Report or Auditor's Report](#) (if not funded by the Tertiary Education Commission)

- [Audit of Student Fee Protection arrangements](#) (if applicable)

## Quarterly student fee protection attestation due 14 June 2018

The quarterly attestation form for Student Fee Protection for the quarter ending 31 May 2018 is due to your trustee by 7 June 2018. Lodge the trustee attestation with NZQA by 14 June 2018.

- [Quarterly student fee protection attestation](#) (due 14 June 2018)

## Annual Registration Fee Return due 30 June 2018

The Annual Registration Fee Return Form (AF01) is due at NZQA by 30 June 2018.

Following receipt of the AF01 form, NZQA will send an invoice for payment.

For more information, including forms and costs, see: [Completing the Annual Registration Fee Return Form](#).

For any queries, contact Client Services at [qaadmin@nzqa.govt.nz](mailto:qaadmin@nzqa.govt.nz).

## Forwarding information and queries

Forward the above documents and any queries to: [qaadmin@nzqa.govt.nz](mailto:qaadmin@nzqa.govt.nz).

## Subscribe to eQate

You can subscribe to eQate through the ['sign up'](#) link on the eQate section of the NZQA website.

## Compliance summary for May-June 2018

Annual Statutory Declaration	To NZQA within five months of a TEO's financial year-end	For all TEOs with a financial year-end of 31 December 2017, due 31 May 2018
Independent Assurance Practitioner's Review	To NZQA within five months of a PTE's financial year-end	For PTEs with a financial year-end of 31 December 2017, due 31 May 2018
Student Fee Protection audit	To NZQA within five months of a PTE's financial year-end	For PTEs with a financial year-end of 31 December 2017, due 31 May 2018
Student Fee Protection quarterly attestation – quarter ending 31 May 2018	To NZQA by 14 June 2018	No longer required for standard trusts – only for static trusts or bank bond trusts
Code of Practice self-review	To NZQA by 1 October each year	Annual requirement

attestation

Fit and Proper  
Person and Conflict  
of Interest  
declarations

With new  
applications for  
registration; also, for  
proposed new  
governing members\*  
of registered PTEs

Must be completed by all new  
governing members before  
commencing in the role, and at  
any time when an existing  
governing member has a new  
conflict of interest or change in  
fit and proper status

\*See [Section 232](#) of  
the Education Act  
1989 for the definition  
of governing member