

## Field: Law and Security

### Review of *Legal Executive Studies* New Zealand Qualification

#### Reviewed qualification

Ref	Version	Qualification Title (Level)	Credits
3508	1	New Zealand Diploma in Legal Executive Studies (Level 6)	120

#### Review information

Qualification Developer	Ringa Hora Services Workforce Development Council
Reason for the review	Scheduled 5-year review
Review date	August 2024
Outcome date	August 2024
Next review date	August 2029

Summary of review and consultation process
<p><b>Preparing for the qualification review</b></p> <ol style="list-style-type: none"> <li><u>Information on qualifications collated:</u> Information on the suite of qualifications was gathered, including uptake data.</li> <li><u>Stakeholder profile confirmed:</u> A list of stakeholders was created, and all were invited to participate in the review.</li> </ol> <p><b>Planning the review</b></p> <ol style="list-style-type: none"> <li><u>Survey prepared:</u> Survey questions were prepared and the survey was set up online.</li> <li><u>Survey administered:</u> All stakeholders were invited to provide their feedback on each of the qualifications.</li> <li><u>Feedback report written and analysed:</u> The feedback was reviewed by the Quality and Academic Development team at Open Polytechnic and a report summarising the feedback was shared with all participants.</li> </ol> <p><b>Conducting the review</b></p> <ol style="list-style-type: none"> <li><u>Online consultation meeting #1 with stakeholders:</u> An initial meeting was held online, to introduce ourselves to one another, discuss the feedback, and propose any necessary changes to the qualification.</li> <li><u>Post-survey consultation report #1 written and administered:</u> A document stating the proposed actions resulting from the feedback and discussions so far was shared with all participants of the review, along with the minutes of the initial online meeting. Everyone was invited to read through the report and comment in writing on the proposed actions.</li> <li><u>Post-survey consultation report #2 written and administered:</u> A document to share a summary of collected feedback from completed/returned consultation documents was shared with all participants of the review.</li> <li><u>Online consultation meeting #2 with stakeholders:</u> A second meeting was held online, to discuss the feedback and the proposed changes to the qualification. Final decisions for amendments to the qualifications were made.</li> <li><u>Outcomes reported to all stakeholders:</u></li> </ol>

The outcomes of the qualifications review were reported to stakeholders via email.

### Reporting the review

11. Report to NZQA:

The outcomes of the qualifications review were reported to NZQA

12. Final report to stakeholders:

The final outcomes of the qualifications review will be reported to stakeholders via email once finalised with NZQA.

### Main changes resulting from the review process

Qualification Developer status and associated standard setting responsibility for all qualifications has been transferred from Te Pūkenga - New Zealand Institute of Skills and Technology Trading as Open Polytechnic, to Ringa Hora Workforce Development Council. This transfer reflects the intent of the Reform of Vocational Education (RoVE).

Specific (minor) updates to qualification as follows:

- Education and Employment Pathway statements
- Qualification Award details
- Evidence Requirements for Assuring Consistency
- Qualification specifications and programme conditions

### Review outcome

Ref:	Version	Reviewed qualification	Outcome category	New qualification details/version (if applicable)
3508	1	New Zealand Diploma in Legal Executive Studies (Level 6)	B-New version of qualification	3508-2

### Qualification review outcome categories

Outcome	Result	Category
Minor changes to the qualification	Qualification version number and ID (Ref) remain the same New review date is required	A
Moderate changes to the qualification	New qualification version number ID (Ref) remains the same New review date is required	B
Significant changes to the qualification	New replacement qualification with a new ID (Ref) The existing qualification will expire	C
The qualification is no longer required by industry	The qualification will expire with no replacement	D

### Transition information

Ref:	Version	Qualification Title (Level)	Last date of entry*	Last date of assessment
3508	2	New Zealand Diploma in Legal Executive Studies (Level 6)	N/A	31/12/2025

*\*only required for outcome category C or D*

### **Any additional information**

It is intended that no person be disadvantaged by these transition arrangements. Any person who considers they have been disadvantaged may appeal to Ringa Hora Services Workforce Development Council at the address below. Appeals will be considered on a case-by-case basis.

Ringa Hora Services Workforce Development Council

PO Box 445

Wellington 6140

Web: [www.ringahora.nz](http://www.ringahora.nz)

Email: [info@ringahora.nz](mailto:info@ringahora.nz)

Phone: 04 909 0306