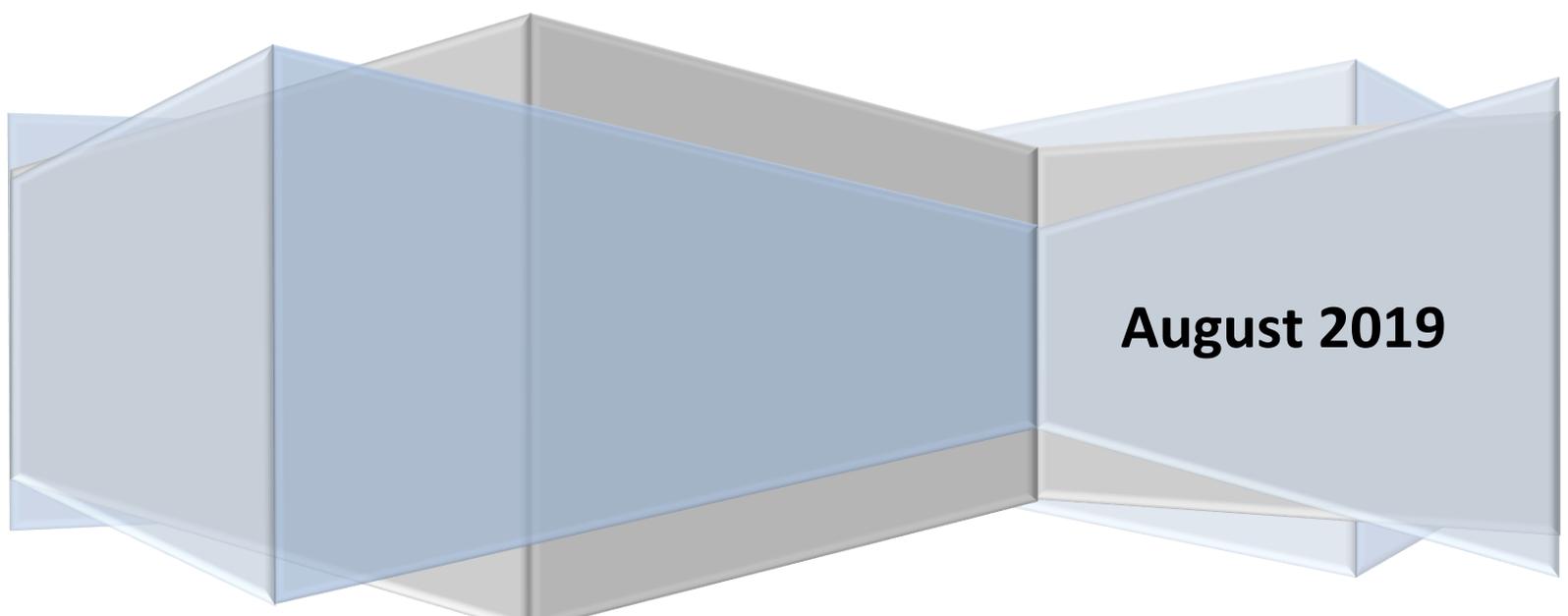


Review Plan

Review of Information Technology and Computing Qualifications 2019

Compiled for the Steering Group by NZQA NQS



August 2019

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1. Purpose

The purpose of this review plan is to outline how the 2019 review of IT and Computing qualifications at Levels 2 - 6 on the New Zealand Qualifications Framework (NZQF), excluding qualifications offered by the University sector, will be conducted.

The review will need to ensure the qualifications are useful, relevant, and fit for purpose; valuable to current and future learners, employers and other stakeholders; and meet the new requirements for listing qualifications on the NZQF.

The goal is to meet the approval to list requirements for a reviewed suite of IT and Computing qualifications by 31 December 2019, with stakeholder involvement in and support for the resulting qualifications.

The review plan includes scope; timelines and deliverables; and an outline of the approach including roles and responsibilities, resourcing, stakeholder communication and consultation, constraints and risks, and confirming the evidence of need.

2. Scope

The project scope includes:

- the review of the suite of fourteen IT and Computing qualifications listed on the NZQF in May 2015, as a result of the 2013-2015 mandatory review, and scheduled for review by 31 December 2019;
- the examination of current and probable future job roles, training and qualification needs across the IT sector, including pathways into and through the sector, to ensure the qualifications meet current and future workforce requirements.

