**Statutory Declaration form for Training Schemes/ Short Courses**

**General Statements**

Only eligible students are enrolled in training schemes (including micro-credentials).

All eligible students are enrolled in the training scheme, unless there are insufficient places available to accommodate them.

Selection processes for enrolling students are applied appropriately - where there are insufficient places available to accommodate all eligible students, selection is according to selection criteria set out in the Programme Regulations.

No international student is enrolled in a training scheme where it would mean that an eligible domestic student would miss out on a place (except for schemes established for international students or where the continued availability is dependent on international fees).

International students are only enrolled in training schemes that have been approved by NZQA (unless they are exempt from this requirement).

Training schemes are developed, and approved in accordance with Unitec processes and delegated authorities PRIOR to delivery to students.

Training schemes (including micro-credentials) that require NZQA training scheme approval are so approved prior to delivery to students.

Training scheme/micro-credentials have a coherent structure in terms of its learning outcomes, content, level and credit value , which is appropriate for its purpose.

Delivery methods are clearly identified, appropriate to the needs and level of students and akonga, and support achievement of the learning outcomes.

Adequate and appropriate teaching staff (with appropriate qualifications and/or experience), facilities, physical resources and student support systems are available to enable sustained delivery of training schemes.

Adequate information is available to students including where applicable: information on entry and selection requirements, recognition of prior learning, reassessment and appeals, student progress, requirements for completion, and the availability of assessment in te reo Māori.

Assessment (including Assessment of Prior Learning) and moderation is undertaken in accordance with the Training Scheme Regulations, Assessment Moderation and Grades Policy and associated procedures, to ensure that assessment materials, methodologies and decisions are fair, valid, consistent and appropriate for the level given the stated learning outcomes.

Unitec Moderation procedures (as set out in theAssessment Moderation and Grades Policy and associated procedures) are followed to ensure that all assessment materials, methodologies, and decisions are fair, valid, consistent, and appropriate for the level, given the stated learning outcomes.

Training schemes are subject to effective regular ongoing self-assessment and review for the purposes of content and currency and for monitoring the outcomes for students and stakeholders (i.e., regular reviews of training schemes, including an annual Training Scheme Evaluation and Review process is undertaken).

Originals or copies of all of the assessments are retained for at least 12 months from the end of the course.

**Micro-credentials**

 Are any of your training schemes approved as micro-credentials?

(If yes)

* Please list the training schemes that have been approved as micro-credentials.
* Micro-credentials are reviewed annually, including to confirm whether there is continued demonstrable support for the micro-credential and its approval as a micro-credential from relevant industries, employers, or communities
* Where a training scheme is approved as a micro-credential, all the features set out in the definition of micro-credentials continue to be met

**Assessment standards**

Do any of the training schemes or short courses in your school contain assessment standards?

(If yes)

* NZQA consent to assess is held and maintained for all assessment standards assessed as part of training schemes
* Consent and moderation requirements (CMR) for all assessment standards on training schemes are met.
* NZQA consent is obtained (through Te Korowai Kahurangi ) PRIOR to using a sub-contractor to deliver study or training in respect of assessment standards on Unitec's behalf; Delivery is not further sub-contracted.
* Credits for assessment standards are accurately reported to NZQA within 3 months of assessment (or such other time frame as agreed by NZQA)
* Do any of the training schemes in your school contain externally assessed achievement standards?

**Sub-contracting**

Are any of your training schemes/micro-credentials delivered by a sub-contractor?

(If yes)

* Please list the training scheme title/s and sub-contractor/s.
* The use of sub-contractors is documented in a formal agreement between Unitec and the sub-contractor which was negotiated and approved in accordance with Unitec processes for academic contracts PRIOR to their use for delivery to students.
* NZQA is notified through Te Korowai Kahurangi PRIOR to using a sub-contractor who also holds approval for the training scheme, to provide all or part of a scheme on Unitec’s behalf.
* NZQA approval is obtained (through Te Korowai Kahurangi ) PRIOR to using a sub-contractor who does not hold approval for the training scheme, to provide all or part of a scheme on Unitec’s behalf.
* Sub-contracting is at all times conducted in accordance with the sub-contracting agreement between Unitec and the sub-contractor (and the agreement continues to be current).
* Where a sub-contractor is engaged to deliver all or part of the programme, information and advertising clearly states that it is provided through a sub-contracting arrangement.

**Non-NZQA**

Are there any non NZQA approved training schemes (i.e. Short courses) within this School?

(If yes) please list NZQA approved training schemes.

**Externally assessed achievement standards**

Do any of the training schemes in your school contain externally assessed achievement standards?

(If yes) Are the requirements of the Assessment Rules and Procedures for Tertiary Education Organisations in relation to assessment against externally assessed achievement standards met?