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

**General Statements**

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

*Eligible students are either:*

1. *domestic students who have attained the age of 16 or who:*
   * *have a school leaving certificate (for full-time students); or*
   * *have a letter from their Principal supporting their enrolment(part-time students); or*
   * *who are enrolled on Dual Pathways programmes and Trades Academy, and STAR funded courses; or*
2. *international students where enrolment of international students is permitted in the approved programme regulations.*

*And who either:*

1. *meet the entry criteria set out in the programme regulations; or*
2. *have reached the age of 20 years; or*
3. *are enrolled with the approval of the Academic Leader (or delegated equivalent) where their previous educational, work or life experience indicates they have a reasonable likelihood of success.*

*NB: this does not prevent Unitec from refusing to permit or cancelling the enrolment of persons who:*

1. *Are not of good character (including, but not limited to, having a bad debt history, a criminal conviction, or a history of breaching Unitec regulations or policies);*
2. *Have been guilty of misconduct or a breach of discipline*
3. *Have made insufficient progress in their study.*

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).

*NZQA training scheme approval is not required where the training scheme:*

1. *is recreational in nature*
2. *involves corporate training, except schemes designed for the purpose of meeting regulatory requirements for occupational registration, occupational licensing, or health and safety in the workplace*
3. *has a credit value of less than ten credits, except schemes designed for the purpose of meeting regulatory requirements for occupational registration, occupational licensing, or health and safety in the workplace.*

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 schemes require NZQA approval where they:*

* *will be delivered to International Students (unless they are exempt)*
* *require approval to attract funding*
* *require approval in order to meet regulatory requirements*

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.

*Things to consider when answering this question include whether:*

* *Assessment is undertaken as outlined in the approved Training Scheme document*
* *Changes to the assessment design and tool are appropriately approved*
* *Assessment due dates are applied as outlined in the course outline provided to students*
* *Results are returned to students within 10 working days (unless otherwise approved*
* *Final course results and NZQF unit standards are checked for accuracy and approved by the relevant Programme Academic Quality Committee (PAQC) (or in exceptional circumstances, Head of School or equivalent) prior to release to students*
* *Extensions, reassessment etc are conducted as outlined in the approved programme document*

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.

*Things to consider when answering this question include whether:*

* *The programme has an Annual Moderation Plan approved by the Programme Academic Quality Committee (PAQC) which outlines and tracks the implementation of both pre and post-moderation and check marking*
* *Internal and external pre and post-moderation, and check marking is taking place as required by Unitec policies and procedures and in accordance with the Annual Moderation Plan*

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?

*Assessment standards are unit standards and achievement standards listed in the Directory of Assessment Standards (DAS) managed by NZQA.*

(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?

*Sub-contracting occurs where Unitec uses a sub-contractor to provide all or part of training scheme on Unitec's behalf.*

(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.

*A signed copy of a current Unitec Collaboration Agreement is available (note location of signed document). You may be requested to provide a copy of this.*

* 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).

*Things to consider when answering this question are whether Unitec retains ongoing quality oversight of the programme as outlined in the agreement between the parties*

* 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?