The suite of 14 IT and computing qualifications listed in April 2015			
Qual #	Qualification Title	Level	Credits
2591	NZ Certificate in Computing (User Fundamentals)	2	40
2592	NZ Certificate in Computing (Intermediate User)	3	60
2593	NZ Certificate in Computing (Advanced User)	4	60
2594	NZ Certificate in Information Technology Essentials	4	60
2595	NZ Certificate in Information Technology	5	60
2596	NZ Diploma in Information Technology Technical Support	5	120
2597	NZ Diploma in Information Systems	5	120
2598	NZ Diploma in Web Development and Design	5	120
2599 v1	NZ Certificate in Information Technology Practitioner (with strands in Server Administration, Network Administration, and Information Technology Security)	6	40
2600	NZ Diploma in Networking	6	120

2601	NZ Diploma in Systems Administration	6	120
2602	NZ Diploma in Database Administration	6	120
2603	NZ Diploma in Information Systems (with strands in Business Analysis, User Experience, IT Project Management, Information Systems Innovation)	6	120
2604	NZ Diploma in Software Development	6	240

Note: The review excludes the two new IT qualifications listed in November 2018, however it will include the review of version 2 of 2599 (which had a software testing strand added in November 2018).

Two new IT qualifications listed in November 2018 – excluded from the 2019 review			
Qual #	Qualification Title	Level	Credits
3837	NZ Diploma in Cybersecurity	6	120
3849	NZ Diploma in Software Testing	6	120
2599 v2	NZ Certificate in Information Technology Practitioner (with strands in Server Administration, Network Administration, and Information Technology Security, and Software Testing)	6	40

3. Approach

The process of reviewing the IT and computing qualifications will follow this general approach to determine:

Information gathering and analysis

- the skills needs of industry and whether these have changed in the past five years to impact this qualifications review
- feedback to inform the review of the qualifications e.g qualification usage and completion data; consistency reviews; programme owners/providers, employers/sector and other stakeholders feedback.

Stakeholder profile

- confirm who needs to be involved and consulted
- establish Steering and Working Groups
- the Steering Group will address issues for the entire suite, provide overarching strategic guidance, maintain an overview role, endorse the draft reviewed qualifications for consultation and for submission for quality assurance
- the working groups will review the suite of IT and computing qualifications [Ref: [2591 – 2604](#)], in accordance with requirements to [list qualifications](#) on the New Zealand Qualifications Framework (NZQF).

Mapping qualifications to workforce needs

- identify categories and specialisations of qualifications needed and whether this has changed
- how well the current landscape of qualifications coherently delivers the above.
- the Steering Group will provide the working groups with the strategic guidance, including any proposed changes to the landscape or pathway of qualifications.

Issues with current qualifications

- any suggestions to be considered from consistency events or stakeholders?
- do the current qualifications meet the strategic purpose and pathways identified?
- what changes are required to these qualifications to better align with good educational and employment pathways?
- do the graduate profile outcomes accurately capture what a graduate will know and be able to do?
- alignment of the qualifications with the new rules/guidelines for reviewing qualifications, and the new qualification template.

Working groups to review qualifications

- working groups will be established to review the qualifications to reflect identified needs and steering group guidance. Four working groups are proposed:
 1. Computing user & IT essentials
 2. IT Technical – networking, systems admin
 3. Info Systems – IS, UX, Projects, database admin
 4. Software Development & Web development

Evidence of stakeholder support

- stakeholder support for the landscape of qualifications confirmed
- how well the reviewed qualifications meet the identified needs and receive stakeholder endorsement
- completed NZQF7 *Involvement in Qualification Review Stakeholder attestation* forms

What reviewed qualifications will be submitted for approval to list

- any structural changes to the current suite? e.g. proposed expiry, new qualifications, new strands, merged qualifications

This process will be applied to confirm a landscape of IT and computing qualifications, which working groups will then develop into the reviewed suite of IT and computing qualifications.

The new cybersecurity and software testing qualifications listed in 2018 have provided an indication of what will/won't be acceptable for the entire suite. The key areas for update will likely include:

- consideration of feedback from Consistency events and other sources
- the alignment of the qualifications with the new rules, notably the new template
- streamlining the consistency and other general qualification information (as per new quals)
- reducing the number of conditions associated with each GPO
- consideration of soft skills and whether these continue to be explicitly expressed
- removing the glossary, and perhaps creating a qualification support resource

The guidelines for the review of NZ qualifications at Levels 1-6 on the NZQF is available from <https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/review-quals/>.

