

Approved version

# NZQF Qualification Listing and Operational 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 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:

“Credit value” means the number of credits, with each credit representing ten notional learning hours:

“Level” means any of levels 1 to 10 set out in the first column of the NZQF structure:

“Mātauranga Māori evaluative quality assurance criteria” means the criteria used for Mātauranga Māori evaluative quality assurance published by NZQA on its website for the purposes of assessing both stages of applications (*development and final approval under Rule 10.2*) to list a qualification at level 1 to 6 on the NZQF:

“Mātauranga Māori logo” means the logo of NZQA set out in the Appendix to the NZQF Programme Approval and Accreditation Rules 2013:

“Mātauranga Māori quality assurance mark” means the mark awarded to an institution by NZQA under the NZQF Programme Approval and Accreditation Rules 2013:

“NCEA” means the National Certificate of Educational Achievement:

“NZQA” means the New Zealand Qualifications Authority:

“NZQF” means the New Zealand Qualifications Framework:

“NZQF logo” means the logo that is available from NZQA for approved usage in relation to the NZQF:

“NZQF structure” means the structure set out in the Table in the **Appendix**, consisting of the Levels and qualification types:

“Qualification developer” means a university, polytechnic, wānanga, registered private training establishment, government training establishment, industry training organisation, NZQA, or other body that NZQA recognises as capable of meeting the responsibilities of a qualification developer set out in Rule 13.1; and for the purposes of Rule 17 is the body that NZQA notifies as being the qualification developer for a particular qualification:

“Qualification type” means a type of qualification listed in the second column of the NZQF structure:

“Quality assurance body” means:

- (a) NZQA:
- (b) Universities New Zealand when it is exercising the powers of NZQA in respect of universities:

“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:

“Status” means current, expiring, or discontinued status of the qualification, as described in Rules 7.1 to 7.5:

“Universities New Zealand” means the New Zealand Vice-Chancellors’ Committee established under section 240 of the Act.

### ***Listing details for qualifications***

#### **4. Qualification details listed on the NZQF for all qualifications**

4.1 The details for all qualifications to be listed on the NZQF are:

- (a) a title for the qualification that properly reflects the qualification:
- (b) a suitable qualification type and level that recognises the achievement of a set of learning outcomes for a particular purpose through formal certification:

- (c) a statement of the purpose of the qualification which clearly states the use of the qualification in New Zealand and its relevance to students, industry, employers, professions, whānau, hapū, iwi, hāpori Māori, or community groups:
- (d) a suitable outcome statement that:
  - (i) includes a graduate profile which describes the knowledge, skills, and attributes that the graduate will be able to demonstrate upon achieving the qualification:
  - (ii) identifies the education pathways to other qualifications, if any:
  - (iii) identifies either or both of the employment pathways or any contribution to the community, whānau, hapū, iwi, or hāpori Māori:
- (e) the credit value:
- (f) the assigned six digit code from the New Zealand Standard of Classification of Education (NZSCED) system:
- (g) the name, contact details, and legal status of the appointed qualification developer:
- (h) the name or kind of body that awards, or combination of bodies that award, the qualification:
- (i) the intended period for ongoing review, usually being no longer than 5 years from listing and no longer than 5 years from each review thereafter.

## **5. Further details for qualifications listed at levels 1 to 6**

- 5.1 Compliance with Rule 5.2 by a university is required only where the title of a qualification sought to be listed by the university begins with the words “New Zealand”.
- 5.2 Subject to Rule 5.1, qualifications at levels 1 to 6, in addition to the details in Rule 4.1, must also contain the following details:
  - (a) for titles in English, the generic stem of the title (*except for NCEA*) must begin with the words “New Zealand” (*and for the purposes of section 292(5) of the Act, this amounts to NZQA consent to use the words “New Zealand”*):
  - (b) after the words “New Zealand” (*except for NCEA*) will be the qualification type, then the designator that identifies the main discipline or subject field of the qualification, followed by its level:
  - (c) the title may include other qualifiers, such as the optional discipline and focus qualifiers, as well as strands that recognise achievement or specialties:
  - (d) the title must not include the name of a person, organisation, or product unless the applicant satisfies the quality assurance body that there is a sound educational justification for the inclusion:

