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

Thank you for completing this statutory declaration form.

A Training Scheme is: “Study and training that leads to an award but does not, of itself, lead to an award of a qualification listed on the New Zealand Qualifications Framework” where an award is: "a certificate or other document granted in recognition of a student’s achievement in and completion of a training scheme.

Training schemes may also be known as micro-credentials, short courses, corporate training, training etc. and may or may not require NZQA approval.

Training schemes may result in the award of a Certificate of Attendance or a Certificate of Achievement, or another document which certifies achievement and completion.

Certificates of Proficiency are not Training Schemes. ITO contracted delivery is not considered a Training Scheme.

**Training Schemes**

Are there any training schemes (including micro-credentials) in your School?

Please list all the training schemes (or micro-credentials) you are responsible for. Your responses to this survey is for all the training schemes/micro-credentials listed. If you need to provide additional information about a training scheme, please ensure you identify it in your response.

**General Statements**

*Please answer yes or no for the following criteria for all of your training schemes and/or short courses.*

*If no is answered for any statement, you will be asked to provide an explanation in the follow-up question.*

Training schemes (including micro-credentials) 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*

The Training scheme/micro-credential has 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 the Assessment 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 (including micro-credentials) 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)

* 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
* For each of the micro-credentials, 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)

**Sub-contracting**

Are any of your training schemes (including micro-credentials) delivered by a sub-contractor (an organisation which provides all or part of the training scheme/micro-credential for Unitec)?

*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 any sub-contractor/s and which part of the training scheme they deliver.
* 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.*

* Where the sub-contractor/s
	+ hold NZQA approval for the training scheme/s (including micro-credentials) - NZQA has been notified of the sub-contracting arrangement/s through Te Korowai Kahurangi
	+ do not hold NZQA approval for the training scheme/s (including micro-credentials) - NZQA approval has been obtained for the sub-contracting arrangement/s through Te Korowai Kahurangi (this should occur PRIOR to using the sub-contractor)
* 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.

**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](https://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/assessment-including-examination-rules-for-tertiary-education-organisations-with-consent-to-assess-entering-candidates-for-achievement-standards-2020/) met?