3.1 Roles and responsibilities

The work of the Review will be in accordance with the *Guidelines for review of qualifications at Levels 1-6 on the New Zealand Qualifications Framework (NZQF)*

<https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/review-quals/guidelines/#heading2-6>

The review is being led by the qualification co-developers IT Professionals NZ (ITPNZ) in partnership with the National Qualifications Service (NQS) of NZQA. ITP is leading and organising the Steering group providing governance of the process, and NQS leads and operates the project team running the project and qualification review process. Responsibilities can be summarised as follows.

- ITP will convene and manage the **Governance** of the review through the Steering Group. This will ensure a strategic direction is established and implemented; with associated consultation and communication with key stakeholders and interested parties; and providing IT technical oversight and endorsement for the ICT qualifications developed. Appointing organisations are expected to cover the cost of travel for their Steering Group appointee.

Steering Group – Review of IT & Computing Qualifications Review	
Nominating Organisation	Name and organisation
ITP NZ (Chair).....	Paul Matthews, ITP (Co-Lead)
<u>Industry nominees (4):</u>	
NZTech.....	Diane Edwards, Ports of Auckland
NZRise	Shane Ross, The Testing Consultancy
ITPNZ	Gareth Cronin, Xero
ITPNZ	Sam Jarman, Software Developer
<u>Educational Provider Nominees (5)</u>	
CITRENZ	Aaron Steele, WINTEC
CITRENZ	Mary Proctor, WelTec & Whitireia
PTE	Raymond Young, Whitecliffe
ITENZ.....	Patrick Dowling, Techorium
Te Wānanga o Aotearoa	TBC
Digital Technologies Teachers Aotearoa – DTTA Nominee	Gerard MacManus, Hobsonville Point Secondary school
NZQA – NQS	Diana Garrett (Co-Lead)
Secretariat to Steering Group	Jess Malaulau, ITP NZ

- NQS will manage the **project team**; and contribute to stakeholder consultation and communications including a public website; workgroup convening and facilitation of qualification review/development work; preparation and submission of the applications. NQS project team contact is Diana Garrett.
- The **Stakeholder** reference group will be made up of all stakeholders (see stakeholders section below), and will be consulted and have opportunity for input to the review.
- **Working Groups** will be formed from the stakeholder reference group for specific review areas. The Steering Group will provide strategic guidance to the working groups on the landscape of qualifications to be reviewed and developed. Working group members will be expected to contribute to the cost of attending work groups.

3.2 Stakeholders

The review will be undertaken in cooperation with current owners of ICT qualifications and with other stakeholders, including national peak bodies and industry organisations, with a steadily growing number of interested stakeholders on the email consultation list. The stakeholders being consulted include:

- Accredited providers of programme leading to the award of the IT and computing qualifications;
- IT Professionals NZ and the ITP community including professional and industry groups and the broad IT community these industry groups reach (e.g. NZ Tech, NZRise, Software NZ, ANZTB, Test Professionals Network (TPN), CITRENZ, ITENZ, DTTA) as well as other informal user groups and networking associations;
- Employers and other organisations and individuals who express an interest, including contractors, community groups, 20/20 Trust, ITOs.
- Government agencies such as Ministry of Education, Tertiary Education Commission (Careers), NZQA, Education NZ; Ministry of Business, Innovation & Employment (Labour and Immigration NZ); Ministry for Pacific Peoples; Ministry of Social development; Department of the Prime Minister and Cabinet (DPMC);
- Current and prospective providers that include ITPs, PTEs, Māori and Pasifika providers, secondary schools; and their respective peak bodies and consultation networks;
- Students, learners and graduates;
- Providers and assessors who use the unit standards developed specifically for the Level 2-4 qualifications.

3.2.1 Consultation and communication

The review team is keen to provide as much opportunity as possible for all interested stakeholders to engage and be kept fully informed of progress and decisions as the review progresses. Stakeholders will be regularly invited to contribute opinions, ideas, and feedback. Communication with stakeholders may be directly from the review mailing list, and/or via one of several industry mailing lists such as ITPs and other participating associations; or through links to one of the professional bodies involved in the review such as CITRENZ or ITENZ, and some that are not directly involved such as Test Professional NZ (TPN) or TUANZ.

A variety of communication tools are being leveraged during the review process, including webpage, email communications and surveys. The Steering group is comprised of nominees from industry and provider group representative bodies, and whilst maintaining the confidentiality requirements in the Steering Group terms of reference, appointees are expected to liaise with their respective constituents as required by the review.

Webpage:

An IT and computing qualifications review webpage <https://www.nzqa.govt.nz/qualifications-standards/qualifications/it-computing-quals/> will be maintained for the duration of the review to allow stakeholders and interested parties to track progress and easily access information on the review.