- (e) a suitable specification that contains the mandatory conditions set out in Rule 5.3 and the optional conditions set out in Rule 5.4 for programmes leading to the award of the qualification, which must enable the qualification to be achieved through a range of contexts and learning pathways.
- 5.3 For the purposes of paragraph (e) of Rule 5.2 mandatory conditions include:
- (a) quality assurance arrangements to ensure consistency of qualification outcomes stated in the graduate profile:
  - (b) arrangements for credit recognition and transfer, and recognition of prior learning:
  - (c) any pre-requisites to meet regulatory body or legislative requirements, such as for health and safety:
  - (d) any critical standards from the Directory of Assessment Standards, or regulatory body or industry standards, mapped to outcomes in the graduate profile (*where the qualification specification includes such standards*):
  - (e) the minimum standard of achievement, and standards for grade endorsements such as merit or excellence (*where applicable*).
- 5.4 For the purposes of paragraph (e) of Rule 5.2 optional conditions include:
- (a) entry requirements, including a range of contexts and learning pathways, and minimum literacy levels:
  - (b) structure of the programme, including the sequence of critical standards or graduate profile outcomes:
  - (c) the context for delivery or assessment:
  - (d) other conditions, such as the maximum time for completion and any practicum requirements.

## **6. Use of te reo Māori in listing qualifications**

- 6.1 A qualification may be listed in te reo Māori instead of English, and may include a reo Māori translation for “New Zealand” for the purposes of Rule 5.2(a), where the listing in te reo Māori is consistent with:
- (a) paragraphs (c) and (d) of Rule 4.1; and
  - (b) aspirations for Mātauranga Māori.
- 6.2 Where qualifications are listed in te reo Māori the listing details will contain an English equivalent description.

## **7. Status of Qualifications on the NZQF**

- 7.1 Qualifications on the NZQF will be assigned one of three kinds of status by NZQA: current, expiring, or discontinued.

- 7.2 Qualifications with current status are those in current use, and programmes leading to such qualifications may be offered and provided to students in accordance with the Act and Rules made under section 253 of the Act.
- 7.3 Qualifications with expiring status are those:
- (a) which are being replaced with a new qualification; and
  - (b) for which a decision has been made for them to be discontinued in the future.
- 7.4 Qualifications with expiring status:
- (a) may continue to be available to existing students while they complete the programme of study or training, but no new students may be enrolled; and
  - (b) will have a time limit for the expiry period, following which they will be assigned discontinued status.
- 7.5 For qualifications with discontinued status:
- (a) the qualification may no longer be awarded unless all qualification requirements were completed prior to its discontinuation;
  - (b) programmes leading to such qualifications must not be offered; and
  - (c) programmes leading to such qualifications must not be provided.

## **8. Amendment of listing details on the NZQF**

- 8.1 At the request of the qualification developer, or where the quality assurance body considers it necessary in the circumstances, the listing details may be amended.
- 8.2 Where the quality assurance body considers it necessary to amend the listing details, the qualification developer will be given reasonable notice and an opportunity to respond.

## **9. Removal of a qualification from the NZQF**

- 9.1 NZQA will remove a qualification from the NZQF where it has been listed by mistake.

### ***Applications to list qualifications***

## **10. Content and process for applications for approval to list qualifications on the NZQF**

- 10.1 Applications for approval to list qualifications on the NZQF must:
- (a) contain the details set out in Rule 4.1; and

- (b) for qualifications at levels 1 to 6 also contain the details required by:
  - (i) Rules 5.1 and 5.2; and
  - (ii) Rule 10.3 (*other than university applications*).

10.2 Applications (*other than by universities*) for approval to list qualifications at levels 1 to 6 will be managed in two stages:

- (a) the first stage is approval to develop the qualification:
- (b) the second stage is final approval of the qualification.

