

## Field                      Education

### Review of *Educational Administration* qualifications and unit standards

#### Qualifications

Qualification Titles	Reference
National Certificate in Educational Administration (Administrative Support)	0415
National Certificate in Educational Administration (Governance)	0416
National Diploma in Educational Administration (Administrative)	0417
National Diploma in Educational Administration (Middle Management)	0526
National Diploma in Educational Administration (Senior Management)	0527

#### Unit Standards

Subfield	Domain	ID
Educational Administration	Curriculum Management in Educational Administration	10499-10502
	Operations in Educational Administration	5279-5282, 9344-9351, 9596, 10504, 20944-20946
	People Management in Educational Administration	5278, 5284-5287, 9198, 9199, 9206, 9207, 9352-9361
	Planning in Educational Administration	5273, 5275-5277, 5283, 5288, 9185, 9193-9197, 9200-9205, 10506
	Policy Issues and Research in Educational Administration	5274, 9187, 9190, 9191, 9208-9215
	Student Services in Educational Administration	10503, 10505

NZQA National Qualifications Services has completed the review of the qualifications and unit standards listed above.

**Date report published**

**February 2010**

#### Summary of review and consultation process

During the scoping of National Qualifications Services (NQS) owned qualifications and standards it was identified that qualifications and unit subfield educational administration had low or no usage.

A recommendation was made to the NZQA Board, that following consultation with the sector, these qualifications and standards should be expired.

NZQA identified that Unitec New Zealand was the only provider to award the qualifications. Unitec New Zealand was consulted regarding endorsement for the expiry of these unit standards and the options available following expiry.

A letter was sent to all other accredited providers seeking feedback on the decision to exit and the proposed transition period.

Skills Active ITO were advised that there was an impact on one of their qualifications.

## **Review of *Educational Administration* qualifications**

### **Main changes resulting from the review**

The following qualifications have been designated expiring and will expire at the end of December 2012.

**National Certificate in Educational Administration (Administrative Support)**  
[Ref: 0415]

**National Certificate in Educational Administration (Governance)** [Ref: 0416]

**National Diploma in Educational Administration (Administrative)** [Ref: 0417]

**National Diploma in Educational Administration (Middle Management)** [Ref: 0526]

**National Diploma in Educational Administration (Senior Management)** [Ref: 0527]

Review category	D	See <a href="#">Key to Qualification Review Categories</a> below
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### **Transition**

The last date for assessments to take place for all versions of these qualifications is December 2012.

Feedback from users of these qualifications confirms this date will allow sufficient time for current candidates to complete programmes and for providers to develop new courses.

It is not intended that any existing candidate be disadvantaged by this review. However, anyone who feels disadvantaged should contact the standard setter at:

NZQA National Qualifications Services  
PO Box 160  
Wellington 6140

Telephone 04 463 3000

Email [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz)

## Key to Qualification Review Categories

<b>Category A</b> The qualification is published as a new version with the same NQF ID	Changes are made to SSB name, contact details or purpose statement
	No change is made to title, rules or components of the qualification
	No transition arrangements are required
<b>Category B</b> The qualification is published as a new version with the same NQF ID	Changes are made to title, rules or components
	The new version of the qualification recognises a similar skill set to that recognised by the previous version
	The SSB is confident that people awarded the new or previous version are comparable in terms of competence
	Transition arrangements are required if candidates must gain additional/different credits for the new version
<b>Category C</b> A new (replacement) qualification is published with new NQF ID	Significant changes are made to the qualification in terms of components, structure, type or level
	The SSB views people with the replacement qualification as being significantly different in terms of competence from those with the replaced qualification
	Transition arrangements are required
	Transition may be limited to phase-out dates
<b>Category D</b> Qualification will expire. There is no replacement qualification	Qualification is no longer required by industry
	The qualification is designated as expiring and a last date for meeting the qualification requirements is set

### Review of *Educational Administration* unit standards

#### Main changes resulting from the review

All standards in this review were designated expiring.

**The unit standards expire at the end of December 2012.**

#### Impact on existing provider accreditations

Accredited providers can continue to assess against these unit standard up until December 2012. No new accreditations will be granted once the standards are designated expiring.