Email account:

An IT and computing qualifications review email is established - ictquals.review@nzqa.govt.nz. People can sign up to the mailing list for consultation and to get updates directly at <http://tinyurl.com/QualsReview>.

Surveys:

Surveys are being used as a tool to obtain prompt feedback from stakeholders on key areas that inform the review.

Documents and consultation:

Review documents will be made available to all stakeholders as soon as they've been considered by the Steering Group, and the aim is to consult widely. The pathways map of IT and computing qualifications will be considered by the Steering Group, to ensure it still meets sector needs.

3.3 Resourcing

The review is being funded on a contributory basis.

Governance:

ITP is responsible for the operation and administration of the Steering Group, including meeting organisation and facilitation; preparing and disseminating meeting papers and records; logistics around meeting venues and catering. Appointing organisations are expected to cover the cost of travel for their Steering Group appointee. Some funds may be available to assist with travel costs in some circumstances when no other option is available.

Project management:

NQS is responsible for managing the project team; information gathering and analysis with technical input from the IT sector; organising and facilitating working groups; maintaining webpages for review progress; preparing documents required for listing qualifications, for endorsement by the Steering Group; completing administrative tasks associated with the review (excluding the Steering Group), including arranging meeting venue and catering.

Working groups are being resourced on a contributory basis, and the appointee's organisations are expected to cover the cost of time and travel for their Working Group appointee. Some funds may be available to assist with travel costs in some circumstances when no other option is available.

Stakeholders:

Stakeholders are expected to engage with the review contributing their time, expertise, and attendance where appropriate, and respond to communications and consultations in a timely manner.

3.4 Constraints, assumptions and risks

The co-lead approach to the review provides a balance of IT industry specific leadership and oversight, and related technical support surrounding the qualification review process.

However there are constraints and assumptions around a number of areas including:

- Interest in and support for the project from the IT sector and other stakeholders, including commitment and support for the proposed contributory model to resource the review;
- As co-leads, ITP and NQS will actively engage and keep each other posted on progress and developments;
- Sourcing appropriate industry related technical input for the situation analysis, including mapping current qualifications to workforce requirements, and identifying any gaps or changes required.
- Limited access to research that may inform the review, and confidentiality of usage information;
- Steering Group will guide and inform the review process to meet rules and regulations set by NZQA QAD, including the design and review of the qualifications;
- One two-day meeting will be sufficient for each of four working groups to review the qualifications, with follow-up meetings as required;

- Review time constraints will allow sufficient opportunity for the design of any new/reviewed qualifications, with feedback loops for testing the market and making recommended improvements to reviewed qualifications;
- Review time constraints will allow sufficient consultation to enable effective engagement, feedback and acceptance from a range of stakeholders and peak bodies with an interest in the use and appropriateness of current and future IT qualifications.

3.4.1 Risks

There are a number of risks that may impact the review, including:

Risk	Description	Mitigation
1	<p>Stakeholder consultation Review timeframe may be too challenging to enable effective consultation with stakeholders at each stage of review, and may impact on quality of product.</p>	<ul style="list-style-type: none"> • Signal to stakeholders at the outset that timeframes are very tight and keep them informed through website; • ask for timely responses where specific feedback required; • encourage early engagement with the review and lever existing representative groups to spread the word; • explore option to extend submission date if additional stakeholder consultation required (or split reviewed/new submission if required).
2	<p>Time constraints & outputs Required outputs not achieved within proposed timelines; or may not be fit-for purpose or have legitimacy within the sector.</p>	<ul style="list-style-type: none"> • Maintaining the project plan as a living document; • maintaining open and frequent communication between the co-leads and steering group; • preparing for possible obstacles in advance; • adjusting for required changes as they emerge.
3	<p>Governance Concern about composition and balance of steering group, particularly digital literacy sector interest under-representation.</p>	<ul style="list-style-type: none"> • Proposed composition and appointment process provided for consultation as part of terms of reference; • Opportunity to co-opt additional expertise or members if required, or involve other parties through working groups and/or presentations to the SG.
4	<p>Review requirements Lack of familiarity around the purpose and requirements of the review of qualifications.</p>	<ul style="list-style-type: none"> • NQS rep on steering group; • clarify requirements around the review of IT & computing qualifications and expected outputs at first SG meeting, and make links available from review website; • reinforce level descriptors; • encourage discussion around needs of employers and potential target markets for qualifications.
5	<p>Agreement/Endorsement Consensus may be difficult to reach due to diversity of interests of stakeholders.</p>	<ul style="list-style-type: none"> • Fostering a climate of cooperation and reinforcing the need to make qualifications as relevant and future proof as possible; • thorough analysis to inform and support decisions; • regular updates on review website, and communications through consultation and other networks; • engagement of diverse stakeholders for work group development of proposed qualifications;