10.3 The following additional requirements apply to applications to list qualifications at levels 1 to 6:

- (a) applicants are to use the relevant application form available on the NZQA website:
- (b) the application must contain a written self-assessment using guidelines from time to time published for the purpose on the NZQA website:
- (c) a stakeholder profile which must identify individuals and/or organisations with a “stake” in the outcome of the qualification, with the mandatory stakeholders including:
  - (i) industry training organisations where the qualification in the application relates to industries for which the industry training organisations are recognised under the Industry Training Act 1992:
  - (ii) any other standard setting body where the qualification in the application relates to an area of responsibility of that standard setting body:
  - (iii) regulatory bodies where the qualification in the application relates to an area of responsibility of that regulatory body:
  - (iv) providers who may be accredited to provide a programme leading to the qualification, or leading to a similar qualification:
- (d) a list of the stakeholders from the stakeholder profile that had significant involvement in the development of the qualification:
- (e) copies of relevant stakeholder attestations for both stages of the application, with those attestations showing the nature, degree and reason for each stakeholder’s involvement in the development of the qualification:
- (f) for the first stage of an application only, evidence of a comprehensive needs analysis that identifies and confirms the distinct need in New Zealand for the qualification:
- (g) evidence of decisions made in the development of the qualification.

- 10.4 In addition to supplying the details required in Rule 10.1, applicants may:
- (a) for the purposes of Rule 6.1 request that the qualification is listed in te reo Māori instead of English, and may choose whether to include a reo Māori translation for “New Zealand”:
  - (b) opt in to Mātauranga Māori evaluative quality assurance for any qualification at levels 1 to 6 by requesting that the qualification is assessed using the Mātauranga Māori evaluative quality assurance criteria.
- 10.5 NZQA may release an applicant from all or part of the requirements in paragraphs (d) and (e) of Rule 10.3, where the applicant satisfies NZQA there is good reason to do so.

## **11. Approval of qualification applications for listing**

- 11.1 NZQA will advise applicants if any of the requirements for the application require further work.
- 11.2 Where NZQA is satisfied that the requirements for the application have been met, and that the qualification developer is properly capable of meeting the qualifications developer responsibilities in Rule 13.1, NZQA:
- (a) will advise the applicant that the qualification has been approved;
  - (b) will proceed to list the qualification on the NZQF; and
  - (c) give the qualification a unique listing number.
- 11.3 Where NZQA is not satisfied that the requirements are met, or not satisfied that the qualification developer is properly capable of meeting the qualifications developer responsibilities, NZQA will not approve the application.

## **12. Listing of approved qualifications**

- 12.1 NZQA will list a qualification at levels 1 to 6 only where it is satisfied that the qualification does not duplicate an existing qualification, that there is a distinct need for the qualification, and that it will meet the outcomes as stated in the outcome statement required in Rule 4.1(d).
- 12.2 Where a qualification has been assessed using the Mātauranga Māori evaluative quality assurance criteria, NZQA will indicate this in the listing details of the qualification.
- 12.3 In listing a qualification NZQA will:
- (a) list the relevant details set out in Rules 4.1 and 5.2, and (*where applicable*) the details in Rules 6.1 and 6.2:
  - (b) assign current status to the qualification:
  - (c) assign different review periods to those set out in Rule 4.1(i) where NZQA believes that different review periods are needed:

- (d) note where a qualification has been assessed using the Mātauranga Māori evaluative quality assurance criteria, and note the eligibility for a Mātauranga Māori quality assurance mark for the programme and accredited provider.

12.4 Universities New Zealand will:

- (a) approve applications from universities for listing qualifications where the applications meet the requirements in Rule 4.1; and
- (b) list the approved qualifications on the NZQF or arrange for NZQA to do so.

### **Qualification developers**

## **13. Responsibilities of Qualification Developers**

13.1 The responsibilities of a qualification developer are:

- (a) to review the qualification within each review period specified for the qualification, following the current guidelines published by the quality assurance body on its website:
- (b) to actively participate and cooperate in NZQA initiated wider reviews of suites of qualifications:
- (c) to monitor the consistency of qualification achievement by students:
- (d) for qualifications at levels 1 to 6 (*other than NCEA and university qualifications*), to report annually to NZQA on the arrangements for managing consistency for the qualification or set of related qualifications, and on the other matters set out from time to time on NZQA's website for such qualifications.

## **14. Qualification Developers (*other than universities*) that are not meeting their responsibilities**

14.1 Where NZQA believes a qualification developer (*other than a university*) is not meeting its responsibilities under Rule 13.1, NZQA will notify the qualification developer and the original applicant for approval for listing the qualification (*where the applicant is a different person*), and seek their views including any remedial action the qualification developer intends to take.