#### Impact on classifications

The *Educational Administration* subfield and the following domains have been designated *Expiring (Lapsing)* and they will *Expire* with the unit standards and qualifications in December 2012.

- Curriculum Management in Educational Administration
- Operations in Educational Administration
- People Management in Educational Administration
- Planning in Educational Administration
- Policy Issues and Research in Educational Administration
- Student Services in Educational Administration

#### Impact on Accreditation and Moderation Action Plan (AMAP)

The standards will remain on AMAP 0085 until they expire.

## Impact on existing qualifications

Qualifications that contain the reviewed standards or classifications are tabled below.

Key to type of impact	
<b>Affected</b>	The qualification lists a reviewed classification (domain or subfield) in an elective set The qualification lists a standard that has changes to level or credits The qualification lists a C or D category standard
<b>Not materially affected</b>	The qualification lists a standard that has a new title The qualification lists a standard that has a new classification

In addition to the Educational Administration qualifications listed as expiring above the following NZQA qualifications are impacted by the outcome of this review and will be updated when they are reviewed in 2010.

Qualification Title and Reference	Classification
National Diploma in Business Administration (Level 5) [Ref: 0370]	Educational Administration
National Certificate in Business Administration (Level 4) [Ref: 0634]	

The following qualification is also affected by the outcome of this review. The standard setting body (SSB) has been advised that it requires revision.

Qualification Title and Reference	Classification	SSB Name
National Certificate in Community Recreation (Community Art Work) (Level 4) [Ref: 0450]	Educational Administration	Skills Active

## Review Categories and changes to classification, title, level, and credits

Key to review category	
<b>A</b>	Dates changed, but no other changes are made - the new version of the standard carries the same ID and a new version number
<b>B</b>	Changes made, but the overall outcome remains the same - the new version of the standard carries the same ID and a new version number
<b>C</b>	Major changes that necessitate the registration of a replacement standard with a new ID
<b>D</b>	Standard will expire and not be replaced

Education > Educational Administration > Curriculum Management in Educational Administration

ID	Title	Level	Credit	Review Category
10499	Identify and analyse barriers to learning in a curriculum or school	6	8	D
10500	Develop an organisational plan for curriculum for an educational organisation	7	8	D
10501	Develop and manage a curriculum programme	6	5	D
10502	Monitor and report on a curriculum programme	6	5	D

Education > Educational Administration > Operations in Educational Administration

ID	Title	Level	Credit	Review Category
5279	Assess compliance with legislation and regulations covering property in educational organisations	5	4	D
5280	Plan to access funds for an educational organisation	5	4	D

ID	Title	Level	Credit	Review Category
5281	Demonstrate knowledge of funding models for educational organisations	6	4	D
5282	Demonstrate knowledge of internal resource allocation methods for educational organisations	6	4	D
9344	Demonstrate knowledge of the management information system of an educational organisation	6	6	D
9345	Develop office and administrative systems in an educational organisation	6	12	D
9346	Develop a client focus in educational organisations	5	3	D
9347	Control document presentation in an educational organisation	5	8	D
9348	Demonstrate knowledge of information technology in educational administration	4	2	D
9349	Work with school support agencies in educational administration	4	3	D
9350	Demonstrate knowledge of equivalent full-time student targets in an educational organisation	5	4	D
9351	Demonstrate knowledge of working with industry training organisations in educational administration	5	4	D
9596	Demonstrate knowledge of legal obligations of educational organisations	6	6	D
10504	Input and retrieve specialist information in an educational environment	4	8	D
20944	Demonstrate knowledge for effective governance of NZ schools: trusteeship and the Treaty of Waitangi	3	10	D
20945	Demonstrate knowledge for effective governance of NZ schools: the school charter	3	9	D
20946	Demonstrate knowledge for effective governance of NZ schools: reporting, monitoring and operations	3	19	D

Education > Educational Administration > People Management in Educational Administration

ID	Title	Level	Credit	Review Category
5278	Demonstrate knowledge of the roles and responsibilities of a school Board of Trustees	6	4	D
5284	Plan the appraisal of the Principal or Director of an educational organisation	7	6	D
5285	Develop a programme for the training of a school Board of Trustees	5	4	D
5286	Establish a code of conduct for personnel in an educational organisation	5	2	D
5287	Demonstrate knowledge of employment legislation and regulations in education	6	4	D
9198	Demonstrate knowledge of leadership theory in educational organisations	6	3	D