		<ul style="list-style-type: none"> Steering group influence of respective stakeholder sectors.
6	<p>Stakeholder attestation forms Challenges in obtaining completed NZQF7 stakeholder attestation forms required as part of submission for approval of reviewed qualifications.</p>	<ul style="list-style-type: none"> Planning and communication; Engage regularly with stakeholders and alert to timeframes; Follow-up 2 weeks prior to submission.
7	<p>Work group participation Sufficient experienced work group participants may be difficult to find due to numbers of reviews, potential shortage of availability and contributory model for expenses.</p>	<ul style="list-style-type: none"> NQS will enlist the support of the steering group, stakeholder consultation list and networks to disseminate invitations for the workgroups; NQS budget a contingency amount to contribute to some of the costs of essential working group members that can't finance their involvement by other means.
8	<p>Resourcing Resistance from IT sector to contribute financially to involvement in the review.</p>	<ul style="list-style-type: none"> Terms of reference for the review signalling requirement for contributory model for review; Sector contribute to costs; NQS/ITP budget a contingency to cover unplanned expenses related to project workgroups and/or Steering Group members.
9	<p>Co-leadership Joint leadership of review creating challenges to effective project management.</p>	<ul style="list-style-type: none"> Clear responsibility areas specified; open and regular communication maintained; provide NZQA review webpage; NQS project manager in attendance at Steering Group meetings.
10	<p>Frameworks and communication IT sector may not understand distinction between industry framework levels and qualifications framework and associated levels.</p>	<ul style="list-style-type: none"> Clear communications where frameworks specified, including linkages, levels and links to further information Clear explanations, including links to various frameworks being considered as part of the review such as Skills Framework for the Information Age (SFIA), New Zealand Qualifications Framework (NZQF)

4. Timelines and deliverables

The Review is working towards meeting the key deliverables required for a qualifications review, and to have reviewed qualifications listed by 31 December 2019. The guidelines for a review of NZ qualifications is available from <https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/review-quals/guidelines/#heading2-7>.

An overview of the timelines and deliverables to achieve this are summarised as follows.

Pre-review preparation - establish relationships; information gathering and analysis

- QDs meeting (ITP & NQS) – approach, responsibilities and timelines 29 March 2019
- Notification to mandatory stakeholders of review & QDs (ex QAD) 1 April 2019
- Information gathering and analysis, review plan drafted April/May 2019
- Webpage creation and consultation lists developed April/May 2019
- Stakeholder communication – pre-review feedback; Eol work-groups 31 May 2019
- Governance/Steering group formed and convened July 2019

Plan and Conduct the review

- Review plan – prepare, finalise, sign-off and publish May-July 2019
- Results of information gathering and analysis compiled June/July 2019
(current quals mapped to workforce requirements; identify any issues/gaps)
- Update qualifications pathway map – prepare for consultation/WG June/July 2019
- Confirm work group membership and arrange meetings; prepare brief June/July 2019
- Steering group meeting 1: overview and confirm approach, key issues; 5 August 2019
confirm WGs, WG brief, review plan for qual review
- Communication to stakeholders – pathways map, approach July 2019
- Working groups established June/July 2019
- Four 2-day work group meetings to review and develop quals 12-28 Aug 2019
(one for each discipline cluster)
- SG consider & endorse draft quals for consultation or re-work 6 September 2019
- Four one-day or F2F or e-meetings of working groups (*if needed*) 9-12 Sept 2019
- Stakeholder consultation for feedback on draft reviewed quals (3 weeks) Sept
- Consultation feedback compiled and analysed for SG Late Sept/early Oct 2019
- Steering Group meeting (Teleconf): consider feedback & whether WGs need to be reconvened early- mid Oct 2019
- Work groups (four) reconvene to finalise quals (F2F or e-meeting) mid Oct 2019
- Draft quals finalised for steering group sign-off Late Oct 2019
- Steering Group meeting (if needed) - endorsement of quals Late Oct 2019
- Seek Stakeholder attestations (NZQF7) Sept/Oct 2019
- Application documentation prepared (NZQF5,8,7s, change report) Oct 2019
- SG endorsement of review report and documentation Oct 2019
- Application to A&A finalised and lodged By 31 October 2019

Following submission

- Respond to RFI from A&A re quals (possibly reconvene WGs) December 2019
- Revised qualifications approved for listing December 2019/Jan 2020

Note: If the Steering Group require the draft qualifications to be re-worked following the August working group meetings and/or consultation feedback, this will likely impact the following timelines by 3-4 weeks, and compromise the target submission date.