14.2 Where NZQA has given the notice under Rule 14.1 and remains satisfied that a qualification developer is not meeting its responsibilities under Rule 13.1, and that the qualification developer has no effective remedial plan:

- (a) NZQA may require a replacement qualification developer to be appointed within a specified period of time, being a qualification developer that NZQA is satisfied will meet the responsibilities under Rule 13.1, and may amend the listing details accordingly:
- (b) NZQA may appoint the replacement qualification developer if there is no replacement qualification developer appointed under paragraph (a) within the specified time:

(c) NZQA may alter the status of the qualification on the NZQF.

## **15. Award of qualifications**

- 15.1 Organisations that may award a qualification listed on the NZQF are, -
- (a) for qualifications at levels 1 to 6 (*other than NCEA and university qualifications*), the bodies listed in Rule 15.2; and
  - (b) for all other qualifications, the body or combination of bodies listed for that qualification for the purposes of paragraph (h) of Rule 4.1.
- 15.2 Qualifications at levels 1 to 6 (*other than NCEA and university qualifications*) may be awarded by:
- (a) the qualification developer; or
  - (b) an institution with a programme approval under section 249 of the Act in respect of the qualification; or
  - (c) an industry training organisation with consent to assess against standards making up the qualification (*under section 252 of the Act*) pending the industry training organisation obtaining a programme approval for the qualification; or
  - (d) an institution accredited under section 250 of the Act to provide a programme leading to the qualification; or
  - (e) NZQA where there is good reason for the qualification not being awarded by the organisations described in paragraphs (a) – (d).
- 15.3 The formal document certifying the award of a qualification with “New Zealand” in the title must bear the NZQF logo, and may also include the name or logo of the qualification developer or other awarding body.
- 15.4 For listed qualifications of the kind to which Rule 15.1(b) applies that do not have “New Zealand” in the title, the qualification developer may specify the requirements for the formal document certifying the award, which may include using the NZQF logo where approved to do so by NZQA.

## **16. Use of Mātauranga Māori logo on awards**

- 16.1 The Mātauranga Māori logo may be used on the formal document certifying the award of a qualification where permitted to do so by the NZQF Programme Approval and Accreditation Rules 2013.

## **17. Transitional provisions**

- 17.1 For the purposes of Rule 13.2, in carrying out NZQA initiated wider reviews of suites of qualifications that were listed on the NZQF at the date these Rules came into force (*other than university qualifications*), NZQA will:
- (a) notify the affected qualification developers to carry out a staged review process (*to consolidate the number of similar qualifications and reduce proliferation and duplication*) for the affected qualifications;
  - (b) list any new qualifications resulting from the staged review; and

- (c) insert any relevant listing details for the qualifications resulting from the review for the purposes of Rules 4.1 and 5.2.
- 17.2 If NZQA considers that the staged review process carried out under Rule 17.1 has not produced a result satisfactory to NZQA for any or all of the qualifications, NZQA will:
- (a) notify the relevant qualification developers of the details of a further review process and the timeframes for that review:
  - (b) consult known interested parties in the review process, and take into account their views:
  - (c) reach an interim decision on the qualifications needed and advise the interested parties of the interim decision and the reasons for it:
  - (d) ask the interested parties for submissions on the interim decision, and take those submissions into account in reaching a final decision:
  - (e) notify the interested parties of the final decision, the reasons for the decision, and the timeframes and process for implementing the final decision:
  - (f) list the qualifications needed that are not already listed, insert any relevant listing details for the resulting qualifications, and assign an expiring status to qualifications not required.
- 17.3 For university qualifications that were listed on the NZQF at the date these Rules came into force, Universities New Zealand will insert the relevant listing details by the end of 2014.
- 17.4 Certificates at Level 7 that were listed prior to the commencement of these Rules:
- (a) remain listed despite the removal from the NZQF structure of certificates at Level 7; and
  - (b) are in other respects subject to these Rules (*for the avoidance of doubt this includes reviewing the qualification and the other responsibilities of the qualification developers*).

# Appendix

## NZQF Structure - Levels and qualification types

LEVEL	QUALIFICATION TYPES
10	Doctoral Degree
9	Master's Degree
8	Postgraduate Diplomas and Certificates, Bachelor Honours Degree
7	Bachelor's Degree, Graduate Diplomas and Certificates
6	Diplomas
5	
4	Certificates
3	
2	
1	

EXPIRE