

4. Making changes to programmes

Changes to a currently delivered approved programme may result from ongoing quality management and improvement, or changes in the industry or sector.

It is essential that a changed programme is fit for purpose, continues to meet all Programme Approval and Accreditation criteria, and students are not disadvantaged by the changes in any way.

Type 1 Changes	
Rule 3.1: Type 1 change means one of more changes to components of an approved programme which do not impact on the programme as a whole.	
Definition	<p>A type 1 change is a minor change to programme components which:</p> <ul style="list-style-type: none">• does not impact on NZQA data requirements such as the programme aim, content, learning outcomes, total credit value, total learning hours, entry requirements, delivery or vacation weeks (durations), delivery methods, assessment methods, or the overall programme structure. <p>These are the fields in the relevant online application form on NZQA's website which are reflected on the Programme Details report (RO482).</p>
Examples of T1 change	<p>Examples include:</p> <ul style="list-style-type: none">• changes to learning activities (but not the programme or component learning outcomes)• minor changes to assessment methodology and/or assessment weightings• title of a component.
Process	<p>NZQA will acknowledge the notification of a Type 1 change and add the changes to our records. We will make contact with the TEO if the proposed changes are considered to be Type 2 changes.</p> <p>https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/programme-approval-and-provider-accreditation/guidelines-app-accred-progs/</p> <p>Where the change relates to a programme leading to the award of an industry qualification, the relevant Transitional ITO or Workforce Development Council or regulatory body must be copied into the notification.</p>

Type 2 Changes	
Rule 3.1: Type 2 change means one or more changes to components of an approved programme which do have an impact on the programme as a whole.	
Definition	<p>Type 2 changes relate to changes that impact on a programme as a whole, and will alter the programme approval and accreditation data held by NZQA. Type 2 changes will result in a new programme version number.</p> <p>A Type 2 change must be approved by NZQA prior to implementation.</p> <p>Changes may arise from the annual programme review process, internal or external moderation, qualification review, or NZQA EER, consistency reviews, or Monitoring and Assessment processes.</p>

Examples of change	<p>Examples include:</p> <ul style="list-style-type: none"> • Changes that impact the NZQA data requirements, including the programme aim, graduate profile outcomes, content, learning outcomes, total credit value, total learning hours, delivery or recess weeks (durations) delivery methods, assessment methods, and/or the overall programme structure. • Changes to assessment standards and/or the qualification. Note that changes to unit standard versions as a result of review may require a type 2 change application • Changes related to practicals, practicums, work integrated learning, work placements, etc • Changes to the programme structure e.g. adding, combining or removing components, changing components, changing component credit values. • Regulations, including entry requirements. • Changes to mode of delivery (e.g. a move from face-to-face learning to distance online learning). • Significant changes to assessment methods and/or assessment weightings.
Process	<p>Programme changes are evaluated against programme approval and accreditation criteria in the Programme Rules. The decision to approve a change to a programme is made by ensuring the application meets these criteria.</p> <p>If there are a significant number of changes or if, after a request for further information, NZQA does not have confidence in the application details, the application may be declined. A revised change application can be submitted, or, a new programme application may be required.</p> <p>Please confirm that any TEOs accredited by NZQA to provide the current version of this programme have been notified of this change application and of the intended lapse date of this version and that they have been advised that they must apply to NZQA for accreditation to provide the new version if they wish to continue offering the programme.</p> <p>When submitting a type 2 programme change application please submit the following where relevant:</p> <ul style="list-style-type: none"> • a rationale for the proposed changes • programme curriculum document with tracked changes • internal consultation and internal quality assurance approval • external consultation with relevant stakeholders • evidence of programme review • policy and procedure to support proposed changes <p>Applications should include evidence of self-assessment.</p> <p>The Tertiary Education Commission is copied into the Type 2 change outcome letter.</p> <p>https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/programme-approval-and-provider-accreditation/guidelines-app-accred-progs/</p>