Communications: On-going updates to website with key developments.

4.1 Analysis of current IT and Computing qualifications

An analysis of the data available and stakeholder feedback on the current qualifications, including evidence presented at consistency reviews, will be prepared to inform and support the decisions required for the 2019 review of IT and computing qualifications at levels 1-6 on the NZQF.

Current qualifications will be mapped to workforce requirements to ensure graduate profiles accurately reflect the needs for the specified pathways.

Data gathered will be analysed to determine:

- the qualifications are fit for purpose
- sufficient evidence of need for each qualification
- extent of changes needed to be made to the qualifications
- any other issues (e.g. gaps for new qualifications)

The report will provide evidence of investigation, analysis and consultation to inform the decisions of the Steering Group when reviewing the range of 14 IT and computing qualifications, and support the application to list any new qualifications.

Consultation will also be undertaken to confirm the need and strategic fit and sufficiency of demand of the reviewed and/or new qualifications.

A draft will be made available to stakeholders during the workgroup development phase. Feedback from various surveys and new discoveries may be added to the document during the review process.

5. Approvals

The review plan has been prepared by the NQS project team for endorsement by the Steering Group before submission to NZQA QAD and publishing.

The Steering Group endorsed the review plan at their 5 August 2019 meeting.

Approved by: Paul Matthews, Chair
On behalf of IT & Computing Qualifications Review Steering Group

Appendix 1: Pathways Map - IT & Computing Qualifications December 2018

Computing and IT Qualifications Pathways Map - with additions in 2018 (Cybersecurity and Software Testing)			IT as a profession									
NZQF Level	IT as a Tool											
1	General education review	1										
2	NZ Certificate in Computing (User Fundamentals) (40 credits) [Ref:2591]	2										
3	NZ Certificate in Computing (Intermediate User) (60 credits) [Ref:2592]	3										
4	NZ Certificate in Computing (Advanced User) (60 credits) [Ref:2593]	4	NZ Certificate in Information Technology Essentials (60 credits) [Ref:2594]									
5		5	NZ Certificate in Information Technology (60 credits) [Ref:2595]									
6		6	NZ Diploma in Information Technology Technical Support (120 credits) [Ref:2596]			NZ Diploma in Information Systems (120 credits) [Ref:2597]			NZ Diploma in Web Design & Development (120 credits) [Ref:2598]		Pathways from any of the Level 5 NZ Dip quals or Level 6 Ref: 2604	
			NZ Diploma in Networking (120 credits) [Ref:2600]	NZ Diploma in Systems Administration (120 credits) [Ref:2601]	NZ Diploma in Database Administration (120 credits) [Ref:2602]	NZ Diploma in Info Systems (strands in Business Analysis, User experience, IT Project Management, and IS Innovation) (120 credits) [Ref:2603]	NZ Diploma in Software Development (240 credits) [Ref:2604]	NZ Certificate in Information Technology Practitioner (strands in Server Administration, Network Administration, IT Security, Software Testing) (40 credits) [Ref:2599 v2]	NZ Diploma in Cyber security (120 credits) [Ref: 3837]	NZ Diploma in Software Testing (120 credits) [Ref:3849]		
Possible pathways.....			Bachelor Degrees (Level 7); Industry Certifications (Level 5, 6, 7)									

