

Introduction to the Survey

This survey is used to determine whether each Programme delivered at Unitec is compliant with specified sections of the Education Act 1989 and with Rules made under Section 253 of the Education Act 1989.

This questionnaire is focussed on what was 'normal' delivery during 2019 and 2020 *pre-Covid-19*.

The responses will be used to support a Statutory Declaration to NZQA completed by the Interim Chief Executive. If you are in any doubt as to what a question is referring to or need assistance answering a particular question, please refer to your AAQ in the first instance. If necessary, your AAQ will seek further clarity for you.

The survey must be completed no later than **Wednesday 13 May**.

All responses will be reviewed and, where necessary, an action plan will be required. APMs will be notified of any follow up requirements.

Questions

- Does Unitec have approval and accreditation to deliver this programme? Or just Accreditation?
- Where Unitec has accreditation only, state the Programme owner (i.e., whose programme is being delivered).
- Is there ongoing support and engagement from the programme owner?
- Please answer YES or NO for the following statements
 - There is a letter from NZQA (or equivalent) which demonstrates Unitec is approved to deliver the programme.
 - The programme is subject to effective regular ongoing self-assessment and review (i.e., annual PEPs and regular review of the programme is undertaken).
 - The programme is delivered as set out in the latest approved Programme Approval Document (the Definitive Document), including approved changes (including adhering to the Programme Regulations).
 - Delivery methods are adequate and appropriate for the stated learning outcomes of the programme.
 - Appropriate academic staffing, teaching facilities, educational and physical resources, and support services are available to support sustained delivery of the programme to a standard that promotes student success.
 - Assessment (including Assessment of Prior Learning) is undertaken in accordance with the Programme Regulations, Assessment Moderation and Grades Policy and associated procedures, and assessment materials, methodologies and decisions are fair, valid, consistent and appropriate for the level given the stated learning outcomes.
 - Pre-assessment moderation has been completed for all assessments. • There is a PAQC approved moderation plan for the programme. • The moderation plan requires external moderation for each course to occur at least every three years. • External Moderation of each course has occurred at least once in the last three

years. • Unitec's Assessment, Moderation and Grades Policy (and associated procedures) are being complied with.

- Unitec has the capability and capacity to support sustained delivery of programme through appropriate academic staffing (with appropriate qualifications and/or experience), teaching facilities, educational and physical resources, and student support services.
- All Type 1 Changes to the programme are made and approved in accordance with [Unitec policy and procedures](#) and notified to NZQA PRIOR to delivery to students. [Change and Improvement Procedure](#)
- All Type 2 Changes to the programme are made and approved in accordance with [Unitec policy and procedures](#) and are approved by NZQA PRIOR to delivery to students. [Change and Improvement Procedure](#)
- Originals or copies of all of the assessments are retained for at least 12 months from the end of the course.

Teaching locations

- Is any part of this programme delivered offshore?
- Is any part of this programme delivered at a site other than the Mt Albert or Waitākere campuses?
- If Yes, state the specific address of each location on a new line along with what is delivered at that location.
- Has each of the locations been approved in accordance with [Approval of Delivery Sites Procedure](#)?

Subcontracted delivery

- Is any part of the programme delivery sub-contracted?
- Please list below the sub-contractors used and what part of the programme they deliver (one per line).
- Does the sub-contractor hold accreditation for all or part of the Unitec Programme?
 - If yes, please answer YES or NO to the following:
 - Where the sub-contractor holds accreditation to provide the programme, NZQA has been notified of the arrangement by Te Korowai Kahurangi (NB: this should occur prior to using the sub-contractor); and
 - Delivery is not further sub-contracted.
 - If not, please answer YES or NO to the following:
 - Where the sub-contractor does not hold accreditation to provide the programme, NZQA approval for the arrangement has been obtained through Te Korowai Kahurangi (NB: this should occur prior to using the sub-contractor); and
 - Delivery is not further sub-contracted.
- Please answer YES or NO for the following criteria about your sub-contractors.
 - 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.

- Sub-contracting is/was at all times conducted in accordance with the sub-contracting agreement between Unitec and the sub-contractor (and the agreement was current at the time of delivery).
- Where a sub-contractor is engaged to deliver all or part of the programme, information and advertising clearly states that the programme is provided through a sub-contracting arrangement.
- There is a copy of the sub-contracting arrangements in the E-Academic Library
- Does the sub-contracting arrangement include the assessment of any assessment (unit or achievement) standards?
- If yes, Do the sub-contracting parties hold consent to assess all those standards?
 - If yes, has NZQA been notified of the arrangement through Te Korowai Kahurangi?
 - If no, has approval from NZQA been sought?

Programme Level

- What level is your programme?

If Level 1-6

Please answer yes or no for the following criteria that relates to your level 1-6 programme.

- The consistency of qualification achievement by students is effectively monitored and assured, and the programme participates and cooperates in NZQA consistency reviews.
- Does your programme contain assessment standards? Assessment standards are unit standards or achievement standards listed in the Directory of Assessment Standards (DAS) managed by NZQA.
 - If yes, please answer yes or no for the following criteria for your programme's assessment standards.
 - NZQA consent to assess is held and maintained for all assessment standards (unit standards and achievement standards) assessed as part of the programme.
 - Consent and moderation requirements (CMR) for all assessment standards are met.
 - Credits for assessment standards are accurately reported to NZQA within 3 months of assessment.
- Does your programme contain BOTH of the following?
 - assessment standards, and
 - sub-contractors
- If **yes**, please answer yes or no for the following criteria for your programme's assessment standards and sub-contracting.
 - 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

- Does your programme 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?

If Level 7-10

Please answer yes or no for the following criteria that relates to your level 7-10 programme.

- The programme is monitored on an annual basis by an NZQA appointed monitor or, where NZQA permits, self-monitored in accordance with [conditions imposed by NZQA](#)?
- Research facilities and the support of staff involved in research is adequate, and links between research and the curriculum are appropriate (including clear, adequate, and effective).
- Is the programme is taught mainly by staff engaged in research?

Ending

That's it, thank you for your time.

By clicking the submit button, you are declaring that all your answers are correct (to the best of your knowledge). Once submitted, you will not be able to change any answers. Please remember to **download a PDF copy** of the survey after hitting the submit button. If you require any changes, send your request to tkkinsights@unitec.ac.nz.

If you answered no to any question, you may be required to develop an Action Plan to address the issue. APMs will be advised individually of this requirement and support provided if required.

For further information and the Action Plan template, please visit the Statutory Declaration page on the Nest.