

<b>OTAGO POLYTECHNIC ACADEMIC POLICY</b>		<b>Number: AP0711.05</b>
Title:	<b>Delivery of Programmes by External Contracts</b>	
Baldrige Criteria:	<b>6 Operations</b>	
Chief Executive approval:	<b>19 Sept 2016</b> AcBd paper : A89/16	Effective Date : <b>19 Sept 2016</b>
Previous Policy No:	<b>n/a</b>	Review Date: <b>as required</b>
Contact Authority:	<b>Director: Quality</b>	Status: <b>Current</b>

**Purpose** To ensure that all delivery undertaken by external contracts with either TANZ partners or other tertiary education organisations is checked to ensure that the Academic Quality Management System and funding requirements are fully addressed. External Contracts must also meet Tertiary Education Commission (TEC) and Ministry of Education (MOE) requirements.

**Background** Any contractual arrangement to offer all or part of a qualification through a contractual arrangement must meet quality and compliance requirements. Contractual arrangements may include contracts, articulation agreements or franchise arrangements where subcontracting of part or all of a qualification occurs. Contracts may include arrangements to assess learners for qualifications using Otago Polytechnic accreditation, contracts to teach and assess at different sites.

**Statutory Compliance** TEC Funding Rules  
 NZQF Programme Approval and Accreditation Rules 2013  
 NZQA Degrees and related qualifications guidelines for programme approval and accreditation to provide programmes July 2014  
 NZQA Guidelines for applying for approval of programmes leading to New Zealand qualifications at Levels 1 - 6 on the NZQF and the accreditation of organisations to provide approved programmes (version 2, July 2015).

- Policy and Procedures**
1. All ideas and/or proposals for delivery of programmes covered by external contracts must be approved by Leadership Team prior to any agreement being entered into.
  2. In all cases where delivery of all or part of an Otago Polytechnic qualification is being contracted to another provider, the TEC and NZQA requirements must be complied with.
  3. All external contracts with other parties or tertiary education organisations for delivery of programmes must have a contract completed prior to commencement. (See template on Insite – Service Area/Contracts/Contract Templates – Academic Delivery Sub-Contract). This contract is to be completed in consultation with the Contracts Manager.
  4. Heads of School/College are required to discuss all external delivery arrangements with the Director: Quality. The Checklist for External Contracts (see Appendix 1) must be signed off by the Director: Quality prior to finalisation of the Academic Delivery Sub-Contract (see template on Insite – Service Area/Contracts/Contract Templates).



5. Heads of School/College are responsible for finalising the Academic Delivery Sub-Contract with the Contracts Manager.
6. All external contracts must be approved by both Leadership Team and Academic Board.
7. All external contracts must be signed by the Chief Executive or delegate, according to the delegations policy and schedule.

**Referral Documents**

Appendix 1 Checklist for External Contracts  
Appendix 2 – Flow Chart for External Contracts for Academic Delivery  
Academic Delivery Sub Contract – Template on Insite Service Area/Contracts/Contract Templates

**Delegation of Procedures**

Delegations Policies and Schedules:  
CP0005 Delegations from Council to the Chief Executive  
MP0303 Authorities and Delegations from the Chief Executive  
MP0304 Specific Authorities and Delegations

**Approved by Chief Executive**  
**Date: 19 September 2016**



**CHECKLIST FOR EXTERNAL CONTRACTS**

Permission for this contract required by Tertiary Education Commission/Ministry of Education YES / NO

*\*Applies to TANZ Delivery Agreements only*

<i>General Outline of Contract:</i>					
	<i>Otago Polytechnic</i>	<i>External Contractor</i>	<i>How Handled</i>	<i>Required in Contract</i>	<i>In Contract</i>
<b>1 Institutional Academic Quality Management</b>					
Whose Academic Quality requirements apply?					
Otago Polytechnic/s strategic frameworks addressed					
Annual Evaluation and Review report					
*Register of TANZ agreements					
<b>2 DEVELOPMENT OF QUALIFICATIONS AND EDUCATIONAL PROGRAMMES</b>					
Accreditation					
Whose accreditation will be used?					
Programme Documentation					
*What will the TANZ Partner need to receive?					
Programme Development					
Whose policies apply?					
How is a new course/module introduced for an external contract?					
NZQA					
What requirements does NZQA have?					
Who is responsible for contact with NZQA?					
PEAC					
Any different arrangements required?					
<b>3 FINANCIAL, ADMINISTRATION AND PHYSICAL RESOURCES</b>					
EFTS					
Who will get the EFTS?					
Who enrolls the students?					
Approval process for TEC?					
*Contract mechanisms for TANZ partner					
Fees/Contract Price					
Who sets fees/contract price?					
Physical Resources					
Access to suitable teaching and learning environment and resources?					
Occupational Safety and Health issues?					
Refund Policies					
Whose policies apply?					



<b>4</b>	<b>STAFF SELECTION, APPRAISAL AND DEVELOPMENT</b>				
	Staffing – do staff hold appropriate qualifications e.g. specialist area, workplace assessor qualifications? Are additional staff required? Performance Review – who is responsible? Staff training and staff development needs? Any other staffing issues?				
<b>5</b>	<b>STUDENT INFORMATION AND ADMISSION TO PROGRAMMES</b>				
	Marketing – who is responsible? What are the responsibilities?				
	Student Selection/Entry Criteria				
	Occupational Safety and Health information for students				
<b>6</b>	<b>STUDENT GUIDANCE AND SUPPORT</b>				
	Student Support Access to Library resources? Student Health? Computer facilities?				
	Appeals, Student Complaints, Discipline Whose policies apply?				
<b>7</b>	<b>PROGRAMME DELIVERY</b>				
	Delivery Who will deliver/teach the programme? Staffing implications?				
	Teaching Materials Who will provide these? Who retains ownership of teaching materials?				
	Student Surveys Which are used? Who is responsible for administering?				
<b>8</b>	<b>OFF-SITE PRACTICAL/WORKPLACE COMPONENTS</b>				
	How will this be monitored? Who is responsible for arranging?				
<b>9</b>	<b>ASSESSMENT</b>				
	Assessment and Moderation Who will be responsible for assessment? How will the assessment be moderated? (Pre and Post assessment and externally by whom?)				
	Whose assessment tasks? Assessment Schedules?				
	Examination/Assessment Supervision Who will arrange this? Who pays for the supervisors?				
	Programme Monitoring (NZQA) - applies to all programmes Level 7 and above How will monitoring be affected by the arrangement?				



<b>10</b>	<b>REPORTING AND CERTIFICATION</b>				
	Transcripts Who issues the results transcripts?				
	Reporting Results Who records on SMS?				
	National Certificates/National Diplomas If applicable, who gets the qualification for the students?				
	Graduation What do students graduate with? Whose graduation ceremony?				
<b>11</b>	<b>RESEARCH</b>				
	Research support, access to staff with research interests?				
	Intellectual Property What are the issues?				
	<b>ANY OTHER ISSUES</b>				
	Who else is involved in the contract?				
	ITO – any involved? Who communicates with/advises ITO?				
	Leadership Team approval required?				

.....  
Signature Date  
Head of School

.....  
Signature Date  
Director: Quality

Contract completed, including the above requirements

.....  
Signature Date  
Contracts Manager

**Director: Quality, Contracts Manager, and relevant School/academic area must each hold a copy of this checklist**



Flow Chart for External Contracts for Academic Delivery