Computing and IT Qualifications Pathways Map - Proposed following 2019 review			IT as a profession									
NZQF Level	IT as a Tool											
2	NZ Certificate in Computing (User Fundamentals) (40/60 credits) [Ref:2591]	2										
3	NZ Certificate in Computing (Intermediate User) (60 credits) [Ref:2592]	3										
4	NZ Certificate in Computing (Advanced User) (60 credits) [Ref:2593]	4	NZ Certificate in Information Technology Essentials (60 credits) [Ref:2594]									
5		5	NZ Certificate in Information Technology (60 credits) [Ref:2595]									
6		6	NZ Diploma in Information Technology Technical Support (120 credits) [Ref:2596]			NZ Diploma in Information Systems (120 credits) [Ref:2597]			NZ Diploma in Web Development & Design (120 credits)		Pathways from any of the Level 5 NZ Dip quals or Level 6 Ref: 2604	
			NZ Diploma in Networking (120 credits) [Ref:2600]	NZ Diploma in Systems Administration (120 credits) [Ref:2601]	NZ Diploma in Database Administration (120 credits) [Ref:2602]	NZ Diploma in Info Systems (strands in Business Analysis, User experience, IT Project Management, and IS Innovation, and Data Analysis) (120 credits) [Ref:2603]	NZ Diploma in Software Development (240 credits) [Ref:2604]	NZ Certificate in Information Technology Practitioner (strands in Server Administration, Network Administration, IT Security, Software Testing) (40 credits) [Ref:2599 v2]	NZ Diploma in Cyber security (120 credits) [Ref: 3837]	NZ Diploma in Software Testing (120 credits) [Ref:3849]		
Possible pathways.....			Bachelor Degrees (Level 7); Industry Certifications (Level 5, 6, 7)									

Appendix 2: IT & Computing Qualifications Review Schedule List – 2019

The suite of 14 IT qualifications listed in April 2015			
Qual #	Qualification Title	Level	Credits
2591	NZ Certificate in Computing (User Fundamentals)	2	40
2592	NZ Certificate in Computing (Intermediate User)	3	60
2593	NZ Certificate in Computing (Advanced User)	4	60
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2597	NZ Diploma in Information Systems	5	120
2598	NZ Diploma in Web Development and Design	5	120
2599 v1	NZ Certificate in Information Technology Practitioner (with strands in Server Administration, Network Administration, and Information Technology Security)	6	40
2600	NZ Diploma in Networking	6	120
2601	NZ Diploma in Systems Administration	6	120
2602	NZ Diploma in Database Administration	6	120
2603	NZ Diploma in Information Systems (with strands in Business Analysis, User Experience, IT Project Management, Information Systems Innovation)	6	120
2604	NZ Diploma in Software Development	6	240

Note: Reviewing 2599 v2 not 2599 v1 (a strand was added in November 2018)

Two new IT qualifications listed in November 2018 – excluded from the 2019 review			
Qual #	Qualification Title	Level	Credits
3837	NZ Diploma in Cybersecurity	6	120
3849	NZ Diploma in Software Testing	6	120
2599 v2	NZ Certificate in Information Technology Practitioner (with strands in Server Administration, Network Administration, and Information Technology Security, and Software Testing)	6	40

The review excludes the two new IT qualifications listed in November 2018, however it will include the review of version 2 of 2599 (which had a strand added in 2018).

As these qualifications were recently developed, they provide an example of what changes may look like in the suite being reviewed.

Appendix 3: Reviewing New Zealand qualifications listed on the NZQF

Each New Zealand qualification listed on the New Zealand Qualifications Framework (NZQF) at levels 1-6 must be periodically reviewed to ensure it remains relevant, fit for purpose and continues to meet the needs of the learners, industry and stakeholders.

Qualification reviews are part of the lifecycle of a qualification. They ensure that the purpose and graduate profile are clear, meet the needs of end users and guide programme owners. See <https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/review-quals/#heading2-0> for further information on stages of and guidelines for a qualification review

Guidelines for review

The [Guidelines for review of New Zealand qualifications at levels 1-6 of the NZQF \(PDF, 384KB\)](#) outline the responsibilities of the different parties and stages for a review and provides guidance on managing each stage. This is to enable reviews to be undertaken and completed in a timely and effective manner.

The review will be informed by the principles underpinning qualification design and the requirements for qualifications which are available in the:

- [Guidelines for approval of qualifications at levels 1-6 for listing on the NZQF \(PDF, 996KB\)](#)
- [Guidelines for Te Hono o Te Kahurangi evaluative quality assurance \(PDF, 1.3MB\)](#)
- [NZQF Listing and Operational Rules 2016](#).

The guidelines give information on how to make an application, what documentation NZQA needs and the criteria that application need to meet. They also detail how NZQA will make decisions about the applications associated with the qualification review.

Listing qualifications at levels 1-6 on the NZQF

Qualifications at levels 1-6 are evaluated and approved separately to the programmes that lead to that qualification.

For new qualifications, the NZQA guidelines that apply are the [Guidelines for approval of New Zealand qualifications at levels 1-6 for listing on the NZQF \(PDF, 996KB\)](#)

There is a two-stage process for listing NEW qualifications at levels 1-6: *Application to develop* and *Application for approval*.

