



OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP1005.04
Title:	Results Process for Consultancy / Workplace Assessment	
Classification:	Measurement, Analysis and Knowledge Management	
Chief Executive Approval:	Effective Date: 1 May 2019	Review Date: 1 March 2020
Previous Policy No:	n/a	Status: Current
Contact Authority:	Deputy Chief Executive Learning and Teaching Services	

Purpose

To ensure that the results of assessment of National Qualifications Framework (NQF) units made during the provision of consultancy services are reported to New Zealand Qualifications Authority (NZQA).

Otago Polytechnic provides a range of consultancy services which may entail assessments being made of workers against NQF units. These arrangements differ from 'regular' classes in that the funding is on a fee for service basis, as specified in a contract with Otago Polytechnic and no EFTS are reported.

Policy

1. EFTS will not be generated by such activities.
2. The fee profile including student health, student association, learner services and ID cards for the learner(s)/class will show a zero fee.
3. Payment of credit fees to NZQA is the responsibility of the Head of School/College/Department as these will have been included in the consultancy/workplace assessment fees which the school receives.
4. Start/finish dates can be for longer periods, e.g. 1 January to 31 December in any one year.
5. No reports are required for the Ministry of Education.
6. Results are entered into SMS to allow for their extraction and transmission to NZQA, and to provide an audit trail should there be queries from learners in later years.
7. The student information entered onto SMS will be limited to that which is required by NZQA for extraction of results, and that which is required by Registry.
8. All those undertaking this form of assessment must be registered on the National Qualifications Framework (NQF) and have a Framework Hook On Number (this will not be an Otago Polytechnic responsibility).
9. Results must be sent to NZQA following the Otago Polytechnic reporting of results process - through Registry.

Referral Documents

AP1105a_Results Process for Consultancy_SOP001

AP0900 Assessment, Moderation and Academic Integrity

AP0903 Grade Tables, Honours, Merit and Distinction

AP0211 Curriculum Development and Review

AP1008 Learner Results

AP1010 Producing Results Notices and Academic Transcripts

MP0351 Withdrawal, Transfer, Cancellation and Refund

Approved By Chief Executive
Date: 1 May 2019