<b>ID</b>	<b>Title</b>	<b>Level</b>	<b>Credit</b>	<b>Review Category</b>
9199	Demonstrate knowledge of personal leadership style in an educational context	6	6	D
9206	Demonstrate knowledge of the election and organisation of a school Board of Trustees	5	2	D
9207	Demonstrate knowledge of tertiary governing bodies of educational organisations	5	2	D
9352	Demonstrate knowledge of performance management in educational organisations	7	7	D
9353	Develop a staff development plan for an educational organisation	6	10	D
9354	Demonstrate knowledge of staff development in an educational organisation	5	3	D
9355	Practice self management in educational administration	5	3	D
9356	Develop networks within the context of educational administration	3	2	D
9357	Demonstrate knowledge of performance appraisal in educational administration	6	5	D
9358	Develop a system of performance appraisal for an educational organisation	6	8	D
9359	Plan for, and participate in, peer review in an educational organisation	5	4	D
9360	Carry out performance appraisal in an educational organisation	6	3	D
9361	Prepare for and participate in performance appraisal as an appraisee in an educational organisation	4	4	D

Education > Educational Administration > Planning in Educational Administration

<b>ID</b>	<b>Title</b>	<b>Level</b>	<b>Credit</b>	<b>Review Category</b>
5273	Identify and describe the information output needs of an educational organisation	4	4	D
5275	Develop a strategic plan for an educational organisation	7	10	D
5276	Prepare for a school assurance audit	5	4	D
5277	Prepare for a school effectiveness review	6	5	D
5283	Demonstrate knowledge of the culture of educational organisations	7	5	D
5288	Develop a programme for community consultation in an educational organisation	5	3	D
9185	Review the organisation structure of an educational organisation	7	5	D
9193	Demonstrate knowledge of strategic planning in an educational organisation	6	4	D
9194	Investigate the potential application of information technologies in an educational environment	4	3	D
9195	Develop an information technology plan for an educational organisation	6	5	D

ID	Title	Level	Credit	Review Category
9196	Develop, plan to implement, and review policy in educational administration	7	3	D
9197	Develop a contract between an educational organisation and its main funding provider	6	10	D
9200	Work with change management in educational administration	7	8	D
9201	Build and maintain a relationship with the local community of an educational organisation	5	3	D
9202	Negotiate and manage inter-institutional relationships in education	6	3	D
9203	Demonstrate knowledge of quality management in education	6	6	D
9204	Describe and evaluate an academic quality management system	7	6	D
9205	Develop an on-going programme of self-review in an educational organisation	4	3	D
10506	Develop a strategic plan for the inclusion of overseas students in an educational environment	7	10	D

Education > Educational Administration > Policy Issues and Research in Educational Administration

ID	Title	Level	Credit	Review Category
5274	Identify contemporary educational issues, trends, and research	5	3	D
9187	Demonstrate knowledge of the theoretical basis of educational administration	6	4	D
9190	Demonstrate critical reflective practice in educational administration	7	10	D
9191	Plan to develop a research culture in an educational organisation	7	10	D
9208	Evaluate the equity performance of an educational organisation	6	4	D
9209	Demonstrate knowledge of the New Zealand education system	6	4	D
9210	Demonstrate knowledge of politics in education	7	6	D
9211	Critically appraise and work with contemporary policy in education	7	8	D
9212	Demonstrate knowledge of, and work with, educational philosophy	7	6	D
9213	Develop and work with a personal philosophy of education	7	5	D
9214	Identify and work with a personal philosophy of education	4	4	D
9215	Demonstrate knowledge of ethics in education	6	4	D

## Education &gt; Educational Administration &gt; Student Services in Educational Administration

<b>ID</b>	<b>Title</b>	<b>Level</b>	<b>Credit</b>	<b>Review Category</b>
10503	Manage student information requirements in an educational environment	4	4	D
10505	Manage the welfare of overseas students in an educational environment	4	8	D