Once a qualification is registered on the NZQF, an institution that proposes providing a programme of study or training that leads to the qualification must apply to NZQA for approval of the programme. Details on [programme approval and provider accreditation](#) are available on the NZQA website, including new [guidelines](#).

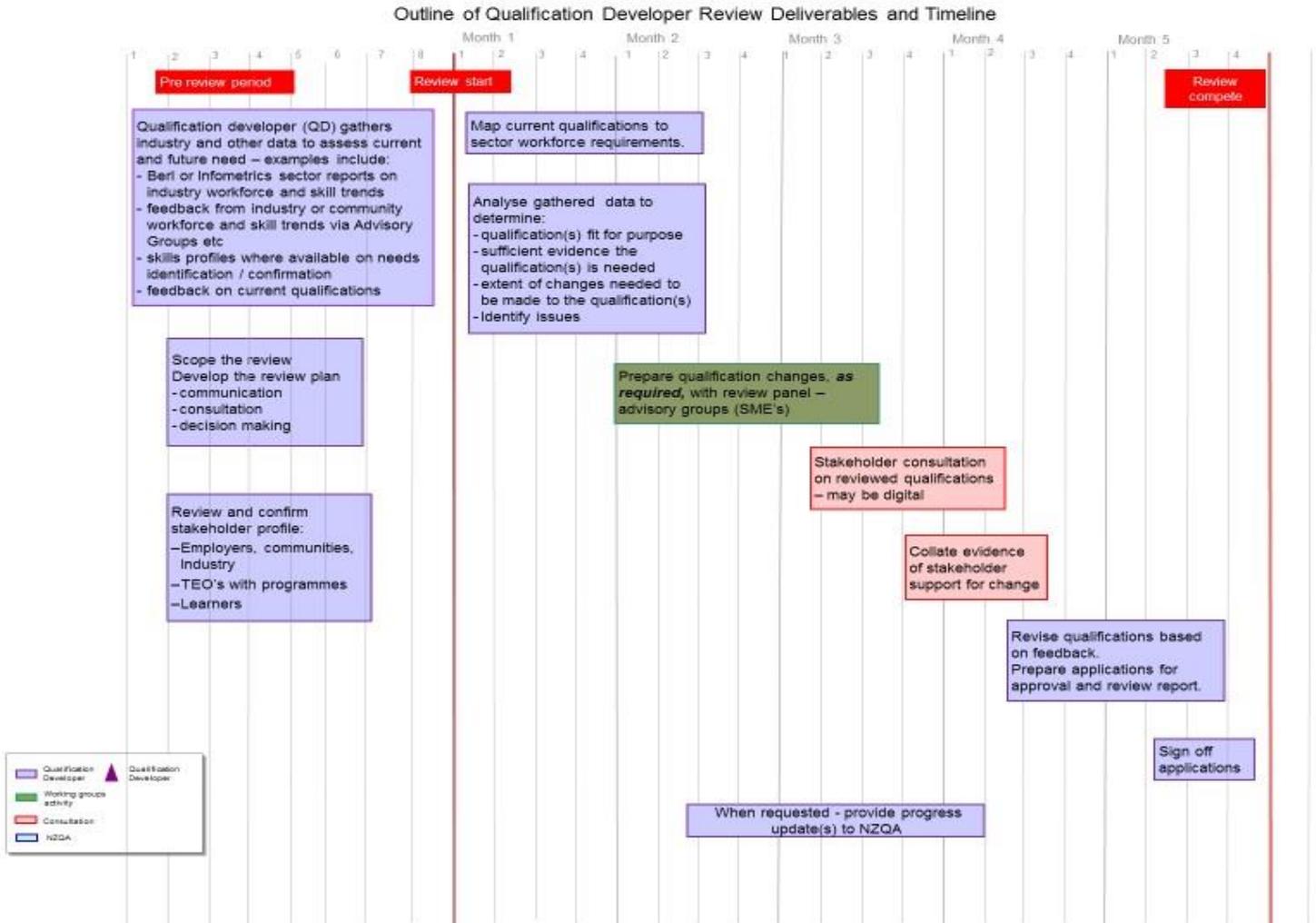
About stakeholder attestations (NZQF7)

Stakeholder attestations are required from all stakeholders directly involved in the qualification review. They provide evidence of the support for the qualification/s and the extent of collaboration and involvement by stakeholders.

Link to: Involvement in Qualification review Stakeholder Attestation ([NZQF7](#)).

Review outline plan

The 'Plan on a page' [outline of qualification developer review deliverables and timeline](#) follows:



Source: <https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/review-quals/guidelines/#heading2-7>